

**BIG LAKE CITY COUNCIL
REGULAR MEETING MINUTES
OCTOBER 26, 2005**

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, Public Works Director Mike Goebel, Police Chief Sean Rifenerick, Fire Chief Kevin Peterson, Liquor Store Manager Jan Kostrzewski, City Attorney Matthew Brokl of Campbell Knutson, City Engineer Brad DeWolf and Jared Voge of Bolton & Menk, Inc. and Bob Kirmis from the City Planners Office 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. 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 6D for separate consideration. Seconded by Council Member Langsdorf, unanimous ayes, consent agenda approved. The Consent Agenda consists of: 6A) Approve Regular Meeting Minutes of October 12, 2005; 6B) Approve List of Claims; 6C) Approve 2006 Snow Plow Agreement Resolution #2005-133; 6E) Authorize Submittal of FBI National Academy Application; 6F) Approve Resolution #2005-134 Calling for the Sale of \$2,625,000 G.O. Revenue Bonds, Series 2005; 6G) Approve Resolution #2005-135 Calling for the Sale of \$1,030,000 G.O. Equipment Notes, Series 2005; 6H) Call for a Special Meeting on November 30, 2005 at 5:45 p.m. or Immediately Following the Special EDA Meeting Scheduled at 5:30 p.m. in the Council Chambers for the Sale of Bonds; 6I) Approve Purchase of John Deere Utility Tractor; 6J) Approve Appointment of Doug Hayes as EDA President; 6K) Approve BLEDA Enabling Resolution #2005-136, and 6L) Approve Implementation of New Fire Department Policies.

6D) Approve Position Classification and Compensation Study from Riley, Dettmann, and Kelsey

Council discussed the implementation process for compensation adjustments.

Mayor Orrock motioned to accept the Position Classification and Compensation Study provided by Riley, Dettmann, and Kelsey and directed staff to bring back compensation implementation recommendations for Council consideration at the November 9, 2005 meeting. Seconded by Council Member Langsdorf, unanimous ayes, motion carried.

7. BUSINESS

7A. PUBLIC HEARING – Downtown Design Guideline Ordinance Amendments

Jim Thares gave a brief overview of the proposed Downtown Design Guideline Manual and introduced Bob Kirmis from the Consultant Planners Office.

Bob Kirmis reviewed the planners report for the Downtown Design Standards Manual and related amendment to the Big Lake Zoning Ordinance. The Zoning Ordinance Amendment consists of inclusion of the Design Standard Manual by reference, creation of a DD, Downtown Design Overlay Zoning District and a zoning map amendment. Staff also discussed the impact the revised standards would have on existing single family residences located in the overlay district boundaries which are guided for commercial use but zoned for low density residential use. Staff presented Council with three options for their consideration.

Council discussed signage issues currently listed in the manual and felt they should be less

restrictive. Council also discussed whether the manual should stay as a guideline or become regulation, and discussed the need for the City to control façade designs of future commercial projects.

Staff identified that the manual would provide a theme and would not require all establishments to look the same and would provide a higher quality architectural design standard.

Mayor Orrock opened the public hearing at 7:26 p.m. No one came forward.

Council Member Heitz motioned to close the public hearing at 7:27 p.m. Seconded by Council Member Langsdorf, unanimous ayes, motion carried.

Council Member Heitz motioned to approve Policy Option C making all single family residential uses exempt from the Design Standard provisions. Seconded by Council Member Langsdorf, motion passed with a vote of 4:1 with Council Members Heitz, Langsdorf, May, and Orrock voting aye, and Council Member Kampa voting nay. Motion carried.

Council Member Langsdorf motioned to approve Ordinance #2005-19 amending the Big Lake Zoning Ordinance by establishing a downtown design overlay zoning district and Design Standard applicable to such district with the deletion of Signage Elements on pages 25 – 28 of the Design Guideline Manual and directed staff to provide less restrictive signage regulations for future Council consideration. Seconded by Council Member Heitz, motion 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.

Council Member Langsdorf motioned to approve Resolution #2005-137 authorizing summary publication of Ordinance #2005-19. Seconded by Council Member Heitz, motion 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.

7B. Industrial Park Expansion

Jim Thares discussed the status of the Industrial Park Expansion project and asked for Council clarification as to the direction the City wants to go on this potential project. Mr. Thares also discussed the Industrial land owned by Dynamics and indicated that the developer has been reluctant to develop this area. Administrator Wussow identified that the site is currently zoned Industrial and a change to that zoning classification would require Council approval.

Council Member Heitz identified surrounding communities that have public owned Industrial

Parks underway and identified that while the Township gets half the taxes for each site, they also pay half the costs. Mayor Orrock stated that he would like to consider expanding the current Industrial Park East site to the north. Council Member Langsdorf questioned if the City could take on the expense of another Industrial without partnering with the Township. The general consensus of the Council is that they are in favor of pursuing a Joint Industrial Park venture with Big Lake Township.

7C. 2005 Third Quarter Department Reports

The following individuals reviewed their department's 2005 third quarter reports and answered questions of the Council: 1) Finance Director Corey Boyer - Finance Department and Administration; 2) Public Works Director Mike Goebel - Public Works Department; 3) Liquor Store Manager Jan Kostrzewski- Liquor Store; 4) Kevin Peterson - Fire Chief; 5) Sean Rifenerick – Police Chief; 6) Sam Rudd - Building Department, and 7) Economic Development Director Jim Thares - Economic Development.

7D. Project Status Report – City Engineer

Brad DeWolf reviewed the October 17, 2005 Engineers Report.

7E. Building Committee Update – Staff Presentation

Administrator Wussow reviewed pending facility projects and identified that the Building Committee would be meeting next week. Administrator Wussow identified that the closing date for the purchase of the new liquor store site is scheduled for January 3, 2006 and that City Building Inspector Sam Rudd will be the Project Manager for that project. Administrator Wussow also identified that he would recommend the City hire a Project Manager for the Public Works, Fire, and Police Expansion projects due to the complexities of the facilities.

8. ADMINISTRATOR'S REPORT

No report given.

9. MAYOR & COUNCIL REPORTS and QUESTIONS/COMMENTS

Council Member Heitz: Reviewed the EDA meeting held on October 17, 2005 and informed Council of the upcoming Manufacturer's Week events scheduled on November 10, 2005.

Council Member Kampa: Informed Council that she will be attending an EDA Workshop and reviewed the need for the City to spend locally as much as possible.

Mayor Orrock: Informed Council that the Personnel Committee has been working on

updating the City Personnel Policy.

Council Member Langsdorf: Reviewed the October 19, 2005 Planning Commission meeting.

Council Member May: Reviewed a letter she had received from the Northstar Commuter Rail.

10. OTHER

No other.

11. ADJOURN

Council Member Langsdorf motioned to adjourn at 8:39 p.m. Seconded by Council Member May, unanimous ayes, motion carried.

Gina Wolbeck
Clerk

Date Approved By Council November 9, 2005