

**BIG LAKE CITY COUNCIL
REGULAR MEETING MINUTES**

JULY 10, 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: 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, 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 Johnson motioned to approve the Consent Agenda with the removal of item 6D for separate consideration. Seconded by Council Member Knier, unanimous ayes, consent

agenda approved. The Consent Agenda consists of: 6A. Approve Joint Powers Board Meeting Minutes of June 25, 2019, 6B. Approve Council Workshop Minutes of June 25, 2019, 6C. Approve Regular Council Meeting Minutes of June 25, 2019, and 6E. Approve Third Amendment to Tower Lease Agreement with T-Mobile LLC.

6D. Set Special Meeting Date at 4:00 p.m. on July 16, 2019 to Conduct Interviews to Fill the Vacant City Council Seat

Council Member Knier asked that this item be voted on separately from the Consent Agenda as he would prefer to extend the application deadline another two weeks. Knier stated that he believes that we are rushing the interview process and would like to give citizens in Big Lake more time to submit an application.

Council Member Knier motioned to extend the City Council vacancy application deadline another two weeks. Motion failed for lack of a second.

Council Member Johnson motioned to set a Special Council Meeting at 4:00 p.m. on July 16, 2019 in the City Council Chamber to conduct interviews to fill the vacant City Council seat. Seconded by Council Member Hansen, vote carried with a vote of 3:1 with Mayor Wallen and Council Members Hansen and Johnson voting aye, and Council Member Knier voting nay. Motion carried.

7. BUSINESS

7A. PUBLIC HEARING – SIG, LLC Liquor License Application

Gina Wolbeck reviewed the on-sale and Sunday liquor license application submitted by Raymond McManus for SIG, LLC dba Tootsies Lakeside Pub to be located at 110 Jefferson Blvd which is located south of Highway 10, across from the west end shoreline of Big Lake. The establishment is currently owned by Jerry and Janet McKernan and the new license will become effective at closing on August 1, 2019, at which time the McKernan's license will terminate. The applicant has submitted the necessary fees, an insurance certificate will be required prior to release of the license, and the background investigation has been reviewed and approved by the Police Department.

Applicant Ray McManus, 14157 Pierce Street NE, Ham Lake, MN – reviewed his experience in the liquor industry which dates back 20 years, and discussed his plans for improving the structure. Council welcomed McManus to Big Lake.

Mayor Wallen opened the public hearing at 6:09 p.m. No one came forward. Mayor Wallen closed the public hearing at 6:10 p.m.

Council Member Knier motioned to approve Resolution No. 2019-46 approving an On-Sale and Sunday liquor license for SIG, LLC d/b/a Tootsies Lakeside Pub located at 110 Jefferson Blvd contingent on submittal of an insurance certificate showing insurance coverage for liquor, general liability, and workers compensation, and finalization of the sale of the property between Jerry and Janet McKernan and Raymond J. McManus. Seconded by Council Member Hansen, unanimous ayes, motion carried.

7B. Caribou Coffee Development Application – Concept Plan Review

Michael Healy reviewed the planner's report for the development application submitted by Jon Fahning on behalf of Tom Opatz for the construction of a drive-through only Caribou Coffee "Cabin" concept for the City owned property located at the southeast corner of the intersection of US Highway 10 and Eagle Lake Road South. Healy noted that this concept review is the first step in the approval process as part of the acquisition and development of the City owned property. The proposed structure is projected to be approximately 600 square feet in size with an outdoor patio and walk-up window, in addition to the proposed drive-through. Healy reviewed revisions to the driveway access from Humboldt Drive that meets the spacing guidelines from the intersection of Humboldt Drive and Eagle Lake Road South. No vehicle driveway access is proposed on Eagle Lake Road South or Jefferson Boulevard. Healy noted that the site is approximately 0.76 acres in size and consists of two parcels that have not been previously platted. The project will require platting and combining of the two City owned lots and dedication of required right-of-way for Eagle Lake Road South and Jefferson Boulevard which will decrease the combined lot size to 0.34 acres in size. Healy also stated that the property is currently owned by the City and a purchase agreement would need to be executed for the sale of the property. Healy also reviewed development approvals that will be required including Preliminary and Final Plat, Conditional Use Permits to allow for a restaurant and for a menu board sign, Site Plan Review, an Administrative Permit for outdoor dining as an accessory use, and Variances to reduce the minimum lot size and width in the B-2 District, to reduce the required number of off-street parking spaces, and to allow the outdoor dining area to exceed 30% of the customer floor area of the structure. Healy also noted that a Variance would be required if there is more than 16 square feet of changeable copy electronic signage on the site which would include any electronic menu board signage. Healy discussed the off-site, non-conforming monument sign that is located in the northeast corner of the property that was constructed by the owner of the adjacent property to the east. As part of the approvals, this sign will either need to be removed or an easement over the monument sign in favor of the adjacent property to the east will be required. Healy reviewed that Staff believes this development proposal is a good fit for the property. Some revisions to the concept plan should be made based on staff comments including adding a sidewalk connection from the sidewalk on Eagle Lake Road South to the patio area.

Council discussed that it seems like it is a good use for the parcel.

Council Member Knier asked for clarification on the newly submitted redesign and how that will affect the car stacking requirement. Healy noted that the redesign mainly affects the loss of setback, and does not affect car stacking plans. Healy indicated that the Planning Commission will review the changes to the site layout.

Tom Opatz discussed the proposed project noting that Caribou is corporate owned. Opatz also informed Council that their goal is to be open before Thanksgiving.

7C. Monthly Department Reports

Fire Department – Ken Halverson provided statistical information on calls for service for the month of June. Halverson reviewed training for the month, informed Council that the annual Fire Relief Association Dance is scheduled on August 3rd, and discussed openings for new firefighters. The department is currently accepting applications through July 19th, and they have scheduled an informational session at 6:00 p.m. on July 14th for any interested firefighters and their significant others to attend.

Police Department – Joel Scharf updated Council on police statistics, calls for service, and self-initiated policing activities for the month of June. Scharf discussed revoked driver citations which are processed through Sherburne County. Scharf also provided information on a recent speed study conducted at Hiawatha Avenue and Golf Street, and congratulated Officer Sam Norlin and his new wife Pearl. Scharf noted that KARE 11 will be doing a traffic safety story related to a car accident Pearl and her sons were involved in last year. Scharf congratulated the Big Lake Fire Department on winning the 2019 Guns vs. Hoses Softball game at Big Lake Spud Fest, and reported on activities and events the department was involved in during the weekend long event. Out-going Big Lake Ambassador Grace Green was recognized who had been sponsored by the Police Department last year, and Scharf thanked Jayanne Troland for allowing the department to sponsor her as a Junior Ambassador candidate this year. Scharf reviewed community events the department has or will be participating in, discussed a training video of Canine Bruno and new Canine Officer Guy Chaffee, informed Council that the department now has Big Lake Police Department trading cards, and noted that the department's Nextdoor.com site now has 1,500 followers. Chief Scharf recognized Red Lake Conservation Officer Shannon Barron who died at the age of 48 of a medical condition while responding to a call for service.

Engineering Department – Jared Voge reviewed the status of the 2018 Street Rehabilitation Project noting that turf restoration will begin tomorrow in addition to completion of punchlist items. Voge also provided an update on the signal project on Hiawatha Avenue, and noted that the 2019 Street Rehabilitation Project will start at the end of July, or the beginning of August. The completion date will be weather dependent due to the amount of water on the McDowall Trail.

Public Works Department – Mike Goebel reviewed activities in the various areas of the Public Works Department. Goebel discussed a recent tour of the City’s Wastewater Treatment Facility that was attended by representatives from the MN PCA and Target’s Design and Marketing Team to better understand how a treatment facility operates and how disposable wipes affect the wastewater treatment process and equipment. Goebel also discussed the recent Hiawatha Avenue/Isanti Street main waterline break, and informed residents that there is free compost available from the City Compost site.

8. LIST OF CLAIMS

Council Member Hansen motioned to approve the List of Claims dated 06/21/19 through 07/01/19, and payroll no. 13. Seconded by Council Member Knier, unanimous ayes, motion carried.

9. ADMINISTRATOR’S REPORT

Clay Wilfahrt discussed the League of MN Cities Annual conference, and noted that the Highway 25 Coalition hired a facilitator to lead the Coalition in the comprehensive land use process. Wilfahrt also informed Council that Staff continues to work with the Met Council to transfer road ownership of the street at the Big Lake Station site, and thanked the Community Development team for their innovative and creative work in selling and marketing City owned land.

10. MAYOR & COUNCIL REPORTS and QUESTIONS/COMMENTS

Mayor Wallen: Reviewed the July BLEDA Meeting and the recent Finance Committee Meeting. Mayor Wallen also informed the public of the upcoming “Connect with Council” gathering that will be held during the Farmer’s Market on August 21st.

Council Member Hansen: Discussed the July Planning Commission Meeting.

Council Member Johnson: Reviewed the July BLEDA Meeting and the recent Big Lake Community Lake Association Public Informational Meeting. Council Member Johnson also reviewed the LMC Conference and highly recommended other Council Members attend.

Council Member Knier: Reviewed the Finance Committee Meeting held today.

11. OTHER – No other.

12. ADJOURN

Council Member Hansen motioned to adjourn at 6:51 p.m. Seconded by Council Member Knier, unanimous ayes, motion carried.

Gina Wolbeck
Clerk

Date Approved By Council 07/24/19