

**BIG LAKE CITY COUNCIL  
REGULAR MEETING MINUTES  
JANUARY 11, 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: City Administrator Patrick Wussow, 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, City Attorney Matthew Brokl of Campbell Knutson, and City Engineer Brad DeWolf and Jared Voge of Bolton & Menk, Inc.

**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 Langsdorf, unanimous ayes, agenda adopted.

**6. CONSENT AGENDA**

Council Member Kampa motioned to approve the Consent Agenda with the removal of items 6D, 6F, 6G, 6H, and 6J for separate consideration. Seconded by Council Member Langsdorf, unanimous ayes, consent agenda approved. The Consent Agenda consists of: 6A) Approve Regular Meeting Minutes of December 14, 2005; 6B) Approve Workshop Meeting Minutes of

January 4, 2006; 6C) Approve List of Claims; 6E) Approve 2006 Official City Appointments Resolution #2006-01; 6I) Approve Reimbursement Resolution #2006-02; 6K) Approve Parks Committee Recommendations; 6L) Approve Police Department Donation Resolution #2006-03; 6M) Approve Parks Committee Donation Resolution #2006-04, and 6N) Approve Big Lake Jaycee's Ice Fishing Contest Date Change Resolution Amendment #2005-139.

6D) Approve AutoStop Payment

Council Member Heitz motioned to approve the Autostop payment in the amount of \$1,198.37 for Public Works, and Building 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 Police Officer Hiring – Christopher Hoard

Council Member Heitz motioned to approve the hiring of Christopher Hoard to the open Police Officer position. Seconded by Council Member Langsdorf, unanimous ayes, motion carried.

6G) Approve Building Official Promotion – Sam Rudd

Council Member Heitz motioned to approve the internal promotion of Sam Rudd to the Building Official position. Seconded by Council Member Langsdorf, unanimous ayes, motion carried.

6H) Approve Public Works Hiring – Kiel Golly;

Council Member Heitz motioned to approve the internal promotion of Kiel Golly to a full-time Public Works position. Seconded by Council Member Langsdorf, unanimous ayes, motion carried.

6J) Approve BLEDA Enabling Resolution Amendment

Council Member Kampa motioned to approve Resolution #2006-05 modifying the Big Lake Economic Development Authority Enabling Resolution to change the regular monthly BLEDA meeting dates to the third Thursday of the month. Seconded by Council Member Heitz, unanimous ayes, motion carried.

**7. BUSINESS**

**7A. Lake Street Cottages Phase II Comprehensive Plan Amendment, Rezoning, Preliminary Plat, CUP/PUD, and Final Plat Applications**

Ned Noel reviewed the Planners Report for the Lake Street Cottages Phase II project. The site is the final phase of the City's redevelopment efforts in the existing plat of Hazelwood Park Addition. A purchase Agreement has been executed with Scott Springer to construct 2 single family homes on approximately .26 acres located north of the Lake Street Cottages First Addition project.

Council Member Heitz motioned to approve Resolution #2006-06 approving an amendment to the Big Lake Comprehensive Plan to change the land use designation for the project known as Lake Street Cottages 2<sup>nd</sup> Addition. Seconded by Council Member Langsdorf, unanimous ayes, motion carried.

Council Member Langsdorf motioned to approve Ordinance #2006-01 amending section 1042.03 (zoning map) of the Big Lake Municipal Code to provide for a change in zoning classification for the project known as Lake Street Cottages 2<sup>nd</sup> Addition. Seconded by Council Member Heitz, unanimous ayes, motion carried.

Council Member Langsdorf motioned to approve Resolution #2006-07 authorizing summary publication of Ordinance #2006-01. Seconded by Council Member Kampa, unanimous ayes, motion carried.

Council Member Heitz motioned to approve Resolution #2006-08 approving the CUP/PUD and Preliminary Plat of Lake Street Cottages 2<sup>nd</sup> Addition and setting forth conditions to be met prior to submittal of the Final Plat application. Seconded by Council Member May, unanimous ayes, motion carried.

Council Member Kampa motioned to approve Resolution #2006-09 approving the Final Plan PUD and Final Plat of Lake Street Cottages 2<sup>nd</sup> Addition and setting forth conditions to be met prior to the release of the Final Plat. Seconded by Council Member Heitz, unanimous ayes, motion carried.

## **7B. Chamois Car Wash Request for SAC Unit Reimbursement**

Corey Boyer reviewed the request from Dan Soltau, owner of Chamois Car Wash for reimbursement of one Sewer Access Unit based on their actual first year usage. Mr. Boyer identified that the applicant was charged 9 SAC Units which included three additional units charged by City Building Official Fred Patch. Council previously approved this type of request for only restaurant type of facilities. Staff is asking for Council clarification if the process to prove out the first year water usage applies only to restaurant facilities, or if Council wants to make the process more broad to cover other commercial enterprises.

Council discussed offering this option to all commercial businesses or limiting the option to specific types of businesses, implementing the adjustment if the calculation was inaccurate, identified that the businesses first year of operation is not its strongest year, and that if the option is implemented, a deadline date should be identified. Council also discussed that the option should include increasing the SAC fee if usage was higher than what was projected. Council directed staff to draft a Policy identifying procedural guidelines for SAC Unit Reimbursement and to report back to Council at a future meeting for review.

Council Member Heitz motioned to approve the SAC reimbursement request submitted by

Chamois Car Wash for a refund of one SAC unit totaling \$3,800.00. Seconded by Council Member May, vote passed with a vote of 4:1 with Council Members Heitz, Kampa, May, and Orrock voting aye, and Council Member Langsdorf voting nay. Motion carried.

#### **7C. Glenwood Avenue Sidewalk Snowplowing Request**

Mike Goebel presented the Snow Plowing map and identified sidewalk areas that the City maintains. Staff also identified potential issues relating to snow removal from sidewalks, and stated that winging sidewalks immediately located adjacent to the street while plowing would not increase plow time substantially.

Council directed staff to plow sidewalk areas that are immediately adjacent to the street when the snowfall is greater than 2 inches.

#### **7D. Purchase of Public Works Street Sweeper**

Mike Goebel reviewed the bids that were received on the purchase of the street sweeper. Nine sweepers were previewed by the Public Works Department and the list was narrowed down to three that would perform to the City's needs. Low bid was received from Elgin Crosswind in the amount of \$138,312.62. Mr. Goebel also identified miscellaneous items to be purchased totaling approximately \$2,500.00.

Council Member Kampa motioned to approve the purchase of the Elgin Crosswind Street Sweeper at the low bid of \$138,312.62 and the purchase of miscellaneous items for approximately \$2,500.00. Seconded by Council Member May, unanimous ayes, motion carried.

#### **7E. Amendments to SFHAP Guidelines**

Jim Thares reviewed the proposed SFHAP guidelines amendment needed to reflect home value increases in the Big Lake area.

Council Member Langsdorf motioned to approve the SFHAP procedural guideline amendment to reflect home value increases in the Big Lake area. Seconded by Council Member Heitz, unanimous ayes, motion carried.

#### **7F. SFHAP Loan Request**

Jim Thares reviewed the SFHAP loan application submitted by Zachary Navarro and Joy Springer. The site is located in the Lake Street Cottages 2<sup>nd</sup> Addition and the applicants are eligible to receive this type of loan based on the program's income guidelines.

Council Member Heitz motioned to approve the SFHAP loan application for Zachary Navarro and Joy Springer. Seconded by Council Member Kampa, unanimous ayes, motion carried.

#### **7G. Orderly Annexation Request - Gramsey**

Jim Thares reviewed the annexation request from Robert and Katherine Gramsey for two parcels totaling 60.89 acres. The applicant has submitted the required annexation fee and the site would be zoned FRD. Staff also reviewed Big Lake School District boundaries and identified that this project area is located in the Big Lake School District.

Jim Brown from Dynamics Design and Land Company identified that this request is the third of three Annexation requests for the Gramsey site.

Mayor Orrock motioned to approve Joint Resolution 2006-01 approving Orderly Annexation of 60.89 acres of land into the City of Big Lake currently owned by Robert and Katherine Gramsey. Seconded by Council Member Langsdorf, unanimous ayes, motion carried.

#### **7H. Close City Agency Fund**

Corey Boyer reviewed the request from the Eddy Family Foundation to redirect a previous donation towards the Senior Center Renovation to the new Esplanade project.

Council Member Heitz motioned to approve the closing the City's Agency Fund and to move the proceeds to the Park improvement Fund. Seconded by Council Member Langsdorf, 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.

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

Administrator Wusow reviewed potential items for the February 1<sup>st</sup> Workshop which included a Police Department update, billboard discussion, and Lake Café update. Mayor Orrock requested updated information on the Putnam Avenue redevelopment project if new information is available. Council Member Heitz also requested a Goal Setting Workshop be scheduled before the Workshop. Council also clarified that the Administrative Updates be provided on a bi-weekly schedule, and that only year-end reports be presented at Council Meetings instead of quarterly reports every three months.

Council Member Heitz motioned to call for a Council Workshop on February 1, 2006 at 4:00 p.m. in the Big Lake City Council Chambers to discuss Council goals. Seconded by Council Member Langsdorf, unanimous ayes, motion carried.

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

Council Member Heitz: Reviewed the January EDA meeting.

Council Member Kampa: Reviewed the status of the Plaza Mall reconstruction.

Mayor Orrock: Reviewed the Fire Board meeting held in January and identified the new Fire Officers recommended by the Fire Board.

Council Member Kampa motioned to appoint Tony Eisinger as the Fire Chief for a three-year term, Paul Nemes as the Assistant Fire Chief for a three-year term, Shawn Redeppening and Kevin Peterson as Fire Captains for three-year terms, and Sam Olson as a Fire Captain for a five-year term, all to take effect January 20, 2006. Seconded by Council Member May, unanimous ayes, motion carried.

Council Member Langsdorf: Reviewed the December Planning Commission meeting.

**10. OTHER**

No other.

**11. ADJOURN**

Council Member Kampa motioned to adjourn at 8:06 p.m. Seconded by Mayor Orrock, unanimous ayes, motion carried.

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Clerk

Date Approved By Council \_\_\_\_\_