

**BIG LAKE CITY COUNCIL
REGULAR MEETING MINUTES
AUGUST 10, 2005**

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: City Administrator Patrick Wussow, Assistant City Administrator Scott Johnson, Finance Director Corey Boyer, City Clerk Gina Wolbeck, Public Works Director Mike Goebel, City Attorney Matthew Brokl of Campbell Knutson, City Engineer Brad DeWolf and Jared Voge 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.

Candace Coleman; 3420 Lakeview Lane – Addressed Council with a request for information on the proper and most effective way for residents to contact Council Members.

Mayor Orrock identified that messages can be left at City Hall and staff will forward the message to Council Members. Council directed staff to prepare a Council contact list for future Council approval.

Mayor Orrock closed the Open Forum at 7:06 p.m.

5. PROPOSED AGENDA

Council Member Heitz motioned to adopt the proposed Agenda with the addition of item 7E – Police Sergeant Position. Seconded by Council Member Langsdorf, unanimous ayes, agenda adopted.

6. CONSENT AGENDA

Council Member Langsdorf motioned to approve the Consent Agenda with the removal of items 6D and 6J for separate consideration. Seconded by Council Member Kampa, unanimous ayes, consent agenda approved. The Consent Agenda consists of: 6A) Approve Regular Meeting Minutes of July 27, 2005; 6B) Approve Joint Workshop Meeting Minutes of July 20, 2005; 6C) Approve List of Claims; 6E) Approve Data Practices Policy and Resolution #2005-109 Appointing Responsible Authority; 6F) Approve Wetland Conservation Act Decision Resolution #2005-110 for Sweetwater Bend; 6G) Approve and Award Recycling Contract to Waste Management; 6H) Approve Resolution #2005-111 Awarding 2006 Raw Watermain Improvements to Randy Kramer Excavating; 6I) Approve Capital Transfer to Street Improvement Capital Project Fund; 6K) Approve Planner Position; 6L) Approve Resolution #2005-112 for Local Equipment Election Plan; 6M) Approve Donation Resolution #2005-113 for National Night Out Events; 6N) Authorize Public Works Director to Sign Equipment Purchase Agreement; 6O) Authorize High Auction Bid and Sale of the 1985 F250 Ford Truck, and 6P) Authorize Resolution #2005-114 Approving Submittal of Grant Application to Greater MN Housing Fund.

6D) Approve AutoStop Payment

Council Member Heitz motioned to approve the Autostop payment in the amount of \$2,257.54 for Police and Building Department Vehicle Maintenance, and repair of police vehicle damaged in the line of duty. Motion seconded by Council Member Kampa, motion carried with a vote of 4 to 0 with 1 abstention with Council Members Heitz, Kampa, May, and Orrock voting aye and Council Member Langsdorf abstaining, motion carried.

6J) Smile Center – Site Plan Review and Parking Agreement with City

Staff reviewed the request from the Smile Center to construct a paved parking lot in the rear of their current site to allow for additional parking stalls. Staff indicated that the proposed parking partially extends onto the City's property. Council discussed potential problems if the Police Department relocates in the future and the City's property is utilized for a different use.

Council Member Heitz motioned to deny authorization for the City Attorney to draft or research any documentation relating to the Smile Center request for use of City owned land to construct a parking lot. Seconded by Council Member Kampa, motion passed with a vote of 4:1 with Council Members Heitz, Kampa, Langsdorf, and Orrock voting aye, and Council Member May voting nay. Motion carried.

7. BUSINESS

7A. PUBLIC HEARING – Issuance of Development Revenue Bond; Options, Inc.

Corey Boyer discussed the Commercial Revenue Note, Series 2005 that will be used to finance a new facility for the Options, Inc. project. Mr. Boyer indicated that the bonds are not general obligations of the City and that the City is not required to pay the principal or interest on the bonds. The borrower will be responsible for all payments on this obligation. The City will collect a \$9,750 conduit debt financing fee for the administration of this obligation. Mr. Boyer also discussed the applicants request to change the title of the Bond from Commercial Facility Revenue Note to read "Revenue Note".

Mayor Orrock opened the public hearing at 7:18 p.m.

Richard Simonson – representing Options, Inc. located at 790 Minnesota Avenue addressed Council to discuss their proposed project in the Big Lake Marketplace commercial development. Mr. Simonson indicated that their new facility will meet the design standards required by the City and that no outside metal structures will be used.

Council Member Kampa motioned to close the public hearing at 7:22 p.m. Seconded by Council Member Heitz, unanimous ayes, motion carried.

Council Member Heitz motioned to approve Resolution #2005-115 approving the issuance and sale of the \$1,950,000 Revenue Note, Series 2005 authorizing the execution of documents relating thereto for the Options, Inc. project. Seconded by Council Member Langsdorf, unanimous ayes, motion carried.

7B. Public Presentations

7B.1 Northstar Corridor Update

Ken Stevens and Paul Danielson addressed Council with an update on the status of the Northstar Commuter Rail project and the future maintenance facility that will be located east of County Road 43 and south of the Burlington Rail Road tracks. Mr. Danielson presented proposed designs for future structures and reviewed the preliminary timeframe for completion of the project, indicating the project fully operational in 2009. Council asked for clarification as to the potential financial responsibilities of the tax payers in the City of Big Lake. Staff indicated that all development costs will be incurred by the developer and that the only known cost to the City will be for emergency services to patrol and respond to calls in the area.

7B.2. Representative Mark Olson – Legislative Update

Representative Olson was not in attendance to present to Council.

7C. Sweetwater Bend Development – Comprehensive Plan Amendment, Rezoning, CUP/PUD, and Preliminary Plat

Nate Sparks reviewed the planners report for the Sweetwater Bend Development that was originally approved by Council at the September 22, 2004 meeting. Due to an annexation legal description error, re-consideration of this project is required. The subject site is located north and east of County Road 73 and abuts the Elk River on the north and east sides of the site. The proposal is to develop the 507 acre site with 272 single-family lots which has been reduced from the original 288 sites. Council is being asked to consider a Comprehensive Plan Amendment, rezoning, CUP/PUD, and Preliminary Plat.

Council Member Langsdorf motioned to approve Resolution #2005-116 approving a Comprehensive Plan Amendment to designate the land use as low density and to extend the municipal utility service area to the site, Ordinance #2005-18 approve rezoning the site from FRD to R-1, Resolution #2005-117 approving summary publication of Ordinance #2005-18, and Resolution #2005-118 approving the CUP/PUD and Preliminary Plat of Sweetwater Bend and setting forth conditions to be met prior to submittal of the Final Plat application. Seconded by Council Member Heitz, unanimous ayes, motion carried.

7D. Gravel Driveway Responses – Verbal Update

Assistant Administrator Johnson presented an update on the proposed gravel driveway loan program. Assistant Administrator Johnson identified that staff mailed out 58 letters to residents with unimproved driveways, with 25 of those being responded to by residents. Of those that responded, 14 indicated that they would be interested in a loan program and 11 indicated that they are not interested in this type of program. Staff has mailed out a 2nd letter to the 33 residents who have not responded to the initial contact letter.

Council directed staff to research different loan options available to those residents interested in the project.

7E. Police Sergeant Position

Assistant Administrator Johnson discussed the Police Sergeant Agreement that includes language for seniority, probationary period, and wage schedule for the position. Staff is recommending Council approval on the Memorandum of Understanding with LELS Local 164 for the addition of the Police Sergeant position.

Council Member Heitz motioned to approve the Memorandum of Understanding with LELS

Local 164 for the addition of the Police Sergeant position and to authorize the Mayor and Administrator to enter into the agreement. Seconded by Council Member Kampa, unanimous ayes, motion carried.

8. ADMINISTRATOR'S REPORT

Administrator Wussow also presented Council with a memo from Police Chief Rifenberick for authorization to send forfeited vehicles to auction.

Council Member Langsdorf motioned to authorize the release of two Big Lake Police Department vehicles seized and forfeited to the Police Department to be sold at the Anoka-Big Lake Auction site located at 17020 Hwy 10 E, Big Lake, MN. Seconded by Council Member May, unanimous ayes, motion carried.

9. MAYOR & COUNCIL REPORTS and QUESTIONS/COMMENTS

Council Member Heitz: Commended the Parks Committee and Public Works Department on the directional signage that was installed on the public trail system.

Mayor Orrock: Asked staff for an update on the completion of the street lights in the Meadows of Big Lake Development. Brad DeWolf indicated that the developer has been received notification to complete this project. Mayor Orrock also discussed the Lake Street Cottages fence issue. Mr. DeWolf informed Council that this item will be on the next Council agenda.

Council Member Langsdorf: Directed staff to investigate the weed issue at the residential property located across from the Catholic Church on Lake Street North. Mike Goebel indicated that his department is working on contacting the owner of the site and that the Public Works Department will mow the site as soon as they are legally able to do so. The property owner will be responsible for the costs incurred by the City to maintain the property.

10. OTHER

No other.

11. ADJOURN

Council Member Langsdorf motioned to adjourn at 8:15 p.m. Seconded by Council Member May, unanimous ayes, motion carried.

Big Lake City Council Meeting Minutes
Date: August 10, 2005
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Clerk

Date Approved By Council _____