6B

BIG LAKE CITY COUNCIL
REGULAR MEETING MINUTES

NOVEMBER 9, 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, City Clerk Gina Wolbeck, City Planner Michael Healy, Liquor Store Manager Jan Muehlbauer, Assistant Fire Chief Ken Halverson, and Assistant City Engineer Jared Voge 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 as presented. Seconded by Council Member Wallen, unanimous ayes, agenda adopted.

6. CONSENT AGENDA

Council Member Hansen 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 October 26, 2016, 6B) Approve Council Meeting Minutes of October 26, 2016, 6C) Call for a Public Hearing at 6:00 p.m. on December 14, 2016 in the Big Lake City Council Chamber for the Adoption of the 2017 City of Big Lake

Fee Schedule, 6D) Set a Special Council Gathering on December 7, 2016 at 6:30 p.m. for a presentation by the Bicycle Alliance of MN at the Big Lake Planning Commission Meeting being held in the City Council Chambers, 6E) Approve Employment Status Change for Streets/Parks Foreman Kurt Goenner to Permanent Status, 6F) Approve IT Consulting Services Agreement with Sherburne County, 6G) Approve Resolution No. 2016-91 approving the 2017 Tobacco License Renewals, 6H) Approve Resolution No. 2016-92 approving the 2017 Therapeutic Massage License Renewals, and 6I) Accept the Resignation of Liquor Store Employee D. Armstrong and approve the hiring of Stefani Doten and Chera Cruze as Part-time Liquor Store Clerks.

7. BUSINESS

7A. DONATIONS – Big Lake Canine Program (Big Lake Canine Program (BL/Becker Knights of Columbus, Monticello Lions Club, Coborn's, Inc., Danielowski Family, BL Tri-State Surplus, and Team Liam)

Joel Scharf reviewed cash donations received for the establishment of a City of Big Lake Police Canine Program. Donations were received from the Big Lake/Becker Knights of Columbus ($10,000), from citizens contributing at the Big Lake Coborn's Grocery Store ($3,583) from the Monticello Lions Club ($3,000), from Erv and Raeanne Danielowski $500), from Big Lake Tri State Surplus ($300), and from the Team Liam Organization ($150). Council thanked all organizations and citizens who have donated towards the Canine Program.

Council Member Wallen motioned to approve Resolution No. 2016-93 accepting cash donations from the Big Lake/Becker Knights of Columbus, from citizens contributing at the Big Lake Coborn's Grocery Store, from the Monticello Lions Club, from Erv and Raeanne Danielowski, from Big Lake Tri State Surplus, and from the Team Liam Organization towards the establishment of the City of Big Lake Police Canine Program. Seconded by Council Member Langsdorf, unanimous ayes, motion carried.

7B. PUBLIC HEARING – Certification of Delinquent Utility Charges

Deb Wegeleben reviewed the procedure for assessing past due utility charges and identified the final date the City would receive payments on these accounts prior to the assessment roll being delivered to the Sherburne County Auditor's Office. The assessment amount has decreased significantly since the assessment notice was sent out to delinquent accounts. Council discussed the positive affect the shut-off process has had on delinquencies.

Mayor Danielowski opened the Public Hearing at 6:08 p.m. No one came forward. Mayor Danielowski closed the public hearing at 6:08 p.m.

Council Member Hansen motioned to approve Resolution No. 2016-94 certifying past due utilities to Sherburne County for collection with the 2017 property taxes. Seconded by Council Member Langsdorf, unanimous ayes, motion carried.

7C. PUBLIC HEARING – Certification of Delinquent Weed/Grass/Snow Charges

Deb Wegeleben reviewed the procedure for assessing past due weed, grass, and snow removal charges and identified the final date the City would receive payments on these accounts prior to the assessment roll being delivered to the Sherburne County Auditor's Office.

Mayor Danielowski opened the Public Hearing at 6:10 p.m. No one came forward. Mayor Danielowski closed the public hearing at 6:10 p.m.

Council Member Wallen motioned to approve Resolution No. 2016-95 certifying past due weed, grass and snow removal invoices to Sherburne County for collection with 2017 property taxes. Seconded by Council Member Marotz, unanimous ayes, motion carried.

7D. ORDINANCE - Amending Chapter 1057 (B-3 General Business District) allowing Vehicle Rentals as Accessory Uses

Michael Healy reviewed past discussions on a local business owner's interest in doing limited U-Haul rentals using the parking lot of their .75 acre multi-tenant property as a display area. The proposed ordinance would remove the existing prohibition on renting vehicles out of auto repair shops and gas stations in the B-3 district. Failure to remove this prohibition would result in a situation where all businesses except for auto repair shops and gas stations can rent out vehicles, a situation that makes little sense since these types of businesses would be the most natural fit for accessory rental operations. The ordinance would also establish conditions that would allow all qualifying businesses in the B-3 district to conduct vehicle rentals as an accessory use with a non-transferable Interim Use Permit. Council discussed parking requirements relating to the use of the property in addition to the one parking space required for every 1,000 square feet of outdoor motor vehicle rental area.

Council Member Wallen motioned to approve Ordinance No. 2016-18 amending Chapter 1057 of the Big Lake City Code allowing vehicle rental as an accessory use in the B-3 General Business zoning district, and approve summary publication Resolution No. 2016-96. Seconded by Council Member Hansen, unanimous ayes, motion carried.

7E. Options, Inc. – Planned Unit Development Application

Michael Healy reviewed the planners report for the development application submitted by Options, Inc. for the commercial property located at 16820 197th Avenue NW, Big Lake, MN. The developer received direction from Council at their July 27, 2016 meeting to proceed with their Planned Unit Development concept review. Options, Inc. is a non-profit vocational services provider for adults with disabilities. Options constructed its current facility in 2006. The original site plan called for a future expansion of the facility with a large attached building addition planned to be built in the large vacant field immediately to the east of the existing structure. The owner has indicated that their original expansion plan has changed in that they no longer need to expand their sheltered workshop facility due to the increased demand for community placement programs for the disabled to work at offsite settings in the community. Options has become a busy transportation hub in addition to its role as a work setting. Healy noted that this rapid growth in transportation services was not anticipated at the time of the campus's initial planning. The owner has experienced complications with traffic and parking situations at their current site. They have had to hire additional staff to manage traffic and supervise the parking lot. Currently, there is not sufficient parking at the campus for all their employees so parking has spilled over to adjacent City streets. The owner has also experienced vandalism where their buses are parked outside. Healy noted that Options is requesting to revise their original site plan. They no longer wish to expand the existing building, but would like to construct a parking structure to house their vehicle fleet, and construct an additional parking surface. Healy explained that the applicant would be required to obtain a PUD as they are proposing to create a campus with multiple buildings which will function as a coordinated unit. Healy noted that staff and the Planning Commission are supportive of the proposed PUD as presented.

Ken Geroux from Ken Geroux Construction discussed the potential timing on the project which could start yet this fall.

Council Member Hansen motioned to approve Resolution No. 2016-97 approving a Planned Unit Development to Options, Inc. for the property located at 16820 197th Avenue NW, Big Lake, MN. Seconded by Council Member Langsdorf, unanimous ayes, motion carried.

7F. Monthly Department Reports

Fire Department – Ken Halverson provided statistical information on calls for service for the month of October. Halverson reviewed the house explosion that occurred this week on Hiawatha Avenue and noted that the department has five new possible hires moving forward.

Police Department – Joel Scharf updated Council on police statistics and calls for service for the month of October. Scharf also welcomed new Officer Brian Rogge, provided an update on the Canine Program, discussed the newly installed Derive system that will decrease fuel usage in our squads by 33%, updated Council on the home explosion that occurred on Hiawatha Avenue, reviewed filling the vacant police officer position, and reviewed City winter parking restrictions.

Engineering Department – Jared Voge of Bolton & Menk, Inc. provided an engineering update on various projects underway in the City. Voge discussed the Northern Star Apartments Phase II project, the CR 5 Multimodal Improvement Project, the Casey's General Store project, the 2017 Improvement Project, and Lake Dental Care project.

8. LIST OF CLAIMS

Council Member Hansen motioned to approve the List of Claims dated October 6, 2016 through November 3, 2016 and payroll no. 20. Seconded by Council Member Langsdorf, unanimous ayes, motion carried.

9. ADMINISTRATOR'S REPORT

Clay Wilfahrt reviewed the Solar Garden construction project occurring on Highway 25 and thanked Election staff for a well-organized General Election.

10. MAYOR & COUNCIL REPORTS and QUESTIONS/COMMENTS

Mayor Danielowski: Reviewed upcoming community events. Mayor Danielowski also thanked supporters of the Big Lake Food Shelf and encouraged citizens to mentor with the Big Brothers Big Sisters program.

Council Member Hansen: Discussed the November Planning Commission Meeting.

11. OTHER

Council Member Hansen motioned to recess the regular meeting at 6:51 p.m. to go to Closed Session to hold the annual Performance Evaluation for City Administrator Clay Wilfahrt. Seconded by Council Member Wallen, unanimous ayes, motion carried.

12. CLOSED SESSION – Annual Performance Evaluation for City Administrator Clay Wilfahrt

Council Member Langsdorf motioned to open the Closed Session at 6:59 p.m. Seconded by Council Member Hansen, unanimous ayes, motion carried.

Council Members present: Raeanne Danielowski, Seth Hansen, Duane Langsdorf, Scott Marotz, and Mike Wallen. Also present: City Administrator Clay Wilfahrt.

The City Council conducted the annual job performance evaluation on City Administrator Clay Wilfahrt.

No action was taken by Council during closed session.

Council Member Wallen motioned to close the Closed Session and reconvene the regular meeting at 7:21 p.m. Seconded by Council Member Hansen, unanimous ayes, motion carried.

13. ADJOURN

Council Member Langsdorf motioned to adjourn at 7:22 p.m. Seconded by Council Member Wallen, unanimous ayes, motion carried.

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Clerk

Date Approved By Council _____