

**BIG LAKE CITY COUNCIL
WORKSHOP MEETING MINUTES
NOVEMBER 29, 2006**

1. CALL TO ORDER

Mayor Orrock called the meeting to order at 6:00 p.m.

2. ROLL CALL

Council Members present: Chuck Heitz, Patricia May, and Donald Orrock. The following Council Members were absent: Lori Kampa (arrived at 6:04 p.m.), and Duane Langsdorf (arrived at 6:04 p.m.). Also present: City Administrator Scott Johnson, Finance Director Corey Boyer, Community Economic Development Director Jim Thares, Public Works Director Mike Goebel, City Clerk Gina Wolbeck, and City Engineer Brad DeWolf from Bolton and Menk.

3. PROPOSED AGENDA

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

4. BUSINESS

4A. Review of City Sewer Access Charge Policy

Brad DeWolf reviewed the current Sewer Access Charge (SAC) Policy that was revised in early 2006. The policy was adopted to address issues in determining initial number of SAC units to be charged on commercial property as well as to define how SAC unit credits are to be applied on properties. Mr. DeWolf asked for Council feedback on any changes to the Policy they would like to implement. Council reviewed the current Met Council SAC criteria of 274 gallons per day and asked staff to review future SAC unit calculations.

4B. Trails Restaurant Sewer Access Charge Discussion

Corey Boyer reviewed the number of SAC units charged to Trails Restaurant when they started business a year ago. The applicant was charged 19 SAC units based on the City's existing SAC calculation method. The applicant received Council approval in the fall of 2005 to be allowed to prove their actual usage after a full year was determined. Mr. Boyer informed Council of an issue in determining actual usage due to only one meter being installed for the entire mall and that the water usage information that we have is for the entire building in addition to the use of the irrigation system. Council directed staff to install a sub-meter at the Trails site to get an accurate reading for January, February, and March 2007 and to refund 100% of the difference to Mr. Cox and that the remaining credit should

be given to the property owner's assessment. Council also specified that all future multi-unit commercial properties should have separate meters installed at time of construction.

4C. Review of City Water Access Charge

Corey Boyer reviewed the current process the City uses to determine water access charges (WAC) for commercial properties. Staff has reviewed the financial forecasts for the City's water fund versus our sanitary sewer fund which is much healthier. Historically, one WAC charge has been applied to each residential and commercial building permit based on the size of the line coming into the building. With the City constructing a new water treatment plant, there is considered a maximum capacity as it pertains to our ability to treat the City's water. Mr. Boyer presented comparisons on how surrounding cities are calculating WAC and what their charges are for a proposed building. Staff is seeking Council feedback on determining if the City needs to implement a new system for determining WAC charges on commercial/industrial properties coming into the City of Big Lake. Council questioned why surrounding communities are so different in their calculation procedures. Council Members discussed the importance of setting a fair fee, while also being sure that the City's costs are recouped.

5. OTHER

Council Member Kampa stated that the City's holiday decorations need updating. Council directed staff to work with the Chamber of Commerce and to obtain bids for replacement of holiday decorations.

Corey Boyer informed Council that the developer of the Hidden River development has informed staff that he had a verbal agreement with former City Administrator Wussow that he would be reimbursed for \$17,000 of sidewalk improvements along CR 5. Council clearly stated reimbursements will not be given for any verbal agreements and that this type of reimbursement would have required Council approval.

6. ADJOURN

Council Member Langsdorf motioned to adjourn at 6:40 p.m. Seconded by Council Member Kampa, unanimous ayes, motion carried.

Gina Wolbeck
City Clerk

12/13/06
Date Approved By Council