

**BIG LAKE CITY COUNCIL  
WORKSHOP MINUTES  
JANUARY 18, 2012**

**1. CALL TO ORDER**

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

**2. ROLL CALL**

Council Members present: Raeanne Danielowski, Lori Kampa, Duane Langsdorf, and Mike Wallen. Council Member absent: Dick Backlund. Also present: City Administrator Todd Bodem, City Clerk Gina Wolbeck, Senior Planner Katie Larsen, Economic Development Specialist Leslie Dingmann, Police Chief Sean Rifenberick, Public Works Director Mike Goebel, Liquor Store Manager Jan Muehlbauer, and City Engineer Brad DeWolf from Bolton and Menk, Inc.

**3. PROPOSED AGENDA**

Council Member Wallen motioned to adopt the proposed Agenda with moving item 4B.ii. to 4C. Seconded by Council Member Langsdorf, unanimous ayes, agenda adopted.

**4. BUSINESS**

**4A. Police Department Update**

Sean Rifenberick reviewed the open Officer position and asked for Council guidance on approaching this vacancy in relation to the COPS grant. Rifenberick noted that there is \$122,000 left on the COPS grant. Rifenberick also discussed opening up the position to current Big Lake Reserve Officers who are currently POST eligible or will be POST eligible by year end. Rifenberick noted that full interviews, testing, and back grounding would be required. Discussion was held on interview panel procedures and possibly including an outside public safety person to assist with police interviews. It was noted that outside agencies are generally used when interviewing for a police executive type of position, but can be done for an officer position as well. Council directed staff to bring back a formal recommendation for interviewing/hiring for the vacant police officer position at a future meeting.

Discussion was also held on the format for the upcoming year end reports and if Council wishes to have any changes to the outline. Council directed staff to proceed with the same format as previous years.

Rifenberick informed Council that a new squad purchase is in the 2012 budget and discussed the Presidential Volunteer Service Awards that will be presented to our the Big Lake Police Reserve Officers at next week's meeting.

#### **4B. 2012 LGA Funds and Project Requests form Department Heads**

Todd Bodem reviewed the possible Local Government Aid dollars that the City could get in 2012. Bodem noted that it is anticipated that the City will receive \$150,000 with the first half coming in July, and the second half at year end. Previously, Council asked staff to produce a list of wants/needs in the event that we do receive the funding. In conversations with staff, it was recommended to focus on a facility space needs assessment, a comprehensive plan update, city hall technical needs, police department technical needs, a GIS mapping sinking fund, and an upgrade to the Council Chambers.

##### **4B.i. Council Chambers Update**

Gina Wolbeck reviewed the remodeling needs of the Council Chambers and asked for Council feedback on implementing all the identified items or focusing on specific items one at a time. Council directed staff to continue to look into potential pricing and designs.

##### **4B.iii. Facility Space Needs Assessment**

Katie Larsen reviewed the benefits of the City conducting a facility space needs assessment which would provide information on identifying existing and possible future facilities, conditions, population and growth projections, conducting a community facilities tour, community size comparisons, space needs, site selection, detailed cost estimates, preliminary site design layouts, and identify potential funding sources. Council discussed how this type of assessment would help the City to vision and set goals and the need to be prepared when opportunities arise. Council discussed the property near the fire station and Brad DeWolf discussed old City Hall property plans that he can provide. Council directed staff to bring an RFP draft to the next meeting for further Council discussion and consideration.

##### **4B.iv. Comprehensive Plan Update**

Katie Larsen discussed the need to update the City's Comprehensive Plan. The existing Plan was created in July 2000 and a revision was done to the Land Use Plan in 2005. Larsen explained the purpose of a Comprehensive Plan which details the City's vision and strategic plan to achieve that vision. It serves as the City's blue print for the future growth and development of the City. Council discussed the return on investment for updating the comprehensive plan and noted the need for the City to embrace visioning for the future. Council directed staff to get a preliminary quote from our planning consulting company who produced the last comprehensive plan for the City.

#### **4C. Big Lake Rail Park Strategy**

Katie Larsen reviewed the potential strategies and future direction relating to the Big Lake Rail Park. Larsen summarized funding sources, and provided a draft Rail Park map. Staff and Council discussed the pros and cons of the City owning and operating the rail spur versus a private entity taking responsibility for the spur. Staff also discussed the length of the spur and the requirements of Burlington Northern Santa Fe Railroad. Council directed staff to meet with railroad officials to further discuss how to proceed with the project.

#### **4D. Vehicle Maintenance Quote Discussion**

Todd Bodem presented Council with the annual quote policy for vehicle maintenance on police vehicles which dates back to 2007 when Council requested a quote process be put into place. Staff is seeking Council feedback on if this policy should change, or continue as established. Council discussed the need to set a written policy and to follow the policy as approved. Council directed staff to prepare a draft policy and bring to a future meeting for Council discussion and consideration.

#### **5. OTHER**

Council Member Danielowski read aloud a letter sent to her from a 5<sup>th</sup> grader regarding the need for support of the Big Lake Community.

Todd Bodem asked for Council and staff feedback on a request to provide correspondence from individual Council Members to the full Council. Gina Wolbeck discussed data practice laws and explained that while a particular document may be considered public information, part of the content of the document may be private and protected, and would need to be redacted. Council directed staff to work with the City Attorney to schedule an educational session for Council to learn more about the requirements of the Data Practice Law and how specific documents are classified including paper and electronic documentation and correspondence.

#### **6. ADJOURN**

Council Member Langsdorf motioned to adjourn at 7:26 p.m. Seconded by Council Member Wallen unanimous ayes, motion carried.

Gina Wolbeck  
City Clerk

01/25/12  
Date Approved By Council