

**BIG LAKE CITY COUNCIL  
REGULAR MEETING MINUTES  
MARCH 8, 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, City Clerk Gina Wolbeck, City Planner Ned Noel, City Planner Annie Deckert, Liquor Store Manager Jan Kostrzewski, 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 Langsdorf motioned to adopt the proposed Agenda with the removal of item No. 11 – Closed Session. Seconded by Council Member Kampa, unanimous ayes, agenda adopted.

**6. CONSENT AGENDA**

Council Member Heitz motioned to approve the Consent Agenda with the removal item 6H for separate consideration. Seconded by Council Member Langsdorf, unanimous ayes, consent

agenda approved. The Consent Agenda consists of: 6A) Approve Regular Meeting Minutes of February 22, 2006; 6B) Approve Special Meeting Minutes of March 1, 2006; 6C) Approve List of Claims; 6D) Approve Liquor Licenses Renewal Resolution No. 2006-32; 6E) Approve Park Advisory Board Recommendations; 6F) Approve City Planner Probationary Period Extension; 6G) Approve Fire Department Donation Resolution No. 2006-33; 6I) Approve Final Pay Application and Change Order No. 1 for the Martin Avenue Improvement Project; 6J) Approve Resolution No. 2006-34 authorizing Feasibility Report for the 2007 Street and Utility Improvement Project; 6K) Approve Deduct Change Order for the Raw Watermain Improvement Project; 6L) Authorize Streetlight Install on Klickitat Avenue; 6M) Authorize Design Process for the Westside Interceptor Improvements, and 6N) Award Low Bid to CB&I of Clive, Iowa for the Water Tower No. 4 Project.

6H) Approve Floor Covering and Wall Tile Bid for Liquor Store Remodel  
Jan Kostrzewski reviewed the benefits of installing tile flooring in front of the coolers and on the west wall and asked for Council to consider approving alternate No. 1.

Council Member Heitz motioned to enter into a contract with A.E. Michaels for floor covering and wall tile for the Lake Liquors buildings to include alternate No. 1 in the amount of \$37,101.00. Seconded by Council Member May, unanimous ayes, motion carried.

## **7. BUSINESS**

### **7A. Remmele Addition Preliminary Plat Application**

Nate Sparks reviewed the Planners Report for the preliminary plat application submitted by Remmele Engineering to convert their five lots south of Highway 10 and north of the railroad into five developable industrial lots.

Rich Pogue from Remmele Engineering reviewed their proposed plans for the site.

Council Member Heitz motioned to approve Resolution No. 2006-35 approving the Preliminary Plat of the Remmele Addition and setting forth conditions to be met prior to submittal of the Final Plat Application. Seconded by Council Member Langsdorf, unanimous ayes, motion carried.

### **7B. Marketplace Professional Center Preliminary Plat, CUP/PUD Applications**

Nate Sparks reviewed the Planners Report for the Preliminary Plat and CUP/PUD Applications submitted by Envision Corporation. The applicant is proposing to develop the 7.55 acres of Outlot C of Big Lake Marketplace 1<sup>st</sup> Addition into a Commercial Planned Unit Development with six buildings in unit lots within an overall base lot with a shared parking and driveway system. The base lot will contain all parking and driveways and will be owned in common by an association.

Brian Ertel from Envision reviewed their proposed plans for the site

Council Member Heitz motioned to approve Resolution No. 2006-36 approving the Conditional Use Permit, Planned Unit Development, and Preliminary Plat of the Big Lake Marketplace Professional Center and setting forth conditions to be met prior to submittal of the Final Plat Application. Seconded by Council Member Kampa, unanimous ayes, motion carried.

### **7C. Smile Center CUP, Variance, and Site Plan Reconsideration**

Nate Sparks reviewed the Planners Report for the reconsideration application submitted by the Smile Center to construct a parking lot that crosses from the property at 207 Jefferson Blvd to 271 Jefferson Blvd. The application will result in five parking stalls being added at 207 Jefferson and ten on the lots that comprise 271 Jefferson. Mr. Sparks indicated that the applicant has revised the plans to address the findings of denial from the November 9, 2005 Council Meeting.

Gary D'Heille representing the applicant reviewed their proposed plans for the site and identified that the Smile Center staff will not be parking at Russell's once this parking lot is completed. Mr. D'Heille also reviewed future drive through areas and the type of surface of the proposed parking lot.

Council discussed drainage concerns, and through traffic patterns.

Brad DeWolf identified that the applicant would be required to construct a surface that would comply with all storm water regulations.

Council Member Heitz motioned to approve Resolution No. 2006-37 approving variance, Conditional Use Permit, and site plan for the Smile Center parking lot expansion project with the addition of condition No. 18 that no employees will be allowed to park at Russell's On The Lake. Seconded by Council Member Langsdorf, unanimous ayes, motion carried.

### **7D. Direct TV Final Plat, CUP, and Site Plan Applications**

Ned Noel reviewed the Planners Report for the Final Plat, CUP, and site plan applications submitted by Direct TV to build a new facility to transmit hi-definition television programming for its customers throughout the Midwest area. The site is approximately 8.71 acres and is located in Big Lake Marketplace 1<sup>st</sup> Addition. Mr. Noel also identified an additional condition recommended by the Joint Planning Board to allow no more than four (4) 13-meter satellite dishes and six (6) 9-meter satellite dishes.

Tim Green from Direct TV reviewed their proposed plans and discussed their proposed lighting design.

Council Member Heitz motioned to approve Resolution No. 2006-38 approving the Final Plat of Big Lake Marketplace Fourth Addition and Direct Televisions Conditional Use Permit, Site and Building Plans to include additional conditions recommended by the Joint Planning Board, and setting forth conditions to be met prior to submittal of the final plat and building permit issuance. Seconded by Council Member May, unanimous ayes, motion carried.

#### **7E. Martin Avenue Phase II Improvements – Preliminary Engineering Report**

Brad DeWolf reviewed the Preliminary Engineering Report for the Martin Avenue Phase II Improvement project and discussed the proposed land acquisition process. Mr. DeWolf also identified that State funding will require closing of certain accesses.

Council discussed leaving one of the City accesses open and offering MNDOT a guarantee that it would be closed upon redevelopment of the area. Council also discussed road width, turn lanes, and landscaping of the mall area.

Council Member Langsdorf motioned to accept the Preliminary Engineering Report for the Martin Avenue Phase II Improvement project. Seconded by Council Member Heitz, vote 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.

#### **7F. 2006 Dock Licensing**

Scott Johnson reviewed the dock licensing program that was implemented in 2005. Mr. Johnson indicated that the estimated 2005 costs incurred by the City was \$8,150 which included costs to implement the program. Staff is estimating 2006 costs will be less than \$5,000. Mr. Johnson also recommended changes in the operation of the program to include the Finance Director to be responsible for the Administration of the program including applications and submittal of fee's, and that the City Planner/Code Enforcement position act as the Dock Inspector.

Council Member Kampa motioned to change the term of the lease agreements to a three year term and to allocate administration of the dock licensing program to the Finance Director and to identify the City Planner/Code Enforcement position as the Dock Inspector. Seconded by Council Member Heitz, unanimous ayes, motion carried.

Council also directed staff to prepare an Ordinance Amendment for the next Council meeting to implement the recommended changes as approved.

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

Scott Johnson reviewed the quotes received for the hand rail system at City Hall. Low bid was received from Roger's Fabrication Shop from Pine City, MN in the amount of \$750.00.

Council Member Langsdorf motioned to accept the low bid from Roger's Fabrication Shop for the hand rail system at City Hall. Seconded by Council Member May, unanimous ayes, motion carried.

Gina Wolbeck discussed the proposed date for the Local Board of Appeal Hearing tentatively scheduled on April 26, 2005 at 5:00 p.m.

Council Member Heitz motioned to set the Local Board of Appeal and Equalization Hearing on April 26, 2006 at 5:00 p.m. in the Big Lake City Council Chambers. Seconded by Council Member Langsdorf, unanimous ayes, motion carried.

Scott Johnson also updated Council on the sale of the east end of the Lake Plaza Mall. The proposed buyer has requested more flexibility in the CIC Agreement and would like more control of his end of the building. Council discussed the need for the CIC Agreement and directed staff to make one more offer to the buyer to enter into the CIC Agreement as proposed.

Scott Johnson also informed Council that the property located at 330 Ormsbee has been deemed uninhabitable and has been boarded up by the Public Works Department. Mr. Johnson also discussed the upcoming April Workshop and staff indicated that EDA items will be discussed at the Workshop.

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

Council Member Heitz: Reviewed the Community Ed Advisory Meeting. Council Member Heitz also discussed the semi-weekly Administrative Updates and indicated that they have been helpful in keeping Council informed.

Council Member Kampa: Gave an update on the recent Fire Board Meeting.

Council Member Langsdorf: Reviewed fire department gear discussed at the Fire Board Meeting.

## **10. OTHER**

No other.

**11. CLOSED SESSION – Acquisition of Property for WWTP**

Item was removed from the Agenda.

**12. ADJOURN**

Council Member Langsdorf motioned to adjourn at 8:21 p.m. Seconded by Council Member May, unanimous ayes, motion carried.

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Gina Wolbeck  
Clerk

Date Approved By Council \_\_\_\_\_ 03/22/06