

**BIG LAKE CITY COUNCIL
REGULAR MEETING MINUTES
MARCH 27, 2019**

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: Dick Backlund, Seth Hansen, Rose Johnson, Paul Knier, and Mike Wallen. Also present: City Administrator Clay Wilfahrt, Finance Director Deb Wegeleben, Community Development Director Hanna Klimmek, Public Works Director Mike Goebel, Police Chief Joel Scharf, Police Captain Matt Hayen, City Clerk Gina Wolbeck, City Planner Michael Healy, City Engineer Layne Otteson, and Liquor Store Manager Greg Zurbey.

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 Johnson motioned to adopt the proposed Agenda with the addition of item no. 12. CLOSED SESSION – Consider Purchase Offer for Sale of City Owned Land identified as Parcel No.'s 65-019-4419, 65-019-4405, and 65-563-0020 allowed per M.S. 13D.05, subd. 3c3. Seconded by Council Member Knier, unanimous ayes, Agenda adopted.

6. CONSENT AGENDA

Council Member Hansen motioned to approve the Consent Agenda as presented. Seconded by Council Member Johnson, unanimous ayes, Consent Agenda approved. The Consent Agenda consists of: 6A. Approve Council Workshop Minutes of March 13, 2019, 6B. Approve Regular Council Meeting Minutes of March 13, 2019, 6C. Approve Appointment of Alan Heidemann to the Big Lake Economic Development Authority Board, 6D. Approve Resolution No. 2019-20 in Support of a MN GreenCorps' Member Host Site Application, and 6E. Approve Land Alteration Permit Fee Adjustment for Big Lake Schools

7. BUSINESS

7A. Comprehensive Land Use Plan Map Amendment and Ordinance Amendment – Modifying the Downtown Design Standards and Town Center Boundaries

Michael Healy reviewed the planners report for the zoning map amendment to modify the boundaries of the Downtown Design Standards and the Comprehensive Land Use Plan Map Amendment to modify the boundaries of the Town Center. A public hearing was called by the Planning Commission on February 6, 2019 following a discussion facilitated by staff. Big Lake's Comprehensive Plan calls for the City to reevaluate the Downtown Design Standards and amend the existing boundaries of the overlay district. The Downtown Design Standards overlay is divided into two areas, the Central Business District where the design standards are binding rules, and the Transition Zone where the design standards are guidelines. Healy reviewed the history of the Downtown Design Standards which was adopted by Council in 2005. The original overlay district encompassed the entirety of the City's existing commercial area spanning from Lakeside Park to County Road 43. Healy noted that the strictness of the 2005 standards has been problematic for already existing businesses in these areas and has created the need for excessive variances and nonconformity issues relating to expansions of numerous commercial properties. The City amended the standards in 2008 to address some of these issues, at which time the Transition Zone was created for most properties located between Fern Street and County Road 43. Healy reviewed that discussions during the comprehensive plan update in 2018 focused on issues with the Downtown Design Standards, and the need to create a "Town Center" in the City's Land Use Map near the intersection of US Highway 10 and Highway 25. The Planning Commission held a public hearing on March 6 to take public comment on the ordinance amendment. Jeff Zierdt, the owner of Lupulin Brewing spoke in support of the proposed changes stating that his business has been subject to restrictions and variance requirements due to their location in the Central Business District zone. The Planning Commission unanimously recommended approval of the proposed changes. Healy explained that the timing is right to implement the comprehensive plan goal, which will prevent unnecessary roadblocks from negatively impacting the Lake Café expansion project. Healy also noted that upon approval from Council, the City's engineer consultant will be assigned the task of updating the City's official maps.

Council Member Hansen motioned to approve Resolution No. 2019-21 amending the comprehensive plan land use map to add the “old downtown” area to the area steered towards the “Town Center” land use designation. Seconded by Council Member Knier, unanimous ayes, motion carried.

Council Member Hansen motioned to approve Ordinance No. 2019-05 modifying the Big Lake zoning map to align the Downtown Design Standards’ “Central Business District” with the “Town Center” land use category and to move all properties in the Downtown Design Standards overlay that are not in the “Town Center” into the “Transition Zone,” update the Downtown Design Standards manual and update the zoning code, and approve Resolution No. 2019-22 authorizing summary publication of Ordinance No. 2019-05. Seconded by Council Member Knier, unanimous ayes, motion carried.

Council Member Hansen motioned to authorize Staff to work with one of the City’s consultants to create an official map reflecting the changes to the Downtown Design Standards overlay and insert this map into the Downtown Design Standards Manual and the approved Ordinance to replace Staff’s Interim Map. Seconded by Council Member Knier, unanimous ayes, motion carried.

7B. Lake Café Development Application – Downtown Design Standards Site Plan Review

Michael Healy reviewed the planners report for the Downtown Design Standards Site Plan Review development application submitted by Tim Cox from the Lake Café. The Applicant is requesting a Downtown Design Standards (DDS) Site Plan Review for their proposed 282 square foot addition to their commercial business located at 430 Jefferson Boulevard. They are seeking to add an additional seating area that can be used on days when the restaurant is busy. The addition would fill in an area that is currently landscaping, and would be located approximately 2.6 feet from the front property line which would line up with the existing building frontage. Healy explained that the property is located in the DDS overlay which requires review by the Planning Commission and the City Council. The DDS lays out specific architectural principles and zoning rules/goals for the downtown area. The Lake Café was located in the Central Business District which would have required a variance if the project deviated from any part of the DDS. The City Council, previous to this item, approved moving this part of the downtown area into the “Transition Zone” which means that the DDS are guidelines instead of binding rules, and the applicant is only required to obtain Site Plan Review, instead of obtaining numerous variances. Healy reviewed the history of the restaurant site which dates back to 1945. The site currently consists of two parcels, one containing the Lake Café, and the other a grandfathered lawful nonconforming single-family home built in 1930 and a portion of the Lake Café’s parking lot. The Lake Café was not designed with Main Street or Prairie Style architecture, but is an aesthetically pleasing building and is consistent with the type of architecture typically found

along a perimeter of a downtown area. Healy reviewed the addition completed in 2002 which was done before the DDS were adopted in 2005. Healy also reviewed parking requirements, landscaping requirements past and current, and impervious surfaces at the site. The Planning Commission reviewed the application at their March 6 meeting and unanimously recommended approval of the application with the proposed landscaping plan, and without the requirement of a landscape escrow.

Council Member Backlund motioned to approve Resolution No. 2019-23 approving the Site and Building Plan of the proposed addition to the Lake Café located at 430 Jefferson Blvd. Seconded by Council Member Johnson, unanimous ayes, motion carried.

7C. Presentation – Annual City Report

Clay Wilfahrt provided an annual City Report for 2018. Updates were provided on Community Development, Engineering, Finance, Public Works, the Fire Department, and the Municipal Liquor Store. Joel Scharf and Matt Hayen provided a 2018 update on the Police Department.

7D. Monthly Department Reports

Deb Wegeleben provided a year-to-date financial update on unaudited revenues, expenditures, and enterprise funds.

Greg Zurbey provided a liquor store year-end review including financial information, discussed in-store tastings, reviewed issues the store experienced during heavy snow periods in February, noted that the Girl Scouts Organization sold cookies in the entryway, noted that the new fire and security system has been installed along with new shelves for wine storage, and expressed that staff has been working on cleaning up the store. Zurbey also reviewed the February sales flyer, introduced the new store logo, and invited the public to attend the All Night Grad Party wine tasting fundraiser being held at the Friendly Buffalo on March 29, 2019.

Hanna Klimmek provided an update on activities in the Community Development Department. Klimmek reviewed housing/commercial development statistics/projects, and redevelopment projects. Klimmek also reviewed economic development activities noting that Alan Heidemann has been chosen to fill the BLEDA vacancy, discussed the Boards efforts to sell BLIPE Phase II land, and noted that the City will be hosting Big Lake's first Realtor Forum on November 14. Klimmek also reviewed planning activities noting that staff will be interviewing seven applicants for the full-time, seasonal code enforcement internship, reviewed updates to the City Code that reflect the newly adopted Comprehensive Plan, and upcoming City Code housekeeping amendments that will be reviewed by the Planning Commission and ultimately coming to Council for approval.

8. LIST OF CLAIMS

8A. Consider List of Claims

Council Member Hansen motioned to approve the List of Claims dated 03/07/19 through 03/21/19 with the removal of Check No. 79478 for separate consideration, and approval of payroll no. 6. Seconded by Council Member Knier, unanimous ayes, motion carried.

8B. Consider Audio Communications Payment

Council Member Hansen motioned to approve payment of Check No. 79478 in the amount of \$2,537.50 payable to Audio Communications for services rendered. Seconded by Council Member Johnson, vote passed with a vote of 4 to 0 with 1 abstention with Council Members Hansen, Johnson, Knier and Wallen voting aye and Council Member Backlund abstaining. Motion carried.

9. ADMINISTRATOR'S REPORT

Clay Wilfahrt discussed the Elk River water levels, noting that the City hasn't experienced any major flooding issues to date. Wilfahrt reviewed the newly installed traffic signal at the intersection of CR 5/Hiwatha Avenue informing Council that staff has been fielding some negative, but mostly positive, comments on the new signal. Wilfahrt also discussed the recent Highway 25 Coalition sub-committee taskforce that met last week, noting that the next coalition meeting will be at the end of April.

10. MAYOR & COUNCIL REPORTS and QUESTIONS/COMMENTS

Council Member Johnson: Discussed the March Big Lake Community Education Meeting.

Council Member Knier: Reviewed the March Big Lake Beyond the Yellow Ribbon Meeting.

11. OTHER

Council Member Knier motioned to recess the regular session at 7:11 p.m. to go to Closed Session for item 12. Consider Purchase Offer for the Sale of City Owned Land pursuant to MN Statute 13D.05, subd. 3c3 for parcel no's. 65-019-4419, 65-019-4405, and 65-563-0020. Seconded by Council Member Hansen, unanimous ayes, motion carried.

12. CLOSED SESSION – Consider Purchase Offer for Sale of City Owned Land identified as Parcel No.'s 65-019-4419, 65-019-4405, and 65-563-0020 allowed per M.S. 13D.05, subd. 3c3.

Council Member Johnson motioned to open the Closed Session at 7:14 p.m. Seconded by Council Member Knier, unanimous ayes, motion carried.

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

Clay Wilfahrt reviewed closed session procedure requirements.

Hanna Klimmek discussed a purchase agreement the City received on City owned parcels 65-019-4419, 65-019-4405, and 65-563-0020.

No action was taken by Council during Closed Session.

Council Member Hansen motioned to close the Closed Session and reconvene the regular meeting at 7:24 p.m. Seconded by Council Member Knier, unanimous ayes, motion carried.

Council Member Hansen motioned to accept the purchase agreement offer for City owned parcels 65-019-4419, 65-019-4405, and 65-563-0020 contingent upon attorney review. Seconded by Council Member Johnson, unanimous ayes, motion carried.

13. ADJOURN

Council Member Knier motioned to adjourn at 7:26 p.m. Seconded by Council Member Hansen, unanimous ayes, motion carried.

Gina Wolbeck
Clerk

Date Approved By Council 04/10/19