

**BIG LAKE CITY COUNCIL
REGULAR MEETING MINUTES**

APRIL 27, 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, Assistant Fire Chief Ken Halverson, 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 Langsdorf motioned to adopt the proposed Agenda with the addition of item no. 7H. 2016 Mill and Overlay Street Project Quotes. Seconded by Council Member Hansen, unanimous ayes, agenda adopted.

6. CONSENT AGENDA

Council Member Wallen motioned to approve the Consent Agenda as presented. Seconded by Council Member Marotz, unanimous ayes, consent agenda approved. The Consent Agenda

consists of: 6A) Approve Council Workshop Meeting Minutes of April 13, 2016, 6B) Approve Regular Council Meeting Minutes of April 13, 2016, 6C) Approve Resolution No. 2016-32 in Support for Community Forestry, 6D) Approve Ordinance No. 2016-04 Amending Chapter 9 (Building/Housing) and Summary Publication Resolution No. 2016-33, 6E) Approve Ordinance No. 2016-05 Amending Chapter 10 (Recreational Vehicles as Temporary Living Quarters) and Summary Publication Resolution No. 2016-34, 6F) Approve SeeClickFix Software Agreement, 6G) Approve Resolution No. 2016-35 approving a Malt Liquor License and Resolution No. 2016-36 approving a Tobacco License for Kwik Trip, Inc., 6H) Approve Appointment of Kurt Goenner to the Streets/Parks Foreman Position, 6I) Approve Appointment of Trisha Lindahl to the Administrative Assistant Position, 6J) Approve Appointment of Corrie Scott to the Farmer's Market Coordinator Temporary Internship Position, 6K) Accept Resignation of T. Lantz and Approve Appointment of Deb Boelter to the Accounting Clerk/Deputy Clerk Position, 6L) Approve Letter of Support for Regional Designation of Lakeside Park, and 6M) Approve Letter of Support for Regional Designation of River Oaks Park.

7. BUSINESS

7A. Retirement Recognition – Public Works Foreman Frank Anderson

Mayor and Council presented a certificate of appreciation to Public Works Foreman Frank Anderson for his 33 years of services to the City of Big Lake and wished him well on his upcoming Retirement.

7B. PRESENTATION – 2015 Audit Report (BerganKDV)

Caroline Stutsman from BerganKDV presented the 2015 management letter and the audited financial statements.

Council Member Hansen motioned to accept the 2015 Audit report as presented. Seconded by Council Member Langsdorf, unanimous ayes, motion carried.

7C. PRESENTATION – CentraCare Health-Monticello Annual Update

Mary Ellen Wells, Administrator of CentraCare Health-Monticello Hospital provided an annual update on the operations of the Hospital. Updates were given on the Hospital's 50th anniversary celebration in 2015, designation as a five-star care center, completion of the spiritual center at the Hospital, reviewed newly appointed providers, discussed the recent Bounce Back event held in Big Lake, discussed the recent purchase of a building in Big Lake for a regional ambulance bay, and the Hospital's efforts in investing in the future. Wells also reviewed community events offered by the Hospital including an employee giving campaign held each April. Council thanked Wells for providing the annual Hospital update.

7D. ORDINANCE Amending Chapter 10 (Solar Energy Systems)

Michael Healy reviewed the planners report for the proposed Solar Ordinance Amendment. Healy noted that the amendment is needed due to the current ordinance pertaining mainly to residential parcels versus allowing solar farms and gardens. The existing solar ordinance only pertains to small clusters of solar panels installed on building rooftops or as an accessory use. Healy explained that the proposed language amendment is necessary to establish the proper regulatory framework for the City to allow solar gardens into the community in a way that respects existing land use and conforms to the City's Comprehensive Plan. The City is currently in annexation negotiations to annex the former biosolids site west of town that is currently City owned, but located in Big Lake Township's jurisdiction, which makes it subject to Sherburne County's solar ordinance. Their setback requirement consists of a minimum 50 foot front, rear and side setback. The former biosolids site is proposed to be leased to SolarStone for a 5 MegaWatt solar garden which would require more panels to be installed than what the 50 foot setbacks would allow. SolarStone has proposed a site plan with 20 foot setbacks and was denied a variance by Sherburne County. Staff has investigated several different municipal approaches to solar language. Staff is recommending an ordinance amendment that would require the applicant to follow the interim use permit process which would give the City the maximum amount of control over future land use. Healy also noted that the new language would only allow solar farms or gardens to be located in the Agricultural District and to allow a 20 foot setback with a requirement that all solar farms and gardens be set back at least 200 feet from any existing principal structures. Healy also noted that other requirements would include a 15 foot height maximum, case-by-case screening requirements, and a decommissioning plan. Healy noted that the Planning Commission held a public hearing on this amendment and conditions identified at that hearing have been incorporated into the finalized code language.

Council Member Hansen motioned to approve Ordinance No. 2016-06 amending Chapter 10 of the Big Lake City Code amending the definition section, allowing solar gardens and solar farms in the Agricultural (AG) district, and setting setback requirements for solar gardens and solar farms, and approve Summary Publication Resolution No. 2016-37. Seconded by Council Member Langsdorf, unanimous ayes, motion carried.

7E. ORDINANCE Amending Chapter 10 (Interim Use Permits)

Michael Healy reviewed the planners report for the proposed ordinance amending Chapter 10 (Interim Use Permits) removing the condition that Interim Use Permits terminate immediately if rezoning makes them nonconforming and replacing the language with a condition making them ineligible for renewal when nonconforming. Healy explained that Interim Use Permits function like Conditional Use Permits except that they have a definitive expiration date. Interim Use Permits are typically set up to expire on a certain date, or to

expire upon the occurrence of a specific event. They also generally terminate automatically if the permit holder were to violate the conditions of the permit. The current code language also gives the City the authority to cancel an Interim Use Permit at any time without provocation simply by rezoning the land that the Interim Use is located on. Staff feels a more reasonable approach would be for the City to make it so that Interim Use Permits rendered nonconforming by zoning changes are not eligible for renewal after they reach their natural expiration or termination point. This would allow businesses to accurately predict how long they will be allowed to operate but will also make clear the City's position is that Interim Use Permit will not be renewed indefinitely and will eventually be phased out of the area as rezoning and development occurs. Healy noted that the Planning Commission held a public hearing on the proposed amendment and no public comment was given at the hearing.

Council Member Wallen motioned to approve Ordinance No. 2016-07 amending Chapter 10 of the Big Lake City Code to remove the condition that Interim Use Permits terminate immediately if rezoning makes them nonconforming and replace it with a condition making them ineligible for renewal when non-conforming, and approve Summary Publication Resolution No. 2016-38. Seconded by Council Member Langsdorf, unanimous ayes, motion carried.

7F. PRESENTATION – 2015 Annual Update

Clay Wilfahrt provided the 2015 Annual Update for Community Development, Public Works, Administration/Finance, and the Liquor Store. Joel Scharf provided the 2015 Annual Update for the Police Department.

7G. Monthly Department Updates

Deb Wegeleben provided an update on the Finance Department reviewing revenues and expenditures year to date and provided information on the City's Enterprise Funds.

Lisa Miller provided a liquor store update to Council. Miller discussed the upcoming spring wine fest that will be held on May 6th at the Friendly Buffalo, informed Council that the new flooring install has been delayed and will be installed mid-May which will require that the store be shut down approximately 4 days during construction.

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, reviewed code enforcement efforts, discussed staff development, and reminded Council of the upcoming "Big Lake Business Palooza" event scheduled on May 12th. Klimmek also discussed building permit information for the month of March noting that that the City has issued permits year to date totaling \$6,011,700 in property valuation.

7H. 2016 Mill and Overlay Street Project Quote

Mike Goebel reviewed discussion held at the March 23, 2016 Council Workshop regarding deteriorating road conditions on Loon Drive, Mitchell Road, Wood Duck Lane, Ruddy Duck Lane and Black Duck Lane. Goebel reviewed that due to the progressive deterioration, Council directed staff to proceed with obtaining quotes to complete a Mill and Overlay project on these streets in 2016. Goebel noted that two quotes were received with the low quote submitted by Oman Brother Paving, Inc. in the amount of \$94,072.60.

Council Member Langsdorf motioned to approve the low quote from Oman Brothers Paving, Inc. in the amount of \$94,072.60 for the 2016 Mill and Overlay Street Project. Seconded by Council Member Hansen, unanimous ayes, motion carried.

Council discussed the favorable quotes we received and discussed the option of completing other streets in need of repair.

8. LIST OF CLAIMS

8A. Consider List of Claims

Council Member Hansen motioned to approve the List of Claims dated 04/07/16 through 04/20/16 with the removal of Check No. 71656 for separate consideration and payroll no. 7. Seconded by Council Member Wallen, unanimous ayes, motion carried.

8B. Consider Auto Stop Payment in the Amount of \$164.60

Council Member Hansen motioned to approve payment of Check No. 71656 in the amount of \$164.60 payable to Auto Stop for services rendered. 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 provided an update on his meeting with Big Lake Township regarding annexation of the former bio-solids parcel. Wilfahrt also informed Council that Xcel Energy has notified the City of a planned electrical outage on June 14th. Affected property owners will be contacted and staff will provide updates through the City website and Facebook page.

10. MAYOR & COUNCIL REPORTS and QUESTIONS/COMMENTS

Mayor Danielowski: Encouraged citizens to join the Beyond the Yellow Ribbon organization meetings. Mayor Danielowski also informed the public that Spud Fest is seeking volunteers for their community event in June.

Council Member Langsdorf: Discussed the 2nd Quarter Fire Board Meeting. Langsdorf also informed citizens of the annual Community Lakes Association meeting this Saturday at Russell's beginning at 8:00 a.m.

Council Member Wallen: Reminded citizens of the annual Clean-Up Day event scheduled on May 7th.

11. OTHER – No other.

12. ADJOURN

Council Member Hansen motioned to adjourn at 7:38 p.m. Seconded by Council Member Wallen, unanimous ayes, motion carried.

Gina Wolbeck
Clerk

Date Approved By Council 05/11/16