

**BIG LAKE CITY COUNCIL
REGULAR MEETING MINUTES
OCTOBER 12, 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, Senior Planner Katie Larsen, Public Works Director Mike Goebel, Police Chief Sean Rifenberick, Police Chief Sean Rifenberick (arrived at 5:40 p.m.), Fire Captain Ken Halvorson, City Attorney Soren Mattick of Campbell Knutson, and City Engineer Brad DeWolf of Bolton & Menk, Inc.

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

6. CONSENT AGENDA

Council Member Danielowski motioned to approve the Consent Agenda with the removal of item no. 6E - Set Council Gathering for the Cherrywood Assisted Living groundbreaking ceremony on October 24, 2011 at 5:30 p.m. located at 171 Henry Road. Seconded by

Council Member Wallen, unanimous ayes, consent agenda approved. The Consent Agenda consists of: 6A) Approve Regular Council Meeting Minutes of September 28, 2011, 6B) Approve Resolution No. 2011-75 approving the Big Lake Area Jaycee's 10th Annual Ice Fishing Tournament Request, 6C) Approve Resolution No. 2011-76 approving the Snow and Ice Removal Agreement with Big Lake Township, and 6D) Approve 2012 Ground Lease Agreement with Our Lady of the Lake Catholic Church.

7. BUSINESS

7A. Concept Plan Review – Northern Star Apartments

Katie Larsen reviewed the concept plan for the Northern Star Apartment project that is proposed to feature a 72 unit apartment complex consisting of two 36 unit, 3 story apartment buildings, conjoined by a single story community center. The project location is at the southeast corner of Forest Road and Station Street in the TOD area near the Big Lake Station site. Larsen reviewed the zoning requirements for the specified parcel and noted that in addition to meeting City Zoning and Subdivision Ordinances, the development will be required to meet the TOD Master Plan, TOD Design Manual, and TOD Ordinance requirements. Larsen also indicated that this project is the first proposed project in the TOD Development area and its design and location will be the keystone for future development. Potential development applications include annexation, rezoning to TOD, Ordinance amendment, Preliminary and Final Plat, PUD, and a development contract.

Mike Schneider from Homestead Multi-Family Development Corporation along with their architect provided additional information on their proposed project. Schneider discussed the proposed layout of the community room which will most likely consist of an exercise area, kitchen, gathering space, and management office area.

Council discussed the park area in the pedestrian corridor and thanked Larsen for doing a great job in conveying the TOD Guidelines to the developer. Larsen noted that the developer has been very accommodating in meeting the TOD Committee's goals.

7B. Railroad Management Company Easement Agreement

Brad Falteysek discussed the 1979 agreement with Burlington Northern Railroad Company related to water and sewer lines running under the railway. The agreement states that the City will pay the railroad company \$800 for the first 5 years, \$750 for each subsequent five year increment that the agreement remains in effect. Falteysek also noted that the agreement states the railroad reserves the right to change the charge at any time while the agreement remains in effect. Payments made since 1999 relating to this agreement have steadily increased each year from \$750 in 1999 to \$2,504 in 2011. In a letter from the railroad management company, they are asking if the Council accepts their offer to bring the City's "rental" payment to a market value rate over a 5 year period. Falteysek informed

Council that staff has been in contact with the management company and it appears that the City's negotiation strategies are very limited.

Soren Mattick discussed the history of the contract and reviewed potential strategies the City could consider. Other communities have focused their efforts on obtaining easement agreements with the railroad, while others have chosen to pursue condemnation proceedings. Brad DeWolf informed Council that the sewer lines cross the tracks just south of Powell Street and approximately 1,100 feet to the west of Powell Street.

Council discussed their concern with the unrealistic raising costs being demanded from Burlington Northern and questioned the accuracy of their market value rate. Council reluctantly discussed approval of the 2011 amount of \$2,504 but was not in favor of authorizing any payments past 2011.

Council Member Danielowski motioned to approve the 2011 payment to Burlington Northern Railroad in the amount of \$2,504 and directed staff to proceed with Condemnation proceedings. Seconded by Council Member Langsdorf, unanimous ayes, motion carried.

7C. City Hall Receptionist Position and Economic Development Specialist Appointment

Todd Bodem discussed the need to hire a receptionist at City Hall and to promote the City Planner/Economic Development Assistant to Economic Development Specialist due to the increased duties since the Community Development Director position was eliminated. Bodem reviewed that Council directed staff to prepare job descriptions and research points/grade and pay for these positions. Staff also concluded that it is not necessary to change the title of the City Clerk position at this time, and that the City Administrator will take on the management responsibilities of the front office. Bodem reviewed the job descriptions, pay grade and point designation for both new positions.

Council questioned the reason for withdrawing the City Clerk title change. Bodem explained that the decision was made strictly for economic reasons.

Council Member Wallen motioned to approve the job description, pay grade, points, and authorize advertisement for the Receptionist position, and approve the job description, pay grade, and points for the Economic Development Specialist position and appoint Leslie Dingmann to the position effective with the October 9, 2011 pay period. Seconded by Council Member Backlund, unanimous ayes, motion carried.

7D. Finance Update

Brad Falteysek from AEM, Inc. provided the September finance update and answered questions from Council.

8. LIST OF CLAIMS

Council Member Langsdorf motioned to approve the List of Claims ranging from Check No. 61561 through Check No. 61638, and Electronic Payments #1478E to #1483E. Seconded by Council Member Backlund, unanimous ayes, motion carried.

9. ADMINISTRATOR'S REPORT

Todd Bodem reviewed the thank you letter submitted by Options, Inc. for services and support the Big Lake Police Department provides to persons with disabilities in our community.

Katie Larsen discussed the developers request for a 60 day final plat recording extension for the Big Lake Townhomes 2nd Addition development.

Council Member Danielowski motioned to approve the 60 day final plat recording extension for the Big Lake Townhomes 2nd Addition development to December 31, 2011. Seconded by Council Member Wallen, unanimous ayes, motion carried.

Bodem provided an update on the reformatting of the Administrative Update form that is provided to Council on a bi-weekly basis.

Mike Goebel provided an update on the Park Advisory Board Recommendation for approval of the purchase of exercise equipment at Lakeside Park.

Council Member Wallen motioned to approve the Park Advisory Board Recommendation for the purchase of exercise equipment at Lakeside Park. Seconded by Council Member Backlund, unanimous ayes, motion carried.

Fire Captain Ken Halvorson updated Council on the Fire Prevention Week activities sponsored by the Big Lake Fire Department. Council commended the Fire Department for their efforts in educating the community.

10. MAYOR & COUNCIL REPORTS and QUESTIONS/COMMENTS

Council Member Danielowski: Reviewed the visit from Minneapolis Community Education participants that rode the Northstar Train to Big Lake. Council Member Danielowski also discussed the Greater MSP kick-off event she attended with the Economic Development Specialist.

Mayor Kampa: Discussed the October Community Education Advisory Group meeting.

Council Member Langsdorf: Discussed the October Planning Commission Meeting and Big Lake Community Lake Association Meeting.

Council Member Wallen: Reviewed discussions held at the October Parks Advisory Committee Meeting.

11. **OTHER** – No other.

12. **ADJOURN**

Council Member Langsdorf motioned to adjourn at 5:50 p.m. Seconded by Council Member Danielowski, unanimous ayes, motion carried.

Gina Wolbeck
Clerk

Date Approved By Council 10/26/11