

**BIG LAKE CITY COUNCIL
WORKSHOP MINUTES
MARCH 18, 2015**

1. CALL TO ORDER

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

2. ROLL CALL

Council Members present: Nick Christenson, Raeanne Danielowski, Seth Hansen, Duane Langsdorf, and Mike Wallen.

Also present: Interim City Administrator Joel Scharf, Public Works Director Mike Goebel, Liquor Store Manager Jan Muehlbauer, Administrative Assistant Sandy Petrowski, and City Engineer Brad DeWolf from Bolton and Menk, Inc.

Also in attendance: Sharon Klumpp from Springsted, Inc.

3. PROPOSED AGENDA

Council Member Wallen motioned to adopt the proposed Agenda as presented. Seconded by Council Member Hansen, unanimous ayes, agenda adopted.

4. BUSINESS

4A. SPRINGSTED, INC. – CITY ADMINISTRATOR EXECUTIVE SEARCH UPDATE AND SEMI-FINALIST REVIEW

Sharon Klumpp from Springsted, Inc. provided an update on the City Administrator search. Thirty-two (32) total applications were received for the City's posting for a City Administrator. Each application was reviewed against the minimum qualifications and desired qualifications established by the City Council in the Recruitment Brochure. After this review, seventeen (17) applicants were invited to complete a questionnaire that provides more detailed information about their background and experience. Twelve (12) completed questionnaires were returned. She further noted that three (3) questionnaires were reviewed that Springsted, Inc. decided to not submit as final applicants.

Council Member Hansen and Council Member Christensen were called away from the workshop at 6:23 p.m.

Klumpp reported that a second review of the remaining candidates was done, resulting in nine (9) candidates being forwarded to the City Council for further review. She reminded Council that candidate information is considered private data under Minnesota's Data Practices Act (MDPA). Klumpp clarified that while the candidate information is private data, the selection of candidates invited to interview with the City Council must take place at an open meeting. Each candidate has been assigned a number in an effort to comply with the MDPA. Klumpp also noted that she has conducted a 20-30 minute telephone screening session with each of the remaining candidates prior to the Workshop. She reviewed documentation distributed at the workshop pertaining to the interviews that have been conducted and provided comments on each candidate based on those interviews.

Council Member Hansen rejoined the meeting at 6:31 p.m.

Upon review of the candidates and based on the Council Members' individual ranking of each, a list of candidates selected for the first round of interviews was created. The candidates (identified by number only) who were selected to be invited to be interviewed are: Candidate #1, Candidate #3, Candidate #4, Candidate #6, Candidate #7, and Candidate #9.

Council Member Christenson rejoined the meeting at 7:16 pm.

It was the consensus of City Council to hold the first round of interviews with the nine (9) selected candidates on Tuesday, April 7, 2015, with the first beginning at 9:00 a.m. and the last at 3:00 p.m. Following these interviews, three (3) candidates will be selected to return for final interviews.

It was also the consensus of the City Council to hold a second (final) round of interviews with the final three (3) candidates on Monday, April 13, 2015. It was determined that the Department Heads would meet in the morning with each candidate separately for a question/answer session, followed by each candidate meeting with the City Council in the afternoon for a final interview.

Klumpp stated that prior to the interviews, she would provide background check results for each of the selected candidates, a list of suggested interview questions for the Council's review/comment, and a schedule for each round of interviews.

4B. FOOD SHELF FACILITY DISCUSSION

Interim City Administrator Joel Scharf discussed Council's direction to continue discussions about the current location of the Big Lake Food Shelf. The Food Shelf occupies space in the Big Lake City Hall building and under the arrangement, no formal lease exists and expenses related to utilities, facility maintenance, insurance, and cleaning of common areas are undertaken from various City Department budgets. Scharf reviewed the discussions held in 2014 relating to offering space at the former Police building located at 121 Lake Street North to the Food Shelf. Scharf noted that those discussions ended with no decision.

After discussing the limited options available for expansion, costs which are being subsidized by the City, and the potential benefit of the amount of anonymity that relocating to the former Police Department building would give patrons of the Food Shelf, it was the consensus of the Council to direct the Building Committee (Council Members Hansen and Christenson) to revisit the issue of a possible relocation to the former Police Department building with the Food Shelf representatives. After a brief discussion, Council Member Wallen expressed his desire to participate in the upcoming discussion and Council Member Christenson agreed to Wallen sitting in for him. Scharf will facilitate a meeting provide an update at a future meeting.

4C. CLEANING CONTRACTS DISCUSSION

Scharf informed Council that Sara Freiday, who has provided cleaning services for the City for twenty (20) plus years, submitted her resignation, effective May 2, 2015. Ms. Freiday provides cleaning services for City Hall, the Library, and the Police Substation.

The City also has Options, Inc. come in to provide some cleaning services at the City Hall location. The contract with Options expired last May.

Scharf reviewed cleaning costs in 2014 and the budgeted cleaning costs anticipated for 2015. He also discussed the quote which was received from a commercial cleaning service that entails providing all services through one vendor, including the cleaning of carpets each spring.

After discussing the desired areas to be cleaned and associated costs, it was the consensus of the Council to enter into a contract with one vendor for all of the cleaning services that had been performed by three vendors, at a reduced savings.

5. OTHER

- Scharf briefly discussed a recent request that staff has received from Lupulin Brewing to have a mobile food truck (from a business located outside of Big Lake) serve sandwiches on Saturday nights. Under the current City Ordinance, the vendor would be classified as a transient merchant; the vendor feels that the ordinance is too restrictive. Staff has had discussions on a potential ordinance amendment to allow food trucks and staff was asking for the Council's input.

After a brief discussion, it was the consensus of the Council that an ordinance amendment to allow food trucks would take away from local food establishments.

- Scharf provided a brief update on a water billing issue for a property on Edinburgh Way that a resident spoke on during the open forum portion of the February 25, 2015 regular Council meeting. He reported that staff has researched this issue, however due to the annual Department reports being presented to the Council in April, staff requests that this issue be discussed at the first regular Council meeting in May. It was the consensus of the Council to have this issue placed on the May 13, 2015 regular agenda for further discussion.

6. ADJOURN

Council Member Langsdorf motioned to adjourn at 7:55 p.m. Seconded by Council Member Christenson, unanimous ayes, motion carried.

Sandy Petrowski
Recorder

03/25/15
Date Approved By Council