

**BIG LAKE CITY COUNCIL
REGULAR MEETING MINUTES
FEBRUARY 8, 2006**

1. CALL TO ORDER

Acting Mayor Duane Langsdorf 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, and Patricia May. Council Member absent: Mayor Donald Orrock. Also present: City Administrator Patrick Wussow, Assistant City Administrator Scott Johnson, Community Economic Development Director Jim Thares, Building Official Sam Rudd, City Clerk Gina Wolbeck, City Planner Ned Noel, City Planner Annie Deckert, Public Works Director Mike Goebel, Liquor Store Manager Jan Kostrzewski, City Attorney Matthew Brokl of Campbell Knutson, Jared Voge from the Consultant Engineers Office of Bolton & Menk, Inc., and City Planner Nate Sparks of Northwest Associated Consultants, Inc. (NAC).

4. OPEN FORUM

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

5. PROPOSED AGENDA

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

6. CONSENT AGENDA

Council Member Kampa motioned to approve the Consent Agenda as presented. Seconded by Council Member May, unanimous ayes, consent agenda approved. The Consent Agenda consists of: 6A) Approve Regular Meeting Minutes of January 25, 2006; 6B) Approve Goals Workshop Meeting Minutes of February 1, 2006; 6C) Approve Workshop Meeting Minutes of February 1, 2006; 6D) Approve List of Claims; 6E) Approve Final Payment to Traut Wells for the Municipal Well No. 6 Project; 6F) Approve Consumption and Display Resolution No. 2006-15 for Carousell Works; 6G) Approve Purchase of Wheel Loader; 6H) Approve One-Day Exempt Lawful Gambling Permit Resolution No. 2006-16 for the Sand Dunes Gobblers, National Wild Turkey Federation at the Carousell Works on March 4, 2006, and 6I) Authorize Use of Development CD-ROM.

7. BUSINESS

7A. Donation Presentation – Ace Solid Waste

Tom Morrison representing Ace Solid Waste presented the City with a \$645.00 donation to be used for local parks. Council thanked Ace Solid Waste for their donation.

Council Member Heitz motioned to approve Resolution #2006-17, accepting a \$645.00 donation from Ace Solid Waste to be used for local parks. Seconded by Council Member May, unanimous ayes, motion carried.

7B. Cable Franchise Agreement Ordinance – Sherburne Cable-Com, Inc. d/b/a Connections, Etc.

Administrator Wussow reviewed the Cable Franchise Agreement for Sherburne Cable-Com, Inc. The Agreement allows the cable provider to provide cable services in the City limits.

Council Member Kampa motioned to approve Ordinance No. 2006-03 granting a franchise to Sherburne Cable-Com, Inc. d/b/a Connections, Etc. to construct, operate, and maintain a cable system and provide cable service in the City of Big Lake. Seconded by Council Member Heitz, unanimous ayes, motion carried.

Council Member Heitz motioned to approved Resolution No. 2006-18 authorizing summary publication of the Sherburne Cable-Com, Inc. d/b/a Connections, Etc. Cable Franchise Ordinance No. 2006-03. Seconded by Council Member May, unanimous ayes, motion carried.

7C. Sweetwater Bend 2nd Addition Final Plat Application/Development Contract

Nate Sparks reviewed the Planner's Report for the Sweetwater Bend 2nd Addition located south of the Elk River and east of CR 73. The entire project is proposed to be developed in six phases consisting of a total of 272 single family lots, with phase two containing 75 single family lots in the northwest portion of the overall project. Council Members discussed lot sizes and phasing requirements. Council also discussed limiting building permits to 50 in a rolling twelve month period.

Charles Lenthy from Oakwood Land Development reviewed the second phase of their project.

Council Member Heitz motioned to approve Resolution No. 2006-19 approving the Final Plan PUD and Final Plat of Sweetwater Bend 2nd Addition and setting forth conditions to be met prior to release of the Final Plat. Seconded by Council Member Kampa, unanimous ayes, motion carried.

Council Member Kampa motioned to approve the Development Contract with the added condition of limiting building permits to 50 single family homes in a rolling calendar year and to authorize the Mayor and City Administrator to execute the Contract. Seconded by Council Member May, unanimous ayes, motion carried.

7D. 120 Edgewater Place Variance

Annie Deckert reviewed the planner's report for the variance application received for 120 Edgewater Place. Jeff and Bettina Potter submitted a variance request to construct a two story home addition, garage expansion and concrete patio. The proposal encroaches into both the front yard and average lakeshore setbacks as well as exceeds the maximum allowed impervious surface requirement.

John Steuck - 150 Edgewater Place, informed Council that he is in favor of Council approving all variance requests for this parcel.

Council Member Heitz motioned to approve Resolution No. 2006-20 approving variances for a single family house located at 120 Edgewater Place and setting forth conditions to be met prior to issuance of a building permit. Seconded by Council Member Kampa, unanimous ayes, motion carried.

7E. 150 Edgewater Place Variance

Ned Noel reviewed the planner's report for the variance application submitted for the property located 150 Edgewater Place. An application was submitted by John Steuck to

construct a new single family house that encroaches into both Shoreland setbacks. The applicant is requesting to build a 30 foot tall two-story style house being 4,779 square feet in total area.

Council Member Heitz motioned to approve Resolution No. 2006-21 approving variances for a new single family house located at 150 Edgewater Place and setting forth conditions to be met prior to issuance of a building permit. Seconded by Council Member Kampa, unanimous ayes, motion carried.

Council also directed staff to continue offering neighborhood meetings on a case by case basis.

7F. Oak Glen Preliminary Plat Applications/Development Contract

Nate Sparks reviewed the planners report for the Oak Glen Development. The site is located on 65 acres east of Highway 10 and north of the Burlington Northern Railroad. The developer is proposing 89 single family homes, 40 duplexes, and 60 townhomes. The developer is seeking Council approval on a Comprehensive Plan Amendment, Rezoning, PUD and Preliminary Plat applications. Mr. Sparks also reviewed site and building plans for the various types of proposed housing. Council discussed the addition of more one-level homes, buffers between mixed uses, proposed phasing, and park and trail areas. Council Member Kampa indicated that she is not in favor any multi-family structures in this area. Council Member Heitz indicated he is an advocate for requiring buffer areas between mixed uses.

Administrator Wussow informed Council that staff did not receive the required information from the developer in time to finalize the Development Contract and recommended that Council table this item until staff has an appropriate amount of time to review the final Development Contract.

Jim Brown from Dynamics Design and Land Company reviewed their project and the proposed planning process. Mr. Brown also indicated that his office would provide a Phasing Plan to City staff by Friday, February 10, 2006.

Bill Watkins from Home Builders Network discussed the proposed design and location of the townhomes.

Council Member Kampa motioned to table the Oak Glen Preliminary Plat Application/Development Contract item until staff has an appropriate amount of time to review the final Development Contract. Seconded by Council Member Langsdorf, unanimous ayes, motion carried.

7G. Liquor Store Bid Review

Administrator Wussow reviewed the bids received on the Liquor Store remodel project. Fivecooler and refrigeration bids were received with the low bid submitted by Britz Store Equipment, and three remodeling and interior finish bids were received with the low bid submitted by Nelson Building

Council Member Heitz motioned to approve the cooler and refrigeration low bid submitted by Britz Store Equipment of Buckman, MN in the amount of \$95,548.00 and accept alternatives 1, 2, 3, 4, and 5 as recommended by the Liquor Store Manager for a total contract price not to exceed \$107,908.00. Seconded by Council Member Kampa, unanimous ayes, motion carried.

Council Member Heitz motioned to approve the remodeling and interior finish low bid submitted by Nelson Building & Development, Inc. of Buffalo, MN for a total contract price not to exceed \$317,600.00. Seconded by Council Member Kampa, unanimous ayes, motion carried.

Council Member Heitz motioned to authorize the Mayor and City Administrator to enter into contracts for construction of the Liquor Store. Seconded by Council Member Kampa, unanimous ayes, motion carried.

7H. Big Lake Chamber of Commerce Expo

Administrator Wussow reviewed the information received from the Big Lake Chamber of Commerce for the 2006 Business Expo booth rental and asked for Council feedback on the City sharing a booth with the EDA again this year.

General Consensus of the Council was to share a booth with the EDA and that the booth would be staffed by Council and EDA Members.

8. ADMINISTRATOR'S REPORT

Administrator Wussow reviewed the recruitment process for three of the positions identified in the 2006 staffing plan. Council Member Heitz identified that the hiring freeze could go longer than six months and indicated that he is not in favor of recruiting for positions at this time. Council directed staff to put together a time-line for the recruitment process and that a recruitment request not be presented to Council until at least the 2nd meeting in April.

Administrator Wussow discussed possible topics for discussion at the March 1, 2006 Council Workshop which include Finance and SAC fee discussion. Discussion was also held determining a date for the upcoming Joint Powers Board Meeting to discuss the

Remmele Engineering Preliminary Plat item. The general consensus of the Council was to meet on Monday, March 6th and directed staff to prepare an item for the next Council Meeting to call for the Joint Powers Board Meeting to be held at Big Lake Town Hall.

9. MAYOR & COUNCIL REPORTS and QUESTIONS/COMMENTS

Council Member Langsdorf: Discussed setting a meeting date to conduct a performance review for the City Administrator.

Council Member Langsdorf motioned to call for Special Closed Meeting on Tuesday, February 14, 2006 at 7:00 p.m. in the Big Lake City Council Chambers to conduct a performance review for the City Administrator. Seconded by Council Member Heitz, unanimous ayes, motion carried.

10. OTHER

No other.

Acting Mayor Langsdorf closed the regular session at 8:26 p.m.

11. CLOSED SESSION – Acquisition of Property for WWTP

Acting Mayor Langsdorf opened the Closed Session at 8:29 p.m.

Matt Brokl reviewed the counter offer received on the purchase of land for the expansion of the Waste Water Treatment Plant.

Council Member Heitz motioned to close the Closed Session and reopen the regular session at 8:48 p.m. Seconded by Council Member May, unanimous ayes, motion carried.

12. ADJOURN

Council Member Kampa motioned to adjourn at 8:49 p.m. Seconded by Council Member May, unanimous ayes, motion carried.

Gina Wolbeck
Clerk

Date Approved By Council 02/22/06