

**BIG LAKE CITY COUNCIL
REGULAR MEETING MINUTES
OCTOBER 26, 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, Assistant Fire Chief Paul Nemes, Building Official Ron Wasmund and Building Inspector Larry Wasmund of Inspectron, Inc., 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 Danielowski motioned to adopt the proposed Agenda with the addition of item no. 7G. Transfer of Powers and Duties of the Local Board of Appeal and Equalization Discussion, and item no. 7H. Annexation Ordinance – Park Avenue/Birch Avenue. Seconded by Council Member Backlund, unanimous ayes, agenda adopted.

6. CONSENT AGENDA

Council Member Langsdorf motioned to approve the Consent Agenda as presented. Seconded by Council Member Danielowski, unanimous ayes, consent agenda approved. The Consent Agenda consists of: 6A) Approve Regular Council Meeting Minutes of October 12, 2011, 6B) Approve Council Workshop Meeting Minutes of October 19, 2011, 6C) Approve Big Lake Lion's Club Exempt Permit Request, 6D) Approve Resolution No. 2011-77 Calling for TIF 1-7 Public Hearing on December 14, 2011 at 5:00 p.m. in the City Council Chambers, and 6E) Set Council Workshop on November 2, 2011 at 5:00 p.m. in the City Council Chambers for review of City Administrator Applications.

7. BUSINESS

7A. Multifamily Housing Needs Analysis – Presentation by Maxfield Research, Inc.

Matt Mullins from Maxfield Research explained that the purpose of a Comprehensive Multi-Family Housing Market Study is to identify current & future housing needs for residents in Big Lake and provide a framework for meeting housing needs. Mullins identified the market area included the City of Big Lake, Big Lake Township, and Orrock Township. Mullins also identified that Big Lake's population grew 66% in the last decade and discussed median income figures, projected growth numbers, provided demographic information, and noted that 1,527 building permits were issued in the past decade. Development recommendations included holding off until existing townhome units have been absorbed, lender mediated sales must subside, general occupancy rental units totaling 50-60 market rate units, and senior housing up to 74 units. Council discussed the concerning amount of Shadow Homes and the decrease in mid-aged residents.

7B. Council Workshop Update

Todd Bodem reviewed discussions held at the October 19, 2011 City Council Workshop.

7C. Appointment of BLEDA Executive Director

Todd Bodem reviewed the history of the Big Lake Economic Development Authority and explained that the BLEDA's enabling resolution requires that the City appoint an Executive Director. The position was originally held by the City Administrator for sixteen years and was changed to the Economic Development Director in 2006. With the elimination of this position, staff is recommending that Council appoint the Interim City Administrator as the Executive Director effective immediately.

Council Member Danielowski motioned to approve Resolution No. 2011-78 appointing the Interim City Administrator to the position of Executive Director of the Big Lake Economic Development Authority. Seconded by Council Member Langsdorf, unanimous ayes, motion carried.

7D. Engineering Update

Brad DeWolf provided the October Engineering update and answered questions from Council. Council directed staff to contact MnDOT to find out when the bituminous will be completed on US Highway 10 on the Westside of Big Lake, and to encourage them to at least patch some of the problem areas that are in very poor condition.

7E. Building Department Update

Ron Wasmund provided the monthly Building Department update and answered questions from Council.

7F. Police Department Update

Sean Rifenberick provided information on the prescription drug drop off event scheduled on October 29, 2011 from 10:00 a.m. to 2:00 p.m. at City Hall. Rifenberick also reviewed grant reimbursements, the Project Lifesaver grant, Halloween activities and safety precautions, Salvation Army Bell Ringing opportunities, and the Coats for Kids program.

7G. Transfer of Powers and Duties of the Local Board of Appeal and Equalization Discussion (item added to the agenda)

Todd Bodem asked for Council feedback on the City's option to transfer the powers and duties of the Local Board of Appeal and Equalization to the Sherburne County Board. If Council wishes to proceed with the transfer, a public hearing date would need to be set for November 9, 2011 to allow the public an opportunity to provide their comments.

Council Member Danielowski motioned to Call for a public hearing on Wednesday, November 9, 2011 at 5:00 p.m. in the City Council Chamber to consider transferring the powers and duties of the Local Board of Appeal and Equalization from the City of Big Lake to the Sherburne County Board. Seconded by Council Member Backlund, unanimous ayes, motion carried.

7H. Annexation Ordinance – Park Avenue/Birch Avenue (item added to the agenda)

Brad DeWolf reviewed the Annexation Ordinance for portions of Park Avenue and Birch Avenue. DeWolf explained that after State Aid Routes were submitted to MnDOT, they informed the City that a portion of the streets were not annexed into the City. During the platting process back in the 1970's, legal descriptions that were provided to the Municipal Boundary Adjustments Board contained gaps consisting of portions of both streets. Staff has prepared legal descriptions for the areas associated with Park Avenue and Birch Avenue which have not been recognized as being annexed by the Municipal Boundaries Adjustment Board. Staff recommended approval of the annexation Ordinance to correct this error.

Council Member Danielowski motioned to approve Ordinance No. 2011-06 annexing land pursuant to MN Statutes Section 414.033, subdivision 2(1) permitting Annexation by Ordinance for portions of Park Avenue and Birch Avenue, and approve Resolution No. 2011-79 authorizing summary Publication of Ordinance 2011-06. Seconded by Council Member Langsdorf, unanimous ayes, motion carried.

8. LIST OF CLAIMS

8A. Consider List of Claims

Council Member Langsdorf motioned to approve the List of Claims ranging from Check No. 61639 through Check No. 61682 with the exception of Check No's. 61679 and 61680 for separate consideration, and Electronic Payments #1484E to #1518E. Seconded by Council Member Wallen, unanimous ayes, motion carried.

8B. Consider AutoStop Payment in the Amount of \$4,879.17

Council Member Danielowski motioned to approve payment of Check No. 61680 in the amount of \$4,879.17 payable to AutoStop, Inc. Seconded by Council Member Wallen, vote passed with a vote of 4 to 0 with 1 abstention with Council Members Backlund, Danielowski, Kampa, and Wallen voting aye and Council Member Langsdorf abstaining. Motion carried.

8C. Consider Audio Communications Payment in the Amount of \$1,363.30

Council Member Wallen motioned to approve payment of Check No. 61679 in the amount of \$1,363.30 payable to Audio Communications. Seconded by Council Member Langsdorf, vote passed with a vote of 4 to 0 with 1 abstention with Council Members Danielowski, Kampa, Langsdorf, and Wallen voting aye and Council Member Backlund abstaining. Motion carried.

9. ADMINISTRATOR'S REPORT

Todd Bodem presented Josh Elfering's resignation letter and asked Council to authorize advertising for the open public works position.

Council Member Danielowski motioned to accept the letter of resignation submitted by Josh Elfering and to authorize advertising for the open public works position. Seconded by Council Member Backlund, unanimous ayes, motion carried.

Bodem also informed Council that Representative Mary Kiffmeyer has offered to provide a Legislative Update to Council on Wednesday, November 2, 2011 at 8:00 a.m. in the City Council Chamber. Bodem recommended Council set a Special Gathering for this update.

Council Member Danielowski motioned to Call for a Council Gathering on Wednesday, November 2, 2011 at 8:00 a.m. in the City Council Chamber for a Legislative Update provided by Representative Mary Kiffmeyer. Seconded by Council Member Wallen, unanimous ayes, motion carried.

Bodem also informed Council that he has confirmed with the meter read company that their product and service would be compatible with the City's if the utility billing process was brought back in-house. Council directed staff to include an Opus Contract Termination item on the next Council Agenda for consideration.

10. MAYOR & COUNCIL REPORTS and QUESTIONS/COMMENTS

Council Member Backlund: Provided an update on the October EDA Meeting.

Council Member Danielowski: Provided information on the Big Lake Friends of the Library Book Sale being held Oct. 26th through Oct. 29th at the Big Lake Public Library.

Mayor Kampa: Discussed the Big Lake Thanksgiving Meal that will be offered at the High School on Thanksgiving Day. Mayor Kampa explained that meals will be served at noon and 1:30 p.m. to 150 people at each serving. Mayor Kampa urged interested residents to contact Community Education to sign up and also encouraged community members to volunteer their time and dollars to help make the event successful.

11. OTHER – No other.

12. ADJOURN

Council Member Langsdorf motioned to adjourn at 6:23 p.m. Seconded by Council Member Backlund, unanimous ayes, motion carried.

Gina Wolbeck
Clerk

Date Approved By Council _____ 11/09/11