

**BIG LAKE CITY COUNCIL  
WORKSHOP MEETING MINUTES**

**JULY 14, 2009**

**1. CALL TO ORDER**

Mayor Kampa called the meeting to order at 4:00 p.m.

**2. ROLL CALL**

Council Members present: Dick Backlund, Raeanne Danielowski, Lori Kampa, and Duane Langsdorf. Council Member Chuck Heitz arrived at 4:16 p.m. Also present: City Administrator Scott Johnson, Finance Director Corey Boyer, Community Economic Development Director Jim Thares, City Clerk Gina Wolbeck, Liquor Store Manager Jan Kostrzewski, and City Engineer Brad DeWolf of Bolton & Menk, Inc. Police Chief Sean Rifenberick arrived at 4:45 p.m.

**3. PROPOSED AGENDA**

Council Member Danielowski motioned to adopt the proposed Agenda. Seconded by Council Member Langsdorf, unanimous ayes, agenda adopted.

**4. BUSINESS**

**4A. 2010 Budget Workshop**

Corey Boyer reviewed proposed budget adjustments for 2010. Boyer noted that the proposed cuts are in addition to the approximately \$200,000 in cuts that were made in January 2009. With these proposed reductions and the use of \$45,000 in reserves, the City is still facing a \$224,500 budget gap. Council options include personnel cuts in the form of layoffs, furloughs, or reduced work weeks, fee changes, a tax rate increase, or further use of reserves. Council reviewed budget line items, and results from the employee survey that was provided to all City staff in July. Discussions included a possible reduction in employee benefits, obtaining information on insurance, subscriptions and dues, only allowing required training, supply orders, cleaning of the library, purchase of a police vehicle, animal control costs, obtaining rent for the space used by Big Lake Ambulance, Community Education and the Initiative Foundation donations, telephone service costs, setting up policies for use of furlough days, license fees, purchasing products from vendors outside the City versus local vendors, four day work weeks, renting of the Lakeside Park Pavilions, and allowing vendors to sell products at Lakeside Park.

Jim Thares reviewed eight possible Community Development/Building Department personnel cost saving options. Boyer further discussed the option of contracting out the building department services. Outsourcing could result in a budget savings of approximately \$225,000 less unemployment benefits. Staff reviewed discussions with the City of Becker and noted they only budgeted \$10,000 for building inspection costs for 2010 and would not be a viable contributor to a cost-sharing concept.

Council identified areas they would like staff to focus on to reduce the 2010 budget which included: 1) Potential to implement a Street Light Fee, 2) Increasing Fees, 3) No further use of Reserves, 4) Requested further information on the need to replace the vacant public works position, 5) Contacting the Ice Association to request they maintain the ice rinks or reduce the staff time on maintenance of the rinks, 6) Moving the Public Works Assistant from the General Fund to the Utility Fund, and 7) Focusing on Item No. 1 of the CEDD's memo implementing a 20% reduction in staff time for all Building Inspections Department staff.

**5. OTHER**

Corey Boyer reviewed the City's insurance coverage that includes liability coverage for volunteers. A Worker's Comp Policy would need to be taken out if the City implements a volunteer program. The approximate cost of this type of policy is over \$900 annually.

**6. ADJOURN**

Council Member Langsdorf motioned to adjourn at 5:47 p.m. Seconded by Council Member Danielowski, unanimous ayes, motion carried.

Gina Wolbeck  
City Clerk

07/22/09  
Date Approved By Council