

**BIG LAKE CITY COUNCIL
REGULAR MEETING MINUTES
JUNE 8, 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, Police Chief Joel Scharf, Public Works Director Mike Goebel, City Clerk Gina Wolbeck, Deputy City Clerk Deb Boelter, City Planner Michael Healy, Liquor Store Manager Jan Muehlbauer, Fire Captain Nick Fiester, and Assistant City Engineer Jared Voge of Bolton & Menk, Inc.

4. OPEN FORUM

Mayor Danielowski opened the Open Forum at 6:01 p.m.

Benjamin and Ashley Goedde, potential residents – Asked Council to consider passing an ordinance to allow their pot-bellied pig to live on a residential property that they are interested in moving to.

Ken Mitchell, 21700 County Road 5 - Discussed the proposed trail plan and questioned how the sidewalk will be aligned. Council directed staff to work with Mr. Mitchell to answer his questions.

Senator Mary Kiffmeyer provided a Legislative Update.

Mayor Danielowski closed the Open Forum at 6:20 p.m.

5. PROPOSED AGENDA

Council Member Hansen motioned to adopt the proposed Agenda. Seconded by Council Member Langsdorf, 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 Minutes of May 25, 2016, 6B) Approve Regular Council Meeting Minutes of May 25, 2016, 6C) Approve Blandin Foundation Grant, and 6D) Approve Hiring of Pam Colombe as a Part-Time Liquor Store Clerk.

7. BUSINESS

7A. DONATION – CenterPoint Energy

Joel Scharf reviewed the \$2,500 cash donation from CenterPoint Energy through their Community Partnership Grant Program toward the City of Big Lake Police Department to purchase two new portable radios for emergency management. Council thanked CenterPoint Energy for the generous donation.

Nate Vasser, CenterPoint Energy reviewed their Community Partnership Grant Program and their funding efforts in various communities.

Council Member Hansen motioned to approve Resolution No. 2016-45 accepting a \$2,500 cash donation from CenterPoint Energy toward the City of Big Lake Police Department to purchase two new portable radios for emergency management. Seconded by Council Member Langsdorf, unanimous ayes, motion carried.

7B. DONATION – James and Dora Erikson

Joel Scharf reviewed the \$50 cash donation from James and Dora Erikson towards the Big Lake Police Department towards non-budgeted items as needed. Council thanked the Erikson's for their generous donation.

Council Member Wallen motioned to Approve Resolution No. 2016-46 accepting a \$50 cash donation from James and Dora Erikson towards the Big Lake Police Department towards non-budgeted items. Seconded by Council Member Marotz, unanimous ayes, motion carried.

7C. Mitch K. Farms Development Agreement First Amendment

Michael Healy reviewed the request from property owners of three parcels located in the Mitch K. Farms Third Addition Development. Healy explained that the original PUD Agreement called for “coving” in some parts of the development which allows for staggered setbacks and non-uniform lot shapes. In the Mitch K. Farms Third Addition, only 7 lots were platted with coved setbacks and all of these were located in the Kingsbarn Alcove cul-de-sac. The front yard setbacks vary between 42 feet and 76 feet. Healy noted that due to changes in staffing in the Community Development Department, past staff may not have been aware of the coved design and did not enforce the coved setbacks for two of the properties. JP Brooks has applied for a building permit to construct a new home on one of the few remaining lots. Their proposal is for a home with a 30 foot setback. Healy noted that their surveyor is claiming that the grading on the lot would be extremely challenging due to the coved setback requirements and feels that the 30 foot setback is more appropriate considering the configuration of the lot. Healy presented a draft First Amendment to the Development Contract and Planned Unit Development to allow for 30 foot setbacks on Lots 4, 8 and 10, Block 1, Mitch K. Farms Third Addition Development.

Council Member Wallen left the meeting at 6:30 p.m.

Council Member Hansen motioned to approve a First Amendment to the Development Contract and Planned Unit Development Agreement for the Mitch K. Farms Third Addition Development. Seconded by Council Member Langsdorf, unanimous ayes, motion carried.

7D. PRESENTATION – Big Lake Public Library Annual Update

Library Services Coordinator Terry Pflighaar from the Great River Regional Library presented an annual report on services provided by the Big Lake Public Library. Pflighaar provided statistical information on collection, circulation, computers, new borrowers, and volunteers along with updates on programs and events, building and maintenance, and reviewed their 2016 goals.

Council thanked Terry for her efforts in improving the Big Lake Public Library, and encouraged citizens to join the Big Lake Friends of the Library.

7E. ORDINANCE – Fence Requirements for Corner Lots

Michael Healy reviewed the Planners Report for the corner lot fence requirement item. Healy explained differing requirements between front and back yards and the restrictions on front yard fencing on properties that are located on a corner lot. Corner lots are considered to have two “front yards” which means that a majority of their yard space has to conform to front yard fencing restrictions. Healy noted that the current language does allow

for some privacy fencing, but is cost prohibitive. Healy also reviewed discussions at the May 4th and May 18th Planning Commission Meetings relating to revising the Ordinance to remove some of the burdensome restrictions currently in place that prevent corner lot property owners from the normal enjoyment of their yard space.

Council Member Langsdorf motioned to approve Ordinance No. 2016-10 amending Chapter 1025 of the Big Lake City Code modifying fence requirements for corner lots and approve Summary Publication Resolution No. 2016-47. Seconded by Council Member Hansen, unanimous ayes, motion carried.

7F. ORDINANCE – Parking of Trucks and Commercial Vehicles on City Streets

Joel Scharf reviewed previous discussions of current regulations for the parking of trucks and commercial vehicles on City streets. Current code does not regulate the parking of these types of vehicles, but does regulate their operation absent a pick up or delivery. Scharf explained that law enforcement is only able to address these complaints if they can locate the vehicle in motion. Staff has drafted revised language that will regulate parking of these vehicles in an effort to reduce damage done to our roadways from the standing of heavy vehicles, and citizen complaints relating to their size and noise. These amendments would also bring our parking regulations to a level of consistency with our traffic code as it relates to restrictions on operating commercial vehicles on City streets and similar regulations in surrounding communities.

Council Member Hansen motioned to approve Ordinance No. 2016-11 amending Chapter 6 of the Big Lake City Code to regulate the parking of trucks and commercial vehicles on City streets, and approve Summary Publication Resolution No. 2016-48. Seconded by Council Member Marotz, unanimous ayes, motion carried.

7G. UPDATE – Xcel Energy Planned Electric Outage

Deb Wegeleben provided an update on the Xcel Energy Planned Electric Outage scheduled for parts of Big Lake on June 14, 2016. Staff recommended Council allow the closing of City Hall due to the outage.

Council Member Hansen motioned to authorize the closing of City Hall on June 14, 2016 and the back-up date of June 16, 2016 if necessary from 8:00 a.m. to noon or later if needed. Seconded by Council Member Langsdorf unanimous ayes, motion carried.

7H. Monthly Department Reports

Fire Department – Nick Fiester provided statistical information on calls of service for the month of May. Fiester also discussed training in May that was focused on patient

packaging and working with air care units. Fiester also reminded citizens of grilling safety measures and to use caution with potting soil as it can be highly flammable.

Police Department – Joel Scharf updated Council on police statistics and calls for service for the month of May. Scharf also discussed body cameras, quarterly department training, police week activities, establishment of a breath testing site, the Bike Rodeo and Walk to School events, and welcomed CentraCare EMS to the community.

Engineering Department – Jared Voge of Bolton & Menk, Inc. provided an engineering update on various projects underway in the City. Voge discussed the Phosphorus Improvement project, discussed punchlist items on the Northern Star Apartment project, noted that construction at the Kwik Trip site is progressing and they should meet their projected opening date in July, updated Council on the CR 5 Trail and Roadway Improvement project, discussed the Norland Park 2nd Addition sidewalk construction, and indicated that the pedestrian mazes will be installed in the Quiet Zone crossing areas in the coming weeks.

Public Works Department – Mike Goebel reviewed activities in the various areas of the Public Works Department. Goebel discussed the River Oaks Disc Golf course improvements, noted that new mowers have been purchased, improvements have been made to the Lakeside Park pavilion and basketball court, discussed the Wellhead Protection Plan project, reviewed the Local Water Supply Plan, and discussed completion of a water loss analysis to help identify the reason for our increase in water loss and unaccounted water use. Goebel also discussed weed and grass violation letters recently sent out, and reviewed the mill and overlay project underway on streets in the northern part of the City.

8. LIST OF CLAIMS

Council Member Hansen motioned to approve the List of Claims dated May 20, 2016 through May 30, 2016, and payroll no. 10. Seconded by Council Member Langsdorf, unanimous ayes, motion carried.

9. ADMINISTRATOR'S REPORT

Wilfahrt left the meeting at 6:50 p.m. to attend the Big Lake Township Meeting. No report given.

10. MAYOR & COUNCIL REPORTS and QUESTIONS/COMMENTS

Mayor Danielowski: Discussed the ribbon cutting ceremony at the Oak Savannah Learning Center, discussed the Farmer's Market, Music in the Park, Coffee with the Mayor, Movie in

the Park on June 17th, encouraged citizens to donate to the Veteran's Memorial Fund, and discussed the upcoming Big Lake Spud Fest event. Mayor Danielowski also congratulated the graduating class of 2016.

Council Member Hansen: Reviewed the June Planning Commission Meeting.

11. **OTHER**

12. **ADJOURN**

Council Member Langsdorf motioned to adjourn at 7:40 p.m. Seconded by Council Member Hansen, unanimous ayes, motion carried.

Gina Wolbeck
Clerk

Date Approved By Council 06/22/16