

**CITY OF BIWABIK
SPECIAL MEETING**

AGENDA

**MONDAY JANUARY 10, 2022
6:00PM SPECIAL MEETING**

**BIWABIK CITY HALL
321 N MAIN STREET
BIWABIK, MN**

1. Call to Order/Roll Call/Approve Agenda
2. Resolution 2022-1 Appointing a Member to the Planning Commission
3. Discussion and Action on City of Biwabik Campground Operations
4. Adjourn

DATE: January 10, 2022

AGENDA ITEM: Resolution 2022-1 Appointing Planning Commission Member

BACKGROUND: David Setnicker has requested to be appointed to the Planning Commission. The Planning Commission is intended as a five-member board, but there are currently only 4 members.

ATTACHMENTS:

- A. Resolution 2022-1

STAFF RECOMMENDATION: Council Decision

COUNCIL RESOLUTION

Resolution 2022-01

City of Biwabik, Minnesota

RESOLUTION APPOINTING A MEMBER TO THE PLANNING COMMISSION

WHEREAS, The City of Biwabik's Planning and Zoning Commission is established and governed by Ordinance 425; most recently updated in 2015, and

WHEREAS, this ordinance dictates that the Planning & Zoning Commission shall be comprised of 5 voting members to be appointed by the City Council to staggered terms,

NOW THEREFORE, BE IT RESOLVED that the Biwabik City Council hereby appoints the following person to serve as a Commissioners on the City of Biwabik Planning Commission:

1. David Setnicker

Term to expire 12/31/2024

Adopted this 10th Day of January 2022

Jim Weikum, Mayor

Attest:

Jeff Jacobson , City Administrator

Moved by Councilor _____, supported by Councilor _____ that the above resolution be adopted:

Ayes:

Nays:

Absent:

DATE: January 10, 2022

AGENDA ITEM: Discussion and Action on Biwabik Campground Operations

BACKGROUND: The City Council reviewed the following recommendations of the campground liaisons at the January 3rd City Council meeting.

- Seasonal sites would be rented as a 5 month agreement
 - May 1 through September 30 at a rate of \$3,000.
 - Half of the payment would be due by March 1 and the other half and the signed agreement would have to be submitted to the city by April 1.
 - No campers would be allowed on site until fees are paid in full and the site license agreement is signed and submitted to the city.
- Other rates would be:
 - Tent site: \$25/night
 - Recreational sites: \$35.50/night
 - Lakeside recreational sites: \$40/night
 - Group tent site: \$40/night
 - RV group sites: \$90/night
 - Monthly rate: \$680
- Off-season storage contracts would need to be signed by September 1
- Reservations would be open on March 1, with no booking in advance.
- The city should take measurements of the dimensions of the sites.
- The city should renumber the sites.

The City Council discussed the proposed changes and there was some talk of keeping rates and terms the same as they were for 2021.

The rates and terms approved by the City Council at the April 19, 2021 meeting were:

- Seasonal sites would be rented as a 4 month agreement
 - May 15 through September 15 at a rate of \$640/month (\$2,560 total)
 - Half of the payment was due May 1 and the other half was due July 1
 - Lakeside seasonal rate is \$675/month
 - Additional nights before or after the season term are \$20/night
 - Tent site: \$25/night
 - Recreational sites: \$35.50/night
 - Group tent site: \$40/night
- The Council also voted to require that season sites be paid in full for 2022 by March 1. If someone wants to guarantee their site, they can pay 10% by December 1st.

The action taken by the City Council at the September 27, 2021 meeting was to approve the off season storage agreement at a rate of \$400.

ATTACHMENTS:

- A. Minutes from April 19, 2021 City Council Meeting
- B. Spreadsheet Referenced in Minutes
- C. Minutes from September 27, 2021 City Council Meeting
- D. Off Season Storage Agreement as Approved

STAFF RECOMMENDATION: Discussion and Council Decision

**BIWABIK CITY COUNCIL
SPECIAL MEETING
MONDAY, APRIL 19, 2021**

The Biwabik City Council met for a special Meeting on Monday, April 19, 2021 at 6:00 PM via Zoom pursuant to MN State Statute 13D-021.

Roll call **Mayor Weikum, Councilors Mackey, Wallert, Kovatovich (entered at 6:07), Bradach**

Present:

Absent:

Others Present: **Administrator J. Jacobson, Deputy City Clerk S. Mackey, Attorney Minton**

Audience: **Tammy, Vivian's Iphone, Jaime, Darlene's ipad, George Eilertson, Peter Senarighi, Glenn Harju, Dawn5, Jody Bauman, Jim Makowsky, 750-2790**

Moved by Councilor Bradach, supported by Councilor Wallert to approve the agenda. Roll call on a 5 – ayes, 0 – nays, 0 – absent vote. Motion carried on a 5 – ayes, 0 – nays, 0 – absent vote.

Moved by Councilor Bradach, supported by Councilor Wallert to approve Resolution 2021-06 providing for the issuance, sale and delivery of a General Obligation Bond Anticipation Note, Series 2021A. Mayor Weikum thanked Administrator Jacobson for working so hard on this. Roll call on a 5 – ayes, 0 – nays, 0 – absent vote. Motion carried on a 5 – ayes, 0 – nays, 0 – absent vote.

Council discussed the campground operations, Peter Senarighi had a table attached to the meeting showing rates as what they had previously been discussed at. This also shows a nightly rate increase of \$35.50. Talked about standardizing the group sites. Discussed the rental terms being 4 months or 5 months, Councilor Mackey and Wallert want to stick with the 5 month.

Councilor Mackey tabled the campground host contract.

Moved by Councilor Bradach, supported by Councilor Kovatovich to set the campground season from May 15th – September 15th (4 months) at \$640/month and \$20/night if wanting to come in early or stay past the September 15th date. \$675/month for lakeside sites. Ok with the rates that Pete Senarighi's spreadsheet showed before hand. Motion carried on a 3 – ayes, 2 – nays, 0 – absent vote. Motion carried on a 3 – ayes, 2 – nays, 0 – absent vote.

Moved by Councilor Bradach, supported by Councilor Kovatovich for payment for 2021 season to be due May 1st and July 1st and for the 2022 season to be paid in full by March 1st. Roll call on a 5 – ayes, 0 – nays, 0 – absent vote. Motion carried on a 5 – ayes, 0 – nays, 0 – absent vote. Moved by Councilor Bradach, supported by Councilor Kovatovich to amend previous motion to include if someone wants to guarantee their site, they can pay 10% by December 1st. Roll call on a 5 – ayes, 0 – nays, 0 – absent vote. Motion carried on a 5 – ayes, 0 – nays, 0 – absent vote.

Moved by Councilor Mackey, supported by Councilor Wallert to give a negotiating deadline for the campground contract of Friday, April 23. Failure to sit down and negotiate it will result in the City opening up for campground host. Roll call on a 5 – ayes, 0 – nays, 0 – absent vote. Motion carried on a 5 – ayes, 0 – nays, 0 – absent vote.

Moved by Councilor Mackey, supported by Councilor Wallert to adjourn the meeting at 7:49 PM. Roll call on a 5 – ayes, 0 – nays, 0 – absent vote. Motion carried on 5 – ayes, 0 – nays, 0 – absent vote.

Mayor Jim Weikum

Attest:

City Administrator, Jeff Jacobson

Currently Approved by Council

	Rate	Max Occupancy days	# of sites	Total
Sales				
Long Term Rental	\$680.00		3	\$6,120.00
Seasonals 2021	\$600.00		5	\$69,000.00
Tent Sites	\$26.50		15	\$2,782.50
Rec Sites	\$32.50		35	\$22,750.00
Group as households(2 sites)	\$26.50		35	\$5,565.00
				\$106,217.50

Proposed Change

	Rate	Max Occupancy days	# of sites	Total
Sales				
LTR	\$680.00		3	\$20,400.00
Seasonals 21	\$600.00		4	\$55,200.00
Tent sites	\$25.00		15	\$1,125.00
Rec Sites	\$35.50		35	\$28,577.50
Group sites	\$90.00		35	\$12,600.00
				\$117,902.50

**BIWABIK CITY COUNCIL
SPECIAL MEETING
MONDAY, September 27, 2021**

The Biwabik City Council met for a special Meeting on Monday, September 27, 2021 at 6:00 PM at the Pavilion.

Roll call **Mayor Weikum, Councilors Wallert, Mackey, Kovatovich, Niemi**

Present:

Absent:

Others Present: **Administrator J. Jacobson, Deputy City Clerk S. Mackey, Attorney Larry Minton**

Audience: **Dan Mackey, David Wain**

Moved by Councilor Wallert, supported by Councilor Niemi to approve the agenda. Motion carried on a 5 – ayes, 0 – nays, 0 – absent vote.

Moved by Councilor Kovatovich, supported by Councilor Wallert to approve Resolution 2021-19 certifying a preliminary property tax levy for the City of Biwabik for fiscal year ending 12/31/2022. Motion carried on a 5 – ayes, 0 – nays, 0 – absent vote.

Moved by Councilor Mackey, supported by Councilor Wallert to approve campground site storage agreement. Motion carried on a 5 – ayes, 0 – nays, 0 – absent vote.

Moved by Councilor Wallert, supported by Councilor Mackey to adjourn the meeting at 5:59 PM. Motion carried on a 5 – ayes, 0 – nays, 0 – absent vote.

Mayor Jim Weikum

Attest:

City Administrator, Jeff Jacobson

CAMPGROUND SITE STORAGE AGREEMENT

This Agreement is made and entered into between the City of Biwabik, Minnesota, hereinafter referred to as "City" and _____ an individual, hereinafter referred to as "Camper".

Whereas, City is the owner of Vermilion Trail Campground and Camper rented and occupied Campsite Number _____ on a seasonal basis for the summer of 2021; and

Whereas, Camper is desirous of leaving and storing on said Campsite Number _____ certain camping related equipment that camper had on said campsite during the camping season.

Now Therefore, upon payment of the appropriate payment by Camper to City:

- 1) Camper is granted the right to store recreational equipment, including a camper, on said Campsite Number _____ during the term of this Agreement as set out below. Camper may only store on said camping site camping equipment that was used on said campsite during the camping season of 2021. Camper is not permitted to bring in any additional items for storage on Campsite number _____.
- 2) The camper may use and occupy the site for storage starting on September 30, 2021 and ending on April 30, 2022, unless terminated earlier by violation of this Agreement or any of its Attachments.
- 3) This Agreement is a contract which is binding on the parties, but this Agreement is not a lease of real estate. The Camper is not a tenant. This Agreement grants Camper a right to use the property of the City on the conditions stated in this Agreement. This Agreement is a license to use said property for storage only and shall give Camper no additional rights or assurances that Camper will be granted a seasonal license for the summer of 2022.
- 4) Camper will pay to the City a seven (7) month seasonal rental fee of \$400.00 payable in full upon the execution of this Agreement. Any fees that are not paid when due are subject to a late charge of 5% of the late payment.
- 5) City will provide Camper no services or amenities to this site other than Camper shall have the right to store equipment. City shall not be responsible for any damage that may occur to said equipment.
- 6) Camper is responsible for insuring any personal property stored on the site, including any recreational vehicle. City shall not be responsible for any damage to or loss of such personal property.
- 7) Camper shall not sublet or assign the assigned campsite to any other party and no recreational vehicle or equipment other than that which was there during the

camping season shall be placed on the assigned site during the term of this Agreement.

- 8) Any violation of the terms of this Agreement shall be grounds for termination of this lease at City's option and all rent paid shall be forfeited. Camper shall have seven (7) days from the notice of termination to remove all property from the site. Any camping equipment left on the site after said seven (7) days, shall be deemed forfeited and removed by the city.

Understanding all of the above, the parties have executed this Agreement on the following dates.

Date: _____
Camper

Date: _____
City of Biwabik

By: _____
Its Mayor

By: _____
Its Administrator

CAMPGROUND EMERGENCY CONTACT INFORMATION

CAMPER'S NAME: _____

HOME ADDRESS: _____

DAYTIME PHONE: _____

EVENING PHONE: _____

EMAIL: _____

EMERGENCY CONTACT IF YOU CANNOT BE REACHED:

NAME: _____

PHONE: _____