

**BIG LAKE CITY COUNCIL
REGULAR MEETING MINUTES
JUNE 22, 2005**

1. CALL TO ORDER

Mayor Don Orrock called the meeting to order at 7:02 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, EDA Assistant Annie Deckert, City Attorney Matthew Brokl of Campbell Knutson, City Engineer Brad DeWolf and Jared Voge 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 7:03 p.m. No one came forward. Mayor Orrock closed the Open Forum at 7:04 p.m.

5. PROPOSED AGENDA

Council Member Langsdorf motioned to adopt the proposed Agenda with the addition of item 7E: Lake Café Conditional Use Permit, and item 7A.1: Presentations by IMR and White Bear Clothing. 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 Langsdorf, unanimous ayes, consent agenda approved. The Consent Agenda consists of: 6A) Approve Regular Meeting Minutes of June 8, 2005; 6B) Approve List of Claims; 6D) Approve Mitch K Farms 3rd Addition

Development Contract and Final Plat/PUD Resolution #2005-82; 6E) Approve Hudson Woods 1st Addition Final Plat/PUD Resolution #2005-83; 6F) Approve 1551 Hiawatha Avenue Variance Resolution #2005-84; 6G) Approve Site Plan Ordinance Amendment #2005-14 and Summary Publication Resolution #2005-85; 6H) Approve Take-Out Use Ordinance Amendment #2005-15 and Summary Publication Resolution #2005-86; 6I) Approve Resolution #2005-87 Accepting Big Lake Women of Today Donation to Police Department; 6J) Call for a Joint Meeting with the Big Lake Town Board on June 29, 2005 at 7:00 p.m. in the City Council Chambers to Discuss BLIPE Site Plans, Orderly Annexation of the WWTP, and any other City/Town Business Deemed Necessary; 6K) Call for a Special Council Meeting on June 29, 2005 Immediately Following the Joint Meeting in the City Council Chambers to Discuss BLIPE Site Plans, Orderly Annexation of the WWTP, and any other City/Town Business Deemed Necessary; 6L) Call for a Council Workshop on July 13, 2005 at 6:00 p.m. in the City Council Chambers to Discuss Five-Year Staff Planning, and any other City Business Deemed Necessary; 6M) Call for a Council Budget Workshop on August 10, 2005 at 6:00 p.m. in the City Council Chambers to Discuss Budget planning for 2006; 6N) Approve Resolution #2005-88 Authorizing Employment Background and License Checks; 6O) Approve Parking Agreement with Scott and Sue Springer; 6P) Approve Amended Antenna Lease Agreements with St. Cloud Wireless Holdings; 6Q) Approve ISD 727 Reduction of Storm Water Utility Fee; 6R) Approve Revolving Loan Fund Resolution #2005-89 for Industrial Molded Rubber, and 6S) Approve Façade Loan to Janice's Villa Salon.

6C) Approve AutoStop Payment

Council Member Heitz motioned to approve the Autostop payment in the amount of \$283.77 for Police and Building Department Vehicle Maintenance. Motion seconded by Council Member Kampa, motion carried 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.1. Presentation by Big Lake Industrial Park East Proposed Projects IMR and White Bear Clothing

Jim Thares introduced the two firms proposing to build Industrial sites in the Big Lake Industrial Park East. Donn and Laura Nystedt, owners of Industrial Molded Rubber discussed their proposed 28,000 square foot building and indicated a move in date of December 2005. Richard Aderman representing White Bear Clothing discussed his 20,500 square foot building and indicated they would like to be operational by the end of 2005. Council thanked both companies for their presentations and welcomed them to the City of Big Lake.

7A. Hidden River Development Contract, Preliminary Plat, and Rezoning

Nate Sparks reviewed the Planner's Report for the 60 acre site located north of the Elk River, east of County Road, and north of Peterson's Addition. The developer is requesting Council consider rezoning from FRD to R1-E and a Preliminary Plat to develop a 46-lot residential subdivision known as Hidden River. Mr. Sparks identified proposed and future accesses and indicated that Chickadee will not be an access but will be used as part of the trail system with the remaining area of right-of-way to be vacated to adjacent property owners. Mr. Sparks also informed Council of the Parks Advisory Committee's recommendations for trails and also identified that all ponding areas are required to be shown as Outlots per City Code. Staff also indicated that the developer has agreed to all the terms in the draft Development Contract and has provided a signed copy. Council asked for clarification from the developer as to why they are not following the tree preservation guidelines outlined in the Development Contract. The developer, Brad Paumen addressed Council to discuss the miscommunication that occurred that led to the violation. Mr. Paumen apologized to Council and indicated that a tree inventory will be conducted and a formal tree preservation plan will be submitted to appropriate staff.

Council Member Langsdorf motioned to authorize staff to finalize the Hidden River Development Contract, and authorize the Mayor and Administrator to enter into the Contract. Seconded by Council Member Heitz, unanimous ayes, motion carried.

Council Member Heitz motioned to approve Ordinance #2005-16 amending section 1042.03 of the Big Lake Municipal Code to provide for a change in zoning classification for the project known as "Hidden River", approve Resolution #2005-90 authorizing summary publication of Ordinance #2005-16, and approve Resolution #2005-91 approving the rezoning and Preliminary Plat of Hidden River with the conditions as discussed and setting forth conditions to be met prior to submittal of the Final Plat application, Seconded by Council Member Langsdorf, unanimous ayes, motion carried.

7B. Project Status Report – City Engineer

Brad DeWolf reviewed the June 15, 2005 Engineers Report.

7C. Classification and Compensation Review Bid Results and Award

Assistant Administrator Johnson discussed the proposals received for the position classification and compensation system study for all full-time Big Lake employees. Assistant Administrator Johnson reviewed the expertise of the firms that submitted bids compared to the future needs of the City. Staff recommended accepting the proposal from Riley, Dettman & Kelsey in an amount not to exceed \$16,400 for the Position Classification and Compensation Study.

Council Member Heitz motioned to approve Riley, Dettman, & Kelsey to conduct the classification and compensation study and to approve the allocation of \$16,400 from the General Fund for the purpose of this study. Seconded by Council Member Langsdorf, unanimous ayes, motion carried.

7D. Fire Tanker Truck Bid Results and Award

Tony Eisinger from the Big Lake Fire Department discussed the bids received for the 3,000 gallon tanker truck for the Fire Department. Two bids were received by the deadline with the low bid being from S & S Fire Apparatus in the amount of \$195,450.00. Staff is recommending Council accept and award the bid to S & S Fire Apparatus in the amount of \$195,450.00 plus including Options A and B to include a backup camera and tire chains with a total amount not to exceed \$200,000. Administrator Wussow informed Council that the Township will be paying the full amount of this bid in 2005 and the City will reimburse the Township from the 2006 budget.

Council Member Kampa motioned to accept and award the 3,000 gallon tanker truck bid to S & S Fire Apparatus in the amount of \$195,450.00 plus including Options A and B to include a backup camera and tire chains with a total amount not to exceed \$200,000. Seconded by Council Member Langsdorf, unanimous ayes, motion carried.

7E. Lake Café Conditional Use Permit

Nate Sparks presented Council with the planner's report, resolution, and draft Planning Commission Minutes for the Lake Café CUP. Mayor Orrock indicated that per the Planning Commission Minutes, the Planning Commission recommended to approve the Lake Café Conditional Use Permit request from Tim Cox in reference to the electronic message sign that has been constructed at his restaurant.

Council Member Kampa motioned to approve Resolution #2005-92 Conditional Use Permit (CUP), for an electronic message sign for Lake Café Restaurant located at 430 Jefferson Blvd and setting forth conditions to be met prior to the use of the above mentioned sign. Seconded by Council Member May, unanimous ayes, motion carried.

8. ADMINISTRATOR'S REPORT

Administrator Wussow reminded Council of the upcoming Joint Meeting with the Township on June 29, 2005 at 7:00 p.m. at City Hall. Administrator Wussow also indicated that the live feed from tonight's meeting is not very clear and that Charter has been contacted to correct the problem.

9. MAYOR & COUNCIL REPORTS and QUESTIONS/COMMENTS

Council Member Heitz: Reviewed the recent EDA Meeting.

Council Member Kampa: Reviewed the Building Committee Meeting. Council Member Kampa also directed staff to meet with the owner of Pizza Factory to discuss lighting issues in the City Hall parking lot.

Mayor Orrock: Reviewed the Workshop held earlier in the evening and identified the status of goals set by Council at the beginning of the year and recent additions to Council goals.

Council Member Langsdorf: Reviewed the recent Planning Commission meeting.

10. OTHER

No other.

Mayor Orrock recessed the regular meeting to go to Closed Session at 8:22 p.m.

11. CLOSED SESSION – Consider Offer to Purchase Property

Jim Thares reviewed the status of the negotiations on the purchase of Parcel No.'s 65-420-0110, 65-420-0115, and 65-420-0120. Council directed staff to draft a formal purchase agreement in the amount indicated in Option A and to allow a maximum 10 day time period for the seller to accept or deny the offer.

Council Member Kampa motioned to close the Closed Session and reconvene the regular meeting at 8:55 p.m. Seconded by Council Member May, unanimous ayes, motion carried.

12. ADJOURN

Council Member Heitz motioned to adjourn at 8:56 p.m. Seconded by Council Member May, unanimous ayes, motion carried.

Clerk

Date Approved By Council _____