

**BIG LAKE CITY COUNCIL
REGULAR MEETING MINUTES
FEBRUARY 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, Patricia May, and Don Orrock. Council Members absent: Lori Kampa. Also present: City Administrator Scott Johnson, Finance Director Corey Boyer, Community Economic Development Director Jim Thares, City Clerk Gina Wolbeck, City Planner Ned Noel, Public Works Director Mike Goebel, Police Chief Sean Rifenerick, Fire Chief Tony Eisinger, Assistant Fire Chief Paul Nemes, 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. No one came forward. Mayor Orrock 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 May, unanimous ayes, agenda adopted.

6. CONSENT AGENDA

Council Member May motioned to approve the Consent Agenda as presented. Seconded by Council Member Backlund, unanimous ayes, consent agenda approved. The Consent Agenda consists of: 6A) Approve Regular Council Meeting Minutes of February 14, 2007, 6B) Approve County Road 43 Interceptor Plans and Specifications and Authorize Advertisement for Bid, 6C) Approve Consumption and Display Resolution No. 2007-18 for the Carousell Works, 6D) Approve Resolution No. 2007-19 approving the 2007 Street and Utility Improvement Project Plans and Specifications and Authorize Advertisement for Bid, 6E) Approve Hiring of Accounting Clerk, 6F) Call for a Public Hearing for the Issuance of Capital Improvement Bonds, and 6G) Approve Park Committee Recommendation.

7. BUSINESS

7A. DONATION PRESENTATION – Donation from Eddy Family Foundation

Robert Eddy presented a donation in the amount of \$4,895.99 to the Big Lake Fire Department. Council thanked the Eddy Family Foundation for their generous donation.

Council Member Heitz motioned to approve Resolution No. 2007-20 accepting a donation from the Eddy Family Foundation towards the Big Lake Fire Department. Seconded by Council Member May, unanimous ayes, motion carried.

7B. PUBLIC HEARING – Martin Avenue Phase III Improvement Project; Order Preparation of Plans and Specifications

Brad DeWolf reviewed the feasibility report for the proposed Martin Avenue Phase III Improvement project. The project consists of improvements to the area located between Fern Street and Eagle Lake Road North and the cost is estimated at \$502,500.00. Mr. DeWolf indicated that the Minnesota Department of Transportation has committed up to \$250,000.00 towards the transportation improvements for this project which will be funded through their local initiative fund. Council requested that man holes not be placed in the driving lanes and that Martin Avenue should be a through street.

Mayor Orrock opened the public hearing at 7:15 p.m. No one came forward.

Council Member Heitz motioned to close the public hearing at 7:16 p.m. Seconded by Council Member Backlund, unanimous ayes, motion carried.

Council Member Heitz motioned to approve Resolution No. 2007-21 authorizing ordering improvements and directing the preparation of final plans and specifications for the Martin Avenue Phase III Improvement project. Seconded by Council Member May, unanimous ayes, motion carried.

7C. Sanford Orderly Annexation Agreement

Jim Thares reviewed the petition for annexation submitted by Jim Sanford for 41.97 acres located south of Highway 10 and east of CR 43 and is designated as the future site for the North Star Commuter Train Station. The Joint Public Informational Meeting was held at Town Hall on February 28, 2007. No public comment was received on the orderly annexation designation of this parcel.

Council Member May motioned to approve Joint City/Township Resolution No. 2007-01 designating 10-120-3403 and 10-129-2107 in need of Orderly Annexation. Seconded by Council Member Backlund, unanimous ayes, motion carried.

7D. Sunny Fresh Foods CUP

Ned Noel reviewed the planners report for the Conditional Use Permit application submitted by Sunny Fresh Foods for the site located at 20021 – 176th Street in the Big Lake Industrial Park East. The applicant is requesting an increase to the I-1 Shoreland Overlay district's 50% impervious surface maximum requirement to a total of 52% impervious surface.

Troy Swanson representing Sunny Fresh Foods reviewed their facility which is housed in the former Cargill Kitchens site. Mr. Swanson indicated that they expect to be in full operation by late March.

Council Member Heitz motioned to approve Resolution No. 2007-22 approving a Conditional Use Permit for Sunny Fresh Foods at 20021 176th Street. Seconded by Council Member Backlund, unanimous ayes, motion carried.

7E. 197th Avenue Extension Discussion

Brad DeWolf reviewed the proposed extension of 197th Avenue and 166th Street within the Big Lake Marketplace Development. The proposed improvements have been requested by the adjacent landowners as part of a 429 assessment project. Staff is seeking Council permission to further discuss the improvements with the property owners and develop a cost sharing agreement for future Council approval. Jim Thares reviewed previous discussions with Mr. Ahrens and indicated that Mr. Ahrens appears to be optimistic that he will be developing his property. Staff also explained that the project timeline would be development driven.

The general consensus of the Council was to authorize the City Engineer to further discuss the proposed extension of 197th Avenue and 166th Street within the Big Lake Marketplace Development and to develop a cost sharing agreement for future Council approval.

7F. Project Status Report – City Engineer

Brad DeWolf reviewed the February 19, 2007 Engineers Report and answered questions from Council.

Council directed staff to provide additional information on proposed transportation funding.

7G. Proposals for Investigative Services

Scott Johnson reviewed the two quotes received for investigative services. Quotes were received from Setter and Associates from Brooklyn Park, MN and from Midwest Government Advisors out of Hugo, MN. Administrator Johnson explained that Setter and Associates has withdrawn their quote due to other investigative commitments. The Personnel Committee is recommending Midwest Government Advisors to conduct the internal investigation.

Council Member Heitz motioned to approve the quote from Midwest Government Advisors in the amount of \$2,400.00 for investigative services and to authorize a maximum of \$5,000.00 for additional services if needed. Seconded by Council Member May, unanimous ayes, motion carried.

8. LIST OF CLAIMS

Council Member May motioned to approve the List of Claims ranging from Check No. 50164 through Check No. 50297. Seconded by Council Member Backlund unanimous ayes, motion carried.

9. ADMINISTRATOR'S REPORT

Administrator Johnson discussed a Council Member request for City letterhead and envelopes. Matt Brokl reviewed the process that other cities have followed and indicated that most cities provide letterhead with a Council Member's name so it clearly identifies which Council Member is corresponding. Council directed staff to create letterhead templates and envelopes for the Mayor and each Council Member to use.

10. MAYOR & COUNCIL REPORTS and QUESTIONS/COMMENTS

Council Member Backlund: Asked for an update on the Library subcommittee. Council Member Heitz indicated that the Library officials are doing research on a future site and that meetings will be scheduled as needed. Council Member Backlund also discussed the status of the Berndt Pond Estates development and suggested that the Council consider amendments to the plat instead of proceeding with possible litigation. Council indicated that they would be willing to discuss various options in road redesign to help bring down costs for the developer.

Council Member Heitz: Asked staff for an update on the status of population signage changes. Mike Goebel explained that MNDOT has denied the City's request for signage updates and that Mike has requested an explanation in writing. Council directed staff to continue negotiations with MNDOT to obtain updated population signage.

Council Member May: Informed staff that the sidewalk areas by Highway 10 crosswalks need shoveling. Mike Goebel explained that sidewalk maintenance is the responsibility of the adjacent property owner and that his staff would contact the necessary businesses who have not adequately maintained their areas.

11. OTHER

No other.

12. ADJOURN

Council Member May motioned to adjourn at 8:00 p.m. Seconded by Council Member Backlund, unanimous ayes, motion carried.

Gina M. Wolbeck
Clerk

Date Approved By Council 03/14/07