

**BIG LAKE CITY COUNCIL  
REGULAR MEETING MINUTES  
JUNE 10, 2015**

**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: Nick Christenson, Raeanne Danielowski, Seth Hansen, Duane Langsdorf 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, Fire Chief Paul Nemes, Consultant City Planner Ben Wikstrom, 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 Christenson motioned to adopt the proposed Agenda. Seconded by Council Member Wallen, unanimous ayes, agenda adopted.

**6. CONSENT AGENDA**

Council Member Langsdorf motioned to approve the Consent Agenda as presented. Seconded by Council Member Langsdorf, unanimous ayes, consent agenda approved. The Consent Agenda consists of: 6A) Approve Regular Council Meeting Minutes of May 27, 2015, 6B) Approve Special Council Workshop Minutes of June 1, 2015, 6C) Set Public Hearing for

Consideration an Administrative Citation Ordinance and Fee Schedule Amendment on June 23, 2015 at 6:00 p.m. in the City Council Chambers, and 6D) Approve the Appointment of Amy Stangler as the Accounting Clerk/Deputy City Clerk Effective July 6, 2015.

**7. BUSINESS**

**7A. Kwik Trip Development Applications (Site/Building Plan Review, CUP's, and Preliminary Plat)**

Ben Wikstrom reviewed the Planners Report for the Kwik Trip Development Application. The applicant is proposing construction of a 7,156 square foot convenience store with gasoline, and an attached 1,864 square foot accessory car wash. The 3.27 acre parcel is made up of three contiguous properties, with one being owned by the Big Lake Economic Development Authority and the other two parcels being privately owned. The property is zoned B-2, Community Business and is currently vacant. Wikstrom noted that the site does fall under the control of the City's Downtown Design Guidelines. Public Hearings were held at the Planning Commission for Conditional Use Permits and the Preliminary Plat. Discussion was held on the privacy fence near the property lines shared with the townhome development to the northeast, and the expected truck routes and other traffic entering and exiting the site. Wikstrom noted that Kwik Trip has agreed to extend the privacy fence the entire length of the shared property line. Wikstrom also noted that there was extensive discussion about the access through the Dill Dental property and easements that were granted for that purpose prior to construction of the dental office. Sherburne County has denied Kwik Trip's request for a cut in the Eagle Lake Road median which will require that traffic wishing to travel southbound on Eagle Lake Road will have to either use the Dill Dental access or travel east to Fern Street, west on Martin Avenue and turn south on Eagle Lake Road. The Planning Commission is recommending a requirement that Kwik Trip install a sign at that area that prohibits truck and trailers from using that route. Kwik Trip has agreed to the condition while also stressing that the point of ingress and egress is critical to the business to allow cars to take that route. Kwik Trip was not in favor of revisiting the design after construction and opening to see if problems have arisen due to the uncertainty of this type of condition. The Planning Commission agreed that signage is sufficient and that revisiting the issue would be overly burdensome. Wikstrom reviewed other discussions that included traffic, pedestrian access, parking requirements, landscape plan, lighting, and trash enclosures. Wikstrom also reviewed a vote of the Planning Commission strongly recommending to the Council to consider the installation of a four-way stop at the intersection of Fern Street and Martin Avenue.

Council Member Hansen questioned traffic concerns at Fern and Martin. Chief Scharf noted that they haven't had many complaints in this area, and noted that the obstruction complaint is really not an issue at this time.

Council Member Hansen motioned to approve Resolution No. 2015-43 approving Conditional Use Permits, Preliminary Plat, and Site/Building Plans for the Kwik Trip, Inc. project. Seconded by Council Member Langsdorf, unanimous ayes, motion carried.

#### **7B. PUBLIC HEARING (Cont. from 04/22/15) – Kwik Trip Easement Vacation**

Ben Wikstrom reviewed the Easement Vacation request submitted by Kwik Trip for their project located at the corner of Eagle Lake Road North and US Highway 10. Staff discussed the need for continued use of public utilities within the site until rerouting of those utilities can occur during construction of improvements. New easements for drainage, utilities, and sanitary sewer purposes will be dedicated on the new plat that combines Outlot A and Outlot E.

Mayor Danielowski reopened the public hearing (continued from the April 22, 2015 meeting) at 6:29 p.m. No one came forward. Mayor Danielowski closed the public hearing at 6:30 p.m.

Brad DeWolf discussed the utility infrastructure located in this area explaining that Kwik Trip will be relocating the sanitary sewer lines and noted that the City will get new dedicated right-of-way over the new sewer lines. DeWolf noted that allowing the Easement Vacation at this time is appropriate. DeWolf also clarified that a temporary easement will be required until the new sewer line is relocated.

Council Member Wallen motioned to approve Resolution No. 2015-44 providing for the Vacation of drainage and utility easements over Outlot A of Jefferson Center Plat, and Outlot E of the Lake Shopping Center Plat, and Sanitary Sewer Easements over Outlot A of Jefferson Center Plat and part of Outlot E of the Lake Shopping Center Plat for the Kwik Trip, Inc. Development. Seconded by Council Member Christenson, unanimous ayes, motion carried.

#### **7C. Staffing Discussion**

Clay Wilfahrt discussed staffing levels within the Community Development Department and positions previously appointed to fill the needs of the department. Most recently, the City opted to hire a consulting firm in place of full-time staff. Wilfahrt reviewed current costs for operations of the department compared to hiring full-time staff. Wilfahrt provided various options for realigning the department and the costs associated with those positions. Staff has also met with the Personnel Committee and they have recommended Council consider Option 3 which would provide a stronger leadership structure while maintaining a reasonable budget increase.

Council Member Langsdorf motioned to approve job descriptions and hiring advertisements for the Community Development Director Position and the City Planner Position. Seconded by Council Member Wallen, unanimous ayes, motion carried.

#### **7D. City Council Workshop Date/Time Change Discussion**

Clay Wilfahrt discussed the current structure and meeting dates of Council Workshops. Staff is interested in changing the workshop times and frequency to be held at 5:00 p.m. the second and fourth Wednesday of each calendar month. Council discussed the benefits of holding workshops in the summer months and directed staff to proceed with drafting an Ordinance Amendment for consideration at the next City Council Meeting.

#### **7E. Change 2<sup>nd</sup> Council Meeting in June to June 23, 2015**

Gina Wolbeck discussed a request from Mayor Danielowski to change the date of the next City Council Meeting as she and City Administrator Wilfahrt will be out of town at the League of MN Cities Conference on June 24<sup>th</sup>. Staff recommended the second meeting in June be changed to Tuesday, June 23, 2015 at 6:00 p.m. in the City Council Chambers. Mayor Danielowski noted that she will delay leaving for the conference if Council doesn't wish to change the meeting date.

Council Member Hansen motioned to change the second meeting in June meeting date to Tuesday, June 23, 2015 at 6:00 p.m. in the City Council Chambers. Seconded by Council Member Wallen, unanimous ayes, motion carried.

#### **7F. Monthly Department Reports**

Fire Department – Paul Nemes discussed recent activities of the Fire Department. The department assisted with a mutual aid call in Zimmerman for a structure fire, and responded to a kitchen fire in the City. Nemes also noted that the department will be focusing on auto extrication for training this month, and he thanked Captain Charlie Stern who provided fire safety topics at the High School today.

Police Department – Joel Scharf updated Council on police statistics and calls for service for the month of May. Scharf also informed Council that the City of Big Lake is ranked 25<sup>th</sup> in the Niche ranking of “Safest City in Minnesota” designation, reviewed a Methamphetamine arrest in May, discussed an increase in theft from vehicles, and noted that two suspects were arrested for shooting at a passing train. Scharf also discussed the Law Enforcement Unity Tour Investigator Berg participated in, discussed quarterly firearms training, and reminded the public that the Big Lake Police Night to Unite Community Picnic is scheduled for August 4, 2015 at Lakeside Park. Scharf recognized resident George Quinn who is allowing the department to use his classic car for community events.

Finance Department – Deb Wegeleben reviewed activities in the Finance Department and provided a year to date financial update on the City’s Budget. Wegeleben noted that water shut-offs are continuing throughout the summer and fall months, and thanked Council for the appointment of the new Accounting Clerk/Deputy City Clerk Amy Spangler who will start her employment with the City on July 6<sup>th</sup>.

Public Works Department – Mike Goebel reviewed activities in the various areas of the Public Works Department. Goebel discussed use of some of the City’s fields for softball games, storm sewer catch basin sinkhole issues, and recent renovations done on the Lakeside Park Water Tower. Goebel also discussed lake levels which are close to the overflow mark, informed Council that we have gotten some reports of swimmers itch, and reviewed work being done at the Wrights Crossing Park replacing the wood chips at the playground. Goebel also noted that staffing is at full status, and informed Council that the Frisbee Golf equipment was delivered recently and will hopefully be installed next week at the River Oaks Park.

**8. LIST OF CLAIMS**

Council Member Hansen motioned to approve the List of Claims ranging from Check No. 69446 through Check No. 69495 Electronic Payments #2720E to #2728E, and payroll no. 11. Seconded by Council Member Langsdorf, unanimous ayes, motion carried.

**9. ADMINISTRATOR’S REPORT**

Clay Wilfahrt discussed meetings being scheduled in an effort to bring high speed internet to the Big Lake Industrial Park East. Wilfahrt has also contacted the Becker/Big Lake Ice Association to set up a meeting to continue discussions on their proposed project.

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

Mayor Danielowski: Reviewed the June BLEDA Meeting. Reminded the public of Farmers Market events on Wednesday afternoons, Thursday night Music in the Park Events, and Friday night’s Movie in the Park event starting at dusk. Mayor Danielowski also reminded the public to vote for Big Lake in the Michelob Golden Draft Light Facebook campaign.

Council Member Hansen: Discussed the June Planning Commission Meeting.

Council Member Wallen: Discussed the June BLEDA Meeting. Council Member Wallen left the meeting at 7:08 p.m.

