

**BIG LAKE CITY COUNCIL
WORKSHOP MINUTES**

MAY 25, 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, Duane Langsdorf, Scott Marotz, and Mike Wallen. Also present: City Administrator Clay Wilfahrt, City Clerk Gina Wolbeck, Public Works Director Mike Goebel, Community Development Director Hanna Klimmek, Police Chief Joel Scharf, Liquor Store Manager Jan Muehlbauer, and City Engineer Brad DeWolf from Bolton & Menk, Inc.

3. PROPOSED AGENDA

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

4. BUSINESS

4A. Parking Restriction Discussion

Joel Scharf reviewed proposed City Code language that would regulate parking commercial vehicles on City streets. Scharf explained that the current code language does not prohibit the parking of commercial vehicles on City streets, but does regulate their operation absent a pick up or delivery. Prohibiting this type of parking on City streets would reduce damage done to our roadways from the standing of heavy vehicles, and would bring our parking regulations to a level of consistency with our traffic code as it relates to restrictions for operating commercial vehicles on City streets. Scharf explained that the Police Department has fielded complaints due to noise, street damage and vision impairment for oncoming traffic. Council discussed weight restrictions on the City road system, and public safety concerns for specific streets in the City where we could consider limiting parking. Staff discussed that the code amendment is geared towards commercial and truck traffic, not campers. Council directed staff to proceed with drafting an Ordinance for consideration at a future Council meeting.

Scharf also discussed complaints the Police Department has received on parking concerns on the side streets on the west side of the lake area. Staff discussed that streets near the lake area aren't designed to allow for any parking, most definitely not on both sides of the street, and discussed that signage restricting parking on the side streets could encourage parking in these areas from persons utilizing Lakeside Park. Staff also discussed future road improvements on the west side of the lake indicating that the City could install insurmountable curbing. Council discussed the possibility of establishing odd/even street parking as an option, and reviewed options for restricting the amount of parking along the west side of the lakes and near specific City parks. Council directed staff to draft a memo for further discussion at a future meeting.

4B. SAC/WAC Payment Plan Program Discussion

Hanna Klimmek reviewed the proposed development of a Sewer Access Charge (SAC) and Water Access Charge (WAC) Payment Plan Program which could incentivize business expansion and market for new businesses to locate in the City. This type of program would minimize the impact of payment to expanding and new businesses by the City providing a payment plan option to pay SAC/WAC fees over time instead of at the time the building permit is issued. Eligible participants would be allowed to spread out payments over a five year term and would be required to pay a start-up/administrative charge in the amount of \$500. Participants would be billed on a monthly basis through the utility billing program. Loan amounts would be from \$5,000 to \$100,000 and would be secured by a Promissory Note executed by the participant to repay the Note. The Note would also be secured through the City's ability to file a lien against the property in the form of a special assessment for repayment of the SAC/WAC charges. Klimmek also reviewed the Payment Plan structure and ineligibility conditions. Council directed staff to finalize the SAC/WAC Payment Plan Program for consideration at a future Council Meeting.

4C. Commercial Park Dedication Fee Discussion

Clay Wilfahrt reviewed Park Dedication Fees which are commonly used as a financing source by cities to fund the development of parks. Fees must be used only for the acquisition, development and improvement of parks. Park Dedication fees cannot be used towards maintenance or operations. The City currently charges 10% of land value to residential properties for park dedication which generates approximately \$2,500 per residential lot. Some communities extend park dedication fees to commercial and industrial businesses as well assuming that the employees of businesses will use parks in the area. Wilfahrt noted that Big Lake currently does not charge these types of fees. Wilfahrt reviewed park dedication fee structures for Becker, Big Lake, Elk River, Otsego and Monticello. The only two communities that do not charge commercial/industrial park dedication are Big Lake and Monticello. Having a commercial/industrial park dedication fee would generate dollars for development of City parks and would diversify the City's parks revenue stream. Wilfahrt reviewed the benefits and concerns with establishing a commercial/industrial park dedication fee. Council discussed how this would potentially affect bringing in new business to the community, the need to allocate these costs to the people that are using the park system, and the types of new development coming into the City whether they are larger businesses versus smaller businesses. Discussion was also held on funding parks through a higher tax rate, or through park dedication fees, funding for

neighborhood parks versus funding for regional parks, showing revenue that would be generated and look at past projects to see how much dollars would have been generated towards parks, the option to set up a payment plan for park fees, and determining what the park systems needs are. Council directed staff to gather more information and bring back to a future Workshop.

4D. Building Lease Discussion

Clay Wilfahrt reviewed draft lease agreements proposed for the Big Lake Food Shelf and the Big Lake Chamber of Commerce facilities. Currently, the City does not charge for use of the sites and does not have lease agreements with either entity. Wilfahrt discussed the option to charge for the use of the sites, or to continue to allow both organizations to use the space at no charge. Wilfahrt noted that at a minimum, the organizations should be required to sign a lease clearly defining use of the space. Wilfahrt reviewed each organizations current usage of the sites and proposed lease requirements for each entity. Discussion was held on the need to determine insurance requirements, investigating if charging rent would result in the City losing our tax exemption status, the need to put a value to the donation as there is a value to the use of the facility, and the possibility of charging a quarterly damage deposit. Joel Scharf also noted that the Chamber Office should not be used as an access into City Hall anymore. Council directed staff to proceed with finalizing the lease agreements for consideration at a future Council Meeting.

5. OTHER

Council Member Wallen discussed the need for the City to purchase new laptops or tablets for Council and Commission Members to use for accessing packets and to use during meetings. Council directed staff to check into pricing options and budget needs for this type of equipment.

6. ADJOURN

Council Member Hansen motioned to adjourn at 5:51 p.m. Seconded by Council Member Langsdorf, unanimous ayes, motion carried.

Gina Wolbeck
City Clerk

06/08/16
Date Approved By Council