

**BIG LAKE CITY COUNCIL
REGULAR MEETING MINUTES
JANUARY 22, 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. No one came forward. Mayor Wallen closed the Open Forum at 6:02 p.m.

5. PROPOSED AGENDA

Council Member Hansen motioned to adopt the proposed Agenda with the removal of item 7C. Appointment of City Planner Candidate, and item 7E. Appointment of Water/Wastewater Operator I Candidate. Seconded by Council Member Knier, unanimous ayes, Agenda adopted.

6. CONSENT AGENDA

Council Member Johnson motioned to approve the Consent Agenda as presented. Seconded by Council Member Hansen, unanimous ayes, Consent Agenda approved. The Consent Agenda consists of: 6A. Approve List of Claims, 6B. Approve Joint Powers Board Meeting Minutes of January 8, 2020, 6C. Approve Regular Council Meeting Minutes of January 8, 2020,

6D. Approve Joint City/County/Twsp/School Meeting Minutes of January 16, 2020, 6E. Approve Appointment of Parks Advisory Board Member Jason Brevig, 6F. Approve Appointment of Planning Commissioner Ketti Green, 6G. Approve 2020 Big Lake Planning Commission Officer Appointments, 6H. Approve Big Lake Economic Development Authority Commissioner Term Schedule Revision, 6I. Approve Resolution No. 2020-05 Amending the Big Lake Economic Development Authority Enabling Resolution Bylaws, 6J. Approve Resolution No. 2020-06 approving the Norland Park 6th Addition Final Plat Development Application, 6K. Approve Finalized Agreement with the International Union of Engineers Local No. 49, and 6L. Approve 2020 Outside Employment Request Form for City Administrator Clay Wilfahrt.

7. BUSINESS

7A. Big Lake Fire Relief Association Benefit Increase Request

Eric Rosa from the Big Lake Fire Relief Association presented the Association's request for a relief benefit increase of \$400.

Council Member Johnson motioned to approve the Big Lake Fire Department Relief Association Benefit Increase of \$400. Seconded by Council Member Zettervall, vote passed with a vote of 4:1 with Council Members Johnson, Knier, Wallen and Zettervall voting aye, and Council Member Hansen abstaining. Motion carried.

7B. PUD Concept Plan Review – Nystrom & Associates Residential Treatment Facility

Sara Roman presented the planners report for the development application submitted by Nystrom & Associates for a residential treatment facility on a 3.3 acre parcel at the intersection of Forest Street and County Road 43 South. The existing site is currently vacant agricultural land that lies directly south of the Big Lake Park n' Ride lot, the Northstar Train Station and the proposed Station Street Apartments which is currently under review for Final Platting. This specific parcel will be identified as Outlot A of the Station Street Apartments Plat. Roman clarified that a final plat application for Nystrom's project cannot be reviewed or approved by the City until the Station Street Apartments Final Plat has been approved by the City and recorded by Sherburne County. The PUD Concept Plan Review is for an outpatient/inpatient treatment facility that will provide ongoing recovery support. The proposed facility will include 25 to 30 shared residential units including both single and double occupancy units, shared interior spaces for treatment and recreation, and exterior amenities such as a shared walking path, landscaping, and sports facilities. Roman reviewed that this treatment facility will be considered a "dry" house, and is abstinence based meaning there is no alcohol kept onsite. Their treatment program is voluntary, meaning their clients want to be in programming to get better and are motivated to stay sober. The building will be an apartment-style complex

that will provide services for up to 50 people at a time with an average length of stay of 45-60 days. Roman reviewed rezoning of the parcel from Ag-Agriculture to B2 – Neighborhood Business District and noted that the Applicant is requesting a planned unit development overlay in order to receive flexibility on a number of items including lot coverage, setbacks, building height, parking requirements, building design, and pedestrian amenities. Roman also reviewed sidewalks, accesses, bicycle racking, landscaping, utilities, and lighting requirements. Roman also reviewed development fees that the Applicant will be required to pay including the Park Dedication fee, Trunk Sewer, Water, and Storm Sewer fees, and SAC/WAC fees. Roman noted that the Planning Commission reviewed the Concept Plan at their meeting on January 6, 2020. One written comment was submitted that was not in support of the proposal. The Planning Commission provided general feedback to the Applicant and did not recommend any specific changes to the Concept Plan, and was comfortable providing the flexibility requested by the Applicant through the PUD. The Planning Commission did recommend that for development review and fee calculation purposes, the facility be considered a commercial use and that staff include restrictions on the use of the facility as a condition of approval, and that the facility remain alcohol-free.

Council asked Roman to clarify how these projects are generally classified in other cities. Roman indicated that cities tend to declare these facilities as commercial uses versus residential uses. Roman also noted that it is Staff's understanding that the Applicant prefers to be considered a commercial use versus a residential use.

Council Member Hansen stated that he likes the project and is supportive of a commercial use.

Council Member Knier stated that commercial use makes sense as the facilities clients will be short term. Knier also indicated that overall, he is comfortable with the project and asked for feedback from law enforcement. Chief Scharf reviewed his positive experience with Nystrom & Associates noting they have safety plans in place and have worked with law enforcement in a positive manner. Knier asked for clarification on the type of treatment facility this would be. Peter Nystrom expressed that their facility will be a dry treatment facility where people go to get better, and noted that no alcohol is allowed on-site. Patients are searched as they come in and items of concern will be confiscated. Nystrom described the differences between a "dry" facility and a "wet" facility, explaining that a wet house facility is where clients can live in a safe environment, but are not restricted on drug/alcohol use. Nystrom informed Council that they are already working with local clients in an off-site treatment facility located in the City. Bryan Nystrom noted that wet houses are unregulated entities. The type of dry facility project they are proposing is regulated by the MN Dept. of Health and Human Services. Kevin Evenson discussed their proposed health care facility, noting that their clients are treated by doctors, have individualized treatment plans, and explained that their clients are free to come and go. Their rules are very specific for releases and searches, and drug/alcohol screens are done when they return.

Council Member Johnson stated that she wholeheartedly is in support of the project, noting that their clients are already members of our community. Johnson also expressed that she prefers we designate them as a commercial use.

Council Member Zettervall stated that he is supportive of the project, and has no safety concerns with having these types of facilities in the City. Zettervall stressed that he would be more worried about safety if we didn't have these types of services available. Zettervall also indicated that he feels designating them as a commercial use makes sense.

Mayor Wallen stressed that Nystrom & Associates has been a great community support system in Big Lake, and that he really likes the 40+ job creation component. Wallen also indicated that a commercial use seems appropriate.

7C. Appointment of City Planner Candidate – item was removed from Agenda.

7D. Appointment of Street/Parks Operator II Candidates

Layne Otteson reviewed the selection process to fill the two open Street/Park Operator II positions. Interviews were held the week of January 13, 2020. The interview panel has recommended the appointment of Brett Johnson and Brandon Greenwald to fill the two vacant Street/Parks Operator II positions contingent upon satisfactory background investigations.

Council Member Knier motioned to approve the appointment of Brett Johnson and Brandon Greenwald to fill the two vacant Street/Parks Operator II positions contingent upon satisfactory background investigations. Seconded by Council Member Hansen, unanimous ayes, motion carried.

7E. Appointment of Water/Wastewater Operator I Candidate - item was removed from Agenda.

7F. Monthly Department Reports

Deb Wegeleben provided a 2019 year-end financial update on unaudited revenues, expenditures, the Capital Improvement Plan fund, and various enterprise funds. Wegeleben also reviewed the City's outstanding debt, and informed Council that the upcoming annual audit is scheduled for March 2-3 with the final report being presented to Council on April 22. Wegeleben noted that reserves are at 61% and Staff will be bringing an item to the next meeting recommending \$210,000 be transferred to the Street Maintenance Fund.

Greg Zurbey provided an update on the municipal liquor store operations. Zurbey discussed in-store tastings, fire/water suppression system inspections, painting of the store interior, reported on the annual inventory audit, discussed changes to the Liquor Loyalty Club program that will take effect starting February 1, 2020, and reviewed the MN State Auditor's report findings. Big Lake ranked 26th Statewide in gross sales, 25th when ranked by net profit, and had a 16th ranking when only looking at off-sale stores.

Council Member Knier asked for clarification on how much our anticipated transfer amount is projected to be for 2020? Zurbey explained that the industry standard is 10% of profits after costs/expenses, noting that the trend in municipals is that the transfers have gone down, expressing that Big Lake has been trending up. Knier also discussed that a resident inquired if our store will offer delivery. Zurbey noted that delivery service is in the works, along with the possibility of other types of sales. Deb Wegeleben clarified that the 2020 liquor store transfer is budgeted at \$450,000. The 2019 transfer was increased to help fund the McDowall Trail improvements.

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 status of hiring a new City Planner, and reviewed the Community Branding and Identity Design Project RFP that was issued on January 10, 2020 and is due February 7, 2020. Klimmek also noted that Staff will be representing the City at the upcoming EDAM Conference and the Ehler's MN Public Finance Seminar.

8. ADMINISTRATOR'S REPORT

Clay Wilfahrt discussed the recent appointment of Assistant Fire Chief Mark Hedstrom, reviewed recent goal setting meetings with Council and Commission Members, and discussed that Staff has been working with organizers of the Freedom Rock project to discuss resident concerns, noting that a task force will be put together to discuss what options are most feasible to bring forth an amicable solution. Wilfahrt also informed Council that he will be presenting at a legislative forum on disproportionate education funding and how that can negatively affect communities as a whole, and will also be presenting a City update at the Chamber luncheon next week.

9. MAYOR & COUNCIL REPORTS and QUESTIONS/COMMENTS

Mayor Wallen: Reviewed the January Fire Board Meeting, and the Joint Annual Meeting held with Sherburne County, Big Lake Township, Orrock Township, and the Big Lake School District.

Council Member Hansen: Clay Wilfahrt reviewed the recent CMRRPP Meeting.

Council Member Johnson: Reviewed the recent BLEDA, BLCLA, and Fire Board Meetings.

Council Member Knier: Provided an update on the January BLBYR Meeting. Knier discussed the January 28th Chamber luncheon that will feature Clay Wilfahrt providing a City update, and the two candidates running for the vacant House District 30A seat, noting that the luncheon will be open to the public.

10. **OTHER** – No other.

11. **ADJOURN**

Council Member Knier motioned to adjourn at 7:04 p.m. Seconded by Council Member Zettervall, unanimous ayes, motion carried.

Gina Wolbeck
Clerk

Date Approved By Council _____ 02/12/2020 _____