

**BIG LAKE CITY COUNCIL
REGULAR MEETING MINUTES
NOVEMBER 9, 2011**

1. CALL TO ORDER

Acting Mayor Duane Langsdorf 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, Duane Langsdorf, and Mike Wallen. Council Members absent: Mayor Lori Kampa was attending the NLC Conference. Also present: Interim City Administrator Todd Bodem, City Clerk Gina Wolbeck, Police Chief Sean Rifenberick, Fire Chief Randy Miller, Finance Director Brad Falteysek of AEM, Inc., and City Engineer Jared Voge of Bolton & Menk, Inc.

4. OPEN FORUM

Acting Mayor Langsdorf opened the Open Forum at 5:01 p.m. No one came forward. Acting Mayor Langsdorf 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 Backlund, unanimous ayes, agenda adopted.

6. CONSENT AGENDA

Council Member Danielowski motioned to approve the Consent Agenda with the removal of item no. 6D for separate consideration. Seconded by Council Member Wallen, unanimous ayes, consent agenda approved. The Consent Agenda consists of: 6A) Approve Regular Council Meeting Minutes of October 26, 2011, 6B) Approve Special Council Workshop

Meeting Minutes of November 2, 2011, 6C) Set Special Council Meeting on November 30, 2011 at 5:00 p.m. in the City Council Chamber to review Northern Star Apartments Development Application, 6E) Approve Resolution No. 2011-80 approving the 2012 Tobacco License Renewals, 6F) Approve Resolution No. 2011-81 approving the 2012 Therapeutic Massage License Renewals, 6G) Approve 2012 Taxi Cab License Renewal, 6H) Approve Debt Service Fund Transfer, 6I) Approve Termination of Opus Management Solutions Contract, 6J) Approve Resolution No. 2011-82 and Consent Order Imposing Civil Penalty on Liquor Licensee – Coborn’s, Inc., and 6K) Approve Resolution No. 2011- 83 and Consent Order Imposing Civil Penalty on Liquor Licensee – Super America.

6D) Set Council Workshop on November 15, 2011 from 4:00 p.m. to approximately 9:00 p.m. in the City Council Chamber to hold City Administrator Interviews

Gina Wolbeck explained that due to a scheduling conflict, staff is asking Council to “switch” the City Administrator interview date and the Council Workshop date. The Workshop would be held on Tuesday, Nov. 14th beginning at 5:00 p.m. and the interviews would be held on Wednesday, Nov. 15th beginning at 4:00 p.m. in the Senior Center area due to the Planning Commission Meeting being held in the Council Chambers.

Council Member Wallen motioned to change the November Council Workshop date to Tuesday, November 15, 2011 at 5:00 p.m. in the City Council Chambers. Seconded by Council Member Backlund, unanimous ayes, motion carried.

Council Member Wallen motioned to set a Special Council Workshop on Wednesday, November 16, 2011 from 4:00 p.m. to approximately 9:00 p.m. in the Big Lake Senior Center to hold interviews for the open City Administrator position. Seconded by Council Member Backlund, unanimous ayes, motion carried.

7. BUSINESS

7A. ASSESSMENT PUBLIC HEARING – Certification of Delinquent Utility Charges

Todd Bodem reviewed the procedure for assessing past due utility charges and identified the final date the City would receive payments on these accounts prior to the assessment roll being delivered to the Sherburne County Auditor’s Office. Council questioned the City’s process for keeping these delinquencies at a minimum. Bodem reviewed the aggressive shut-off procedures the City has implemented since July of this year which has helped reduce the assessment amount from the spring assessment of approximately \$172,000 down to the current assessment totaling \$27,800.

Acting Mayor Langsdorf opened the Public Hearing at 5:06 p.m. No one came forward. Acting Mayor Langsdorf closed the public hearing at 5:07 p.m.

Council Member Wallen motioned to approve Resolution No. 2011-84 placing delinquent charges against specified properties for delinquent utility charges. Seconded by Council Member Danielowski, unanimous ayes, motion carried.

7B. ASSESSMENT PUBLIC HEARING – Certification of Delinquent Weed/Grass/Snow Removal Invoices

Todd Bodem reviewed the procedure for assessing past due weed, grass, and snow removal charges and identified the final date the City would receive payments on these accounts prior to the assessment roll being delivered to the Sherburne County Auditor's Office.

Acting Mayor Langsdorf opened the Public Hearing at 5:07 p.m. No one came forward. Acting Mayor Langsdorf closed the public hearing at 5:08 p.m.

Council Member Wallen motioned to approve Resolution No. 2011-85 placing delinquent weed, grass and snow removal charges against specified properties. Seconded by Council Member Backlund, unanimous ayes, motion carried.

7C. PUBLIC HEARING – Transfer of Local Board of Appeal and Equalization Duties to Sherburne County

Todd Bodem provided information on the City's option to transfer the powers and duties of the Local Board of Appeal and Equalization to the Sherburne County Board. Local Boards of Appeal and Equalization are held each April. Bodem noted that there have been concerns of the Council with the County reversing decisions made by the Council at past hearings. Bodem reviewed the requirements to transfer powers and duties to the County which include 1) holding a public hearing prior to City Council approval, 2) the City must notify the County Assessor by December 1st for the transfer to be effective for the following year's assessment, and 3) the City has the option to transfer these duties permanently, or for no less than a three year period. Bodem explained the appeal process that would be available to residents at an Open Book Meeting. Property owners who are not satisfied with the outcome of the Open Book Meeting would have the option to continue their appeal with the Sherburne County Board of Appeal and Equalization.

Acting Mayor Langsdorf opened the Public Hearing at 5:12 p.m. No one came forward. Acting Mayor Langsdorf closed the public hearing at 5:13 p.m.

Council Member Wallen motioned to approve Resolution No. 2011-86 transferring the powers and duties of the Local Board of Appeal and Equalization from the City of Big Lake to the Sherburne County Board for a three-year time period. Seconded by Council Member Backlund, unanimous ayes, motion carried.

7D. Conditional Use Permit – M&M Express Sales and Service

Todd Bodem reviewed the development application submitted by M&M Express Sales and Service for a Conditional Use Permit to allow for outdoor sales and services for outdoor power equipment in a B3 District. The site currently houses Trucks Unlimited and is located at 580 Humboldt Drive. Bodem reviewed comments from the Planning Commission and CUP contingencies that must be followed that include 1) No outdoor storage of trucks, trailers, or non-outdoor sales equipment/product is allowed. Existing semi trucks and trailers shall be removed from the site, 2) A basic landscape plan and fence detail shall be submitted to the City for approval prior to construction, 3) The applicant shall supply the proposed seven (7) parking stalls that meet City design standards for paving and striping, 4) The remaining four required parking stalls shall be constructed to City design standards by December 31, 2014, 5) Display area shall meet 10 foot front and side yard setbacks, 6) Outdoor sales equipment and product shall be limited to power equipment or similar products as defined in applicant's narrative letter, and 7) The display area shall not exceed 2,700 square feet. Bodem noted that the current proposed area is approximately 1,500 square feet.

Council Member Danielowski motioned to approve Resolution No. 2011-87 approving the Conditional Use Permit to allow for outdoor sales and services in the B-3 District subject to conditions listed in Council Resolution. Seconded by Council Member Backlund, unanimous ayes, motion carried.

7E. DONATION – Walmart Foundation

Randy Miller thanked the Walmart Foundation for the \$1,000 donation submitted to the Big Lake Fire Department. Miller noted that the donation funds will be used towards fire protection services.

Council Member Wallen motioned to approve Resolution No. 2011-88 accepting a \$1,000 donation from the Walmart Foundation to the Big Lake Fire Department. Seconded by Council Member Danielowski, unanimous ayes, motion carried.

7F. Finance Update

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

8. LIST OF CLAIMS

Council Member Danielowski motioned to approve the List of Claims ranging from Check No. 61683 through Check No. 61816, and Electronic Payments #1519E to #1532E. Seconded by Council Member Backlund, unanimous ayes, motion carried.

9. ADMINISTRATOR'S REPORT

Todd Bodem discussed the applications received for the Receptionist position, informed Council that he will be providing an EDA update to the Town Board, and discussed potential computer upgrades that will be necessary.

Randy Miller provided information on the upcoming Fire Relief Association Chili Cook-off scheduled on December 3, 2011. Miller noted that all proceeds from the event will benefit the Big Lake Food Shelf.

Council Member Danielowski motioned to approve use of the Big Lake Fire Station for the December 3, 2011 Fire Relief Association Chili Cook-off event. Seconded by Council Member Backlund, unanimous ayes, motion carried.

Council Member Wallen motioned to call for a public hearing for the adoption of the 2012 Schedule of Fees on December 14, 2011 in the City Council Chambers at 5:00 p.m. Seconded by Council Member Danielowski, unanimous ayes, motion carried.

10. MAYOR & COUNCIL REPORTS and QUESTIONS/COMMENTS

Council Member Danielowski: Provided an update on the November Community Education Advisory Board Meeting. Sean Rifenberick provided information on the need for volunteers for the Salvation Army Bell Ringing campaign and provided information on the Thanksgiving Day Meal being held at the High School.

11. OTHER – No other.

12. ADJOURN

Council Member Wallen motioned to adjourn at 5:42 p.m. Seconded by Council Member Backlund, unanimous ayes, motion carried.

Gina Wolbeck
Clerk

Date Approved By Council _____ 12/14/11