

**BIG LAKE CITY COUNCIL  
WORKSHOP MEETING MINUTES  
JULY 30, 2008**

**1. CALL TO ORDER**

Mayor Orrock called the meeting to order at 5:00 p.m.

**2. ROLL CALL**

Council Members present: Dick Backlund, Chuck Heitz, Lori Kampa, Patricia May, and Donald Orrock. Also present: City Administrator Scott Johnson, Finance Director Corey Boyer, Senior Planner Katie Larsen, City Clerk Gina Wolbeck, Public Works Director Mike Goebel, Police Chief Sean Rifenberick, and City Engineer Brad DeWolf of Bolton & Menk, Inc.

**3. PROPOSED AGENDA**

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

**4. BUSINESS**

**4A. 2009 Budget Workshop**

Corey Boyer discussed the 2009 budget with the Council. Mr. Boyer reviewed the new Levy Limits and the LGA amounts that will be allocated to the City in 2009 and how that will affect budgeting calculations. Discussion was also held on the budgeted amount for lake maintenance and the possible library expansion.

Council discussed various proposed budgeted items that could be held off to help keep the 2009 City tax rate at an even level.

Council questioned if the comprehensive plan update could be done as an update instead of redoing the entire plan. Katie Larsen noted that the comp plan is ten years old and that an overhaul is necessary. Council directed staff to bring this item to the Planning Commission to draft an RFP to seek bids on consulting services.

Council questioned if the Human Resources Director and Administrative Secretary positions were absolutely necessary at this time. Scott Johnson indicated that with the market concerns facing the City, the Human Resources position could be postponed. Mr. Johnson also discussed the Administrative Secretary position and felt that the position is still in the testing stages with the reallocation of current City staff, and that it could be held

off for at least half of 2009 before a full-time replacement is hired. Council directed that the Human Resources Director be removed from the 2009 budget and that the Administrative Secretary position be budgeted for 6 months.

Council discussed whether the Fire Engine is needed for the upcoming year. Council noted that discussion occurred at the last Fire Board Meeting indicating that this engine would be used as a spare. Council directed that this item be removed from the 2009 budget.

Brad DeWolf updated Council on changes to the 2009 improvement project plans. Mr. DeWolf indicated that the West Side Interceptor project can be removed from the budget as this type of project would need to be developer driven. Discussion was also held on the phasing of the Waste Water Treatment Plant construction and that the Bio-Solids and Pre-treatment areas need to be done in 2009. Council also discussed holding off on improving the Tarrytown Road area, but that the Rose Drive project should be completed.

Discussion was held on the proposed police department relocation. Council Member Backlund suggested the item be placed on the November ballot to let the voters decide if this project is needed. Council Member Kampa noted that the City has done similar projects in the last three years that were not brought to a ballot for approval. Council Member Kampa stated that Council Members are elected to make those types of decisions. Council Member Heitz discussed the option of holding off on the project for one year. Council Member Kampa indicated that she would support that only if the 2009 budget includes funds to draw up formal plans and identify potential costs of the project. Mayor Orrock accepted comments from the floor relating to the police department relocation. The general consensus of the Council was to hold off on the police department relocation until 2010, but that dollars will be included in the 2009 budget for architectural services to draw up plans and identify potential costs for the construction of a new police department.

Corey Boyer discussed potential unfunded projects including the Senior Center/Food Shelf renovation costs, holiday decorations along the new esplanade area, contributions to various organizations, and paint and new carpet for the Council Chamber. Council directed staff to hold off on updating the Council Chambers, and to contact the Big Lake Chamber of Commerce about financing new Holiday decorations.

Staff will revise the budget per Council discussion and that another Budget Workshop will be scheduled on August 27<sup>th</sup> for further discussion.

## **5. OTHER**

Scott Johnson reviewed proposed amendments to the City Personnel Policy and asked for Council feedback relating to section no 26.7 (political activities) of the policy. The general consensus of the Council was that the proposed changes are necessary and directed staff to place this item on the next Council Agenda.

**6. ADJOURN**

Council Member May motioned to adjourn at 6:34 p.m. Seconded by Council Member Kampa, unanimous ayes, motion carried.

Gina Wolbeck  
City Clerk

Date Approved By Council 08/13/08