

**BIG LAKE CITY COUNCIL  
REGULAR MEETING MINUTES  
DECEMBER 14, 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: City Administrator Todd Bodem, City Clerk Gina Wolbeck, Senior Planner Katie Larsen, Public Works Director Mike Goebel, Police Chief Sean Rifenberick, Fire Chief Randy Miller, Liquor Store Manager Jan Muehlbauer, City Engineer Brad DeWolf of Bolton & Menk, Inc., Finance Director Brad Falteysek of AEM, Inc., and Building Official Larry Wasmund from Inspectron, 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 Wallen 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 items 6F and 6G for separate consideration. Seconded by Council Member Langsdorf, unanimous ayes, consent agenda approved. The Consent Agenda consists of: 6A.i)

Approve Regular Council Meeting Minutes of November 9, 2011, 6A.ii) Approve Council Workshop Meeting Minutes of November 15, 2011, 6A.iii) Approve Special Council Workshop Meeting Minutes of November 16, 2011, 6A.iv) Approve Special Council Meeting Minutes of November 30, 2011, 6A.v) Approve Truth In Taxation Meeting Minutes of November 30, 2011, 6A.vi) Approve Committee Workshop Minutes of December 6, 2011, 6A.vii) Approve Budget Workshop Minutes of December 7, 2011, 6B) Set Joint Meeting at 7:00 p.m. on Jan. 17, 2012 in the Council Chambers to discuss plans for the upcoming year, 6C) Approve 2012 Special Revenue Fund Budget and Enterprise Fund Budget, 6D) Approve Resolution No. 2011-89 approving a Therapeutic Massage License for Kimberly Johnson, 6E) Approve Appointment of Cashier/Receptionist, 6H) Approve Banyon Data Systems, Inc. Utility Billing Software Proposal, and 6I) Approve GASB 54 Fund Balance Policy Resolution No. 2011-90.

6F) Approve Planning Commissioner Reappointments

Council Member Backlund stated that he is concerned with the reappointment of Doug Hayes to the BLEDA Board as he is no longer a City resident or a Big Lake business owner. Administrator Bodem explained that this item is for the reappointment of Ketti Green and David Schreiber to the Planning Commission and that the BLEDA Board can re-examine the EDA Enabling Resolution at their next meeting.

Council Member Backlund motioned to approve the reappointment of Ketti Green and David Schreiber to the Planning Commission and to reappoint Scott Marotz as Planning Commission Chair and Ketti Green as Vice Chair. Seconded by Council Member Danielowski, unanimous ayes, motion carried.

6G) Approve 2012 Vehicle Maintenance Quote Recommendation

Council Member Backlund informed Council that he received a call from the owner of TireMaxx regarding concerns with invoices submitted by AutoStop. Backlund asked why this service can't be rotated between the two businesses. Council Member Backlund informed Council that he plans to cease all business with the City of Big Lake and that he will vote nay to any future invoices submitted by AutoStop. Council discussed the quote process that was requested by Council Member Backlund years back and noted that it is in the City's best interest to accept the low quote submitted. Sean Rifenberick reviewed the quote specifications for police vehicle maintenance and noted that AutoStop has a proven level of service and staff that has the necessary credentials to work on police vehicles. Todd Bodem reviewed the quote process that was followed.

Council Member Wallen motioned to continue with the current vehicle maintenance agreement and to table this item until the January Workshop. Seconded by Council Member Danielowski, vote passed with a vote of 4:0 with Council Members Backlund, Danielowski, Kampa, and Wallen voting aye, and Council Member Langsdorf abstaining. Motion carried.

**7. BUSINESS**

**7A. November 15, 2011 Council Workshop Update**

Todd Bodem reviewed discussions held at the November 15, 2011 Workshop.

**7B. Big Lake Sports Association Request**

Dan Loegering from the Big Lake Sports Association (BLSA) presented information on the proposed development of the City owned parcel of land located along Highway 25 by the old airport. Loegering noted that the BLSA has been working on a proposal to modify their previous plans to include a lighted baseball stadium. The BLSA would like to submit a comprehensive plan and timetable to the Council in January or February for their consideration in supporting the stadium construction. Loegering also provided fundraising efforts for this type of project which would come from donations of time, materials and money.

Mike Goebel noted that this site is the location of the old biosolids application site and that the Parks Advisory Board asked that this item be brought to Council to gauge their interest in this type of project.

Loegering indicated that field scheduling would be done by the BLSA. Council discussed the need for lighted baseball fields, but also stated their concern with funding for the project. Council also discussed concerns with the project being located on City property but mainly being used for one organization. Loegering explained that the project would be a benefit city-wide. Loegering also discussed the possibility to hold the Spud Fest event out at the site and indicated that their organization understands that they would not have rights over other organizations to utilize the stadium and that ball games would be predetermined each year. Council authorized staff to continue to work with the BLSA and to keep Council informed on their progress.

**7C. Final 2012 Tax Levy, General Fund Budget and 5-Year Capital Improvement Plan**

Brad Falteysek reviewed discussions held at budget workshops and at the Truth in Taxation Hearing. The final property tax levy is being proposed at a zero percent increase from the 2011 property tax levy. Falteysek 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. Falteysek discussed the decreasing tax capacity, state aids, and reviewed effects of the recently enacted Homestead Market Value Exclusion program.

Council Member Langsdorf motioned to approve Resolution No. 2011-91 adopting the final 2012 Tax Levy and General Fund Budget. Seconded by Council Member Wallen, unanimous ayes, motion carried.

#### **7D. PUBLIC HEARING – 2012 Fee Schedule Ordinance Adoption**

Brad Falteysek reviewed proposed changes to the City Fee Schedule. Proposed changes include increases to user rates for water, sanitary and storm sewer enterprises, increases to the water and sewer access and trunk charges, increases to the water and storm fees along with decreases in sewer fees, updating the building permit fees to the 2003 UBC from the 1997 UBC, and adjustments to the planning and zoning fees adjusting the fee and escrow amount to better reflect the actual cost of charges.

Mayor Kampa opened the public hearing at 6:00 p.m. No one came forward. Mayor Kampa closed the public hearing at 6:01 p.m.

Council Member Langsdorf motioned to approve Ordinance No. 2011-07 adopting the 2012 City Fee Schedule, and approving Summary Publication Resolution No. 2011-92. Seconded by Council Member Backlund, unanimous ayes, motion carried.

#### **7E. Northern Star Apartments Development Application**

Katie Larsen reviewed the planners report for the development application submitted by Homestead Multi-Family Development Corporation for the Northern Star Apartments project. The site is located at the southeast corner of Forest Road and Station Street in the TOD area near the Big Lake Station. Larsen explained that the project is proposed to be a 76 unit apartment complex consisting of two, 3-story apartment buildings, conjoined by a single story community center. The development is proposed to be constructed in 2 phases. Phase 1 will include 36 units, and Phase 2 will include 40 units and the community center space. The community center space will be approximately 2,250 square feet and will include 3 offices, a meeting room, a fitness room, a community room with a kitchen area, 2 bathrooms, and a mechanical closet. Mike Schneider from Homestead Multi-Family Development Corporation discussed the timeline for the project which is expected to start construction in January with rentals available sometime in May. Schneider explained that they anticipate starting Phase 2 when Phase 1 is at least 90% rented out.

Council Member Danielowski motioned to approve Ordinance No. 2011-08 amending Section 1042.03 (Zoning Map) of the Big Lake Municipal Code to provide for a change in zoning classification for the project known as "Northern Star Apartments". Seconded by Council Member Wallen, unanimous ayes, motion carried.

Council Member Danielowski motioned to approve Resolution No. 2011-93 authorizing summary publication for Ordinance No. 2011-08 for the project known as “Northern Star Apartments”. Seconded by Council Member Wallen, unanimous ayes, motion carried.

Council Member Danielowski motioned to approve Resolution No. 2011-94 approving the Preliminary Plat, Planned Unit Development, and Site/Building plans for the project known as “Northern Star Apartments” and setting forth conditions to be met prior to submittal of the Final Plat Application. Seconded by Council Member Wallen, unanimous ayes, motion carried.

#### **7F. Conditional Use Permit – Electronic Changeable Sign for KleinBank**

Katie Larsen reviewed the planners report for the Conditional Use Permit application submitted by KleinBank for a 24 square foot electronic changeable copy sign for their new County Road 43 facility. The site is located in the B-3 General Business District which requires a CUP for this type of sign. The sign would be located in the southwest corner of the property which is located at the corner of US Highway 10 and County Road 43.

Council Member Wallen motioned to approve Resolution No. 2011-95 approving a Conditional Use Permit for an electronic changeable copy sign for the new KleinBank facility. Seconded by Council Member Danielowski, unanimous ayes, motion carried.

#### **7G. DONATION – Corporate Connection**

Sean Rifenberick reviewed the donation of 12 safety caps valued at \$95.40 to the Big Lake Police Reserve Department from Milton Werner from Corporate Connection. Rifenberick noted that a letter of thanks has been sent to Corporate Connection.

Council Member Danielowski motioned to approve Resolution No. 2011-96 accepting a donation of 12 safety caps to the Big Lake Police Reserve Department. Seconded by Council Member Backlund, unanimous ayes, motion carried.

#### **7H. Homestead Development Business Subsidy Request**

Todd Bodem discussed the Homestead Multi-Family Development Corporation Business Subsidy request reviewed by the BLEDA Board. The assistance request is for a 72-unit apartment complex which does not qualify for the JOBS bill authority that allowed financing for an Economic Development TIF District due to the property’s classification as a “Green Acres” parcel. Bodem explained, that in reviewing other TIF options, it was determined that the City can create a housing district with a maximum term of 25 years. The BLEDA has recommended restricting the term of the assistance to 9 years, which matches what the economic development district would have been. Bodem also explained that the developer

understands that with the creation of a housing district, a certain percentage of the units would have income restrictions for the 9 year duration, and that the developer has stated that income limitations will not prohibit them from providing the same project as originally designed under the economic development TIF program. At the end of the 9 years when the obligation to the developer has been met, the City can choose to decertify the district early, or have it continued to utilize the TIF funds for other housing needs in the City. Bodem reviewed discussions held at the BLEDA which noted that historically the City has provided assistance up to 6% of the total cost, which equates to \$455,000 for this specific project. The BLEDA Board recommended that the City consider a business subsidy request in the range of \$455,000 to \$527,000. Bodem explained that the final documents will be brought back to Council in January 2012. Council Member Danielowski reviewed discussions held at the BLEDA level and discussion was held on setting precedence for future TOD projects. Staff clarified that TIF determinations are established per project based on need.

Mike Schneider from Homestead Multi-Family Development Corporation discussed the expense of the underground parking and the other amenities that are included in the project. Schneider noted that he feels the subsidy is a good investment for the City.

Council Member Langsdorf motioned to direct staff to work with Ehler's and Associates to draft the TIF Development Agreement in the amount of \$490,000 for a term of 9 years. Seconded by Council Member Wallen, unanimous ayes, motion carried.

#### **7I. Finance Update**

Brad Falteysek from AEM, Inc. provided the December finance update.

#### **7J. City Engineer Update**

Brad DeWolf from Bolton and Menk, Inc. reviewed the December 2011 engineering update.

#### **7K. Building Department Update**

Ron Wasmund from Inspectron, Inc. reviewed the November Building Inspections Update.

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

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

Council Member Langsdorf motioned to approve the List of Claims ranging from Check No. 61817 through Check No. 62001 with the exception of Check No's. 61901, 61972, and

61973 for separate consideration, and Electronic Payments #1533E to #1549E. Seconded by Council Member Danielowski, unanimous ayes, motion carried.

8B. Consider AutoStop Payment in the Amount of \$2,728.20

Council Member Wallen motioned to approve payment of Check No. 61973 in the amount of \$2,728.20 payable to AutoStop, Inc. Seconded by Council Member Danielowski, 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 Payments in the Amount of \$842.65

Council Member Danielowski motioned to approve payment of Check No. 61901 in the amount of \$641.99 and Check No. 61972 in the amount of \$200.66 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 informed Council that there are no items for the December 21, 2011 Council Workshop and recommended that the Workshop be cancelled. Bodem noted that the next workshop would be scheduled for January 18, 2012.

Council Member Wallen motioned to cancel the December 21, 2011 Council Workshop. Seconded by Council Member Langsdorf, unanimous ayes, motion carried.

Bodem also updated Council on the water shut-off notices that were sent out and noted that approximately half the accounts have been brought current.

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

Council Member Backlund: Reviewed the December EDA Meeting.

Mayor Kampa: Thanked Cub Scout Pack 89, Den 2 for coming in for a tour of City Hall.

Council Member Langsdorf: Reviewed the December Planning Commission Meeting. Mike Goebel provided an update of the December Big Lake Community Lake Association Meeting.

Council Member Wallen: Discussed the December Parks Advisory Board Meeting.

11. **OTHER** – No other.

12. **ADJOURN**

Council Member Langsdorf motioned to adjourn at 6:42 p.m. Seconded by Council Member Wallen0, unanimous ayes, motion carried.

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Gina Wolbeck  
Clerk

Date Approved By Council \_\_\_\_\_ 01/11/12