

**BIG LAKE CITY COUNCIL  
REGULAR MEETING MINUTES  
October 26, 2022**

**1. CALL TO ORDER**

Mayor Paul Knier 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: Ken Halverson, Sam Hanson, Paul Knier, Kim Noding, and Paul Seefeld. Also present: City Administrator Hanna Klimmek, City Clerk Gina Wolbeck, Finance Director Deb Wegeleben, City Planner Lucinda Spanier, City Engineer Layne Otteson, Police Chief John Kaczmarek, Liquor Store Manager Greg Zurbey, Streets/Parks/Fleet Superintendent Norm Michels, Water/Wastewater Superintendent Dan Childs, and Big Lake Student Liaison Allie Cross.

**4. OPEN FORUM**

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

**5. PROPOSED AGENDA**

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

**6. CONSENT AGENDA**

Council Member Halverson motioned to approve the Consent Agenda as presented. Seconded by Council Member Hanson, unanimous ayes, Consent Agenda approved. The Consent Agenda consisted of: 6A. Approve List of Claims, 6B. Approve Joint Planning Board Meeting Minutes of October 12, 2022, 6C. Approve Council Workshop Minutes of October 12, 2022, 6D. Approve Regular Council Meeting Minutes of October 12, 2022, 6E. Approve Resolution No. 2022-77 Entering into a Snow and Ice Control

Agreement with Big Lake Township, 6F. Approve Winter Farmers Market 2022-2023 EBT and Market Bucks Agreement, 6G. Approve Conditional Offer of Employment to Haiden Spotts for the Police Officer Position, 6H. Approve Appointment of Donna Clarksean to the Big Lake Economic Development Authority, 6I. Approve Remote Work Policy, 6J. Approve the Appointment of Kylie Witter, Zack Gesicki, and Rick Peterson as Part-time Liquor Store Staff, 6K. Approve Resolution No. 2022-78 approving a Conditional Use Permit for Accessory Retail Sales in the Industrial Park District at Parcel No. 65-593-0105, and 6L. Approve Resolution No. 2022-79 approving Joint Powers Agreements between the City of Big Lake and the State of Minnesota/BCA.

**7. BUSINESS**

**7A. Memorial Recognition for Big Lake Police K9 Bruno, and Recognition of K9 Handler Officer Guy Chaffee**

Police Chief John Kaczmarek recognized Big Lake Police K9 Bruno for his years of service to the City. Kaczmarek noted that Bruno passed away from an unexpected medical emergency on October 12, 2022. Kaczmarek also recognized K9 Handler Officer Guy Chaffee for his dedication to the K9 Program.

Mayor Knier and City Council members acknowledged Officer Chaffee's great love for the K9 Program and for Bruno, and thanked him for his commitment to the Department.

**7B. Development Application for 20169 CR 43 – Comprehensive Plan Amendment and Ordinance Amending the Zoning Map**

Lucinda Spanier reviewed the development application submitted by Greg Smith, owner of 20169 County Road 43 for a Comprehensive Plan Amendment as well as an amendment to the City's Zoning Map. Spanier also noted that this parcel was approved for annexation by the City Council on September 14, 2022. The Applicant is requesting to amend the future land use designation of the parcel from Future Neighborhood to Business, as well as a rezone of the parcel from Agriculture to Community Business (B-2). The 2.28 site is located east of County Road 43 and approximately 450 feet north of Minnesota Avenue. The site is currently used as a single-family residence; however, it is under contract with the Wave Youth Center for redevelopment as a youth center, with potential space for commercial use. Spanier reviewed that the Planning Commission held a public hearing on October 5, 2022 and no public input was received. The Planning Commission unanimously recommended City Council approval of both applications, finding no adverse effects of the proposed amendments and found the requests to be consistent with the objectives of the Comprehensive Plan and the intent of the zoning district.

Council Member Seefeld discussed the potential for increased pedestrian traffic on this county road which was noted by Planning Commissioner Green as a concern. Spanier responded that we don't yet know the location of the future crossing, but it is of significant importance to this project.

Council Member Noding motioned to approve Ordinance No. 2022-13 Amending the Zoning Map to amend the zoning the parcel from Agriculture to Community Business (B-2) for the property located at 20169 County Road 43. Seconded by Council Member Seefeld, unanimous ayes, motion carried.

Council Member Halverson motioned to approve Resolution No. 2022-80 approving summary publication of Ordinance No. 2022-13, and Resolution No. 2022-81 amending the Comprehensive Plan to amend the future land use designation of the property located at 20169 County Road 43 from "Future Neighborhood" to "Business". Seconded by Council Member Hanson, unanimous ayes, motion carried.

**7C. Development Application for Aeon Big Lake Station LLC – Preliminary Plat for Station Street Acres East Second Addition, and Development Stage PUD for Big Lake Station Senior**

Lucinda Spanier reviewed the development application submitted by Aeon Big Lake Station LLC for preliminary plat and development stage PUD approval for Parcel No. 65-580-0010. Spanier also noted that the name of the plat and PUD will most likely be revised at the time of Final Platting.

Spanier reviewed that the Applicant is proposing to subdivide the 6.14-acre parcel into two lots, with one parcel being a 3.51-acre outlot, and the other 2.63-acre parcel housing a 74-unit multifamily residential building for active seniors with incomes 50% of the Area Median Income. The vacant site is located south of the North Star Station and east of Station Street NW, and is currently zoned Transit Oriented Development (TOD) District and is located in the "Station Zone" of the TOD district. Spanier noted that the TOD district aims to integrate land use and transit via the creation of compact, walkable, mixed-use community within walking distance of the North Star Station. Spanier reviewed that the project is proposed to consist of surface and underground parking, indoor and outdoor amenities, and storm water ponding. Sidewalks are proposed on streets adjacent to Lot 1, Block 1, and an internal sidewalk would connect the building and southern portion of the parking lot to Station Street south of the building. The plan features 1.36 parking spaces per dwelling unit, including 55 garage stalls and 47 surface stalls. Spanier reviewed PUD flexibility the Applicant is requesting which include: 1. Front and side yard setbacks (City Code Section 1068.05, Subd. 1., 1., a., and b.), 2. Exterior building materials (City Code Section 1068.06, Subd. 2., 1., a.), 3. Entrance facing transit station and/or street (City Code Section 1068.05, Subd. 2., b., and c.), 4. Articulation of ground level portion of building (City Code Section 1068.05, Subd. 2., f.), and 5. Lot coverage (City Code Section 1068.05, Subd. 2., 1., a.). Spanier reviewed that the

Planning Commission held a public hearing on the preliminary plat application during their meeting on October 5, 2022, and no public comment was received. The Planning Commission encouraged the developer to remove the carport from the surface parking lot and to incorporate architectural details into the northern and western building facades to create interest on an otherwise long blank wall. The Planning Commission unanimously voted in favor of the preliminary plat and development stage PUD applications, with all seven (7) commissioners recommending City Council approval of the applications. Spanier noted that since the October 5 meeting, the Applicant has been working with staff to address the abovementioned concerns of the Planning Commission. Staff believes that while the elevations included in this report do not satisfy the code requirement for building materials, they do however, address the concerns raised by the Planning Commission regarding the need for articulation on the street-facing facades. Given that the carport is not a code requirement and was not favorably received, the Applicant has removed it from their proposal.

Council Member Halverson asked if the proposed 3-feet of brick is throughout all sides of the structure. Spanier responded that the brick will be more pronounced on some sides rather than other sides. Halverson stated that he would like to see the amount of brick increased on the shorter sides.

Council Member Noding motioned to approve Resolution No. 2022-82 approving a Preliminary Plat for Station Street Acres East Second Addition, and Development Stage Planned Unit Development for Big Lake Station Senior and setting forth conditions to be met prior to submittal of the Final Plat application. Seconded by Council Member Seefeld, unanimous ayes, motion carried.

#### **7D. Department Reports**

Police Department – Chief of Police John Kaczmarek updated Council on police statistics, calls for service and significant arrests for the months of August and September. Kaczmarek reviewed upcoming EMR/1<sup>st</sup> Responder certifications, officer interviews held to replace retired officer Siebert, and provided information on winter parking rules. Kaczmarek also provided statistics on MN traffic related deaths to date in 2022, reviewed bus safety information on the Departments Facebook page, and introduced new Officer William Saliterman. Kaczmarek reviewed events the Department participated in including Night to Unite, skate park interactions with area youth, Big Lake Farmer’s Market, Big Lake High School Career Fair, and youth safety trainings at the Wave Youth Center and Big Lake Schools. Kaczmarek discussed the Use of Force Training officers participated in that was held at Big Lake High School. Kaczmarek thanked retired officer Todd Siebert for his 15 years of service, noting that he will be recognized by Council in November.

Mayor Knier commented on the important significance our Police Department has fostered with our youth, noting that they have done a great job of encouraging a positive policing image.

Deb Wegeleben provided a year-to-date 2022 financial recap, reviewed debt obligations and CIP fund balances, and provided an update on the 2023 budget cycle planning. Wegeleben noted that the Mayor/Council line item is over budget due to professional services for election questions.

Greg Zurbey provided an update on the Municipal Liquor Store operations and provided a year-to-date 2022 update compared to 2021. Zurbey noted that the store had 21 in-store tasting events, reviewed new landscaping completed along the front of the store, participated in the Molson/Coors Big Lake Fire Department fundraiser which raised \$116 in cash. The Big Lake Boy Scouts also sold popcorn orders, and Zurbey discussed the October Breast Cancer Awareness programs being held at the store. Zurbey also noted that costs of goods have increased randomly throughout the year, specifically a second price increase to beer products in 2022, and noted inventory shortages continue on some items. Zurbey informed the public that the 2022 fall wine sale will be held on November 13 – 19 and will reflect a 25% discount on all regular priced wines.

Mayor Knier asked what the average percentage is of the increase in cost of goods at the liquor store. Zurbey responded that it is really difficult for him to give a specific number, noting that there really hasn't been a rhyme or reason to the increases.

Hanna Klimmek provided an update on activities in the Community Development Department in August and September 2022. Klimmek reviewed housing, commercial and redevelopment projects, and provided a year-to-date 2021/2022 permit activity comparison. Klimmek also noted that this will be her last Community Development update as new Community Development Director Therese Haffner starts employment with the City on October 31.

## **8. ADMINISTRATOR'S REPORT**

City Administrator Hanna Klimmek reviewed that Corrie Scott and BLEDA Commissioner Cindy Lemm are currently attending and representing Big Lake at the Annual Minnesota Commercial Association of Realtors Expo. Klimmek also reminded citizens of the upcoming November 8 General Election.

## **9. MAYOR & COUNCIL REPORTS and QUESTIONS/COMMENTS**

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

Halverson – Thanked John Kaczmarek and Guy Chaffee for their efforts in coordinating the K9 memorial service.

## **10. OTHER – No other.**

Mayor Knier encouraged citizens to get out and vote on November 8.

**11. ADJOURN**

Council Member Seefeld motioned to adjourn at 7:19 p.m. Seconded by Council Member Hanson, unanimous ayes, motion carried.

Gina Wolbeck  
Clerk

Date Approved by Council 11.09.2022