

JOINT MEETING MINUTES

CITY OF BIG LAKE AND BIG LAKE TOWNSHIP CITY COUNCIL CHAMBERS

**APRIL 23, 2008
5:00 P.M.**

1. CALL TO ORDER

Mayor Donald Orrock called the meeting to order at 5:00 p.m.

2. ROLL CALL

Council Members present: Dick Backlund, Chuck Heitz, Lori Kampa, Patricia May, and Donald Orrock.

Town Board Supervisors present: Larry Alfords, Bob Hofer, Norm Leslie and Jim Sanford. Supervisor Mike Hayes was absent.

City staff present: City Administrator Scott Johnson, Community Economic Development Director Jim Thares, Finance Director Corey Boyer, City Clerk Gina Wolbeck, Senior City Planner Katie Larsen, and City Engineer Brad DeWolf from Bolton and Menk. Township staff present: Town Clerk Laura Hayes, Deputy Clerk Kristie Woolard, and Treasurer Ken Warneke (arrived at 5:07 p.m.).

3. ADOPT PROPOSED AGENDA

Town Supervisor Alfords motioned to adopt the proposed Agenda. Seconded by Council Member May, unanimous ayes, Agenda adopted.

4. APPROVE JOINT MEETING MINUTES

Council Member Kampa motioned to approve the March 26, 2008 Joint Meeting Minutes as presented. Seconded by Town Supervisor Leslie, unanimous ayes, motion carried.

5. BUSINESS

5A. PUBLIC HEARING – Big Lake Industrial Park East Expansion Concept and Preliminary Plat Review

Katie Larsen reviewed the planners report for the Concept Plan and Preliminary Plat applications submitted by the Big Lake Economic Development Authority (BLEDA). The 38.4 acre parcel is an expansion of the City/Township existing Big Lake Industrial Park East. The BLEDA has purchased the site from Bruggeman Properties and the City and Town of Big Lake, through a Joint Powers Agreement, are leasing the property from the BLEDA. The site is currently zoned I-1 which allows for industrial development. All conditions of easements, setbacks, lot size and lot width are being met. Ms. Larsen noted that formal site and building plan reviews will be required for each individual lot development. The Concept Plan identifies three buildable lots proposed in Block 1 and seven buildable lots proposed in Block 2. Ms. Larsen indicated that the average lot size in the development is approximately 2.5 acres and that Outlot B, Block 2, is being established for a City well.

Board Members discussed the proposed lot sizes in Plat Five and the build-out of Minnesota Avenue. Brad DeWolf explained that the area will be preserved until the road extension is needed. Board Members also discussed the relocation of the well site. Staff indicated that the well has been relocated from the northwest corner of the preliminary plat to the northeast corner.

Mayor Orrock opened the public hearing at 5:12 p.m. No one came forward.

Town Chair Sanford motioned to close the public hearing at 5:13 p.m. Seconded by Council Member May, unanimous ayes, motion carried.

Council Member Heitz motioned to approve Joint Resolution No. 2008-03 recommending approval of the Preliminary Plat for the Big Lake Industrial Park East Expansion Project. Seconded by Council Member Kampa, unanimous ayes, motion carried.

5B. Orderly Annexation Area Discussion

Katie Larsen discussed the City and Townships desire to have open communication regarding potential areas for Orderly Annexation. These areas could include properties located in the Highway 25 Corridor from the Mississippi River north to Highway 10, the Transit Oriented Development area along CR 43 South, and the area located north of Highway 10 in the eastern portion of the City.

Board Members compared the City's Comprehensive Plan map with the County/Township Zoning Map and noted that properties located along the Highway 10 corridor should not be residential and that the County has Commercial/Industrial zoning ¼ mile from Highway 10. Ms. Larsen explained that the City will be reviewing its Comprehensive Plan in the next couple of years and will take those comments into consideration when recommending any changes to the Highway 10 corridor. Board Members also noted that establishment of Orderly Annexation Areas (OAA) can be a significant Joint Planning tool for both the City and the Township and that OAA's can promote growth in the region. Staff updated the Board Members on the Cobblestone OAA area and noted that the developers are planning on resubmitting their annexation petition with possible construction starting in 2009. Members also discussed the proposed Highway 10 bypass and how that could affect property owners in the path of the by-pass and whether or not MnDOT can secure funding for this project. Board Members directed staff to set up an Annexation Subcommittee Meeting and to focus on the Highway 25 corridor with the Transit Oriented Development area being secondary due to the timing of these projects.

8. OTHER

Corey Boyer discussed the 1997 Joint Powers Agreement between the City and Township for the original Industrial Park East. A Memorandum of Understanding was presented to the Board for review of shared taxes in relation to potential City levy Limits and the impact such limits could have on the City. Board Members directed staff to work with the City and Town Attorneys to finalize the Memorandum of Understanding and to check into the potential of the Joint Powers Board having Levy authority.

9. ADJOURN

Town Supervisor Hofer motioned to adjourn at 5:43 p.m. Seconded by Town Supervisor Leslie, unanimous ayes, motion carried.

City Clerk

Approved by the Joint Boards on _____