

**BIG LAKE CITY COUNCIL  
REGULAR MEETING MINUTES  
OCTOBER 25, 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 Scott Johnson, Finance Director Corey Boyer, Community Economic Development Director Jim Thares, City Planner Ned Noel, City Clerk Gina Wolbeck, Public Works Director Mike Goebel, and City Engineer Brad DeWolf of Bolton & Menk, Inc.

**4. OPEN FORUM**

Mayor Orrock opened the Open Forum at 7:01 p.m.

Holly Freschette – 840 Powell Street North; Asked Council to investigate alternative methods of clearing neighborhood sidewalks other than the adjacent property owners being responsible. Council indicated that this item would be discussed at an upcoming Workshop.

Mike Goebel introduced two new City employees. Philip Kollar is the new waste water/water treatment plant employee and Nick Waldbillig is the new public works employee. Council welcomed Mr. Kollar and Mr. Waldbillig to the City of Big Lake.

Mayor Orrock closed the Open Forum at 7:07 p.m.

**5. PROPOSED AGENDA**

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

## **6. CONSENT AGENDA**

Council Member Heitz motioned to approve the Consent Agenda with the removal of item 6C for separate consideration. Seconded by Council Member Kampa, unanimous ayes, consent agenda approved. The Consent Agenda consists of: 6A) Approve Regular Council Meeting Minutes of October 11, 2006, 6B) Approve List of Claims, 6D) Approve Ground Lease Agreement with Our Lady of the Lake Church, 6E) Approve 2007 Snow Plow Resolution No. 2006-113 with Big Lake Township, 6F) Approve the Sale of a Forfeited Vehicle at Auction, 6G) Approve Resolution No. 2006-114 Calling for a Public Hearing on November 8, 2006 for the 2006 Street Improvement Project Final Assessments, 6H) Approve Resolution No. 2006-115 and Consent Order Imposing Civil Penalty on Liquor Licensee, 6I) Accept Quote in the Amount of \$9,650 to Traut Wells of Waite Park, MN for Construction of Test Well No. 7, 6J) Accept Quote in the Amount of \$3,425 to Big River Consulting Group, LLC of St. Cloud, MN for the November 18, 2006 Council Retreat, 6K) Accept Quote in the Amount of \$15,300 to Schluender Construction, Inc. of Monticello, MN for the Demolition of 330 Ormsbee Street and 220 Eagle Lake Road, 6L) Approve "No Parking on Sidewalk" Signage on Lake Street North, 6M) Approve Amended Ordinance No. 2005-20 and Summary Publication Resolution No. 2006-116 Authorizing an Off-Street Administrative Parking Permit Fee, and 6N) Approve Change Order No. 1 for the Big Lake Fire Station Expansion Project.

### 6C) Approve AutoStop Payment

Council Member Heitz motioned to approve the Autostop payment in the amount of \$207.70 for Building Department Vehicle Maintenance, police tires, and sewer vehicle repair. 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.

## **7. BUSINESS**

### **7A. Town Center Concept Plan**

Ned Noel reviewed the annexation application received from Town Center Companies for a 54 acre site located north of the Mississippi River at the intersection of Highway 25 and County Roads 11/14. The annexation application is not complete as the applicant has not submitted all the required surveys and has not obtained signatures from two of the property owners. Staff felt it appropriate that the concept be presented to the Council to provide critical feedback to the applicants on completing their application requirements. The applicants would like to develop the area with a number of commercial buildings and a large 4-story 92 unit senior residential condominium that faces the river. The applicant is proposing suburban type densities and would be responsible for all costs associated with running utilities to the site. Brad DeWolf reviewed the extension of public infrastructure and indicated that a lift station will need to be installed at Hwy 25/CR11 and watermain would

be installed along the Highway 25 right of way. Mr. DeWolf discussed the potential \$1,400,000.00 cost to extend utilities to the site, and that the State of Minnesota will require additional right of way be dedicated along Highway 25 south of CR 11 and that Sherburne County would require that the intersection into the project area be set back as far as possible.

Doug Uhrhammer representing Town Center Companies, addressed Council with their potential plans for this area and the purpose of their annexation request. Mr. Uhrhammer stated that he believes this area is currently urban in character and will become more so in the near future and that providing services to this area is imperative from a cost, engineering and planning standpoint. Mr. Uhrhammer also stated that he feels this property is prime for development and that the current traffic issues can be addressed as development is planned in this area. Discussion was held on the steps the developer has taken to bring this project to where it is currently, which includes discussions with Monticello City staff, adjacent property owners, and discussion with Big Lake City staff and Mayor Orrock. Mr. Uhrhammer discussed the joint meeting consisting of representatives from the City of Monticello, Big Lake, Big Lake Township, and Sherburne County held in June 2006 to discuss annexation of the area and the group's decision to hold off on further development in this area until traffic concerns are addressed on the Highway corridors. Mr. Uhrhammer stated his points for proceeding with annexation including recent commercial projects in the area that have been approved, or will be considered, by the Sherburne County Board. The developer stated that they have spent a substantial amount of time and resources on this project and would like direction from the City on their plans for annexation. Chris Blanchard from Bridgeview Assembly discussed the current projects on their property which include a dental clinic already approved by the Sherburne County Board.

Council discussion was held on the potential cost for the extension of City services to the annexation site. Council stated the importance of clearing establishing who will be responsible for those costs prior to approval of an Orderly Annexation Agreement. Discussion was held on the possibility of other property owners being allowed to hook up to these services. Brad DeWolf informed Council that he would not recommend that private homes be allowed to hook up directly to the force main and that a lift station would need to be installed to allow for private homes to be hooked up. Council stated their concern that the County is approving plats and commercial projects without addressing the traffic issues and not seeking City comments on these projects. Mr. DeWolf did state that the Town Center plan could allow for better transit planning for the entire area. Administrator Johnson informed Council that Joint Planning will be discussed at the November 1, 2006 Council Workshop. Council directed staff to proceed with creating a draft Orderly Annexation Agreement within the next 60 day, and to setup a Joint Meeting with Big Lake Township to discuss specific requirements that the Agreement should identify.

## **7B. Right of Way Ordinance**

Brad DeWolf reviewed the proposed Right of Way Ordinance and informed Council that the purpose for the new Ordinance is to bring the City Code into compliance with recent changes to State Statute and to provide the City with some control over the activities taking place within the public rights of way. Mr. DeWolf discussed that the changes result from the adoption of new Minnesota Office of Pipeline Safety rules approved in 2005. Council discussed requiring a \$5,000.00 security to ensure that the right of way areas are correctly replaced.

Council Member Heitz motioned to approve Ordinance No. 2006-16 rescinding Section 1033 and enacting Chapter 14 to the Big Lake City Code to administer and regulate the public rights of way in the public interest and to provide for the issuance and regulation of right of way permits with the addition of the \$5,000 security requirement, approve permit forms, and authorize fee amounts effective January 1, 2007. Seconded by Council Member Kampa, unanimous ayes, motion carried.

Council Member Langsdorf motioned to approve Resolution No. 2006-117 authorizing summary publication of Ordinance No. 2006-16. Seconded by Council Member Kampa, unanimous ayes, motion carried.

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

Brad DeWolf reviewed the October 17, 2006 Engineers Report and answered questions from the Council. Council directed Mr. DeWolf to have the temporary mailboxes removed from the 2006 Street Improvement project area and to request that Sherburne conduct their annual speed study on CR 5.

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

Administrator Johnson discussed the upcoming Council Workshop and asked Council to set the meeting date for November 1, 2006 at 6:00 p.m. in the City Council Chambers.

Council Member Heitz motioned to set the November 1, 2006 City Council Workshop beginning at 6:00 p.m. in the City Council Chambers to discuss the proposed 2007 Street Improvement project, extension of infrastructure/Transportation Plan, and any other City business deemed necessary. Seconded by Council Member Kampa, unanimous ayes, motion carried.

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

Council Member Langsdorf: Directed the City Engineer to have the signage by Humboldt Avenue removed.

Council Member May: Reviewed the October Parks Board meeting.

**10. OTHER**

No other.

**11. ADJOURN**

Council Member Heitz motioned to adjourn at 8:47 p.m. Seconded by Council Member Kampa, unanimous ayes, motion carried.

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Gina Wolbeck  
Clerk

Date Approved By Council \_\_\_\_\_ 11/08/06