

**BIG LAKE CITY COUNCIL  
REGULAR MEETING MINUTES  
MAY 10, 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 Planner Annie Deckert, Public Works Director Mike Goebel, Sorren Mattick from the City Attorney's Office of Campbell Knutson, Jared Voge from the City Engineer's Office 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 7H – Representative Mark Olson Presentation. Seconded by Council Member May, unanimous ayes, agenda adopted.

## **6. CONSENT AGENDA**

Council Member Heitz motioned to approve the Consent Agenda with the removal of items 6E, 6F, 6H, 6J, and 6L for separate consideration. Seconded by Council Member Kampa, unanimous ayes, consent agenda approved. The Consent Agenda consists of: 6A) Approve Board of Appeal Meeting Minutes of April 26, 2006; 6B) Approve Regular Meeting Minutes of April 26, 2006; 6C) Approve Special Meeting Minutes of May 2, 2006; 6D) Approve List of Claims; 6G) Approve Thanksgiving Holiday Schedule; 6I) Approve Declarations of Official Intent; 6K) Authorize Update of City Liquor License Policy; 6M) Call for a Special Joint Meeting with BLEDA to Discuss Possible Redevelopment Projects; 6N) Approve Housekeeping Ordinance No. 2006-08 and Summary Resolution No. 2006-60, and 6O) Approve Tree Preservation Ordinance No. 2006-09 and Summary Resolution No. 2006-61.

### **6E) Approve AutoStop Payment**

Council Member Heitz motioned to approve the Autostop payment in the amount of \$711.10 for Building and Police (K9) Department Vehicle Maintenance. Motion seconded by Council Member Kampa, vote passed with a vote of 4 to 0 with 1 abstention with Council Members Heitz, Kampa, May, and Orrock voting aye and Council Member Langsdorf abstaining. Motion carried.

### **6F) Approve Street Naming Policy**

Council Member Heitz motioned to approve the Street Name Policy with the removal of the wine names. Seconded by Council Member Langsdorf, unanimous ayes, motion carried.

### **6H) Approve Funding Sources for Lakeside Park/Esplanade Project**

Council Member Heitz motioned to approve the funding plan for the Esplanade/Lakeside Park/water quality improvement projects and approving an amendment to the 2006 General Fund expenditure budget in the amount of \$365,749.00. Seconded by Council Member Langsdorf, vote passed with Council Members Heitz, Kampa, Langsdorf, and Orrock voting aye, and Council Member May voting nay. Motion carried.

### **6J) Approve City Planner/Code Enforcement Officer Employment Status Change**

Council clarified that this employment status change is not a new hire and is not affected by the hiring freeze.

Council Member May motioned to approve placing City Planner/Code Enforcement Officer Annie Deckert on regular employment status. Seconded by Council Member Kampa, unanimous ayes, motion carried.

6L) Approve BLEDA Enabling Resolution Amendment

Staff clarified that the BLEDA and the Parks Board will be meeting on the same dates, with the BLEDA meeting at 7:00 p.m. in the Council Chambers and the Parks Board meeting at 6:00 p.m. in the City Hall Conference Room.

Council Member Langsdorf motioned to approve Resolution No. 2006-62 modifying the BLEDA Enabling Resolution to reflect a change to the day of BLEDA meetings to the 2<sup>nd</sup> Monday of the month, effective June 2006. Seconded by Mayor Orrock, unanimous ayes, motion carried.

**7. BUSINESS**

**7A. Presentation: 2005 Audit Report – Kern, DeWenter, Viere, Ltd.**

Caroline Stutsman, Audit Manager with Kern, DeWenter, Viere, Ltd., presented the 2005 management letter and the audited financial statements.

**7B. 1040 Hennepin Avenue Variance**

Annie Deckert reviewed the planners report for the Variance application submitted by Paul Droegkamp and Kathryn Hartman for the property located at 1040 Hennepin Avenue. The applicants have requested the variances to construct a 384 square foot addition to the rear of their home which would encroach into the east side yard setback as well as exceeding the maximum allowed impervious surface requirement.

Council Member Langsdorf motioned to approve Resolution No. 2006-63 approving variances for a single family house located at 1040 Hennepin Avenue and setting forth conditions to be met prior to the issuance of a building permit. Seconded by Council Member May, unanimous ayes, motion carried.

**7C. 19100 Highline Drive Rezone and Administrative Subdivision**

Ned Noel reviewed the planners report for the rezone application submitted by Harold Mitchell for the property located at 19100 Highline Drive. The applicant has submitted the rezoning application as part of a project to ultimately attach additional land via a future administrative subdivision to farm the newly attached land.

Council Member Heitz motioned to approve Ordinance No. 2006-10 amending Section 1042.03 of the Big Lake Municipal Code for a change in zoning classification for property located at 19100 Highline Drive. Seconded by Council Member Kampa, unanimous ayes, motion carried.

Council Member Langsdorf motioned to approve Resolution No. 2006-64 authorizing the summary publication of Ordinance No. 2006-10 for the 19100 Highline Drive rezoning. Seconded by Council Member May, unanimous ayes, motion carried.

#### **7D. Request to Blacktop Alley**

Mike Goebel reviewed the request submitted by George Schlichting to blacktop the alley located behind his property at 1211 Hiawatha Avenue at his expense. Mr. Goebel also indicated that the property owner at 1221 Hiawatha has also committed to participate in the costs associated in this project. Mr. Goebel informed Council that he has contacted adjacent property owners and they are in favor of this improvement and that there are no known utility issues with blacktopping this area. Mr. Goebel also identified that the public works department currently maintains the site and the applicants have requested this continue.

Council discussed the option of vacating the alley. Mr. Goebel identified that the alley is currently used by residents to access their garages. Council also discussed requiring the applicant to sign a Maintenance Agreement due to liability concerns when the City is plowing this area.

Council Member Heitz motioned to allow the property owners at 1211 and 1221 Hiawatha to blacktop the alley located behind their properties at their expense with the conditions that the improvements must meet the City Design Standards, that the alley is surveyed prior to the installation of the improvements, and that the property owners sign a Maintenance Agreement prior to the installation of the improvements. Seconded by Council Member Kampa, unanimous ayes, motion carried.

#### **7E. Big Lake Center Preliminary Plat, PUD/CUP**

Ned Noel reviewed the planners report for the redesign of the Lake Plaza Shopping Mall Plat for the purpose of redeveloping the mall into a more efficient/attractive retail center. The redevelopment includes improving the site and buildings, re-platting multiple properties into one lot for common ownership, and dividing the mall into units for individual ownership. Mr. Noel also reviewed the proposed site plan and pending façade improvements.

Council Member Kampa motioned to approve Resolution No. 2006- 65 approving the Conditional Use Permit/Planned Unit Development and Preliminary Plat of Big Lake Center Addition and setting forth conditions to be met prior to submittal of the Final Plat Application. Seconded by Council Member Heitz, unanimous ayes, motion carried.

#### **7F. Esplanade/Lakeside Park Improvements – Award Contract**

Jared Voge reviewed the bids received on the Esplanade/Lakeside Park Improvement project. Three bids were received with the low bid submitted from Forest Lake Contracting, Inc. from Forest Lake, MN in the amount of \$1,161,922.20. Mr. Voge indicated that the bid portion for the Lakeside Park Improvements totaled \$711,301.20 and the improvements for the Esplanade Improvements totaled \$450,621.00.

Council Member Heitz motioned to approve Resolution No. 2006-66 receiving bids and awarding contract on the Lakeside Park/Esplanade Improvements. Seconded by Council Member Langsdorf, unanimous ayes, motion carried.

#### **7G. Putnam Avenue Sidewalk Discussion**

Jared Voge reviewed the South Highway 10 Frontage Road sidewalk improvements which included installation of a 6 foot concrete walk on the north side of Putnam Avenue. Mr. Voge indicated that with the potential for redevelopment on the south side of Putnam, the sidewalk installation would be better suited on the south side to allow pedestrian movement through the redeveloped area and could be installed as part of the future redevelopment of this area.

Council discussed placement of the sidewalk on the south side and identified that the potential developer for this redevelopment project has backed out and there are no other interested parties looking at this area. Council identified the necessity of having a sidewalk in this area for pedestrian safety.

Greg Lynch; resident of Big Lake – discussed the sidewalk design.

Council Member Heitz motioned to approve the sidewalk installation on the south side of Putnam Avenue instead of on the north side for the South Highway 10 improvement project. Seconded by Council Member Langsdorf, unanimous ayes, motion carried.

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

Item removed from Agenda as Representative Olson was unable to attend.

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

Assistant City Administrator Johnson informed Council that a Memorandum of Understanding with BNSF was approved by the Northstar Commuter Rail.

Corey Boyer discussed the May 24<sup>th</sup> Bond Sale and informed Council that a public hearing should be held prior to the Bond Sale for the Martin Avenue Phase II project.

Council Member Langsdorf motioned to approve Resolution No. 2006-67 calling for a public hearing on the Martin Avenue Phase II Street Improvements. Seconded by Council Member Heitz, unanimous ayes, motion carried.

Mike Goebel discussed a request from Mike Zigler to impose a 200 – 300 yard from shore “No-Wake Zone” on a temporary basis to reduce the effects of power boats’ wakes on the shoreline during this time of near-record high water levels.

The General Consensus of the Council was to leave the current Ordinance in place and directed staff to provide educational materials to lake users on the current 150 foot no wake zone regulation.

Jared Voge reviewed a request from Connexus Energy to use the Easement along Ewald Petersen’s property to run utility lines.

Council discussed the cost the City incurred to obtain the easement and directed staff to contact Connexus Energy to inform them that they would be required to pay their fair share for the use of the easement to run their utility lines.

Mike Goebel updated Council on the status of the County Road 81 and Manitou projects and also on the Water Treatment Plant start-up.

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

Council Member Heitz: Reviewed the May EDA Meeting.

Council Member Kampa: Directed staff to setup a “Tour of the City” bus tour.

Mayor Orrock: Reviewed the information from Sherburne County on the establishment of a Sherburne County Economic Development Committee and discussed appointing Jim Dickinson from the BLEDA Board to represent the City of Big Lake.

Council Member Heitz motioned to appoint Jim Dickinson to the Sherburne County Economic Development Committee. Seconded by Council Member Langsdorf, unanimous ayes, motion carried.

Council Member May: Reviewed the May Parks Advisory Board Meeting. Council Member May also identified speed concerns on Martin Avenue and pedestrian safety concerns at the Highway 10 intersections. Council directed staff to investigate crosswalk signage on Highway 10.

John Mathern; Big Lake resident – Stated his concern with pedestrian safety at Highway 10 intersections.

**10. OTHER**

No other.

**11. ADJOURN**

Council Member Langsdorf motioned to adjourn at 8:43 p.m. Seconded by Council Member May, unanimous ayes, motion carried.

Gina Wolbeck  
Clerk

Date Approved By Council 05/24/06