

**BIG LAKE CITY COUNCIL  
REGULAR MEETING MINUTES**

**DECEMBER 12, 2012**

**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: City Administrator Todd Bodem, Finance Director Paula Mastey, City Clerk Gina Wolbeck, Senior Planner Katie Larsen, Public Works Director Mike Goebel, Police Chief Joel Scharf, Fire Chief Randy Miller, Liquor Store Manager Jan Muehlbauer, Building Inspector Mick Kaehler from 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.

Big Lake Planning Commissioner Ketti Green, 4722 Blanding Court - Thanked Mayor Kampa and Council Member Langsdorf for their years of service on the Council. Green also discussed her concern with the possible elimination of City staff and encouraged Council to consider the affect this would have on services and the planning efforts of the City.

Mayor Kampa closed the Open Forum at 5:03 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 Backlund asked that item 6J be removed from the Consent Agenda for

separate consideration. Council Member Danielowski motioned to approve the Consent Agenda with the removal of 6J. Seconded by Council Member Wallen, unanimous ayes, consent agenda approved. The Consent Agenda consists of: 6A) Approve Regular Council Meeting Minutes of November 28, 2012, 6B) Approve Budget and Levy Public Input Hearing Minutes of November 28, 2012, 6C) Approve Committee Workshop Meeting Minutes of December 4, 2012, 6D) Set Council Gathering at 12:00 p.m. on Tuesday, December 18, 2012 in the Big Lake City Council Chambers for the City Staff Holiday Celebration, 6E) Authorize Use of the Fire Hall for a Chili Feed Fundraiser on January 19, 2013, 6F) Approve the Fire Protection Agreement, 6G) Set a Joint Meeting at 7:00 p.m. on Jan. 17, 2013 in the Council Chambers to discuss plans for the upcoming year, 6H) Approve the Promotions of Guy Chaffee to Reserve Captain and Aaron Follmer to Reserve Sergeant, 6I) Approve Appointment of Volunteer Reserve Officers, 6K) Approve Variance Fee Reimbursement Request, 6L) Approve Closing Non-Active City Funds, 6M) Approve Resolution No. 2012-78 approving the Assignment of the TIF Note from Cherrywood Advanced Living, LLC to MidCountry Bank, 6N) Approve Ewing Farms, Inc. Lease Agreements, 6O) Approve Planning Commissioner Re-Appointments of Chair Scott Marotz and Vice-Chair Ketti Green, and 6P) Approve Resolution No. 2012-79 approving the Annual Commitment of Special Revenue Funds.

6J) Approve 2013 Vehicle Maintenance Quote Recommendation

Council Member Backlund asked that the new Council review the Vehicle Maintenance Quote process in 2013. Backlund also discussed the possibility of the City saving some tax dollars on vehicle maintenance. Council Member Danielowski asked for confirmation that the vehicle maintenance quote is not a contract, but is basically a motion approved by Council based on a quote document. Todd Bodem explained that the City could look at approving the services now, and then reconsider the process in the upcoming months when the new Council is in place.

Council Member Danielowski motioned to approve the 2013 Vehicle Maintenance Quotes as presented with possible consideration to changing the process in 2013. Seconded by Council Member Wallen, motion passed with a vote of 3:1:0 with Council Members Danielowski, Kampa, and Wallen voting aye, Council Member Backlund voting nay, and Council Member Langsdorf abstaining. Motion carried.

## **7. BUSINESS**

### **7A. RECOGNITION – Mayor Lori Kampa’s Years of Service**

Todd Bodem and Council Members thanked Mayor Lori Kampa for her years of service to the City of Big Lake and Bodem read aloud a recognition resolution.

Council Member Danielowski motioned to approve Resolution No. 2012-80 expressing appreciation to Mayor Lori Kampa for her years of service to the City of Big Lake as the

Mayor and a Big Lake City Council Member. Seconded by Council Member Backlund, unanimous ayes, motion carried.

#### **7B. RECOGNITION – Council Member Duane Langsdorf’s Years of Service**

Todd Bodem and Council Members thanked Council Member Langsdorf for his years of service to the City of Big Lake and Bodem read aloud a recognition resolution.

Council Member Wallen motioned to approve Resolution No. 2012-81 expressing appreciation to Council Member Duane Langsdorf for his years of service to the City of Big Lake as a Big Lake City Council Member. Seconded by Council Member Danielowski, unanimous ayes, motion carried.

#### **7C. Final 2013 Tax Levy, General Fund Budget and 5-Year Capital Improvement Plan**

Paula Mastey reviewed discussions held at budget workshops and at the Budget and Levy Hearing held on November 28<sup>th</sup>. The final property tax levy is being proposed at a 1.9 percent increase from the 2012 property tax levy. Mastey also provided a summary of the General Fund Budget which incorporates all the changes that have been discussed at previous workshops and discussed the City’s 5-year capital improvement plan. Council Member Danielowski expressed that Council had put great effort into trying to reduce the budget and that she had hoped to have a zero percent increase.

Council Member Wallen motioned to approve Resolution No. 2012-82 adopting the final 2013 Tax Levy and General Fund Budget as presented. Seconded by Council Member Langsdorf, motion passed with a vote of 3:2 with Council Members Kampa, Langsdorf, and Wallen voting aye, and Council Members Backlund and Danielowski voting nay. Motion carried.

#### **7D. PUBLIC HEARING – 2013 Fee Schedule Ordinance Adoption**

Paula Mastey reviewed proposed changes to the City Fee Schedule. Proposed changes include increases to the dangerous dog registration, excavation permit, various water, sewer, and storm sewer fees, building permit fees, police department fees, and establishing a park shelter rental fee. Staff clarified that discussion will occur during the coming months on a possible restructure of the variance fee. Discussion was also held on false alarm fees which haven’t been a problem in the past.

Mayor Kampa opened the public hearing at 5:27 p.m. No one came forward. Mayor Kampa closed the public hearing at 5:28 p.m.

Council Member Wallen motioned to approve Ordinance No. 2012-05 adopting the 2013 City Fee Schedule, and approving Summary Publication Resolution No. 2012-83. Seconded by Council Member Langsdorf, unanimous ayes, motion carried.

#### **7E. Fire Relief Association Benefit Increase Request**

Seth Hansen, Treasurer from the Big Lake Fire Relief Association, reviewed the Association's pension fund which is projected to be at a funding level of 105% at year end. The Association membership unanimously voted to increase the membership annual benefit by \$200 which would bring the benefit level from \$2,800 to \$3,000 per year of service. Hansen explained that official ratification of the increase is not required by the City or the Township as the fund is over the 90% funding rate.

Council Member Danielowski motioned to approve a \$200 annual benefit increase to the Big Lake Fireman's Relief Association Pension Fund. Seconded by Council Member Langsdorf, unanimous ayes, motion carried.

#### **8. LIST OF CLAIMS**

##### **8A. Consider List of Claims**

Council Member Danielowski motioned to approve the List of Claims ranging from Check No. 63989 through Check No. 64045 with the exception of Check No's. 63996 and 63997 for separate consideration, and Electronic Payments #1878E to #1883E. Seconded by Council Member Backlund, unanimous ayes, motion carried.

##### **8B. Consider AutoStop Payment**

Council Member Danielowski motioned to approve payment of Check No. 63997 in the amount of \$1,386.43 payable to AutoStop, Inc. Seconded by Council Member Backlund, 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**

Council Member Danielowski motioned to approve payment of Check No. 63996 in the amount of \$342.00 payable to Audio Communications. Seconded by Council Member Wallen, 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 reviewed discussions with a prospect interested in purchasing a portion of land located in the Hwy 10/CR 5 redevelopment area. Bodem noted that the EDA has recommended the City proactively complete a Subdivision Replat and a Phase I Environmental Review of the entire site so that any environmental or title issues can be corrected which would make the site more marketable to potential buyers. Bodem explained that the City Engineer's Office has estimated a cost of \$7,500 to complete both projects and the EDA has recommended the City approve these projects at a cost not to exceed \$7,500. Bodem explained that the EDA does not have these costs in their current or upcoming budget so reimbursement of the costs would need to come from an Interfund loan to be reimbursed by a future land sale.

Council Member Danielowski motioned to approve the EDA Recommendation of conducting a Subdivision Replat and Phase I Environmental Review of the Highway 10/CR 5 redevelopment area at a cost not to exceed \$7,500. Seconded by Council Member Wallen, unanimous ayes, motion carried.

Department Heads provided a department update for each of their respective departments.

Randy Miller informed Council that the department has been quiet recently. Miller explained that the department has been preparing for more snow emergencies due to the winter weather, and stressed to citizens that the lakes are not yet safe for winter recreation.

Joel Scharf updated Council on police statistics and calls for service year to date. Scharf also provided information on traffic enforcement efforts, increased interest in the Reserve program and recognized that the Reserve Program has contributed a value of \$75,000 in donated time. Scharf also noted that the department has recently received numerous donations which will be coming to the January Council Meeting for Council approval which will be used towards setting up a proposed bike patrol fund and other public safety related expenses. Scharf also noted that Officer Sherburne was recently recognized with a life-saving award, the WeCare Dental building was burglarized, recognized the community's bell ringing efforts, and reviewed the Shop with a Cop program. Scharf discussed crime forecasts that are predicting a possible large spike in crime and encouraged citizens to be aware of their surroundings and take safe guards of their own properties.

Katie Larsen reviewed efforts of the Community Development Department. Larsen also discussed the Northern Star Apartments project, a prospect for the 5/10 redevelopment corner, reviewed two inquiries from developers on subdivisions, annexation of the River Oaks Park property, met with an applicant the City has worked with in the past, and recent closings on current projects.

Mike Goebel updated Council on recent activities in the Public Works Department. Goebel reviewed efforts of the public works staff during the recent heavy snowfall and identified procedures their department follows when inclement winter weather occurs.

Brad DeWolf from Bolton and Menk, Inc. provided an engineering update on various projects underway in the City. DeWolf reviewed the KleinBank project, the Lake Shopping Center 4<sup>th</sup> Addition project, the completion of the CR 43 project until Spring, and indicated that the Marketplace Completion project is complete for the year.

Mick Kaehler from Inspectron, Inc. provided building permit information for the month of November. Kaehler informed Council that they will begin work on the rental registration program at the beginning of the year.

Paula Mastey provided the monthly finance update. Mastey reviewed 2012 budget revenues and expenditures to date. Mastey informed Council that the finalized Budget will be put on the City Website and copies will be given to Council. Mastey also explained that the preliminary audit is scheduled in January with the full audit scheduled in March. Mastey thanked out-going Mayor Kampa and Council Member Langsdorf for their service.

Jan Muehlbauer provided a liquor store update to Council. Muehlbauer also discussed recent inspections at the Liquor Store, tastings scheduled every Friday and Saturday during the holiday season, and reviewed holiday hours for Christmas and New Year's Eve. Muehlbauer also informed Council that their store inventory will be underway at the end of the year.

## **10. MAYOR & COUNCIL REPORTS and QUESTIONS/COMMENTS**

Council Member Danielowski: Discussed the December EDA Meeting and the Community Education Advisory Board Meeting. Council Member Danielowski recognized out-going EDA Commissioner Chuck Heitz for his many years of service, and indicated that Duane Langsdorf will be replacing Heitz on the EDA Board. Mike Goebel provided an update on the gas main improvements being conducted by Xcel Energy and indicated that they are hoping to be done with their project within a week. Goebel indicated that final plantings will be done in the spring in areas that were disturbed.

Mayor Kampa: Thanked City staff and the citizens of Big Lake for their support over her tenure.

Council Member Langsdorf: Reviewed the December Planning Commission Meeting. Council Member Langsdorf also discussed the Planning Commission's concerns with the possibility of losing anymore Community Development staff. Council Member Langsdorf also thanked staff for their efforts during his tenure.

Council Member Wallen: Reviewed the December EDA Meeting. Thanked Mayor Kampa and Council Member Langsdorf for their years of service on the Council.

**11. OTHER**

Council Member Langsdorf motioned to recess the regular meeting at 6:12 p.m. to go to Closed Session to hold an annual Performance Evaluation for the City Administrator. Seconded by Council Member Wallen, unanimous ayes, motion carried.

**12. CLOSED SESSION – Annual Performance Evaluation for City Administrator Todd Bodem**

Council Member Langsdorf motioned to open the Closed Session at 6:17 p.m. Seconded by Council Member Backlund, unanimous ayes, motion carried.

Council Members present: Dick Backlund, Raeanne Danielowski, Lori Kampa, Duane Langsdorf, and Mike Wallen. Also present: City Administrator Todd Bodem.

The City Council conducted the annual job performance evaluation on City Administrator Todd Bodem. No action was taken by Council.

Council Member Langsdorf motioned to close the Closed Session and reconvene the regular meeting at 6:49 p.m. Seconded by Council Member Wallen, unanimous ayes, motion carried.

**13. ADJOURN**

Council Member Danielowski motioned to adjourn at 6:50 p.m. Seconded by Council Member Wallen, unanimous ayes, motion carried.

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Gina Wolbeck  
Clerk

Date Approved By Council \_\_\_\_\_ 01/09/13