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, Public Works Director Mike Goebel, Police Chief Joel Scharf, City Clerk Gina Wolbeck, City Planner Michael Healy, Liquor Store Manager Greg Zurbey, Fire Chief Ken Halverson, and Consultant City Engineer Jared Voge from Bolton and Menk.

4. **OPEN FORUM**

   Mayor Wallen opened the Open Forum at 6:01 p.m. No one came forward. Mayor Wallen closed the Open Forum at 6:02 p.m.

5. **PROPOSED AGENDA**

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

6. **CONSENT AGENDA**

   Council Member Zettervall motioned to approve the Consent Agenda with the removal of item no. 6H for separate consideration. Seconded by Council Member Johnson, unanimous ayes, Consent Agenda approved. The Consent Agenda consists of: 6A. Approve Council Workshop Minutes of July 24, 2019, 6B. Approve Regular Council Meeting Minutes of July 24, 2019, 6C. Approve the City of Big Lake Water Supply Plan, 6D. Approve the Hire of Anthony Hill as a

6H. Approve Resolution approving the Integrated Gutter Systems Development Application for a Contractor Operation Conditional Use Permit and Site Plan Review at 19950 177th Street NW

Mayor Wallen explained that the Joint Powers Board discussed this item at their meeting earlier in the evening and due to an additional condition that was added, the item needed to be pulled from the Consent Agenda for separate consideration.

Council Member Knier motioned to approve Resolution No. 2019-52 approving the Conditional Use Permit and Site Plan Review for Integrated Gutter Systems’ Contractor’s Operation at 19950 177th Street NW, Big Lake, MN with the additional condition that the Applicant must properly maintain the appearance and integrity of the trash enclosure. Seconded by Council Member Hansen, unanimous ayes, motion carried.

7. BUSINESS

7A. Presentation – Big Lake Ambassador Program

Paula Trocke and Katrine Nau from the Big Lake Ambassador Program provided information on the program and introduced out-going and newly crowned Ambassadors. The out-going Ambassadors recognized included Senior Ambassadors Emma Curtis, Isabella Dahlen, Grace Green and Alexis Nau, and Junior Ambassadors Rebecca Anderson and Rylee Nelson. The newly crowned 2019-2020 Big Lake Ambassadors are Senior Ambassadors Hannah Renslow and Rose Roehlke, Junior Ambassadors Allie Cross and Kalie Osowski, and Little Miss Ambassadors Isioma Obia and Ella Schreiner. Alexis Nau was also introduced as the new 2020 Aquatennial Candidate.

Mayor Wallen and the City Council thanked the out-going Ambassadors for their service over the past year and congratulated the newly crowned royalty.
7B. Presentation – Freedom Rock at Veteran’s Memorial Park

Karen Blake and Linda Paulson from the “Citizens for the Big Lake Freedom Rock” presented information on the installation of a Freedom Rock at Veteran’s Memorial Park. Blake and Paulson asked for Council approval to construct a Freedom Rock in Veteran’s Memorial Park to be funded by private donations and fundraising through their group. Blake explained that the City’s Parks Advisory Board and the Big Lake American Legion are on board with the project, and the committee has found a boulder at the Martin-Marietta Quarry in St. Cloud, MN.

Blake and Paulson asked the City to formally authorize placement of the Freedom Rock at Veteran’s Memorial Park, and they indicated that once complete, the rock would become the property of the City. Paulson also asked the City to act as the depository for the funds raised for the project, and that all donations be written out to the City. Paulson stated that it is expected that the entire $20,000 projected cost of this project be funded entirely by donations and fundraising, and that a completion date is projected for some time in 2021.

Council Member Knier asked if the Legion has committed any funds. Paulson noted that they have not yet asked for donations as they were waiting for City approval.

Mayor Wallen asked if the parties that designed the Veteran’s Memorial are on board with this project moving forward. Mike Goebel explained that most of the plans for the current Veteran’s Memorial were completed by himself and Big Lake resident George Quinn, with the support of the Big Lake Beyond the Yellow Ribbon group. Goebel explained that the BLBYR is in support of the project, but have pulled back from planning this project stressing that their mission is not to design these kinds of projects. Goebel noted that it would be beneficial to get the rock brought in and then start to advertise the fundraising campaign.

Council Member Knier asked for an assurance that the funds can be raised as the City will be carrying the cost of the expenses until donations refund the City. Knier did clarify that the committee stated that they do not expect to spend money until funds have been secured. Blake clarified that the rock has already been donated, and when the rock is delivered, there will be a huge media event to kick off the fundraising campaign.

Council Member Hansen motioned to approve the placement of a Freedom Rock in Veterans Memorial Park to be funded by private donations and fundraising through the “Citizens for the Big Lake Freedom Rock” group. Seconded by Council Member Zettervall, unanimous ayes, motion carried.
7C. LGL Real Estate Investments Development Application – Preliminary Plat, Variances, and Ordinance Amendment for a 40-Acre Industrial Park

Michael Healy reviewed the planners report for the development application submitted by LGL Real Estate Investments for a proposed 40-acre Industrial Park in the Big Lake Marketplace Third Addition Development. The Applicant owns Outlots F and G in the development, and has applied for Preliminary Plat for Big Lake Marketplace Ninth Addition, a Variance to allow a dead-end cul-de-sac street that exceeds 500 feet in length, a Variance to allow a dead-end water main that exceeds the maximum allowed length of a cul-de-sac without a looping requirement, and an Ordinance amendment revising the Transition Zone requirements in the I-4 zoning district. Healy noted that the two Outlots are completely undeveloped and are not yet served by road or utilities which terminate just outside the boundaries of the two Outlots. The Applicant went through a Concept Plan Review earlier this year and was given feedback from the Planning Commission and the City Council regarding the project concept and the layout.

The Applicant is proposing a phased development with the Preliminary Plat showing nine buildable lots with the I-4 Innovation Industrial zoning designation. There will be one Outlot containing a wetland that will be used for stormwater management and will be dedicated to the City. Healy explained that the final lot layout of the development will likely shift depending on future user needs. The phased development rules will be regulated by a required development agreement. The Applicant is proposing to service the development with two roads, with one of them terminating in an extra-long cul-de-sac. The Applicant is not proposing to install any new sidewalks, which the Planning Commission and City Council indicated their approval of this approach during the Concept Plan Review. Healy reviewed discussions at the Parks Advisory Board relating to Park Dedication funds. The Parks Advisory Board recommended the City collect a cash-in-lieu payment which will most likely be phased in with development of the Industrial Park. Healy also noted that the Applicant will be responsible for paying trunk sewer fees, trunk water fees, and trunk storm water fees on a per acre basis at the time the land is being final platted.

Healy reviewed the two Variances required for this project including a Variance to allow a dead-end cul-de-sac street that exceeds 500 feet in length, and a Variance to allow a dead-end water main that exceeds the maximum allowed length of a cul-de-sac without a looping requirement. Healy noted that there doesn’t appear to be a way to configure the streets to be “through-streets” without either tunneling underneath US Highway 10, or putting in a railroad crossing. Healy also discussed the rule regarding water main length that is in place both to ensure water quality and to ensure that firefighters have the tools they need to fight fires in the area. The proposed development will involve two water mains that will be dead-ended without being looped. The development will get its water service through a connection to the existing water main off of 166th Street NW. The City Engineer has recommended that the City require a 40-foot wide drainage and utility easement.
between Lots 3 and 4, of Block 3 that would allow for the future extension of the water main underneath US Highway 10 should development occur on the east side of the Highway. The water main would be looped at that time, and the Applicant has revised their plans to comply with the Engineer’s request.

Healy discussed the I-4 Zoning Code that requires that there is a transition requirement when I-4 lots butt up against commercially zoned lots. The Planning Commission and City Council had indicated that they did not view the transition requirement as being necessary for the Applicant’s development, but that they wished for it to remain in the code. The City Attorney has advised that the transition requirement language be revised to explicitly grant Council the authority to waive the transition requirement during the platting and site plan review process.

The Planning Commission held a public hearing on July 17, 2019 and no members of the public attended or commented on the project. The Planning Commission unanimously recommended approval of the full application with specific conditions.

Council Member Knier motioned to approve Resolution No. 2019-53 approving the Preliminary Plat and Variances for Big Lake Marketplace Ninth Addition. Seconded by Council Member Johnson, unanimous ayes, motion carried.

Council Member Hansen motioned to approve Ordinance No. 2019-11 revising the Transition Zone standards for the I-4 zoning district, and approving Resolution No. 2019-54 authorizing summary publication. Seconded by Council Member Zettervall, unanimous ayes, motion carried.

7D. Receive Bids and Award Contract for the 2019 Wastewater Treatment Facility Improvement Project

Peter Daniels from Wenck Associates, Inc. reviewed bids received on the 2019 Wastewater Treatment Facility Improvement Project. Four bids were received and the low bid was by Municipal Builders, Inc. with a base bid amount of $2,357,400. The base bid included replacing one influent screen. The alternate bid item included replacing the second influent screen. Staff is recommending only the base bid be awarded and to not include the second influent screen in this project. Daniels noted that the project is expected to begin in September 2019 and be substantially complete in July, 2020. Daniels also discussed that the base bid does not include engineering or legal services and noted that the total budget for the project is estimated in the Facility Plan at $3,304,000.

Council Member Knier inquired why we aren’t moving forward with the alternate bid. Daniels reviewed that Staff feels the new screen will pick up substantially more solids than what our current screening does, and we can reconsider replacing the 2nd one at a later
date if it is warranted. Deb Wegeleben reviewed the total project cost, noting that any excess funds will stay in the sewer CIP fund.

Council Member Johnson motioned to approve Resolution No. 2019-55 that recognizes receipt of bids and authorizes the City to enter into a construction contract with Municipal Builders, Inc. for the 2019 Wastewater Treatment Facility Improvement Project. Seconded by Council Member Knier, unanimous ayes, motion carried.

7E. Engineering Services Contract for the 2020 Street and Utility Improvement Project

Clay Wilfahrt reviewed engineering services proposals submitted for the proposed 2020 Street and Utility Improvement. The City received three proposals from engineering consultant firms. Staff review found the lowest proposal provided the least amount of project understanding, no staff breakdown, and a problematic schedule. It was determined that this proposal could potentially add cost to the project and put preliminary special assessments at risk. The remaining two proposals were very similar in project understanding, design team and expected deliverables. The proposal received by Wenck Associates, Inc. was 23% lower in cost than the higher proposal, and identified fewer hours to complete the project. Wilfahrt also noted that Layne Otteson, the in-house City Engineer will manage the consultants work quality and hours. Otteson will also assume all project management duties at the completion of final design to minimize costs. These duties will include bidding, contracts, resident communications, construction management, payments, oversight of the construction observer, final assessment, and closeout activities.

Council Member Zettervall motioned to accept the June 5, 2019 proposal and approve a Contract with Wenck Associates, Inc. to provide engineering services for the 2020 Street and Utility Improvement Project, contingent upon City Attorney review and recommended changes to the Contract. Seconded by Council Member Johnson, unanimous ayes, motion carried.

7F. Monthly Department Reports

Fire Department – Ken Halverson provided statistical information on calls for service for the month of July. Halverson reviewed training for the month, discussed the annual Fire Relief Association Dance that was held on August 3, National Night Out events the department participated in, and discussed the status for hiring for the firefighter openings. Halverson informed Council that the department’s Open House event is scheduled for Sunday, October 13, and discussed the new banners at the station that recognize retired firefighters who have served the department for 20+ years. Council inquired how many firefighters they expect to hire. Halverson noted that they want the right people for the right shifts, and they are hoping to possibly bring on five new fire fighters.
Police Department – Joel Scharf updated Council on police statistics, calls for service, and self-initiated policing activities for the month of July. Scharf discussed the eight National Night Out neighborhood events held in the area that were attended by the department, reviewed 2018 crime rates, social media outreach efforts and benefits, community events the department participated in, the recent procurement of a Polaris 4-wheeler from the Military Return to Duty Program, traffic safety signage that was purchased through DWI forfeiture funds, and the Behind the Badge video showcasing Officer Tyler Sinclair.

Engineering Department – Jared Voge provided an update on the 2019 Street Rehabilitation Project noting that the contractor has mobilized and work began yesterday. Voge also noted that Engineering Intern Dylan Lannes will be returning to school after next week, and reviewed that punch list items are nearly complete on the CR 5/Hiawatha Avenue Signal Project and the 2018 Street Rehabilitation Project. Voge also informed Council that the Crossings Phase II development is under construction and the contractor has suggested an alternative for bringing in product.

Public Works Department – Mike Goebel reviewed activities in the various areas of the Public Works Department. Goebel reviewed the Graniteman event held on August 3, and noted that the July 28th storm caused electrical and control damage at both the Water Treatment Facility and the Wastewater Treatment Facility. Goebel also noted that Public Works Staff have been inspecting the utility and distribution system on recent street projects, and have been doing street striping in needed areas.

8. **LIST OF CLAIMS**

Council Member Hansen motioned to approve the List of Claims dated July 18, 2019 through August 7, 2019, and payroll no. 16. Seconded by Council Member Zettervall, unanimous ayes, motion carried.

9. **ADMINISTRATOR’S REPORT**

Clay Wilfahrt discussed the delay in the Lake Mitchell Launch discussions due to technical issues with the I-LIDS equipment. Wilfahrt also informed Council that the fire damaged property at 530 Westwood Drive has been demolished, but that the homeowner did not clean up the demolition debris. Wilfahrt noted that a court order was filed today to complete the clean-up.

Council Member Knier asked for further information on the issues with the I-LIDS equipment not tracking boats, noting that the issue appears to be with the power source. Mike Goebel explained that the issue could be from a power issue, an internal electrical issue, or a solar issue. Staff will retest the system again tomorrow. Knier suggested that
the City should pursue reimbursement from the supplier as the equipment appears to not have been properly operational since it was put in. Staff noted that efforts right now are to get the system up and running and will deal with reimbursement once the system is working correctly.

10. MAYOR & COUNCIL REPORTS and QUESTIONS/COMMENTS

Mayor Wallen: Reminded the public about the August 21 “Connect with Council” gathering. Mayor Wallen also reviewed the recent Fire Board Meeting, and BLEDA Meeting.

Council Member Hansen: Reviewed the August Highway 25 Coalition Meeting.

Council Member Johnson: Discussed the recent Fire Board Meeting, and the August 12 Big Lake Economic Development Authority Meeting.

Council Member Knier: Provided information on the September 28th Ribs and Ride fundraiser at Tootsies Lakeside Pub, noting that the event is sponsored by BLBYR.

Council Member Zettervall: Reviewed the August Planning Commission Meeting and the Parks Advisory Committee Meeting.

11. OTHER

Council Member Hansen motioned to recess the regular session at 7:18 p.m. to go to Closed Session for item 12. Development of Offer for the Purchase of Parcel No. 65-124-4105 allowed per MN Statute 13D.05, subd. 3c3. Seconded by Council Member Knier, unanimous ayes, motion carried.

12. CLOSED SESSION – Development of Offer for the Purchase of Parcel No. 65-124-4105 allowed per MN Statute 13D.05, subd. 3c3

Council Member Johnson motioned to open the Closed Session at 7:24 p.m. Seconded by Council Member Zettervall, unanimous ayes, motion carried.

Council Members present: Seth Hansen, Rose Johnson, Paul Knier, Mike Wallen, and Scott Zettervall. Also present: City Administrator Clay Wilfahrt, Community Development Director Hanna Klimmek, Finance Director Deb Wegeleben, City Clerk Gina Wolbeck, and City Planner Michael Healy.

Clay Wilfahrt reviewed the development of an offer for the potential purchase of parcel no. 65-124-4105.
No action was taken by Council during Closed Session.

Council Member Knier motioned to close the Closed Session and reconvene the regular meeting at 7:57 p.m. Seconded by Council Member Johnson, unanimous ayes, motion carried.

13. **ADJOURN**

Council Member Johnson motioned to adjourn at 7:57 p.m. Seconded by Council Member Zettervall, unanimous ayes, motion carried.

Gina Wolbeck
Clerk

Date Approved By Council 08/28/19