

**BIG LAKE CITY COUNCIL
REGULAR MEETING MINUTES
FEBRUARY 26, 2020**

1. CALL TO ORDER

Mayor Mike Wallen 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: Seth Hansen, Rose Johnson, Paul Knier, Mike Wallen, and Scott Zettervall. Also present: City Administrator Clay Wilfahrt, Finance Director Deb Wegeleben, Community Development Director Hanna Klimmek, City Engineer Layne Otteson, Police Chief Joel Scharf, City Clerk Gina Wolbeck, Liquor Store Manager Greg Zurbey, and Consultant City Planner Sara Roman from Landform.

4. OPEN FORUM

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

George Quinn, Lake Street North – asked for City support for aesthetic improvements along Rose Drive. Quinn discussed the SSWCD upcoming tree/shrub sale noting that he will purchase items if the City will install them. Council directed Staff to review project specifics with Quinn.

Mayor Wallen closed the Open Forum at 6:05 p.m.

5. PROPOSED AGENDA

Council Member Zettervall motioned to adopt the proposed Agenda as presented. Seconded by Council Member Knier, unanimous ayes, Agenda adopted.

6. CONSENT AGENDA

Council Member Zettervall motioned to approve the Consent Agenda with the removal of item no. 6O for separate consideration. Seconded by Council Member Hansen, unanimous ayes, Consent Agenda approved. The Consent Agenda consists of: 6A. Approve List of Claims, 6B. Approve Council Workshop Minutes of February 12, 2020, 6C. Approve Regular Council Meeting Minutes of February 12, 2020, 6D. Approve Construction Proposal from Ken Geroux Construction, 6E. Accept Resignation from Community Development Administrative Assistant Trisha Lindahl, 6F. Approve Appointment of City Planner Amy Barthel, 6G. Approve Drug and Alcohol Testing for Commercial Drivers Policy, 6H. Approve Partial Release of Bruggeman Properties LLC Development Contract, 6I. Approve Nonconformity Ordinance No. 2020-01 and Summary Publication Resolution No. 2020-13, 6J. Approve Detached Accessory Buildings Ordinance No. 2020-02 and Summary Publication Resolution No. 2020-14, 6K. Approve Ordinance No. 2020-03 Establishing a Planned Unit Development Zoning District and Resolution No. 2020-15 approving the Station Street Apartments Final Plat/Final PUD Development Application, and approving Summary Publication Resolution No. 2020-16, 6L. Approve a First Amendment to Development Agreement for the Big Lake Car Condo's Final Plat Extension Request, 6M. Approve Resolution No. 2020-17 Authorizing 2020/2021 Liquor License Renewals, 6N. Approve Resolution No. 2020-18 Authorizing Speed Limit Reduction to 25 MPH on Municipal State Aid Routes of Euclid Avenue, Sherburne Avenue, and Powell Street North, and ~~6O. Approve Resolution No. 2020-19 Authorizing Parking Restriction on Municipal State Aid Route of Powell Street.~~

6O. Approve Resolution No. 2020-19 Authorizing Parking Restriction on Municipal State Aid Route of Powell Street

Council Member Zettervall questioned why we are limiting parking in this area, stating his concern that it could be burdensome to residents. Layne Otteson explained that the no parking designation is a requirement of MNDOT as the street is a State Aid route. Otteson also noted that he has fielded one concern about the proposed parking restriction, and recommended that if this is a concern we can approve now and revisit at a later date so the project can proceed with the bidding process. Council Member Knier questioned if there would be additional costs to make a change later. Otteson reviewed other alternatives including the option to widen the street improvement. Council also questioned if the City can reallocate State Aid. Otteson explained that we can't redesignate routes at this time, but that we can look at the State Aid routes next year. Council Member Johnson noted that the side streets along Powell Street do have parking available. Council also discussed concern with delaying bidding.

Council Member Zettervall motioned to approve Resolution No. 2020-19 Establishing "No Parking" on Particular Municipal State Aid Routes within the City of Big Lake. Seconded by Council Member Johnson, unanimous ayes, motion carried.

7. BUSINESS

7A. ST2020-01 Street and Utility Improvement Project – Final Plans and Specifications and Order Advertisement for Bid

Layne Otteson reviewed Final Plans and Specifications for the 2020 Street and Utility Improvement Project No. ST2020-1. Otteson reviewed the tentative project schedule, estimated costs, funding and assessment options and terms, and identified streets slated for rehabilitation and drainage improvements. Proposed ancillary work includes water service insulation, sidewalk, water main looping, street lighting and storm water quality improvements. Otteson also noted that some property owners have expressed interest in driveway replacement to be included in the project. City Staff has been communicating with property owners since last spring regarding this project. Three open houses were held in May, June, and November 2019, and valuable input was received through a questionnaire that was distributed to affected property owners. Otteson also reviewed two sidewalk workshops that were held in February to better determine the need on Euclid Avenue and Sherburne Avenue. Otteson noted that sidewalk installation on Powell Avenue has had overwhelming support. Otteson also reviewed comment taken at the December 11, 2019 public hearing at which time the City Council directed completion of the final plans and specifications. Otteson reviewed that Public Works has only been able to perform minimum repairs or replacement due to limited funding, noting that proper repair/maintenance would provide long term performance and no longer require annual maintenance. Otteson discussed the financial impact of the project which was estimated to be \$3.73 in the Preliminary Engineering Report. The project cost estimate has now been decreased to approximately \$3.21 million which includes construction and engineering costs. The construction costs will be determined when bids are opened as the bidding climate has substantial impact on pricing. The project is projected to be provided by bonds and in turn will be supported with special assessments totaling \$1.5 million of the project costs, \$100,000 from enterprise funds and local funding from MSA and levy of \$1.61 million. Otteson noted that special assessment have been reduced by an estimated 5% to 15% depending on the specific street rehabilitation process. Otteson stressed that final assessment costs are subject to the final project delivery costs at completion of construction. Opportunities to reduce costs and maintain quality will be examined throughout the project.

Council Member Johnson noted that she is disappointed that we aren't doing a sidewalk on Euclid, but understands the design issues. Johnson stated that she is happy we found a way to make a sidewalk work on Sherburne Avenue.

Council Member Knier asked how much we need to borrow for this project. Deb Wegeleben explained that the City would need to borrow the total cost, and that we would levy less the special assessments for each year. Discussion was also held that State Aid

can also be allocated, and Wegeleben reviewed our current debt obligations. Knier also asked for clarification on how we saved expenses from the original quotes. Otteson noted that there are contingencies in the original plan and Staff creatively minimized our needs. Otteson expressed that Staff will continue to look for other cost reducing opportunities in design and features. Council discussed the sidewalk proposed for County Road 43, questioning where it will lead to. Otteson explained that the sidewalk will connect up to a bituminous trail, and will improve safety in this school zone.

Council Member Knier motioned to approve Resolution No. 2019-20 approving the Final Plans and Specifications and authorizing the Advertisement of Bids for the 2020 Street and Utility Improvement Project No. ST2020-01. Seconded by Council Member Johnson, unanimous ayes, motion carried.

7B. Vision Bus Development Application – Ordinance Amendment and Conditional Use Permit

Sara Roman reviewed the planners report for the Vision Bus Development Application. The Applicant has requested a Code Amendment and Conditional Use Permit/Site Plan review for their existing transportation facility located at 16676 197th Avenue NW. The property currently houses their business offices, repair shop, fuel station, bus garages, and a small amount of bus sales. The applicant would like to utilize a greater portion of the property for displaying and selling buses, which would require an expansion of their existing paved parking area to accommodate 35 additional parking spaces for buses. Roman reviewed past approvals for the site, their current bus sales, the code amendment required to change the provision for limiting the area from 30% to 100% of the total gross floor area of the principal use, and the Conditional Use Permit/Site Plan review for outdoor storage of vehicles and to allow an increase to the number of vehicle sales on display at the site from 4 to 39 buses for sale. Roman also reviewed parking requirements, and landscaping requirements. Roman discussed the February 5th Planning Commission public hearing noting that no one other than the Applicant was in attendance and no comments were received. Roman noted that the Planning Commission did not recommend any specific changes to the CUP/Site Plan or Ordinance Amendment as proposed and unanimously recommended approval of both items.

Council Member Johnson questioned the high percentage of bus sales as an accessory use at the site, and asked for information on how much of the property will be used for their main use. Roman clarified that the principle structure is where the square footage is based from. Johnson stated she has a slight concern that the main use could possibly be perceived to be bus sales.

Council Member Zettervall motioned to approve Ordinance No. 2020-04 amending Section 1061 (I-2 General Business District) to amend the provisions for Commercial Vehicle Sales

as a Conditional Accessory Use, and approve Summary Publication Resolution No. 2020-21. Seconded by Council Member Hansen, unanimous ayes, motion carried.

Council Member Zettervall motioned to approve Resolution No. 2020-22 approving a Conditional Use Permit to allow bus sales at Vision Bus located at 16676 197th Avenue NW, Big Lake, MN. Seconded by Council Member Hansen, unanimous ayes, motion carried.

Council Member Zettervall motioned to approve the Draft Stormwater Maintenance Agreement contingent upon the City Engineer and City Attorney finalizing the Agreement prior to signature. Seconded by Council Member Hansen, unanimous ayes, motion carried.

7C. Concept Plan Review – City of Big Lake Wastewater Treatment Facility

Sara Roman reviewed the planners report for the proposed concept plan for an expansion of the existing wastewater treatment facility in Big Lake. The City of Big Lake is the Applicant and is seeking approval for a planned unit development (PUD) concept plan that is intended to allow for the orderly expansion of the facility and to bring the site into conformance with zoning regulations. Roman reviewed the history of the wastewater treatment facility that was constructed in 1981 and updated in 1996 and 1999, with a new expanded facility being constructed in 2012. The City is pursuing approval for the expansion of the facility through a rezone to PUD to both allow the new expansion as well as correct outstanding planning and zoning issues that were not addressed in 2012. The proposal will consist of internal upgrades to the treatment facility as well as some external upgrades including an additional clarifying pond and the expansion of existing fencing around the pond area. The Applicant has expressed that the improvements are necessary for the growth of the City and to address State regulatory requirements. Roman reviewed existing zoning and land use, access to the site, parking, landscaping/screening, the communications tower, and PUD flexibility being requested. Roman discussed the February 5th Planning Commission public hearing noting that no one other than the Applicant was in attendance, and that the Planning Commission did not recommend any specific changes to the Concept Plan as proposed and was comfortable providing the flexibility requested by the Applicant through the PUD. The Planning Commission did note that future screening from adjacent uses may be necessary. No comments were taken during the meeting.

7D. Freedom Rock Location Change

Layne Otteson reviewed the status of the Freedom Rock project noting that the project had initially been approved to be placed at Veteran's Memorial Park. Due to concerns that have been raised as to the selected location, Staff has been in discussions with various organizations including the Freedom Rock group, Big Lake Beyond the Yellow Ribbon, and

the Big Lake American Legion Post 147. A consensus has been reached that the southwest area of Lakeside Park is the best location to place the rock. The location is near the well house and parking lot which would allow for convenient parking, access and viewing.

Council Member Knier motioned to approve placement of a Freedom Rock in Lakeside Park to be funded by private donations and fundraising through the "Citizens for the Big Lake Freedom Rock" group. Seconded by Council Member Johnson, unanimous ayes, motion carried.

7E. Appointment of Water/Wastewater Operator II Candidate

Layne Otteson reviewed the selection process to fill the remaining vacant Water/Wastewater Operator II position. Interviews were held on February 17, 2020, and the interview panel has recommended the appointment of Bruce Frandle to fill the vacant Water/Wastewater Operator II position contingent upon a satisfactory background investigation. Otteson recommended Frandle start at Step 6 of the City's pay scale with a start date of March 9, 2020.

Council Member Johnson motioned to approve the appointment of Bruce Frandle to fill the remaining vacant Water/Wastewater Operator II position contingent upon a satisfactory background investigation. Seconded by Council Member Zettervall, unanimous ayes, motion carried.

7F. Monthly Department Reports

Deb Wegeleben provided a financial update on year-end 2019 unaudited revenues, expenditures, the Capital Improvement Plan fund, and various enterprise funds. Wegeleben also reviewed the City's outstanding debt, and reminded Council that the upcoming annual audit is scheduled for March 2-3 with the final report being presented to Council on April 22.

Greg Zurbey provided a year-end update on the municipal liquor store 2019 operations and trends. Zurbey also reported on the State Auditor's Report, and discussed the recent store interior painting project. Zurbey discussed the store's wine sale coming up in conjunction with the BLCFS fundraiser at the end of March.

Hanna Klimmek provided an update on activities in the Community Development Department. Klimmek reviewed housing/commercial development statistics/projects, and redevelopment projects. Klimmek also discussed the hiring of a new Building Official and City Planner, and provided an update on the Community Branding and Identity Design Project.

8. ADMINISTRATOR'S REPORT

Clay Wilfahrt provided an update on the recent School Superintendent interviews that he and Chief Scharf participated in, noting that the Milaca School Superintendent was chosen as the selected candidate. Wilfahrt also discussed the Northern Metals fire in Becker and explained the City's extent and involvement including providing water to help fight the fire. Wilfahrt thanked the Fire Department for their leadership and dedication during the event. Wilfahrt also reviewed the first ever Fire Department Strategic Planning event held on Saturday, and discussed the upcoming LMC Legislative Conference being held on March 19th encouraging Council to attend if their schedules allow.

9. MAYOR & COUNCIL REPORTS and QUESTIONS/COMMENTS

Mayor Wallen: Reviewed the Fire Department Strategic Planning Session.

Council Member Hansen: Discussed the Fire Department Strategic Plan Session held last weekend.

Council Member Johnson: Discussed the Commissioner of Education Meeting held at the High School, and reviewed the Lake Cleanup event held on Sunday that she participated in.

Council Member Knier: Discussed the February BLBYR Meeting.

Council Member Zettervall: Reviewed the February Parks Advisory Committee Meeting and discussed the Streets and Sidewalks workshops.

10. OTHER – No other.

11. ADJOURN

Council Member Hansen motioned to adjourn at 7:23 p.m. Seconded by Council Member Knier, unanimous ayes, motion carried.

Gina Wolbeck
Clerk

Date Approved By Council 03/11/2020