

**BIG LAKE CITY COUNCIL
WORKSHOP MEETING MINUTES**

MARCH 17, 2010

1. CALL TO ORDER

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

2. ROLL CALL

Council Members present: Dick Backlund, Chuck Heitz, Lori Kampa, and Duane Langsdorf. Council Member Absent: Raeanne Danielowski. Also present: City Administrator Scott Johnson, Finance Director Corey Boyer, City Clerk Gina Wolbeck, Community Economic Development Director Jim Thares, Senior Planner Katie Larsen, Public Works Director Mike Goebel, Fire Chief Tony Eisinger, Liquor Store Manager Jan Kostrzewski, 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 Backlund, unanimous ayes, agenda adopted.

4. BUSINESS

4A. 2009 Year End Department Reports

The following individuals reviewed their department's 2009 year end reports and answered questions of the Council: 1) Community Economic Development Director Jim Thares – Community Development/Building Departments; 2) Finance Director Corey Boyer - Finance Department; 3) Fire Chief Tony Eisinger – Fire Department; 4) Liquor Store Manager Jan Kostrzewski - Liquor Store; 5) Scott Johnson – Personnel; 6) Police Chief Sean Rifenerick – Police Department; and 7) Public Works Director Mike Goebel - Public Works Department.

Various topics were discussed during the year end reports. Topics included the Hwy 10 / CR 5 redevelopment project, upcoming TIF District decertification's, environmental cleanup grant opportunities, customer counts at the liquor store, the COPS Grant, the City badging system, SCORE grant funds, and franchise fees.

4B. Review of City Services

Department Heads reviewed services that their departments provide.

4C. 2009 Liquor Store Transfer

Corey Boyer informed Council that due to the 2009 budget cuts and department heads managing their remaining budgets effectively, the City's reserves should end 2009 at approximately the same levels as year end 2008. Based on the expected sufficient reserves in the General Fund at year end 2009, staff is recommending the City forego the transfer from the Liquor Store Fund in 2009. This will allow the Liquor Store fund to improve its cash position which should allow for possibly greater available balances to transfer to the General Fund in 2010.

4D. TOD Sidewalk Improvements

Brad DeWolf provided a cost estimate for the construction of sidewalk improvements from Super America to CR 43. The total length of the sidewalk would be approximately 1,880 feet and is expected to cost \$112,000. The general consensus of the Council was to include the sidewalk items in the bidding process for the Hwy 10/25 intersection improvements.

4E. Hwy 10/25 Intersection Improvement Project Discussion

Brad DeWolf reviewed the Hwy 10/25 Intersection Improvement project which will consist of roadway, sidewalk, and signal improvements. Staff is asking Council to discuss any amenities that they would like to see as part of the project. Amenities discussed included lighting, stamped crosswalks, plantings, and trees. Council discussed the importance to meet the Downtown Design guideline standards. DeWolf noted that if the City chooses to incorporate similar lighting as the Esplanade project, the lighting costs would be approximately \$28,000. Council also directed staff to contact the building owners in the project area about potential façade rehabbing opportunities.

4F. Well No. 8 Discussion

Mike Goebel provided information on the City's well pumping capacity and is seeking Council feedback on the viability of installing another well. If the City decides the construction of a new well is not economically feasible at this time, staff is suggesting the Council consider a water ban between the hours of 5pm to 10pm and remove the existing odd/even water ban in effect. A watering ban during these hours would help shave that peak water demand to a more manageable level and would be more consistent with the City pumping capacity. Corey Boyer reviewed the City's water enterprise fund which is currently showing a negative cash balance as of the end of 2009. The reason for this balance is related to the slow down in the economy, and the debt service requirements related to the water treatment plant. If Council determines that well #8 is needed to address the City's well pumping capacity, Council should consider the financial situation of the water fund and look at options to address the additional debt that would come from this project. Options could include increased user fees, increased monthly base fees, and

increased WAC or trunk fees. Council discussed the need to monitor projects that will incur debt and directed staff to hold off on the Well No. 8 project and to establish a watering ban program that will be necessary to maintain an adequate pumping capacity level. Staff will bring back the Well No. 8 project for further discussion in 2011.

4G. NSP Program Update

Jim Thares reviewed the NSP program and informed Council that the City might be receiving additional NSP funding.

4H. Inactive Utility Account Balances

Corey Boyer discussed the status of inactive utility account balances. Inactive account balances used to be assessed to the new owner of a property but the City went away from this practice a few years ago. With the level of inactive balances outstanding, the City should consider other options to collect on these charges. Other than certifying the charges to the property taxes, the other option would be to contract with a collection agency to try to capture some of these outstanding balances. The City would also establish a collection fee to recoup some of the costs for this type of service. Council directed staff to investigate a fee collection process and report back to Council with the findings.

5. OTHER

Council directed staff to provide a listing of City owned asset property. Council also asked when the Taxi Ordinance would be brought back to Council. Staff indicated that the Ordinance Amendment will most likely be on the April 14th Council Agenda. Council also directed staff to start the quote process for the roof replacement at the Police Department.

6. ADJOURN

Council Member Heitz motioned to adjourn at 8:42 p.m. Seconded by Council Member Langsdorf, unanimous ayes, motion carried.

Gina Wolbeck
City Clerk

03/24/10
Date Approved By Council