

**BIG LAKE CITY COUNCIL  
REGULAR MEETING MINUTES  
NOVEMBER 14, 2007**

**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: Dick Backlund, Chuck Heitz, Lori Kampa, Patricia May, and Don Orrock. Also present: City Administrator Scott Johnson, Finance Director Corey Boyer, Community Economic Development Director Jim Thares (arrived at 7:32 p.m.), City Clerk Gina Wolbeck, Senior Planner Katie Larsen, Public Works Director Mike Goebel, Police Chief Sean Rifenberick, Liquor Store Manager Jan Kostrzewski, City Attorney Soren Mattick of Campbell Knutson, City Engineer Brad DeWolf (arrived at 7:30 p.m.) 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 7:01 p.m.

Ron Rupp, 581 Park Avenue East – Stated his support for the Big Lake Police Department.

Dan Loegering, President of the Big Lake Sports Association, addressed Council with their plans for a baseball stadium and asked to be placed on an upcoming agenda.

Mayor Orrock closed the Open Forum at 7:05 p.m.

**5. PROPOSED AGENDA**

Council Member Kampa motioned to adopt the proposed Agenda with a wording change to item 7E to be changed to Prairie Meadows Development Applications instead of Prairie Meadows 2<sup>nd</sup> Addition Development Applications. Seconded by Council Member May, unanimous ayes, agenda adopted.

## **6. CONSENT AGENDA**

Council Member Heitz motioned to approve the Consent Agenda as presented. Seconded by Council Member Kampa, unanimous ayes, consent agenda approved. The Consent Agenda consists of: 6A) Approve Regular Council Meeting Minutes of October 24, 2007, 6B) Approve Regular Council Workshop Minutes of November 7, 2007, 6C) Approve Special Joint Council Workshop Minutes of November 7, 2007, 6D) Approve Special Council Meeting Minutes of November 7, 2007, 6E) Approve Resolution No. 2007-112 approving a Lawful Gambling Permit to the Big Lake American Legion Women's Auxiliary Post 147, 6F) Approve Sherburne/Wright County Cable Commission Restated Joint and Cooperative Agreement for the Administration of Cable Communications Systems, 6G) Approve Resolution No. 2007-113 approving a Tobacco License for ENL Inc. d/b/a On The Run – Mobil, 6H) Approve Resolution No. 2007-114 approving a 3.2% Malt Liquor License for ENL Inc. d/b/a On The Run – Mobil, 6I) Accept Police Officer Resignation and Authorize Staff to Interview Candidates for the Vacant Position, 6J) Approve State Aid Advancement Resolution No. 2007-115, 6K) Approve MNDOT Master Partnership Contract Resolution No. 2007-121 and Work Order, 6L) Approve Resolution No. 2007-122 approving the Hwy 10/CR 5 Maintenance Agreement 90915 with MNDOT, 6M) Approve Postponement of Police Department Facility Project until 2009 and Authorize Staff to proceed with 30-Day Termination Notice to Northwest Inspection Services for the Police Department Facility, 6N) Approve Final Pay Application for the Channel Improvement Project, 6O) Authorize Submittal of Safe Routes To School Grant Application, and 6P) Approve Hiring of Police Officer.

## **7. BUSINESS**

### **7A. RECOGNITION OF YEARS OF SERVICE – Former Big Lake Police Officer Roxanne Schreder**

Police Chief Sean Rifenerick recognized former Police Officer Roxanne Schreder for her years of service with the Big Lake Police Department, and informed Council that due to Ms. Schreder's efforts, the City has received a National Night Out Award. Council thanked Ms. Schreder for her dedication to the department. Ms. Schreder thanked Council, staff, and residents of Big Lake for their support during her tenure with the department.

**7B. Donation Presentation – Big Lake Spud Fest Organization**

Trent Cole, President of the Spud Fest Organization, presented the Big Lake Police Department with a donation of \$850.00 and the Big Lake Fire Department with a donation of \$200.00 to be used for public safety purposes. Council thanked the Spud Fest Organization for their hard work and dedication in planning this community event.

Council Member Kampa motioned to approve Resolution No. 2007-116 accepting donations from the Big Lake Spud Fest Organization towards the Big Lake Police and Fire Departments. Seconded by Council Member May, unanimous ayes, motion carried.

**7C. PUBLIC HEARING – Certification of Assessment for Past Due Utility Charges**

Corey Boyer reviewed the procedure for assessing past due utility charges and identified the final date the City would receive payments on these accounts prior to the assessment roll being delivered to the Sherburne County Auditor's Office. Council discussed the increase in unpaid assessments and directed staff to provide the final assessment figures at a future Workshop.

Mayor Orrock opened the Public Hearing at 7:19 p.m.

Kristie Reynolds, 5365 Mitchell Ridge Drive – Appealed the assessment on her property as the delinquent charges were accrued by the former owner of the property. Council informed Ms. Reynolds that she would need to contact her closing company to discuss these charges as they should have been paid when the house was sold.

Council Member Kampa motioned to close the public hearing at 7:25 p.m. Seconded by Council Member May, unanimous ayes, motion carried.

Council Member Heitz motioned to approve Resolution No. 2007-117 placing delinquent utility charges against specified properties with the removal of the property located at 5365 Mitchell Ridge Drive for a period of three months to allow the property owner time to collect the delinquent charges from her closing company. Seconded by Council Member Backlund, unanimous ayes, motion carried.

**7D. Smile Center Development Applications - Preliminary and Final Plat, and Site/Building Plan Review**

Nate Sparks reviewed the Planners Report for the Smile Center Preliminary and Final Plat and Site/Building Plan Review Applications. The applicant is Dental Facilities, LLC and the site is located on the north side of Highway 10 and identified as 241 and 207 Jefferson Blvd. The applicant is proposing to combine the lot at 241 Jefferson Boulevard with the

existing Smile Center site for purposes of constructing additional parking.

Council Member Backlund motioned to approve Resolution No. 2007-118 approving Preliminary and Final Plats for Shore View Center 2<sup>nd</sup> Addition and site plan for the Smile Center parking lot expansion project. Seconded by Council Member Heitz, unanimous ayes, motion carried.

**7E. Prairie Meadows Development Applications - Comprehensive Plan Amendment, Rezoning, Amendment to Prairie Meadows PUD, and Amendment to Original Preliminary Plat of Prairie Meadows**

Nate Sparks reviewed the Planners Report for the Prairie Meadows Development Applications. The Prairie Meadows Development is a 325 acre master-planned community located north of Highway 10 and east of downtown Big Lake. The current application includes 11 existing parcels of the Prairie Meadows 1<sup>st</sup> Addition and is proposing an additional 171 single family homes, an apartment building, eight outlots, and a 38.4 acre site for the expansion of the Big Lake Industrial Park East. The applicant is seeking various approvals including a comprehensive plan amendment, rezoning, preliminary plat Amendment of the Prairie Meadows Development, an amendment to the original Prairie Meadows PUD, and zoning performance standards. Mr. Sparks also discussed the reduction in park dedication due to the use change from residential to industrial.

Greg Schlink, representative from Bruggeman Homes – Discussed the potential timeline for the various phasing stages and explained that phase I will start when the current Prairie Meadows developments are built out. Mr. Schlink indicated that they are hoping that Phase I starts in 2009.

Council Member Kampa motioned to approve the Comprehensive Plan Amendment for the Prairie Meadows Development. Seconded by Council Member Heitz, unanimous ayes, motion carried.

Council Member Heitz motioned to approve Resolution No. 2007-119 approving an amendment to the Prairie Meadows PUD, an amendment to the original preliminary plat of Prairie Meadows, and setting forth conditions to be met prior to issuance of a building permit for the site. Seconded by Council Member Kampa, vote passed with a vote of 4:1 with Council Members Backlund, Heitz, Kampa, and Orrock voting aye, and Council Member May voting nay. Motion carried.

Council Member Heitz motioned to approve Ordinance No. 2007-15 amending Chapter 10 (zoning), Section 1042.03 (Zoning Map) of the Big Lake Municipal Code to provide for a change in zoning classification for the amendment to the original preliminary plat of Prairie Meadows. Seconded by Council Member Kampa, vote passed with a vote of 4:1 with

Council Members Backlund, Heitz, Kampa, and Orrock voting aye, and Council Member May voting nay. Motion carried.

Council Member Kampa motioned to approve Resolution No. 2007-120 authorizing summary publication of Ordinance No. 2007-15. Seconded by Council Member Heitz, unanimous ayes, motion carried.

#### **7F. Bio-Solids Treatment Facility Discussion**

Mike Goebel discussed the possibility of a joint bio-solids venture with other municipalities. The biggest foreseeable concern is the filtrate that will need to be discharged and the disposal of the biosolids end product. Staff feels that there is a lack of commitment from amongst the municipalities and that permitting and designing this type of joint facility will likely cause delays in the City's current expansion project. Consideration could be given to accommodate other cities future treatment needs with minimal construction and cost in the future. Discussion was held on the need for the City to focus on our own needs. Council directed staff to continue working with other municipalities that have an interest in bringing their biosolids to the Big Lake Waste Water Treatment Facility.

#### **7G. Commercial and Industrial Park Dedication Discussion**

Nate Sparks discussed the current Park Dedication Fee structure and explained that the Parks Advisory Board had requested that the City consider requiring the development of commercial and industrial land to dedicate parkland. Mr. Sparks provided a summary of other municipal policies regarding commercial and industrial parkland dedication. Staff is seeking Council direction to determine if any policy changes towards parkland dedication are desired. Council discussed their concerns that charging park dedication to commercial and industrial would hinder the economic growth in the City. Council directed staff to revisit this discussion in the future when the market improves.

### **8. LIST OF CLAIMS**

#### **8A. Consider List of Claims**

Council Member Heitz motioned to approve the List of Claims ranging from Check No. 52169 through Check No. 52330 with the exception of Check No's. 52173 and 52233. Seconded by Council Member Kampa, unanimous ayes, motion carried.

#### **8B. Consider Audio Communications Payment in the Amount of \$2,562.77**

Council Member Heitz motioned to approve payment of Check No's. 52173 and 52233 payable to Audio Communications. Seconded by Mayor Orrock, 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 Backlund abstaining. Motion carried.

Council discussed the City's policy for equipment purchases. Soren Mattick explained that purchases over \$10,000 would require the submittal of quotes, and a purchase over \$50,000 would require the submittal of bids.

## **9. ADMINISTRATOR'S REPORT**

Scott Johnson updated Council on the hiring status for the two vacant police officer positions.

Brad DeWolf discussed the boulevard area of the esplanade project. The original plan for this area consisted of the installation of sod, which raised Council concerns in regards to the maintenance aspect as a result of salt and sand during the winter months. Staff has worked to develop an alternative surface cover which consists of exposed aggregate concrete at a cost increase of \$21,500.00 to the overall project. Council discussed their concern with the MnDOT required surmountable curb, and decided that a grassy boulevard would help to keep vehicles out of this area. Council also discussed the need to keep the boulevard area well maintained in the future.

Jim Thares updated Council on the number of foreclosures in the City and Town of Big Lake. Mr. Thares indicated that the City will be staying positively pro-active in urging lenders to monitor their properties, having the building inspectors do on-site inspections on foreclosed properties to be sure that the water gets shut-off in the winter months, and that staff continues to work with the MHFA to inform residents of gap financing programs.

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

Council Member Heitz: Reviewed the November EDA meeting and informed residents of the upcoming public meeting on November 20<sup>th</sup> at 5:00 p.m. to take public comment on future development near the Northstar Commuter Rail area.

Council Member Kampa: Reviewed the November Parks Advisory Board Meeting.

Mayor Orrock: Reviewed the Cable Commission meeting held in November.

## **11. OTHER**

Council directed staff to contact the Sherburne County Sheriff's Office to get an update on the fraudulent letters investigation that is currently underway.

Mayor Orrock recessed the regular session at 8:24 p.m. to go to Closed Session for Negotiation of Acquisition of Land allowed under MN Statute 13D.05, subd. 3c3.

**12. CLOSED SESSION** – Negotiation of Acquisition of Parcel No. 65-019-4405

Mayor Orrock opened the Closed Session at 8:28 p.m. Council Members present: Dick Backlund, Chuck Heitz, Lori Kampa, Patricia May, and Don Orrock. Also present: City Administrator Scott Johnson, City Clerk Gina Wolbeck, Finance Director Corey Boyer, City Engineer Brad DeWolf of Bolton & Menk, Inc., and City Attorney Soren Mattick of Campbell Knutson.

Soren Mattick discussed the possible purchase of parcel no. 65-019-4405. No action was taken by Council during Closed Session.

Council Member Heitz motioned to close the Closed Session and reconvene the regular meeting at 8:45 p.m. Seconded by Council Member Kampa, unanimous ayes, motion carried.

**13. ADJOURN**

Council Member May motioned to adjourn at 8:46 p.m. Seconded by Council Member Backlund, unanimous ayes, motion carried.

\_\_\_\_\_  
Gina Wolbeck  
Clerk

Date Approved By Council \_\_\_\_\_ 11/28/07