

**BIG LAKE CITY COUNCIL  
REGULAR MEETING MINUTES  
APRIL 26, 2006**

**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: Assistant City Administrator Scott Johnson, Finance Director Corey Boyer, Community Economic Development Director Jim Thares, City Clerk Gina Wolbeck, City Planner Ned Noel, City Attorney Matthew Brokl of Campbell Knutson, City Engineer Brad DeWolf and Jared Voge of Bolton & Menk, Inc., City Planner Nate Sparks of Northwest Associated Consultants, Inc. (NAC), and Consultant Building Official Fred Patch of Northwest Inspection Services.

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

**6. CONSENT AGENDA**

Council Member Langsdorf motioned to approve the Consent Agenda as presented. Seconded by Council Member Kampa, unanimous ayes, consent agenda approved. The Consent Agenda

consists of: 6A) Approve Regular Meeting Minutes of April 12, 2006, 6B) Approve List of Claims, 6C) Approve Request From Big Lake Jaycee's for use of Lakeside Park for the Annual Chad Judge "Fishing for Scholarship" Tournament on August 26, 2006, 6D) Approve Liquor License Violation Penalty Resolution No. 2006-54, 6E) Approve Utility Oversizing Credit to Dynamics Design and Land Company, 6F) Accept Donations Resolution No. 2006-55 to the Police Department for the DARE Program, 6H) Approve Volunteer Fire Fighter Appointments, and 6I) Approve Purchase of Defibrillator.

6G) Approve Additional Stop Signs at Glenwood Avenue and Crescent Street

Council discussed the proposed three-way stop intersection and stated their concern with the layout of the intersection. Brad DeWolf reviewed the request from residents near this site and discussed their concern with the safety of pedestrian traffic crossing this intersection.

Council Member Heitz motioned to table item 6G for further review. Seconded by Council Member Kampa, unanimous ayes, motion carried.

## **7. BUSINESS**

### **7A. Presentation – Representative Mark Olson**

Representative Mark Olson was unable to present to Council due to legislative commitments.

### **7B. Presentation – Great River Regional Library**

John Hunt from the Great River Regional Library gave a Community Library Update to Council. Topics of discussion included a review of their 32 branches, space and utility costs covered by each community, services provided by GRRL, and facility needs for the Big Lake Library.

Council identified the importance that Library representatives engage the Township to participate and help support the library system. Council also reviewed the City's requirement to host the library. Council directed staff to include this item on the upcoming Joint City/Township Meeting and that a subcommittee should be formed for future discussions. Council thanked Mr. Hunt for his presentation.

### **7C. PUBLIC HEARING – Municipal Liquor Store Conditional Use Permit**

Ned Noel reviewed the Planner's Report for the Conditional Use Permit for the new municipal liquor store site located at 615 Rose Drive.

Mayor Orrock opened the public hearing at 7:19 p.m. No one came forward.

Council Member Kampa motioned to close the public hearing at 7:20 p.m. Seconded by Council Member Langsdorf, unanimous ayes, motion carried.

Council Member Heitz motioned to approve Resolution No. 2006-56 approving a Conditional Use Permit for a new Municipal Liquor Store at 615 Rose Drive. Seconded by Council Member May, unanimous ayes, motion carried.

#### **7D. Lake Plaza Mall – Award of Exterior Improvements Bid and Budget Report Update**

Fred Patch reviewed the bids submitted for the exterior improvements of the new liquor store site. Bids were received from Nelson Construction and Greystone Construction. Mr. Patch identified that staff is recommending Council set a Special Meeting date to review the bids with all the current property owners and potential property owners.

Council Member Langsdorf motioned to call for a Special Meeting on Tuesday, May 2, 2006 at 6:00 p.m. to discuss the exterior façade improvements at the new liquor store site. Seconded by Council Member Kampa, unanimous ayes, motion carried.

Mr. Patch also presented a budget update and identified that the liquor store renovation project is well within its budget guidelines.

#### **7E. Marketplace Professional Center 1<sup>st</sup> Addition Final Plat**

Nate Sparks reviewed the Big Lake Marketplace Professional Center 1<sup>st</sup> Addition Final Plat application for the 7.55 acre site located between 197<sup>th</sup> Avenue and 198<sup>th</sup> Avenue. The proposed final plat will be a Commercial Planned Unit Development with six buildings in unit lots on one base lot with a shared parking and driveway system.

Council Member Langsdorf motioned to approve Resolution No. 2006-57 approving the Final Plat and Final Plan PUD of Big Lake Marketplace Professional Center 1<sup>st</sup> Addition and setting forth conditions to be met prior to release of the Final Plat. Seconded by Council Member Heitz, unanimous ayes, motion carried.

#### **7F. Naming City Streets**

Ned Noel reviewed the Planner's Report for the proposed City Policy on naming City streets and also reviewed the Master Street Index. Mr. Noel asked for Council feedback on various names on the list.

Council Member Kampa motioned to table item 7F until a future meeting for further review. Seconded by Council Member May, unanimous ayes, motion carried.

### **7G. Project Status Report – City Engineer**

Brad DeWolf reviewed the April 17, 2006 Engineers Report and answered questions of Council.

Council discussed the utility work being done on Manitou, refurbishing of the channel, and speed reduction signage on CR 5 and Hiawatha.

### **7H. 197<sup>th</sup> Avenue Street and Utility Improvements – Plans and Specifications**

Brad DeWolf reviewed the Plans and Specifications for the 197<sup>th</sup> Avenue Street and Utility Improvements and identified that the project costs should be shared between the City and Big Lake Township.

Council Member Heitz motioned to approve Resolution No. 2006-58 approving the Plans and Specifications and ordering advertisement for bids for the 197<sup>th</sup> Avenue Street & Utility Improvements. Seconded by Council Member Kampa, unanimous ayes, motion carried.

### **7I. 2006 Street and Utility Improvements – Award Contract**

Brad DeWolf identified that five bids were received on the 2006 Street and Utility Improvement project. Low bid was received from Kuechle Underground, Inc. from Kimball, MN in the amount of \$1,662,965.22.

Council Member Kampa motioned to approve Resolution No. 2006-59 receiving bids and awarding contract on the 2006 Street and Utility Improvements. Seconded by Council Member May, unanimous ayes, motion carried.

## **8. ADMINISTRATOR'S REPORT**

Assistant City Administrator Johnson discussed Council setting a Joint Meeting with Big Lake Township to discuss various City/Township items.

Council Member Heitz motioned to call for a Joint City/Township Meeting on Wednesday, May 17, 2006 at 7:00 p.m. in the City Council Chambers to discuss the fire department land acquisition, the 197<sup>th</sup> Avenue Improvements, extending City services to CR 11/14 and Highway 25, Library discussion, and any other City/Township business deemed necessary. Seconded by Council Member Langsdorf, unanimous ayes, motion carried.

Assistant Administrator Johnson also discussed noise complaints that staff has received and asked for Council direction on creating a noise Ordinance. Council directed staff to proceed with Ordinances pertaining to noise and "Jake Braking".

**9. MAYOR & COUNCIL REPORTS and QUESTIONS/COMMENTS**

Council Member Heitz: Reviewed the April EDA Meeting. Council Member Heitz also directed the Public Works Department to investigate potential street repairs at the intersection of Powell Street North and Park Avenue.

**10. OTHER**

No other.

Mayor Orrock closed the regular meeting at 8:09 p.m. to go to Closed Session.

**11. CLOSED SESSION**

Mayor Orrock opened the Closed Session at 8:15 p.m.

11A. Acquisition of Property for Expansion of Public Facilities

Corey Boyer discussed the status of negotiations with the property owner of parcel 10-120-2400 for the expansion of the fire and future police facilities. Mr. Boyer also identified possible uses for this area. Staff indicated that this item will be discussed at the Joint Meeting on May 17, 2006.

11B. Acquisition of Property for WWTP

Matt Brokl discussed the status of negotiations with the property owner of parcels 10-006-1200, 10-131-3410, and 10-131-4300 for the expansion of the Waste Water Treatment Plant.

Council Member Kampa motioned to close the Closed Session and reopen the regular meeting at 8:31 p.m. Seconded by Council Member Langsdorf, unanimous ayes, motion carried.

**12. ADJOURN**

Council Member Heitz motioned to adjourn at 8:32 p.m. Seconded by Council Member Kampa, unanimous ayes, motion carried.

Gina Wolbeck  
Clerk

Date Approved By Council 05/10/06