

**BIG LAKE CITY COUNCIL  
WORKSHOP MEETING MINUTES  
OCTOBER 3, 2007**

**1. CALL TO ORDER**

Mayor Orrock called the meeting to order at 6:10 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, Community Economic Development Director Jim Thares, City Clerk Gina Wolbeck, Senior City Planner Katie Larsen, Public Works Director Mike Goebel, Police Chief Sean Rifenberick, and City Engineer Brad DeWolf of Bolton & Menk, Inc.

**3. PROPOSED AGENDA**

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

**4. BUSINESS**

**4A. Powell Street North Plowing Discussion**

Mike Goebel reviewed the current snow removal procedure followed by the Public Works Department. Council Members discussed the need for sidewalks in certain areas to address public safety concerns. Council also discussed that if the City is going to plow the Powell Street sidewalks, then we should commit to plowing all sidewalk areas in the City, which would be too cost prohibitive. Council discussed the option of providing information in the City newsletter and website to offer snowplowing services at a price that would cover the City's costs.

**4B. Lake Association Membership Discussion**

Mike Goebel discussed the re-activation of the Lake Association and inquired if Council would like him to attend their meetings. Staff has also received a membership application form and would like Council discussion on if the City should become an active member of the Association. Council discussed that it would not be necessary for staff to attend the Lake Association meetings as a Council Member Kampa will be attending and can

communicate with staff on an as needed basis. Council also discussed the benefits of becoming a member of the Lake Association and directed staff to include this on the next Council Agenda.

#### **4C. 2008 Budget Update**

Corey Boyer reviewed the revisions staff is proposing to the 2008 budget. Staff will revise the preliminary budget per Council discussion and present the final budget at the first meeting in December for Council consideration. Council thanked Mr. Boyer for his hard work in bringing the budget to an acceptable amount.

#### **4D. Industrial Park East Expansion Discussion**

Corey Boyer reviewed a summary of costs and financing structure for the proposed industrial park expansion. Potential costs for the expansion project include land acquisition, streets and utilities, utility extensions, holding costs for developer on a 429 agreement, and assumed assessment. At this point, staff is providing this information so that the financial issues involved with this proposal are fully understood by both the City and the Township. Mr. Boyer also indicated that other parties have expressed an interest in partnering with the City and Township on this expansion concept. Council discussed the requested assessment deferment and indicated that it would make sense to update the Town Board at the October 24<sup>th</sup> Joint Meeting.

#### **4E. Hidden River Trail Discussion**

Brad DeWolf discussed the Hidden River Trail issue. Council directed staff to provide information on the cost per lot for park dedication that the developer should have been responsible for with this project.

#### **4F. Supply Purchase Discussion**

Corey Boyer discussed current purchasing practices for City supplies. Mr. Boyer explained that overall, the goal with our purchasing is to look for local opportunities to meet our needs, but to also consider costs to minimize our operating expenses. Mr. Boyer also reviewed dollars that have been spent at various businesses in 2007 and asked for Council feedback on City purchases. Council directed staff to provide a list of needed supplies to Coborn's, and Big Lake Hardware to see if they are able to provide these items at a reasonable cost.

#### **4G. Police Department K-9 Purchase Update**

Sean Rifenberick reviewed the status of the K-9 program. Officer Cullen Czech has agreed to become the new K-9 officer and has been in contact with Mark McDonough who is an

independent import broker for police K-9 dogs. Mr. McDonough can assist the City with obtaining the type of K-9 that will fit the City's needs.

#### **4H. Police Department Service Survey Feedback**

Sean Rifenberick discussed results received from service surveys sent out to the public since the beginning of 2007. The surveys are sent randomly on all patrol officers and the results are through July 2007. Staff is looking for Council feedback on whether or not this information should be released to the local media. Council directed staff to contact the local newspaper to do an article to encourage residents to respond to police surveys.

#### **5. OTHER**

Scott Johnson discussed the process for hiring and firing City employees and that the final decision is made by the City Council. Administrator Johnson also discussed the need for employees to follow the Chain of Command with personnel issues.

Mayor Orrock discussed the letter Council received from the Becker – Big Lake Ice Association inviting them to their October 16<sup>th</sup> meeting in Becker. Council directed staff to include this item on the next Council Meeting.

Council directed the City Engineer to meet with the mobile home park management to ensure they are providing street improvement information to their tenants.

#### **6. ADJOURN**

Council Member Heitz motioned to adjourn at 7:17 p.m. Seconded by Council Member May, unanimous ayes, motion carried.

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City Clerk

Date Approved By Council \_\_\_\_\_