

**BIG LAKE CITY COUNCIL
WORKSHOP MEETING MINUTES
SEPTEMBER 16, 2009**

1. CALL TO ORDER

Mayor Kampa called the meeting to order at 6:00 p.m.

2. ROLL CALL

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

3. PROPOSED AGENDA

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

4. BUSINESS

4A. Big Lake Senior Activity Center Discussion

Scott Johnson reviewed the Big Lake Senior Activity Center Guidelines that were approved by the City Council on August 26th. Council Member Backlund presented three guideline documents that he has received that have different language. Gina Wolbeck clarified the process for presenting documents to the City Council for approval and stated that the official guidelines are identical to what Council approved on August 26th. Discussion was also held on donations that are made to the Senior Center and availability of space. Council invited both senior groups to openly discuss their issues. Council Member Backlund discussed the history of the senior group and informed Council that the group is chartered through Sherburne County. Darlene Lanz from the Big Lake Senior Group explained that they have been chartered since 1961 and are members of the MN Council on Aging. Lanz also discussed their former building that was demolished by the City, and the limited space the senior group has been allocated since. Lanz also stated that their senior group shouldn't be expected to furnish the site when it will be open to other groups. Donna Eddy questioned how donated items will be allocated and if they will become property of the City. Johnson explained that items would be considered as a donation to the Big Lake Senior Activity Center, not to the City of Big Lake. Council Member Langsdorf reviewed the history of the demolition of the building that formerly housed the Big Lake Senior Group. Council Member Langsdorf clarified that the structure was deemed as a hazardous structure and that the potential cost to fix the structure was substantial, which led to the decision to demolish the building. The Big Lake Senior Group requested that the

City and Township consider purchasing the bigger ticket items for the Big Lake Senior Activity Center if the room is going to be open for community use. Council Member Danielowski suggested that both senior groups work together to solicit donations from various Big Lake Organizations. Council Member Backlund indicated that he will work with both groups to solicit donations. Needed donations identified include 24 chairs, round tables, and a refrigerator. Don Orrock informed the group that their senior group could provide a couch and love seat. Darlene Lanz noted that the room should have been called the Big Lake Community Center. Council thanked the senior groups for attending the Workshop and for providing their comments.

4B. 2010 General Fund Budget Discussion

Corey Boyer reviewed the status of the 2010 General Fund Budget. Department heads met on the remaining \$20,000 budget gap to discuss possible additional budget cuts to balance the budget. Council reviewed the potential tax increase commercial businesses could see in 2010 with a 3.5% tax rate increase. Staff noted that any further reduction in the tax rate would have to come from personnel or the additional use of reserves. Council also discussed the possible use of Administrative Fines. Sean Rifenberick indicated that implementing these types of fines most likely would not be cost effective.

Jim Thares discussed the job duties of the Building Inspections Department and the history of how the current department structure was established. The Building Inspector has indicated that it could take a number of years, depending on work load and incoming projects, for an inspector to shadow an experienced Building Official in order to take over inspection and plan review duties for commercial, industrial, and public facilities. Council directed staff to draft a RFP for Building Official consulting services and directed that Jim Thares make the final decision on using building consultant services. Council also directed staff to check into training costs for Building Department Certification classes. Staff noted that the building consultant 2010 budgeted amount will be changed from \$20,000 to \$12,000.

4C. Hazardous Buildings/Structures Discussion

Jim Thares provided an update on the City's procedure for dealing with hazardous buildings/structures. Thares also noted that postings have been placed at properties that could be potentially hazardous.

4D. Meeting Date Changes/Cancellations/City Office Closings

Scott Johnson reviewed upcoming meeting date changes and cancellations. Staff also discussed the possibility of closing City Hall the day after Thanksgiving and Christmas Eve to allow employees and their family's additional time for travel and events over the holidays. Employee's would be required to use comp time, vacation pay, or take the time off unpaid, as this would not be considered a paid holiday.

