

**BIG LAKE CITY COUNCIL
WORKSHOP MINUTES
APRIL 13, 2016**

1. CALL TO ORDER

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

2. ROLL CALL

Council Members present: Raeanne Danielowski, Seth Hansen, Scott Marotz, and Mike Wallen. Council Member Duane Langsdorf arrived at 5:03 p.m. Also present: City Administrator Clay Wilfahrt, City Clerk Gina Wolbeck, Finance Director Deb Wegeleben, Public Works Director Mike Goebel, Community Development Director Hanna Klimmek, City Planner Michael Healy, and Assistant City Engineer Jared Voge from Bolton & Menk, Inc.

3. PROPOSED AGENDA

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

4. BUSINESS

4A. Cargill Industrial Wastewater Agreement Discussion

Clay Wilfahrt discussed the expansion of the Cargill facility in the Big Lake Industrial Park. Due to the expansion of the facility, Cargill was using more water than what was allowed in the original agreement. Cargill requested that the City renegotiate the agreement, which have been ongoing since the fall of 2015. The new agreement stipulates that Cargill will pay a sewer and water access charge of \$590,387.87 which is based on the cost of Cargill's use of the City's wastewater system. The agreement also states that Cargill will pay this amount over a five year period in 60 equal amounts to be paid with their water bills. Wilfahrt also reviewed the water rate fee structure, nutrient costs, and a change in their monthly base fees. Council directed staff to bring the finalized document to Council for consideration.

4B. County Road 5 Multimodal Improvement Project Discussion

Jared Voge reviewed the draft plans for the County Road 5 Multimodal Improvement project. Sherburne County will be completing improvements to County Road 5 between Minnesota Avenue and Park Avenue at the same time the City's trail improvements will be completed. Voge

noted that construction is expected to begin in July or August and suggested Council authorize a mailing to property owners in the immediate project area informing them of the proposed improvements and timeline. Discussion was held on the pedestrian crossing at CR 5/Hiawatha Avenue and the possible install of flashing beacon lights in lieu of cross walk striping. Discussion was also held on the need to stripe the Hiawatha Avenue crossing. Goebel clarified that the trail area in the Township will not be maintained by the County in the winter months. Staff noted that this area would fall within the City's policy to provide maintenance on the trail. Council directed staff to proceed with mailing information to immediately adjacent property owners as discussed.

4C. Finance Committee Discussion

Deb Wegeleben discussed staff's goal to evaluate financial policies in 2016. Staff would like to establish a finance committee to discuss policy changes. Once changes are identified by the committee, information will be presented to the full Council for final adoption. Council directed staff to proceed with establishing a Finance Committee, and Council Members Danielowski and Langsdorf offered to be on the Finance Committee.

4D. Solar Garden Annexation Agreement Discussion

Clay Wilfahrt discussed the status of the SolarStone Lease Agreement. SolarStone had proposed to develop and operate a 5 megawatt solar garden on a City owned parcel of land previously used for land application of biosolids. The project will generate power that will be fed into Xcel Energy's grid. The property is currently located in Big Lake Township's jurisdiction and the Sherburne County Board recently denied a Variance application due to their requirement for a 50 foot setback. Big Lake Township has also denied a Variance request for vegetative screening stating that they would like to have vegetative screening that meets the requirements of Sherburne County. Sherburne County is also imposing a \$25,000 per megawatt decommissioning fee, of which 25% is payable up front and another 25% is payable over the next three years. SolarStone has indicated that under the County's proposal, the project would likely not move forward due to the financial constraints of the decommissioning fee and the Variance denials. Wilfahrt explained that SolarStone has asked the City to consider annexation of the property. By annexing the property, the City could waive the decommissioning fee and instead use the lease funds to build a decommissioning fund. Wilfahrt explained orderly annexation procedures and presented a draft agreement similar to the agreement that the City and Township entered in to for the City's wastewater treatment facility. Wilfahrt asked for Council feedback on moving forward with an orderly annexation of the site. Council discussed concern with covering the decommissioning fee by designating the first three years of lease payments. Staff clarified that SolarStone has been asked to participate in part of the cost for the decommissioning fee. Council directed staff to proceed with finalizing the annexation agreement, authorized publishing an Orderly Annexation notice and to finalize documents for Council consideration at the April 27th meeting. Wilfahrt informed Council that he will be meeting with the Big Lake Township Board after tonight's Council Meeting to ask their board to call for a public hearing on the annexation.

4E. Code Enforcement Software Update

Hanna Klimmek discussed code enforcement and procedures for processing complaint-based code violations. Staff has been researching the use of the SeeClickFix software which would provide a communication service between City residents and staff for the purpose of submitting code violation complaints. Residents would have the ability to anonymously submit complaints through the City website, through a downloadable application, or through social media. Staff asked for Council feedback on pursuing this type of software. Council discussed the benefit of making the complaint process easier and anonymous. Klimmek noted that the estimated annual cost for SeeClickFix is about \$4,500. This type of communication tool could substantially increase code enforcement duties and Council questioned if current staff can handle the increase in activity. Council also showed concern for submittal of frivolous complaints. Staff reviewed the process for managing the software and clarified that this software would result in an increase of complaints being brought forward. Council discussed the need to engage citizens to take pride in the condition of their community. Council directed staff to proceed with the purchase of the SeeClickFix Software for a one-year service.

5. OTHER –

Michael Healy discussed a request for a large tract land owner to crop farm a property zoned commercial. Council directed staff to administratively allow this property owner to crop farm the parcel.

6. ADJOURN

Council Member Hansen motioned to adjourn at 5:56 p.m. Seconded by Council Member Langsdorf, unanimous ayes, motion carried.

Gina Wolbeck
City Clerk

04/27/16
Date Approved By Council