

**BIG LAKE CITY COUNCIL
REGULAR MEETING MINUTES
SEPTEMBER 23, 2009**

1. CALL TO ORDER

Mayor Lori Kampa 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, Raeanne Danielowski, Chuck Heitz, Lori Kampa, and Duane Langsdorf. Also present: City Administrator Scott Johnson, Community Economic Development Director Jim Thares, City Clerk Gina Wolbeck, Senior Planner Katie Larsen, Public Works Director Mike Goebel, Police Chief Sean Rifenberick, and City Engineer Brad DeWolf of Bolton & Menk, Inc.

4. OPEN FORUM

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

5. PROPOSED AGENDA

Council Member Langsdorf motioned to adopt the proposed Agenda. Seconded by Council Member Danielowski, unanimous ayes, agenda adopted.

6. CONSENT AGENDA

Council Member Heitz motioned to approve the Consent Agenda as presented. Seconded by Council Member Langsdorf, unanimous ayes, consent agenda approved. The Consent Agenda consists of: 6A) Approve Regular Council Meeting Minutes of September 9, 2009, 6B) Approve Council Workshop Meeting Minutes of September 16, 2009, 6C) Approve NSP Grant Transfer, 6D) Approve Resolution No. 2009-85 authorizing a Lawful Gambling License to the Big Lake American Legion at Trails Grill and Bar, 6E) Approve Transfer of 1998B TIF Bonds Debt Service Fund, 6F) Authorize Staff to Seek Signage Donation from the Big Lake Lions Club, 6G) Set Council Gathering on September 24, 2009 from 5:00 p.m.

to 7:00 p.m. for the Options, Inc. 30th Anniversary Open House, 6H) Approve Phase I of the TOD Pedestrian Improvement Project, 6I) Accept Quote from Kuechle Underground for the Completion of Punch List Items for Harrison's Cove 1st and 2nd Additions, Mattson's Sunny Acres Development, and Northland Meadows Development, and 6J) Approve Meeting Date Changes/Cancellations and Closing of City Hall on November 27th and December 24th.

7. BUSINESS

7A. September 16, 2009 Workshop Update

Scott Johnson reviewed discussions held at the September 16th Council Workshop.

Jim Thares introduced the new EDA Intern. Chad Benson attends St. Cloud State University and is planning a career in Economic Development or City Planning.

7B. Variance Application – 19056 Gunter Way

Katie Larsen reviewed the planners report for the variance application submitted by Woodside Homes and the property owner Jason Lee, who resides at 19056 Gunter Way. The variance application is required due to a field adjustment of the garage structure which caused the garage to encroach approximately 4 inches into the required 30 foot front yard setback. The variance would allow for flexibility from the front yard setback requirement. Council asked if this type of request could be handled administratively. Larsen noted that staff discussed this with the City Attorney, and for the protection of both the City and the property owners, the Variance process is justified.

Council Member Heitz motioned to approve Resolution No. 2009-86 approving a Variance to allow for a four inch encroachment of principle structure into required 30 foot front yard setback. Seconded by Council Member Backlund, unanimous ayes, motion carried.

7C. Amendment to Design Criteria – Wright's Crossing Third Addition

Katie Larson reviewed the planners report for an amendment to the design criteria for single family detached townhomes to be constructed in the Wright's Crossing Third Addition. Scott Wold of SW Wold Home Builders has submitted a request for modification to the house/floor plans for these types of structures. In April 2004, Wright's Crossing Third Addition was approved as a PUD mixed density residential development consisting of 12 single family parcels, 39 detached townhomes, and 21 attached townhomes. The detached townhomes Design Criteria specified single level rambler floor plans with a minimum floor area of 1,150 square feet. The ramblers were to appeal to "empty nesters" who wanted to downsize their houses. To date, only three of the 39 townhomes have sold. SW Wold is requesting a modification to the Design Criteria to allow for split level homes with a minimum floor area of 1,042 square feet. Staff's requested that the left elevation include

one window on the garage side to create a visual variation. Discussion was held at the last Planning Commission Meeting noting questions relating to parks, green space, children, and parking. The Planning Commission Recommendation was to allow for 50% split level homes and 50% ramblers to be constructed in the R-2 zoning district of Wrights Crossing Third Addition and to require the builder to submit a Development Plan. Staff clarified that lot sizes will not change from the original plat.

Scott Wold from SW Wold Construction reviewed their original intent for the development area. They are currently trying to maintain the project and their Bank has requested that the land be marketable. They have only sold three lots of the 39 originally platted. Wold noted that the rambler style has not been successful in this area and that the split level with a basement will hopefully produce sellable projects. Wold also asked not to be restricted to a 50/50 split as recommended by the Planning Commission. If Council chooses to approve the amendment with the 50/50 split concept, he would like to be able to come back to Council if the revised product is successful.

Council Member Danielowski motioned to approve Resolution No. 2009-87 approving an amendment to the Design Criteria established for Wright's Crossing Third Addition detached townhomes with 50% of the structures to remain ramblers, and 50% be changed to allow for split level/basement structures. Seconded by Council Member Backlund, unanimous ayes, motion carried.

7D. Park Advisory Committee Recommendation – 79 Acre Park Site Discussion

Mike Goebel discussed the Park Advisory Committee recommendation of staff investigating the potential purchase of bank owned land located along Highway 25. The site is located north of Highway 25 and west of Norwood Drive. Goebel explained that the Park Advisory Board feels this site would be a better fit for a Regional Athletic Complex than the site located by the airport. Upon Council direction, staff will investigate potential grant funding and financing options.

Council discussed the possibility of partnering with local youth groups for possible participation in the acquisition and construction of a park at this site. Discussion was also held on better access for utility hook-ups, the cost of the land, and the benefit of drawing users to City businesses. Council directed staff to investigate the feasibility of establishing a City Park on a 79 acre parcel located along Highway 25 and west of Norwood Drive.

7E. Project Status Report – City Engineer

Brad DeWolf reviewed the September Project Status Update and answered questions from the Council.

8. LIST OF CLAIMS

Council Member Langsdorf motioned to approve the List of Claims ranging from Check No.56950 through Check No. 57041 and electronic payments 855E through 880E. Seconded by Council Member Danielowski unanimous ayes, motion carried.

9. ADMINISTRATOR'S REPORT

Scott Johnson reviewed the request submitted by Bakken Building & Remodeling for the use of the vacant City owned parcel located at the southeast corner of Hwy 10 and County Road 5. Bakken would like to use the space for the October 8th Chamber of Commerce Networking event from 4:30 p.m. to 6:30 p.m. The lot would be used for guest parking and for setting up tables, chairs, and 2-3 tents. Bakken would be required to obtain insurance coverage for the event. Bakken has also requested to lease this space for a 2-3 year period at a proposed cost of \$75.00 per month. Bakken would maintain the property as part of the lease agreement. Staff asked for Council discussion on these requests.

Council discussed what the intended use would be for on the lease area, and felt that \$75.00 per month is not an adequate lease payment for the site. Council directed staff to contact Bakken Building & Remodeling to discuss the possible purchase of the site.

Council Member Heitz motioned to allow Bakken Building & Remodeling use of the vacant City owned lot at the southeast corner of Hwy/CR 5 for the October 8, 2009 Chamber of Commerce Networking Event contingent upon submittal of adequate insurance coverage on the site. Seconded by Council Member Langsdorf, unanimous ayes, motion carried.

Johnson also informed Council that 200+ applications were submitted for the vacant police officer position. Due to the large volume of applicants, testing will take place at the High School.

Jim Thares reviewed the Developer's Event held on September 17th. Ten developers/brokers attended the event along with 6 City Council/staff members. During the event, developers were given information on Big Lake's strengths and assets. The group also toured potential development sites throughout the City.

10. MAYOR & COUNCIL REPORTS and QUESTIONS/COMMENTS

Council Member Backlund: Discussed pricing comparisons for chairs that are needed in the Senior Center.

Council Member Danielowski: Reviewed the September EDA Meeting and Community Ed Advisory Committee Meeting. Council Member Danielowski also discussed the Movie In

the Park event that was held on September 19th. The event was a huge success and thanked the sponsors and all who were involved in planning the event. Council Member Danielowski also discussed the upcoming Options, Inc. open house event, the Lioness Club Senior Luncheon event, and also inquired if the Fire Department is planning on holding a Halloween Party again this year.

Council Member Heitz: Discussed the September NCDA Meeting and upcoming events scheduled for the start-up of the Northstar line. Council Member Heitz also asked for an update on the old Legion site. Jim Thares informed Council that Mike Krutzig should be closing with KleinBank next week, with demolition of the current structure to follow by year end. Council Member Heitz also discussed donations received for the Big Lake Senior Activity Center and noted that donations should not be accepted if they are not in good condition.

Mayor Kampa: Updated Council on the September 19th Town Hall Meeting and the Movie in the Park Event. Mayor Kampa thanked the sponsors and volunteers who helped with the event.

Council Member Langsdorf: Thanked the sponsors and volunteers for their efforts with the Movie in the Park event. Council Member Langsdorf also asked if there has been any additional feedback from the senior groups. Council Member Backlund noted that there was an issue with a furniture donation and that there is still a lot of friction between the two groups. A meeting has been scheduled between the two group leaders to discuss pending issues. Council Member Langsdorf stated that he would like to see the room being used by area seniors and hopes that the conflicts can be resolved.

11. **OTHER** – No other.

12. **ADJOURN**

Council Member Heitz motioned to adjourn at 8:11 p.m. Seconded by Council Member Danielowski, unanimous ayes, motion carried.

Gina Wolbeck
Clerk

10-14-09
Date Approved By Council