

**BIG LAKE CITY COUNCIL
REGULAR MEETING MINUTES
MARCH 23, 2016**

1. CALL TO ORDER

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

2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

3. ROLL CALL

Council Members present: Raeanne Danielowski, Seth Hansen, Duane Langsdorf, Scott Marotz and Mike Wallen. Also present: City Administrator Clay Wilfahrt, Finance Director Deb Wegeleben, Community Development Director Hanna Klimmek, Police Chief Joel Scharf, Public Works Director Mike Goebel, City Clerk Gina Wolbeck, City Planner Michael Healy, Assistant Liquor Store Manager Lisa Miller, Fire Chief Paul Nemes, and City Engineer Brad DeWolf of Bolton & Menk, Inc.

4. OPEN FORUM

Mayor Danielowski opened the Open Forum at 6:01 p.m. No one came forward. Mayor Danielowski closed the Open Forum at 6:02 p.m.

5. PROPOSED AGENDA

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

6. CONSENT AGENDA

Council Member Hansen motioned to approve the Consent Agenda as presented. Seconded by Council Member Langsdorf, unanimous ayes, consent agenda approved. The Consent Agenda consists of: 6A) Approve Council Workshop Minutes of March 9, 2016, 6B) Approve Regular Council Meeting Minutes of March 9, 2016, 6C) Approve Initiative Foundation Grant

Agreement, 6D) Approve BerganKDV Agreement for Annual Auditing Services, 6E) Approve SCORE Grant Agreement, Participation Agreement, and Set Council Gathering for the 2016 Clean-up Day Event on May 7, 2016 from 9:00 a.m. to 3:00 p.m. at the Big Lake Township Maintenance Building located at 20150 166th Street, Big Lake, MN, 6F) Approve Land Exchange Agreement, 6G) Approve Agreement Authorizing Big Lake Hardware Hank to sell Seasonal Lakeside Park Parking Passes, and 6H) Approve the Purchase of a 2016 Aquatech Jet/Vac Truck and Authorize Trading in the 1998 Aquatech Jet/Vac Truck.

7. BUSINESS

7A. PRESENTATION – MN GreenStep Cities Program

Diana McKeown from the Great Plains Institute provided a presentation on the MN GreenStep Cities Program. This program is an action-oriented voluntary program offering cities a cost-effective, step-wise path to implement sustainable development best practices. McKeown noted that interest in the program started in 2007 with its launch held in 2010 at the League of MN Cities conference. Currently the program has 101 participants which totals over 40% of Minnesota's population. McKeown also discussed benefits to the City, partners to the program, and reviewed the 29 best practices in 5 categories. Council discussed the benefits of participating in this type of program.

Council Member Hansen motioned to approve Resolution No. 2016-21 authorizing the City of Big Lake to participate in the Minnesota GreenStep Cities Program. Seconded by Council Member Langsdorf, unanimous ayes, motion carried.

7B. \$2,905,000 Taxable General Obligation Refunding Bonds, Series 2016A

Tammy Omdal from Northland Securities discussed the issuance and sale of Taxable General Obligation Refunding Bonds, Series 2016A. Omdal informed Council that the low bid was submitted by Raymond James & Associates, Inc. from Memphis, Tennessee at an interest rate of 2.55%. Omdal explained that the bonds will be used for refunding of the City's Taxable General Obligation Bond Series 2013A, a portion of the Taxable General Obligation Tax Abatement Bonds Series 2013B and will serve as a crossover advance refunding of the City's Taxable General Obligation Tax Increment Bonds Series 2014C. Omdal also explained that the Bonds are being issued to lower the City's debt service costs and eliminate the City's future interest rate exposure.

Council Member Wallen motioned to Approve Resolution No. 2016-22 providing for the issuance and sale of \$2,885,000 Taxable General Obligation Refunding Bonds, Series 2016A and pledging for the security thereof Tax Increments and Tax Abatements and levying a tax for the payment thereof. Seconded by Council Member Marotz, unanimous ayes, motion carried.

7C. \$590,000 General Obligation Capital Improvement Plan Bonds, Series 2016B

Tammy Omdal from Northland Securities discussed the issuance and sale of General Obligation Capital Improvement Plan Bonds, Series 2016B. Omdal informed Council that the low bid was submitted by Dougherty & Company LLC from Minneapolis, Minnesota at an interest rate of 2.01%. Omdal also explained that the bonds will be used for refunding of a portion of the Taxable General Obligation Tax Abatement Bonds, Series 2013B which will lower the City's debt service costs and eliminate the City's future interest rate exposure.

Council Member Langsdorf motioned to Approve Resolution No. 2016-23 providing for the issuance and sale of \$590,000 General Obligation Capital Improvement Plan Bonds, Series 2016B and levying a tax for the payment thereof. Seconded by Council Member Hansen, unanimous ayes, motion carried.

7D. Preliminary Plat, and CUP/PUD Applications – Norland Park Second Addition

Michael Healy presented the Planners Report for the Preliminary Plat and CUP/PUD for the Norland Park Future Additions development application. The applicant, Sherburne Land Company LLC is proposing to develop a 40 acre site consisting of 96 single family lots located immediately west of Norland Park First Addition located west of County Road 81 and north of Highway 10. The applicant is requesting to reinstate with minor changes the Preliminary Plat and CUP/PUD that were in place for the original Norland Park development approved in 2005. Healy explained that the original development stalled after the First Addition due to the recession. The applicant is proposing to use all the utilities and infrastructure that were originally installed. Healy also explained that the Planned Unit Development (PUD) is necessary because the original PUD Plan allowed some parcels to be slightly more narrow and smaller than is generally allowed in the R-1 district in exchange for the developer agreeing to certain design standards. The developer is planning to develop the site in six phases. Healy discussed the public hearing held at the Planning Commission on March 2, 2016. The Planning Commission recommended approval of the project contingent on compliance with staff's recommendations along with approved deviations from the original PUD for a minimum garage depth of 22 feet, a minimum roof pitch of 6:12 and discontinuation of the distribution of the Blanding's Turtle literature.

Langsdorf questioned if the garage depth of 22 feet would accommodate truck parking. Denny Nelson from Progressive Builders clarified that full size trucks do fit in 22 foot depth garages and noted that their clients will have the option to enlarge the garage depth if they choose to. Council discussed driveway design with the 3 stall garage layout. Council also discussed the need to install an entrance sign to the development.

Council Member Wallen motioned to approve Resolution No. 2016-24 approving the Conditional Use Permit/Planned Unit Development and Preliminary Plat of Norland Park Future Additions and setting forth conditions to be met prior to submittal of the Final Plat Application. Seconded by Council Member Langsdorf, unanimous ayes, motion carried.

7E. PUBLIC HEARING – Vacation of Drainage and Utility Easement for the Norland Park Second Addition Development

Michael Healy presented the Planners Report for the Vacation of Drainage and Utility Easements located under 204th Avenue in the Norland Park Development. Healy explained that when Norland Park First Addition was platted in 2005, the land that is now known as Norland Park Future Additions had originally been platted as an Outlot. The expectation was that this Outlot would be final platted and developed shortly after the Norland Park First Addition was completed. The original developer, Sanford Select Management LLC, installed most of the infrastructure for the Outlot at the same time the infrastructure was installed for the first portion of the development. As the roads were not dedicated to the City until the Outlot was final platted, it was necessary to give the City an easement to service the utilities. A drainage and utility easement was placed beneath the entirety of 204th Avenue in order to provide the City access. Due to the recession the Outlot was never developed and a new developer, Sherburne Land Company LLC has purchased the entire Norland Park subdivision and has reinstated the Preliminary Plat. They are proposing to final plat the remaining land in six phases with the first phase (Norland Park Second Addition) to include the dedication of all public roads to the City of Big Lake as right of way which would remove the need for the original drainage and utility easement. The developer will dedicate a new, smaller easement over the small part of the existing easement that is not under 204th Avenue on the western edge of the development. Healy noted that staff recommends approval of the Vacation contingent upon approval of the Norland Park Second Addition Final Plat. Brad DeWolf discussed the need for an additional lift station contingency.

Mayor Danielowski opened the Public Hearing at 6:45 p.m.

Craig Wensmann from Bogardt Peterson and Associates clarified the easement size.

Mayor Danielowski closed the Public Hearing at 6:46 p.m.

Council Member Wallen motioned to approve Resolution No. 2016-25 approving the Vacation of the Drainage and Utility Easement beneath 204th Avenue contingent upon the approval of the Final Plat of Norland Park Second Addition and upon the developer dedicating a drainage and utility easement that encompasses our lift station on the west end of the site. Seconded by Council Member Hansen, unanimous ayes, motion carried.

7F. Development Agreement and Final Plat Application – Norland Park Second Addition

Michael Healy reviewed the Planners Report for the Norland Park Second Addition Final Plat and PUD application submitted by Sherburne Land Company LLC for the first phase of a six phase development encompassing 40 acres of land located west of the Norland Park First Addition. The subject site is zoned R-1, Single Family Residential with a Planned Unit Development (PUD) Overlay. Healy discussed PUD flexibility, consistency with the Preliminary Plat, Park Dedication requirements, grading, drainage, utilities, easements, roads and landscaping. Healy also discussed the required Development Agreement which will be required to be finalized, executed, and that all securities are paid prior to release of the Final Plat mylars for recording. Healy noted that staff recommends approval of the Final Plat subject to conditions listed in the resolution.

Council Member Hansen motioned to approve the draft Development Agreement for the Norland Park Second Addition and to authorize the City Attorney to finalize the Agreement prior to signature. Seconded by Council Member Langsdorf, unanimous ayes, motion carried.

Council Member Hansen motioned to approve Resolution No. 2016-26 approving the Final Plat PUD and Final Plat of Norland Park Second Addition and setting forth conditions to be met prior to release of the Final Plat. Seconded by Council Member Langsdorf, unanimous ayes, motion carried.

7G. Department Updates

Deb Wegeleben provided an update on the Finance Department noting that the audit has been completed and will be presented to Council on April 27th.

Lisa Miller provided a liquor store update to Council. Miller discussed the upcoming spring wine fest that will be held in April at the Friendly Buffalo, noted that the new flooring will be installed in April, discussed the lighting and potholes in the parking lot, reviewed the recent Food Shelf tasting event, and the upcoming Swim Devils tasting event in April.

Hannah Klimmek provided an update on activities in the Community Development Department. Klimmek reviewed business retention and expansion visits to various companies in the community, discussed the 2016 Farmer's Market, the Comprehensive Housing Study, BLEDA Goals and Action Plan, discussed the Town Square Apartment project, the Kwik Trip project, Broadband initiatives, and newly revised code enforcement processes. Klimmek also discussed building permit information for the month of February noting that that the City has issued permits year to date totaling \$1,112,183.23 in property

valuation. Klimmek also informed Council that as of May 2016, staff will begin combining plumbing and HVAC permits and fees into new construction permits.

8. LIST OF CLAIMS

8A. Consider List of Claims

Council Member Hansen motioned to approve the List of Claims dated 03/03/16 through 03/17/16 with the removal of Check No. 71461 for separate consideration and payroll no. 5. Seconded by Council Member Wallen, unanimous ayes, motion carried.

8B. Consider Auto Stop Payments

Council Member Hansen motioned to approve payment of Check No. 71253 in the amount of \$1,296.75 and Check No. 71461 in the amount of \$440.08 payable to Auto Stop. Seconded by Council Member Marotz, vote passed with a vote of 4 to 0 with 1 abstention with Council Members Danielowski, Hansen, Marotz and Wallen voting aye and Council Member Langsdorf abstaining. Motion carried.

9. ADMINISTRATOR'S REPORT

Clay Wilfahrt reviewed the Conditional Use Permit that was issued to Abraham Ahmed which is being monitored by staff. Wilfahrt also discussed the Township meeting that he attended regarding annexation of the City owned parcel that the City has signed a lease with SolarStone for the installation of a Solar Garden. The proceeds from this lease agreement will help fund water and sewer debt.

10. MAYOR & COUNCIL REPORTS and QUESTIONS/COMMENTS

Mayor Danielowski: Reviewed the March BLEDA Meeting, visited the Big Lake Senior Dining Site and encouraged citizens to volunteer with the Meals on Wheels organization. Mayor Danielowski also discussed upcoming events including the Big Lake Ambassadors Spaghetti Dinner fundraiser, the Big Lake Lions Club Pancake Breakfast, the CentraCare Health-Monticello Bounce Back event, and the Little Mermaid Play being held at the Big Lake High School

11. OTHER – No other.

12. ADJOURN

Council Member Hansen motioned to adjourn at 7:10 p.m. Seconded by Council Member Langsdorf, unanimous ayes, motion carried.

Gina Wolbeck
Clerk

Date Approved By Council 04/13/19