

**BIG LAKE CITY COUNCIL
REGULAR MEETING MINUTES
AUGUST 24, 2011**

1. CALL TO ORDER

Mayor Lori Kampa called the meeting to order at 5:00 p.m.

2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

3. ROLL CALL

Council Members present: Dick Backlund, Raeanne Danielowski, Lori Kampa, Duane Langsdorf, and Mike Wallen. Also present: Interim City Administrator Todd Bodem, City Clerk Gina Wolbeck, Community Economic Development Director Jim Thares, Senior Planner Katie Larsen, Public Works Director Mike Goebel, Police Chief Sean Rifenberick, Fire Chief Randy Miller, City Attorney Soren Mattick of Campbell Knutson, City Engineer Brad DeWolf of Bolton & Menk, Inc., and Building Official Ron Wasmund.

4. OPEN FORUM

Mayor Kampa opened the Open Forum at 5:01 p.m. No one came forward. Mayor Kampa closed the Open Forum at 5:02 p.m.

5. PROPOSED AGENDA

Council Member Danielowski motioned to adopt the proposed Agenda. Seconded by Council Member Langsdorf, unanimous ayes, agenda adopted.

6. CONSENT AGENDA

Council Member Danielowski motioned to approve the Consent Agenda with the removal of items 6F, 6G, and 6H for separate consideration. Seconded by Council Member Backlund, unanimous ayes, consent agenda approved. The Consent Agenda consists of: 6A) Approve

Regular Council Meeting Minutes of August 10, 2011, 6B) Approve Special Council Meeting Minutes of August 15, 2011, 6C) Accept Quotes and Authorize Completion of Lift Station No. 12 in the Marketplace Development, 6D) Authorize Sending Miscellaneous Items to Auction, 6E) Authorize Temporary Sign Permit Fee Waiver for the Big Lake Block Party Event, and 6I) Approve Use of Lakeside Park and Parking Fee Waiver Request for the Spectrum School Benefit for Harvest Outreach.

6F) Accept Purchase Agreement for the Sale of the NSP Home located at 1120 Powell Street North

Jim Thares reviewed the purchase agreement for the sale of the NSP property located at 1120 Powell Street North at a purchase offer of \$130,000. Council Member Wallen explained that he will be abstaining from the vote of this sale due to his participation at The McAlpin Team real estate agency.

Council Member Langsdorf motioned to approve Resolution No. 2011-61 authorizing the sale of 1120 Powell Street North and authorize staff to execute all sale documents. Seconded by Council Member Danielowski, vote passed with a vote of 4:0 with Council Members Backlund, Danielowski, Kampa, and Langsdorf voting aye, and Council Member Wallen abstaining. Motion carried.

6G) Accept Purchase Agreement for the Sale of the NSP Home located at 5647 Loon Drive

Jim Thares reviewed the purchase agreement for the sale of the NSP property located at 5647 Loon Drive at a purchase offer of \$134,900. Council Member Wallen explained that he will be abstaining from the vote of this sale due to his participation at The McAlpin Team real estate agency.

Council Member Langsdorf motioned to approve Resolution No. 2011-62 authorizing the sale of 5647 Loon Drive and authorize staff to execute all sale documents. Seconded by Council Member Danielowski, vote passed with a vote of 4:0 with Council Members Backlund, Danielowski, Kampa, and Langsdorf voting aye, and Council Member Wallen abstaining. Motion carried.

6H) Approve NSP 3 Development Agreement

Jim Thares reviewed the NSP3 Development Agreement that would allow the City to use non-profit housing groups and private sector contractor/developers who have been certified through the Greater MN Housing Fund for the foreclosure initiative as our local partners to carry out NSP3 activities. The identified partners include Central MN Housing Partnership, Tri-CAP, Inc., and Swenson Construction Homes, Inc.

Council Member Danielowski motioned to approve Resolution No. 2011-63 Authorizing the City to enter into a Development Agreement with Central MN Housing Partnership, Inc. Seconded by Council Member Langsdorf, unanimous ayes, motion carried.

Council Member Danielowski motioned to approve Resolution No. 2011-64 Authorizing the City to enter into a Development Agreement with Tri-CAP, Inc., and Swenson Construction Homes, Inc. Seconded by Council Member Langsdorf, unanimous ayes, motion carried.

Council Member Danielowski motioned to approve Resolution No. 2011-65 Authorizing dispensing with the Planning Commission Comprehensive Plan Compliance Review. Seconded by Council Member Langsdorf, vote passed with a vote of 4:0 with Council Members Backlund, Danielowski, Kampa, and Langsdorf voting aye, and Council Member Wallen abstaining. Motion carried.

7. BUSINESS

7A. DONATIONS – Eddy Family Foundation

Robert Eddy representing the Eddy Family Foundation presented the Big Lake Police Department with a \$2,000 donation and the Big Lake Fire Department with a \$2,000 donation. Chief Rifenberick and Chief Miller thanked the Eddy Family Foundation for the generous donation. Council also thanked the Foundation for their continued commitment to the Big Lake Community.

Council Member Danielowski motioned to approve Resolution No. 2011-66 accepting a donation to the Big Lake Police Department and the Big Lake Fire Department from the Eddy Family Foundation. Seconded by Council Member Backlund, unanimous ayes, motion carried.

7B. DONATIONS – Big Lake Night Out Event

Sean Rifenberick reviewed the Big Lake Night Out event held on August 5th. Rifenberick thanked the numerous businesses/organizations that donated time, food and prizes.

Council Member Langsdorf motioned to approve Resolution No. 2011-67 accepting donations that have been made to the City of Big Lake towards the Big Lake Police Department for the Big Lake Night Out event held on August 5, 2011. Seconded by Council Member Wallen, unanimous ayes, motion carried.

7C. Humboldt Drive Sidewalk Improvement Project

Brad DeWolf reviewed the proposed Humboldt Drive Sidewalk Improvement Project and identified the gap areas which Council had previously directed as a need for completion. The gap areas included in this project begin at Eagle Lake Road to the Professional building/Edina Realty business along Humboldt Drive. DeWolf reviewed the three quotes that were submitted, and identified the low quote which was submitted by Kuechle

Underground in the amount of \$63,169.63. Council discussed the funding for the project which will come from TIF funds that would otherwise be lost. DeWolf explained that the new sidewalk areas will be placed within the City right-of-way area and that a couple of property owners have agreed to relocate some landscaping shrubs as needed. DeWolf also noted that his staff will work with property owners during the construction phase to keep them informed on the status of the project.

Council Member Langsdorf motioned to accept quotes and award the low quote submitted by Kuechle Underground, Inc. from Kimball, MN in the amount of \$63,169.63 for the completion of the Humboldt Drive Sidewalk Improvement project. Seconded by Council Member Wallen, unanimous ayes, motion carried.

7D. Fee Schedule Ordinance Amendment – Roofing and Siding Permits

Jim Thares reviewed the current roofing and siding building permit fees which have been reviewed by the fee subcommittee along with the City Consultant Building Official. Thares noted that it was a consensus of the group to recommend to the City Council a roofing and siding permit fee increase to \$110.00 to cover the associated cost of issuing these types of permits, performing two inspections and completing the files for each issuance. Council discussed the amount of the increase and decided that \$100 base fee increase seems to be more appropriate. Staff clarified that the builder/homeowner would also be responsible for the \$5.00 State Surcharge and the \$5.00 license check fee for each roofing and siding permit issued.

Council Member Langsdorf motioned to approve Ordinance Amendment No. 2010-05 amending the 2011 fee schedule to increase the base fee for roofing and siding permits to \$100.00 and to approve the summary publication Resolution No. 2011-68. Seconded by Council Member Backlund, unanimous ayes, motion carried.

7E. Budget and Rehabilitation Contract – 5300 Pond View Lane

Jim Thares reviewed the proposed budget and RFP submittals that were submitted for rehabilitation work on the NSP property located at 5300 Pond View Lane. The low bidders for the project include Blue Line Construction for labor services in the amount of \$24,705.00, Home Depot/Big Lake Lumber for materials in the amount of \$28,196.46, and AE Michaels for flooring in the amount of \$4,244.13. Thares noted that the proposed budget for the project is \$71,500.

Council Member Wallen motioned to approve the Rehabilitation Project Budget and authorize staff to enter into the NSP Rehab Contract with Blue Line Construction for completion of the rehab labor components at 5300 Pond View Lane. Seconded by Council Member Langsdorf, unanimous ayes, motion carried.

7F. Engineering Update

Brad DeWolf reviewed the August 2011 engineering update.

7G. Building Department Update

Ron Wasmund reviewed the July Building Inspections Update.

8. LIST OF CLAIMS

Council Member Danielowski motioned to approve the List of Claims ranging from Check No. 61336 through Check No. 61434, and Electronic Payments #1439E to #1446E. Seconded by Council Member Wallen, unanimous ayes, motion carried.

9. ADMINISTRATOR'S REPORT

Mayor Kampa introduced Interim City Administrator Todd Bodem and welcomed him to the City.

Council Member Wallen motioned to set a Special Gathering on Wednesday, September 14, 2011 at River City Extreme located 3875 School Blvd, Monticello, MN for the Xcel Energy Civic and Business Leader Meeting. Seconded by Council Member Backlund, unanimous ayes, motion carried.

10. MAYOR & COUNCIL REPORTS and QUESTIONS/COMMENTS

Council Member Danielowski: Provided an update on the Fireman's Dance that was held on August 20, 2011.

11. OTHER

Sean Rifenerick informed the public of recent vehicle thefts and advised residents to lock their vehicles at all times.

Mayor Kampa provided information on the upcoming Movie in the Park event and the Dog Vaccination Clinic.

12. ADJOURN

Council Member Langsdorf motioned to adjourn at 6:04 p.m. Seconded by Council Member Backlund, unanimous ayes, motion carried.

Big Lake City Council Meeting Minutes
Date: August 24, 2011
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Gina Wolbeck
Clerk

Date Approved By Council 09/14/11