

**BIG LAKE CITY COUNCIL  
REGULAR MEETING MINUTES  
NOVEMBER 28, 2007**

**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: Dick Backlund, Chuck Heitz, Lori Kampa, Patricia May, and Don Orrock. Also present: City Administrator Scott Johnson, Finance Director Corey Boyer, Senior City Planner Katie Larsen, City Clerk Gina Wolbeck, Public Works Director Mike Goebel, Police Chief Sean Rifenberick, City Attorney Soren Mattick of Campbell Knutson, City Engineer Brad DeWolf of Bolton & Menk, Inc. and City Planner Nate Sparks of Northwest Associated Consultants, Inc. (NAC).

**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 Kampa motioned to adopt the proposed Agenda as presented. Seconded by Council Member May, unanimous ayes, agenda adopted.

**6. CONSENT AGENDA**

Council Member Kampa motioned to approve the Consent Agenda with the removal of item 6N) Authorize Mayor to execute a "Letter of Commitment" for the FIRST Grant Application, and a date correction to item 6G. Seconded by Council Member Heitz, unanimous ayes, consent

agenda approved. The Consent Agenda consists of: 6A) Approve Regular Council Meeting Minutes of November 14, 2007, 6B) Approve Resolution No. 2007-123 Approving a Therapeutic Massage License for Kimberly Johnson, 6C) Approve Resolution No. 2007-124 Approving 2008 Tobacco License Renewals, 6D) Approve Resolution No. 2007-125 Approving 2008 Therapeutic Massage License Renewals, 6E) Approve Resolution No. 2007-126 Approving 2008 Trash Hauler License Renewals, 6F) Approve Amendment to the City Finance Policy, 6G) Set Joint Meeting with Big Lake Township, Sherburne County, I.S.D. 727, and City of Monticello on January 10, 2008 at 7:00 p.m. in the City Council Chambers to discuss plans for the upcoming year, 6H) Approve Amendment to Mayor and City Council Bylaws, 6I) Approve Orrock Township Fire Protection Agreement, 6J) Approve Resolution No. 2007-127 Authorizing Investment of Public Funds, 6K) Approve Park Advisory Board Recommendations, 6L) Approve Purchase Agreement and Assessment Agreement with Bruggeman Properties for the Big Lake Industrial Park East Expansion Project, and 6M) Approve Appointment of Ketti Green to the Big Lake Planning Commission.

## **7. BUSINESS**

### **7A. Keller Lake Commons PUD and Site/Building Plan Review**

Nate Sparks reviewed the planners report for the site and building plan application submitted by John Weicht to construct a 25,668 square foot addition to Keller Lake Commons. The site is located at the intersection of Highway 25 and Norwood Drive. The property is zoned as a Planned Unit Development with an underlying R-3 designation and guided for a High Density Residential Land Use.

Council Member Backlund motioned to approve Resolution No. 2007-128 approving the site and building plan for the Keller Lake Commons Expansion and setting forth conditions to be met prior to building permit issuance. Seconded by Council Member May, unanimous ayes, motion carried.

### **7B. McPete's Request for Resolution Amendment**

Katie Larsen informed Council of the request submitted by Bob McDowall from McPete's Sports Bar & Lanes asking Council to reconsider the need to add four additional windows to the front of their building as required by the Downtown Design District Ordinance. The applicant has indicated that the use of interior space has dictated the size and location of the existing windows. The interior space utilization is an expansion of the existing usage into the new addition. The applicant feels that there is no interior wall space available for additional windows to be located. The Planning Commission recognized the difficulty that the applicant would face in meeting the 40 percent requirement, and that they at least wanted to see an increase in the percentage of window and door area on the front façade. The Planning Commission added a condition of four additional windows be added to the

front façade. Council questioned why the Downtown Design Standards are required this far from the downtown area. Soren Mattick indicated that by allowing the change could set a standard for future applications, but that Council can consider these types of requests on a case by case basis.

Bob McDowall, the co-owner of McPete's, discussed their request and explained that if the extra windows are constructed, they will be "blackened" windows and all their other window areas normally would have signage in them.

Council discussed the need to review the boundary of the Downtown Design Standards District to determine a better radius for the district in relation to the guidelines for the actual downtown area.

Council Member Kampa motioned to approve Amended Resolution No. 2007-108 allowing for a reduction in the number of windows for the McPete's Sports Bar & Lanes expansion project. Seconded by Council Member Backlund, unanimous ayes, motion carried.

Council Member Heitz motioned to authorize staff to review SAC usage after one year of usage from the date of the Certificate Occupancy of the renovated area. Seconded by Council Member May, unanimous ayes, motion carried.

#### **7C. Project Status Report – City Engineer**

Brad DeWolf reviewed the November 2007 Engineers Report and answered questions from Council. Council Member Backlund asked which governmental entity has jurisdiction of the street lights at the intersection of CR 81 and CR 73. Brad DeWolf indicated that he will contact Sherburne County to discuss the placement of additional lighting in this area.

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

Council Member Kampa motioned to approve the List of Claims ranging from Check No.52331 through Check No. 52452. Seconded by Council Member May unanimous ayes, motion carried.

#### **9. ADMINISTRATOR'S REPORT**

Scott Johnson reviewed the request from the Big Lake Area Jaycee's to hold their 6<sup>th</sup> Annual Ice Fishing Tournament at Lakeside Park on February 23, 2008 from 12:00 p.m. to 3:00 p.m. Council Member Kampa suggested that the Jaycee's contact the Big Lake Community Lake Improvement Association to discuss participation in the event.

Council Member Heitz motioned to authorize the use of Lakeside Park and the public access, authorize the Big Lake Public Works Department to donate snowplowing services, and to approve Resolution No. 2007-129 approving a one-day Exempt Permit to the Big Lake Area Jaycee's for the 6<sup>th</sup> Annual Little Hole on Big Lake Ice Fishing Contest to be held on February 23, 2007 from 12:00 p.m. to 3:00 p.m. Seconded by Council Member Kampa, unanimous ayes, motion carried.

Mr. Johnson also updated Council on the status of Police candidate interviews and reminded Council of the Truth In Taxation Hearing scheduled on Thursday, November 29, 2007 at 5:30 p.m.

Police Chief Sean Rifenerick discussed the Salvation Army Bell Ringing drive and asked that the City advertise the need for bell ringers on the City Website and Cable Channel.

Chief Rifenerick also informed Council of a fatality at the pier at Lakeside Park.

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

Council Member Heitz: Updated Council on the November TOD meeting and community forum.

Council Member Kampa: Mike Goebel updated Council on the November Lake Association Meeting.

Mayor Orrock: Directed staff to add the Downtown Design District to an upcoming Council Workshop for discussion.

#### **11. OTHER**

Mayor Orrock motioned to recess the regular session at 7:37 p.m. to go to Closed Session for Attorney/Client Privilege allowed under MN Statute 13D.05, subd. 3b.

#### **12. CLOSED SESSION – Attorney/Client Privilege**

Mayor Orrock opened the Closed Session at 7:43 p.m. Council Members present: Dick Backlund, Chuck Heitz, Lori Kampa, Patricia May, and Don Orrock. Also present: City Administrator Scott Johnson, City Clerk Gina Wolbeck, City Attorney Soren Mattick, and League of MN Cities Attorney Bill Everett.

Bill Everett updated Council on the status of pending litigation. No action was taken by Council during Closed Session.

Council Member May motioned to close the Closed Session and reconvene the regular meeting at 8:17 p.m. Seconded by Council Member Kampa, unanimous ayes, motion carried.

**13. ADJOURN**

Council Member Heitz motioned to adjourn at 8:18 p.m. Seconded by Council Member May, unanimous ayes, motion carried.

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Gina Wolbeck  
Clerk

Date Approved By Council \_\_\_\_\_ 12/12/07