

**BIG LAKE CITY COUNCIL
REGULAR MEETING MINUTES
AUGUST 10, 2011**

1. CALL TO ORDER

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

2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

3. ROLL CALL

Council Members present: Dick Backlund, Raeanne Danielowski, Lori Kampa, Duane Langsdorf, and Mike Wallen. Also present: City Administrator Scott Johnson, City Clerk Gina Wolbeck, Community Economic Development Director Jim Thares, Senior Planner Katie Larsen, Public Works Director Mike Goebel, Police Chief Sean Rifenberick, City Attorney Soren Mattick of Campbell Knutson, City Engineer Brad DeWolf of Bolton & Menk, Inc., and City Finance Director Brad Falteysek of AEM, Inc.

4. OPEN FORUM

Mayor Kampa opened the Open Forum at 5:01 p.m. No one came forward. Mayor Kampa closed the Open Forum at 5:02 p.m.

5. PROPOSED AGENDA

Council Member Danielowski motioned to adopt the Agenda with moving item 7E to the beginning of the Agenda. Seconded by Council Member Backlund, unanimous ayes, agenda adopted.

6. CONSENT AGENDA

Council Member Langsdorf motioned to approve the Consent Agenda as presented. Seconded by Council Member Wallen, unanimous ayes, consent agenda approved. The

Consent Agenda consists of: 6A) Approve Regular Council Meeting Minutes of July 27, 2011, 6B) Approve Moving Public Works Employee Dan Childs to Regular Employee Status, 6C) Authorize Sending Seized Motor Vehicles to Auction, and 6D) Approve Ordinance No. 2011-04 amending Section 540.03 (Recreational Fires), and approve Summary Publication Resolution No. 2011-59.

7. BUSINESS

7E. Award Sale of G.O. Refunding Improvement Bonds, Series 2011B (item moved to the beginning of the Agenda)

Stacie Kvilvang from Ehler's and Associates provided information on the results of the sale of the \$3,415,000 G.O. Improvement Refunding Bond, Series 2011B. Kvilvang noted that Standard & Poor's has reaffirmed the City's A+ rating and that eight bids were submitted for the sale of the bond. The low bid was submitted by Northland Securities, Inc. from Minneapolis, MN at a true interest cost of 2.2680%.

Council Member Wallen motioned to approve Resolution No. 2011-60 accepting the proposal on the negotiated Sale of \$3,425,000 General Obligation Improvement Refunding Bonds, Series 2011B, Pledging Special Assessments and Levying Taxes for the payment thereof. Seconded by Council Member Langsdorf, unanimous ayes, motion carried.

7A. Community Attitudes Survey Results

Katie Larsen reviewed the results of the Community Attitudes Survey that was conducted in April 2011. Larsen noted that the survey allowed citizens the opportunity to comment on a variety of community issues and addressed if the City was meeting the community's level of expectation regarding services and facilities. Larsen explained that the results will assist Council with future development and budgeting needs. The overall average score of the survey was 2.05 which would correlate to a "B" on a standard grading scale.

7B. Discuss Process for Appointment of Interim City Administrator

Scott Johnson reviewed the Letters of Interest and resumes received for the Interim City Administrator position. Johnson noted that Council is being asked to identify their top 3 to 4 candidates who will be interviewed next week. Council discussed hours that will be needed for this position ranging from 30 hour per week to full time hours. Mayor Kampa noted that she will need to be more visible at City Hall during this transition time. Council discussed postponing the Budget Workshop scheduled on August 15th to August 22nd and to hold the Interim City Administrator interviews on August 15th.

Council Member Wallen motioned to reschedule the August 15, 2011 Budget Workshop to Monday, August 22, 2011 and to Set a Special Council Meeting on Monday, August 15, 2011 at 5:00 p.m. for Interim City Administrator interviews. Seconded by Council Member Backlund, unanimous ayes, motion carried.

7C. Finance Department Update

Brad Falteysek from AEM, Inc. provided the August finance update and answered questions from Council.

7D. Annual Meeting Date Changes/Cancellations Discussion

Scott Johnson discussed meeting date changes and cancellations for the remainder of the year. Council discussed canceling the November 23, 2011 meeting and the December 28, 2011 meeting due to the upcoming holidays. Council also discussed setting the annual committee meeting on Tuesday, December 6, 2011 at 5:00 p.m. for all Council, EDA, Planning, and Parks Committee members. Johnson noted that this meeting will be held in the City Council Chamber. Discussion was also held on the closing of City Hall the day after Thanksgiving as an unpaid furlough day, and the closing of City Hall the day after Christmas and New Year's in observance of those holidays.

Council Member Danielowski motioned to set and cancel the meetings as discussed. Seconded by Council Member Langsdorf, unanimous ayes, motion carried.

Soren Mattick discussed the need to hold a Special Meeting to consider the contract for the Interim City Administrator prior to the Budget Workshop.

Council Member Danielowski motioned to Set a Special Council Meeting on Monday, August 22, 2011 at 5:00 p.m. in the City Council Chamber to consider the Interim City Administrator Contract and to hold the Budget Workshop immediately following the Special Council Meeting. Seconded by Council Member Wallen, unanimous ayes, motion carried.

8. LIST OF CLAIMS

8A. Consider List of Claims

Council Member Danielowski motioned to approve the List of Claims ranging from Check No. 61219 through Check No. 61335 with the exception of Check No's. 61315 and 61314 for separate consideration, and Electronic Payments #1421E to #1438E. Seconded by Council Member Wallen, unanimous ayes, motion carried.

8B. Consider AutoStop Payment in the Amount of \$229.38

Council Member Backlund motioned to approve payment of Check No. 61315 in the amount of \$229.38 payable to AutoStop, Inc. Seconded by Council Member Wallen, vote passed with a vote of 4 to 0 with 1 abstention with Council Members Backlund, Danielowski, Kampa, and Wallen voting aye and Council Member Langsdorf abstaining. Motion carried.

8C. Consider Audio Communications Payment in the Amount of \$309.32

Council Member Danielowski motioned to approve payment of Check No. 61314 in the amount of \$309.32 payable to Audio Communications. Seconded by Council Member Langsdorf, vote passed with a vote of 4 to 0 with 1 abstention with Council Members Danielowski, Kampa, Langsdorf, and Wallen voting aye and Council Member Backlund abstaining. Motion carried.

9. ADMINISTRATOR'S REPORT

Sean Rifenberick updated Council on the Big Lake Night Out event that was held on August 5th. Rifenberick also thanked the organizers, volunteers and supports of the event.

Jim Thares discussed the need for additional help at the front counter at City Hall for the next 2 – 3 weeks due to vacation schedules, a substantial increase in building permits due to the July 1st storm, and water shut off calls and inquiries that the finance department is handling. Thares recommended that Intern Jennifer Russell fill the front desk hours on an as needed basis for the next 2 to 3 weeks and that she receive a \$150 stipend for filling in during this time.

Council Member Wallen motioned to approve a \$150 stipend payable to Intern Jennifer Russell for hours that she will work over the next 2 to 3 weeks. Seconded by Council Member Langsdorf, unanimous ayes, motion carried.

Mike Goebel provided an update on the status of the water shut-offs.

Scott Johnson thanked Council and Big Lake residents for their support during his years of working at the City. Council wished Johnson good luck in his new position.

10. MAYOR & COUNCIL REPORTS and QUESTIONS/COMMENTS

Council Member Backlund: Provided an update on the August EDA Meeting.

Council Member Danielowski: Brad DeWolf provided an update on the Hwy 10/25 Intersection Improvement Project and noted that the landscaping is expected to be completed within the next 4 to 5 weeks. Council Member Danielowski provided information on the Farmer's Market and the upcoming Fireman's Dance.

Mayor Kampa: Provided an update on the Cable Commission Meeting held on August 4th. Gina Wolbeck provided information on the August 11th Employee Appreciation Picnic that is sponsored by Council and City Department Heads.

11. **OTHER** – No other.

12. **ADJOURN**

Council Member Backlund motioned to adjourn at 6:11 p.m. Seconded by Council Member Danielowski, unanimous ayes, motion carried.

Gina Wolbeck
Clerk

Date Approved By Council _____ 08/24/11