

**BIG LAKE CITY COUNCIL
REGULAR MEETING MINUTES**

APRIL 12, 2006

1. CALL TO ORDER

Mayor Don Orrock called the meeting to order at 7:00 p.m.

2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

3. ROLL CALL

Council Members present: Chuck Heitz, Lori Kampa, Duane Langsdorf, Patricia May, and Don Orrock. Also present: Assistant City Administrator Scott Johnson, Finance Director Corey Boyer, Community Economic Development Director Jim Thares, City Clerk Gina Wolbeck, Public Works Director Mike Goebel, City Planner Ned Noel, City Planner Annie Deckert, City Attorney Matthew Brokl of Campbell Knutson, City Engineer Brad DeWolf and Jared Voge of Bolton & Menk, Inc., Building Official Fred Patch of Northwest Inspection Services, and City Planner Nate Sparks of Northwest Associated Consultants, Inc. (NAC).

Mayor Orrock welcomed the 9th Grade Big Lake High School Civics class.

4. OPEN FORUM

Mayor Orrock opened the Open Forum at 7:01 p.m. No one came forward. Mayor Orrock closed the Open Forum at 7:02 p.m.

5. PROPOSED AGENDA

Council Member Langsdorf motioned to adopt the proposed Agenda with the removal of item 7K. Seconded by Council Member Kampa, unanimous ayes, agenda adopted.

6. CONSENT AGENDA

Council Member Heitz motioned to approve the Consent Agenda with the removal of item 6M for separate consideration. Seconded by Council Member Langsdorf, unanimous ayes, consent agenda approved. The Consent Agenda consists of: 6A) Approve Regular Meeting Minutes of March 22, 2006; 6B) Approve Workshop Meeting Minutes of April 5, 2006; 6C) Approve List of Claims; 6D) Authorize Purchase of Squad Cars; 6E) Call for Possible Council Gathering at the May 6, 2006 Clean Up Day Event; 6F) Approve Todd Pearson Promotion to the Police Sergeant Position; 6G) Approve Final Pay Application and Change Order No. 3 for the Lake Street Improvements; 6H) Approve Use of the Big Lake Fire Station for the 2006 Spud Fest Fireworks Display; 6I) Approve Excluded Bingo and Raffle for the Big Lake Spud Fest Celebration Scheduled on June 23 – 25, 2006; 6J) Approve 1 – 4 Day Temporary on-sale Liquor License to Big Lake Spud Fest, Inc. ; 6K) Approve Resolution No. 2006-42 Establishing Municipal State Aid Highways; 6L) Approve Resolution No. 2006-43 Calling for a Public Hearing on May 24, 2006 to Modify TIF District No. 1-4; 6N) Approve Letter in Support of a RiverRider Transit Stop at Keller Lake Commons, and 6O) Authorize Annual Lakeside Park Pass Donations.

6M) Award Liquor Store Bids for the Security System and Safes

Council asked for clarification on the procedure for accepting bids and quotes. Matt Brokl identified that the liquor store security system and safes are quotes and do not require the City to accept the low quote and that preference can be given to local businesses. Council directed staff to draft a policy regarding local business quotes to be discussed at a future Workshop.

Council Member Heitz motioned to accept the quote from Audio Communications of Big Lake for security system equipment and installation. Seconded by Council Member May, unanimous ayes, motion carried.

7. BUSINESS

7A. Spud Fest Donation Presentation

Kevin Thompson presented the Police Department with a \$1,750.00 donation from the Spud Fest Organization and thanked the Police and Fire Departments, and the City for their contribution of time patrolling and assisting with the Spud Fest celebration. Mayor Orrock thanked the Spud Fest Organization for the donation.

Council Member Heitz motioned to approve Resolution No. 2006-44 accepting a donation that has been made to the City of Big Lake towards the Big Lake Police Department from the Spud Fest Organization. Seconded by Council Member May, unanimous ayes, motion carried.

7B. PUBLIC HEARING – Consider Issuance of Capital Improvement Bonds

Corey Boyer reviewed the five-year Capital Improvement Plan. Mr. Boyer discussed the 30 day reverse referendum identifying that if a petition bearing the signatures of at least 5% of the votes cast in the last general election requesting a vote on the issuance of bonds is received within 30 days after the public hearing, a referendum vote on the issuance of the bonds shall be called. Mr. Boyer reviewed each of the proposed expansion projects included in the Capital Improvement Plan, which include the fire hall expansion, the public works building expansion, and the new police facility. The expansion of the fire hall is projected to cost \$1,250,000 and the debt payments will be split 50/50 between the City and the Township. The expansion of the public works building is needed to house public works equipment and supplies and provide room for office staff and meeting rooms. The project cost for the expansion is \$1,925,000 and will be funded by a combination of general property tax and available resources on hand. The new police facility is needed due to continued growth in the area, and will house police equipment and supplies, provide adequate office space for officers and staff, evidence storage, and training space. The projected cost is \$2,125,000 which will be funded by general property tax levy and available resources. Mr. Boyer reviewed the cost comparisons if the City were to wait to complete the public works and police building projects.

Mayor Orrock opened the public hearing at 7:24 p.m.

Ron Rupp; 581 Park Avenue East – Asked what the planned timeframe for the build out of each of the facilities is and questioned if voters will be able to vote on the issue. Mr. Boyer reviewed the reverse referendum process.

Council Member Langsdorf motioned to close the public hearing at 7:29 p.m. Seconded by Council Member Kampa, unanimous ayes, motion carried.

Council discussed the pros and cons of staggering the projects over a three year schedule and the impact the bonds would have on the levy. Mr. Boyer indicated that bonding for two of the buildings in 2006 and the third building in 2007 would keep the levy at a fairly level rate. Council also discussed that while the facilities are merited, the projects could be phased in.

Council Member Heitz motioned to approve Resolution No. 2006-45 giving preliminary approval to the issuance of General Obligation Capital Improvement Plan Bonds in an amount not to exceed \$1,300,000 and adopting the Capital Improvement Plan. Seconded by Council Member Kampa, unanimous ayes, motion carried.

Council Member Kampa motioned to approve Resolution No. 2006-46 providing for the Sale of \$1,300,000 G.O. Capital Improvement Plan Bonds, Series 2006B for the fire hall expansion project. Seconded by Council Member Langsdorf, unanimous ayes, motion carried.

7C. Call for the Sale of G.O. Improvement Bonds for the 2006 Street Improvement Project

Corey Boyer reviewed the pre-sale report and cost summary of the planned 2006 street projects. The proposed bonds are to fund the Hill Street area improvements, the Martin Avenue Phase II project from Phyllis Street to Fern Street, and the 197th Street project with total project costs estimated at \$3,955,157. Shelly Eldridge from Ehler's and Associates, discussed the upcoming sale of the bonds and identified that Council will meet on May 24, 2006 at 7:00 p.m. to consider sealed proposals and award the sale of the bonds.

Council clarified that the Martin Avenue Phase II project consists of completing Martin Avenue from Phyllis Street to Fern Street, and the possible future Phase III project could consist of extending Martin Avenue all the way to Eagle Lake Road.

Council Member Langsdorf motioned to approve Resolution No. 2006-47 providing for the sale of \$3,680,000 G.O. Improvement Bonds, Series 2006A for the 2006 street improvement project. Seconded by Council Member Heitz, unanimous ayes, motion carried.

7D. Dock License Reimbursement Request

Corey Boyer reviewed a request submitted by Gerald and Deb Hauge requesting a reduced fee for their 2006 dock license. Mr. Boyer identified that the Hauges paid the full license amount of \$350, but did not receive approval until late in the summer so they chose not to place a dock in until 2006.

Mayor Orrock motioned to approve a reduced fee for the 2006 dock license period in the amount of \$175.00 to Gerald and Deb Hauge. Seconded by Council Member Kampa, unanimous ayes, motion carried.

7E. North Star Place CUP, Variance, and Site/Building Plan

Ned Noel reviewed the planner's report for the North Star Place CUP, Variance, and Site/Building Plan application. The applicant, Kevin Schlangen is proposing to redevelop the two metal buildings and site located at 570 Humbolt Drive. Mr. Noel discussed the phasing plan for the project and Council identified that the Phase II façade improvements need to be completed by April 12, 2008.

Kevin Schlangen discussed his proposed project and identified the layout design of the site. Mr. Schlangen also identified a completion date of 4 months from the start of reconstruction.

Council Member Kampa motioned to approve Resolution No. 2006-48 approving Variances, Conditional Use Permits, and Site Plan for North Star Place to include the two year completion date for the phase II façade improvements and setting forth conditions prior to release of building permit. Seconded by Council Member Heitz, unanimous ayes, motion carried.

Mayor Orrock recessed the meeting at 7:55 p.m. The meeting reconvened at 8:01 p.m.

7F. Town Square CUP/PUD Amendment

Ned Noel reviewed the planner's report for the Big Lake Town Square Conditional Use Permit/Planned Unit Development Amendment that is required for the addition of two accessory structures located in the required front yard setback. The site is located at 726 Martin Avenue located north of Highway 10.

Council Member Heitz motioned to approve Resolution No. 2006-49 approving an amendment to the Conditional Use Permit/Planned Unit Development for Big Lake Town Square. Seconded by Council Member May, unanimous ayes, motion carried.

7G. Hardware Hank CUP

Annie Deckert reviewed the planner's report for the Conditional Use Permit application submitted by Hardware Hank located at 621 Rose Drive. The applicant is seeking approval for outdoor sales in a B-3 zoning district. Ms. Deckert also identified that the applicant has been conducting outdoor sales for a number of years as an existing use.

Chuck Hultman representing Big Lake Hardware Hank addressed Council to discuss the request. Mr. Hultman identified that he has been selling items outdoors for over 22 years and has committed to keep all items in the designated area and that the area will be properly maintained.

Council discussed security and outside sales in the rear of the building. Mr. Hultman indicated that they will not be having outdoor sales in the rear of the building.

Council Member Heitz motioned to approve Resolution No. 2006-50 approving a Conditional Use Permit to allow for outdoor sales at Hardware Hank located at 621 Rose Drive. Seconded by Council Member Langsdorf, unanimous ayes, motion carried.

7H. Hudson Woods 2nd Addition Development Contract and Final Plat

Nate Sparks reviewed the planner's report for the Hudson Woods 2nd Addition Final Plat application submitted by Dynamics Design and Land Company. The site will consist of 44 single-family lots and is generally consistent with the approved Preliminary Plat. Council discussed adding house monuments as a condition to this and all future plats.

Council Member Langsdorf motioned to authorize the Mayor and Interim City Administrator to enter into the Development Contract and approve Resolution No. 2006-51 approving the Final Plat of Hudson Woods 2nd Addition with the additional condition requiring placement of house monuments and setting forth conditions to be met prior to release of the Final Plat.

Seconded by Council Member Heitz, motion passed with a vote of 4:1 with Council Members Heitz, Langsdorf, May, and Orrock voting aye, and Council Member Kampa voting nay, motion carried.

7I. Hudson Woods 3rd Addition Development Contract and Final Plat

Nate Sparks reviewed the planner's report for the Hudson Woods 3rd Addition Final Plat application submitted by Dynamics Design and Land Company. The site will consist of 38 single-family lots and was part of the Oak Glen Preliminary Plat area but the applicant wishes to name it Hudson Woods due to its more inherent similarities with the Hudson Woods development. Mr. Sparks identified that this project will remain as part of the Oak Glen Planned Unit Development and Preliminary Plat area. Council discussed adding house monuments as a condition to this plat.

Council Member Heitz motioned to authorize the Mayor and Interim City Administrator to enter into the Development Contract and approve Resolution No. 2006-52 approving the Final Plat of Hudson Woods 3rd Addition with the additional condition requiring placement of house monuments and setting forth conditions to be met prior to release of the Final Plat. Seconded by Council Member Langsdorf, motion passed with a vote of 4:1 with Council Members Heitz, Langsdorf, May, and Orrock voting aye, and Council Member Kampa voting nay, motion carried.

7J. Oak Glen 1st Addition Development Contract and Final Plat

Nate Sparks reviewed the planner's report for the Oak Glen 1st Addition Final Plat application submitted by Dynamics Design and Land Company. The site would consist of 80 townhome units and 22 duplex units. Mr. Sparks also identified that the addition of house monuments should be added as a condition to this plat.

Council discussed street alignment and parking requirements in the townhome area. Matt Brokl discussed the option of adding the additional parking requirement as an expectation of approval stating that the City expects and encourages the applicant to work with staff to provide adequate off street parking in the townhome area. Mr. Brokl also indicated that the Ordinance should be changed to incorporate additional off street parking for future projects.

Council Member Langsdorf motioned to authorize the Mayor and Interim City Administrator to enter into the Development Contract and approve the Resolution No. 2006-53 approving the Final Plat of Oak Glen 1st Addition with the additions of an expectation that the applicant is willing to work with staff to provide off street parking in the townhome area and requiring placement of house monuments, and setting forth conditions to be met prior to release of the Final Plat. Seconded by Council Member Heitz, motion passed with a vote of 4:1 with Council Members Heitz, Langsdorf, May, and Orrock voting aye, and Council Member Kampa voting nay, motion carried.

7K. Lake Plaza Mall – Common Interest Community Agreement and Plat

Item removed from Agenda.

8. ADMINISTRATOR'S REPORT

Assistant City Administrator Johnson informed Council that Representative Olson has requested to be listed on the next Council Agenda to give a legislative update. Council indicated that Representative Olson is invited and encouraged to attend the April 26, 2006 Council Meeting.

Mike Goebel reviewed the draft Water Treatment Plant newsletter that staff is proposing to be mailed out to City residents prior to the plant going on-line. The general consensus of the Council was that this type of mailing would be beneficial to residents and authorized the mailing.

Assistant City Administrator Johnson discussed the request from City Places, LLC to place a sign on city property for marketing of a redevelopment project along Putnam Avenue.

Council Member Langsdorf motioned to authorize City Places, LLC to place a redevelopment project marketing sign on the vacant City owned lots at the west end of Putnam Avenue. Seconded by Council Member Kampa, unanimous ayes, motion carried.

9. MAYOR & COUNCIL REPORTS and QUESTIONS/COMMENTS

Council Member Heitz: Informed the City Engineer of complaints received regarding the CR 81 construction detour signage at the intersection of CR 5 and Hiawatha. Brad DeWolf indicated that he will contact the County regarding placement of temporary reduced speed signage in this area. Mr. DeWolf also indicated that he will work with the County to get the speed limit permanently reduced in this area.

Council Member Kampa: Reviewed the recent Building Committee Meeting and also discussed concerns of residents regarding the lake levels. Mike Goebel indicated that the lake levels are high, but not overflowing, and that the grates are not plugged.

Mayor Orrock: Discussed compensation for Assistant City Administrator Johnson while he is filling in as the Interim Administrator.

Mayor Orrock motioned to approve a \$100.00 per week compensation for Acting City Administrator Scott Johnson until the position is filled. Seconded by Council Member Kampa, unanimous ayes, motion carried.

Corey Boyer asked for Council clarification on the start date for the increase. Council indicated the increase would be retroactive back to March 1, 2006.

Council Member Langsdorf: Reviewed the recent Fire Board Meeting. Discussion was also held on the mid-May railroad improvements on Hwy 25.

Council Member May: Reviewed the recent Parks Advisory Committee Meeting.

10. OTHER

No other.

11. ADJOURN

Council Member Langsdorf motioned to adjourn at 8:46 p.m. Seconded by Council Member May, unanimous ayes, motion carried.

Gina Wolbeck
Clerk

04/26/06
Date approved by Council