

Joint Planning Board Meeting
July 22, 2009

**Town of Big Lake and
City of Big Lake
Joint Meeting**

The Big Lake Town Board of Supervisors and the Big Lake City Council held a Joint Planning Board Meeting on Wednesday, July 22, 2009 at 5:00 p.m. The meeting was held in the Big Lake Town Hall located at 21960 County Road 5, Big Lake, Minnesota. The meeting was tape recorded for transcribing purposes only. There was no one in the audience. Roll call was taken.

Board Members Present: Bob Hofer, Chairman
 Mike Hayes, Supervisor
 Norm Leslie, Supervisor
 Jim Stahlmann, Supervisor
 Larry Alfords, Supervisor

Township Staff present: Laura Hayes, Clerk
 Kristie Woolard, Deputy Clerk
 Ken Warneke, Treasurer

City Council Members Present: Lori Kampa, Mayor
 Dick Backlund, Council Member
 Chuck Heitz, Council Member
 Duane Langsdorf, Council Member
 Raeanne Danielowski, Council Member

City Staff present: Scott Johnson, City Administrator; Jim Thares, Economic Development Director; Katie Larsen, Senior City Planner and Brad DeWolfe, Engineer.

Chairman Hofer called the meeting to order at 5:00 p.m.

Council Member Danielowski motioned to approve the agenda as presented. Supervisor Alfords seconded. All present were in favor. The motion carried. The meeting proceeded in accordance with the agenda as presented.

Supervisor Stahlmann motioned to approve the Joint Meeting Minutes of June 24, 2009 as presented. Council Member Danielowski seconded. All present were in favor. The motion carried.

BUSINESS

Big Lake Rail Park Annexation – Senior City Planner, Katie Larsen reviewed the general discussion from the June 24th Joint Planning Board Meeting regarding entering into an Orderly Annexation Agreement (OAA) with a 4 year tax sharing reimbursement to the Town. She handed out a revision to the proposed resolution, which changed the tax sharing formula from the City's tax rate to a reimbursement based on a percentage of the property taxes collected by the Town in the year of annexation.

There was discussion regarding what the trigger(s) are that initiate annexation and start the tax revenue sharing. It was noted that this resolution is modeled after the Cobblestone OAA.

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The Joint Planning Board discussed who will be installing rail spurs on this property, the funding mechanism and financial responsibility of installing the rail spurs; and, how it would be stipulated or ensured that businesses locating to this development would use rail spurs. The Joint Planning Board agreed this is intended to be a rail park, not another industrial park.

There was discussion regarding extension of utilities to the property as the trigger for annexation. It was noted that utilities aren't extended until a preliminary plat is submitted and/or a developer's agreement is signed. Supervisor Hayes noted that property owners need to be advised that once their property is annexed, the property is taxed at the city's tax rate and city rules and regulations such as no hunting on the property apply. Supervisor Hayes further noted concern that without this information, property owners may seek to un-annex property if there is no development on the property.

Council Member Danielowski noted concern about spending City staff time and funds to review the proposal, draft the Joint Resolution and outline the terms of the OAA and tax sharing reimbursement; and, not receive the tax revenue from the property.

City Engineer, Brad DeWolfe outlined the sequence of events following the annexation. He advised the City becomes the RGU with the Township's release and the County's Authorization. An EIS is conducted. The preliminary plat process begins, at which time fees, escrow and the letter of credit are outlined. This information is necessary if the developer is seeking financing for the project. The final plat is created and can be done in phases.

There was further discussion regarding the trigger for annexation and tax revenue sharing. It was determined that the trigger for annexation is when the developer enters into the developer's agreement or city utilities are installed to the property line. City staff will work with the City Attorney to incorporate this language into the resolution. The Township attorney will review. Council Member Heitz motioned to continue this discussion to the Joint Planning Meeting on August 26th, 2009 at 5:00 p.m. Supervisor Jim Stahlmann seconded. All present were in favor. The motion carried.

Supervisor Alfords advised the Township received a copy of Brad DeWolfe's letter to the Sherburne County Zoning Administrator regarding RGU designation for this property. He advised the Township will be discussing this request at their meeting tonight.

ADJOURNMENT

Supervisor Hayes motioned to adjourn the Joint Planning Meeting. Mayor Kampa seconded. All present were in favor. The motion carried. The meeting adjourned at 6:05 p.m.

Respectfully Submitted,

Laura Hayes, Clerk
Town of Big Lake