

**BIG LAKE CITY COUNCIL
REGULAR MEETING MINUTES
MAY 23, 2012**

1. CALL TO ORDER

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

2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

3. ROLL CALL

Council Members present: Dick Backlund, Raeanne Danielowski, Lori Kampa, Duane Langsdorf, and Mike Wallen. Also present: City Administrator Todd Bodem, Finance Director Paula Mastey, City Clerk Gina Wolbeck, Senior Planner Katie Larsen, Public Works Director Mike Goebel, Interim Police Chief Steve Doran, Fire Chief Randy Miller, Liquor Store Manager Jan Muehlbauer, City Engineer Brad DeWolf and Assistant City Engineer of Jared Voge of Bolton & Menk, Inc.

4. OPEN FORUM

Mayor Kampa opened the Open Forum at 5:01 p.m.

Bruce Bergstrom (790 Brom Lane) – Discussed the foreclosed property he recently purchased and suggested to Council that the City be more transparent on assessed water and sewer bills.

Mayor Kampa closed the Open Forum at 5:02 p.m.

5. PROPOSED AGENDA

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

6. CONSENT AGENDA

Council Member Danielowski motioned to approve the Consent Agenda with the removal of items 6F and 6D for separate consideration. Seconded by Council Member Wallen, unanimous ayes, consent agenda approved. The Consent Agenda consists of: 6A) Approve Regular Council Meeting Minutes of May 9, 2012, 6B) Approve Special Council Workshop Minutes of May 16, 2012, 6C) Approve Purchase of 2012 Polaris XP Ranger Rescue ATV and Trailer for use by the Big Lake Fire Department, and 6E) Accept Reserve Officer Resignation from Mike Bradshaw.

6D) Approve Appointment of Volunteer Reserve Officer Crystal Gassman

Crystal Gassman was introduced as the new Volunteer Reserve Officer.

Mayor Kampa motioned to appoint Crystal Gassman as a Volunteer Reserve Officer. Seconded by Council Member Backlund, unanimous ayes, motion carried.

6F) Call for a Special Council Gathering for the Big Lake Chamber of Commerce Membership Meeting on May 29, 2012 at 11:30 a.m. at the Carousell Works Banquet Facility located at 160 Lake Street North

Staff clarified the correct location of this Council Gathering is at the Friendly Buffalo located at 16722 198th Avenue.

Council Member Danielowski motioned to Set a Special Council Gathering for the Big Lake Chamber of Commerce Membership Meeting on May 29, 2012 at 11:30 a.m. at the Friendly Buffalo located at 16722 198th Avenue, Big Lake, MN. Seconded by Council Member Wallen, unanimous ayes, motion carried.

7. BUSINESS

7A. May 16, 2012 Council Workshop Update

Todd Bodem reviewed the May 16th Council Workshop.

7B. 2012 Spud Fest Event Applications and Fee Waivers

Big Lake Spud Fest President Charlean Albright provided information on the 2012 Spud Fest event scheduled from June 21st through June 24th. The Spud Fest Organization requested approval of 1) 1–4 day Temporary on-sale Liquor License that will require the Organization to provide a copy of the insurance certificate prior to the City releasing the permit, 2) Exempt Bingo Application, 3) Excluded Raffle Notification, 4) Fee Waivers for the

liquor application, the Temporary Use Permit and Building Department fees for City inspection of all large public tent areas on the site, and 5) A Fireworks Display Permit to Northern Lighter Pyrotechnics who have been hired by the Spud Fest Organization to organize and discharge the fireworks display on Friday, June 22nd at approximately 10:00 p.m. The discharge will occur at the Big Lake High School ball field which is located within the City boundaries. Council Member Danielowski questioned if the Lion's Club bingo equipment has been approved by the Gambling Control Board. Albright noted that they would check with the Lion's Club to find out what the state requirements are for using their equipment.

Council Member Danielowski motioned to approve the 2012 Spud Fest Applications and Fee Waivers as presented pending receipt of all required documentation. Seconded by Council Member Langsdorf, unanimous ayes, motion carried.

7C. PUBLIC HEARING Lake Shopping Center Plat 2 – Drainage and Utility Easement Vacation

Katie Larsen reviewed the development application submitted by J & K Holding Company, LLC to vacate drainage and utility easements within the plat of Lake Shopping Center Plat 2. Larsen explained that this vacation is in conjunction with the final plat application for the Lake Shopping Center Fourth Addition and retail center development proposed at 751 Rose Drive.

Mayor Kampa opened the Public Hearing at 5:25 p.m. No one came forward. Mayor Kampa closed the Public Hearing at 5:26 p.m.

Council Member Wallen motioned to approve Resolution No. 2012-34 approving the vacation of drainage and utility easements within the plat of Lake Shopping Center Plat 2. Seconded by Council Member Langsdorf, vote passed with a vote of 4 to 0 with 1 abstention with Council Members Danielowski, Kampa, Langsdorf, and Wallen voting aye and Council Member Backlund abstaining. Motion carried.

7D. Lake Shopping Center Fourth Addition – Retail Center Development

Katie Larsen reviewed the development application submitted by J & K Holding Company, LLC for the Lake Shopping Center Fourth Addition located at 751 Rose Drive. The applicant proposed to demolish the existing structure at 751 Rose Drive, combine the parcel with the vacant parcel to the west, and to construct a new 14,160 sq. ft. multiple tenant retail facility with 8 to 9 units. Larsen noted that the project is located adjacent to the Town Square Development that houses Coborn's Grocery Store. Larsen also explained that the escrow agreement concerns future sidewalk improvements, landscaping and construction observations, and that potential pathway discussions are open with Coborn's.

John Vosika from J & K Holding Company, LLC reviewed the timeline for the project and indicated that marketing of the project is in the hands of a realtor. Vosika also noted that he enjoyed working with the Community Development staff during the application process.

Council Member Wallen motioned to approve Resolution No. 2012-35 approving Variance, Preliminary and Final Plat, and Site and Building Plan Review for Lake Shopping Center Fourth Addition (751 Rose Drive) and approve an Escrow Agreement with J & K Holding Company, LLC. Seconded by Council Member Danielowski, vote passed with a vote of 4 to 0 with 1 abstention with Council Members Danielowski, Kampa, Langsdorf, and Wallen voting aye and Council Member Backlund abstaining. Motion carried.

7E. Select Acres East – Development Application

Katie Larsen reviewed the subdivision and rezoning application submitted by Truman Sanford and Sons, Inc. Larsen noted that there is no development proposed with this application, and that the property owner is basically subdividing the property for purposes of land sale. The proposed parcels are currently zoned Agricultural and will require minimum lot areas of 5 acres for single family dwellings and 20 acres for other uses. Larsen explained that the current zoning designation of Agriculture will not comply with the intended future use as Transit Oriented Development which is why the rezoning from Ag to TOD is required. Larsen explained that the new subdivision will consist of Outlots A and B and will include language dedicating public right of way for the area shown as future "Forest Road". Larsen also noted that a development contract is required explaining fees and dedications that will be required at the time of future development.

Council Member Danielowski motioned to approve Ordinance No. 2012-02 amending Section 1042.03 (Zoning Map) of the Big Lake Municipal Code to provide for a change in zoning classification for "Select Acres East" and to approve Resolution No. 2012-36 authorizing summary publication of Ordinance 2012-02. Seconded by Council Member Backlund, unanimous ayes, motion carried.

Council Member Danielowski motioned to approve Resolution No. 2012-37 approving Preliminary and Final Plat for "Select Acres East". Seconded by Council Member Langsdorf, unanimous ayes, motion carried.

Council Member Danielowski motioned to authorize the Mayor and Administrator to execute the finalized Subdivision Agreement for "Select Acres East". Seconded by Council Member Wallen, unanimous ayes, motion carried.

7F. Department Updates

Brad DeWolf from Bolton and Menk, Inc. provided an engineering update on various projects underway in the City. DeWolf reviewed the Big Lake Homes project, indicated that items on the punch list for the Hwy 10/25 intersection improvement project are near completion, and provided a status update on the Lake Shopping Center 4th Addition project, Cherrywood Development, Northstar Apartments, the KleinBank Groundbreaking event, and CR 43 improvement projects. DeWolf also provided an update on the Reclaim and Culvert Replacement County project at CR 4/Hwy 5, and the MNDOT Highway 10 improvement project and informed Council that they will notify MNDOT of Council's safety concerns with the intersection at CR 81/17.

Ron Wasmund from Inspectron, Inc. provided a building department update. Wasmund noted that three single family home permits were issued in May and an additional permit is currently under review. Wasmund also reviewed NSP rehab projects underway and Council stressed the need for the City to complete the demolition on the NSP property located on Eagle Lake Road North.

Paula Mastey provided information on Finance Department activities. Mastey discussed the Utility Billing conversion and provided information on private postcard mailing costs versus standard postcard mailing costs. Mastey also informed Council that the bond refunding is continuing to move forward along with planning for the 2013/14 budget process. Council directed staff to proceed with using regular postcard paper stock for the new utility bills.

Jan Muehlbauer provided a liquor store update to Council. Muehlbauer discussed the Tequila tasting that was held on May 17th which had limited attendees. Muehlbauer also discussed April sales figures which were up from 2011. Muehlbauer also discussed recent activities in the Lake Shopping Center parking lot which includes the farmer's market held on Friday nights, and the fireworks tent that has been put up. Muehlbauer also informed Council that quotes should be finalized soon on the LED lighting for the liquor store coolers.

8. LIST OF CLAIMS

8A. Consider List of Claims

Council Member Langsdorf motioned to approve the List of Claims ranging from Check No. 62838 through Check No. 62858 with the exception of Check No. 62852 for separate consideration, and Electronic Payments #1720E to #1736E. Seconded by Council Member Backlund, unanimous ayes, motion carried.

8B. Consider AutoStop Payment in the Amount of \$462.82

Council Member Wallen motioned to approve payment of Check No. 62852 in the amount of \$462.82 payable to AutoStop, Inc. Seconded by Council Member Backlund, vote passed with a vote of 4 to 0 with 1 abstention with Council Members Backlund, Danielowski, Kampa, and Wallen voting aye and Council Member Langsdorf abstaining. Motion carried.

9. **ADMINISTRATOR'S REPORT**

Todd Bodem discussed the need to hold a Budget Workshop on June 13, 2012.

Council Member Danielowski motioned to Set a Budget Workshop in the City Council Chambers to discuss the 2013/14 Budget on Wednesday, June 13, 2012 beginning immediately after adjournment of the regular Council meeting. Seconded by Council Member Wallen, unanimous ayes, motion carried.

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

Council Member Backlund: Provided a Parks Advisory Board update.

Council Member Danielowski: Reviewed the May EDA Meeting.

Mayor Kampa: Discussed the recent commercial activity in Big Lake which included the Klein Bank ribbon cutting ceremony and the groundbreaking ceremony held at the Cherrywood site.

Council Member Langsdorf: Discussed the May Planning Commission Meeting.

Council Member Wallen: Reviewed the EDA Meeting held in May and provided information on the 2012 Lupus Fund Day event held at Lakeside Park.

11. **OTHER** – No other.

12. **ADJOURN**

Council Member Langsdorf motioned to adjourn at 5:55 p.m. Seconded by Council Member Backlund, unanimous ayes, motion carried.

Gina Wolbeck
Clerk

06/13/12
Date approved by Council