

**BIG LAKE CITY COUNCIL
WORKSHOP MINUTES
SEPTEMBER 21, 2011**

1. CALL TO ORDER

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

2. ROLL CALL

Council Members present: Dick Backlund, Raeanne Danielowski, Lori Kampa, Duane Langsdorf, and Mike Wallen. Also present: Interim City Administrator Todd Bodem, City Clerk Gina Wolbeck, Community Economic Development Director Jim Thares, Senior Planner Katie Larsen, Public Works Director Mike Goebel, City Engineer Jared Voge from Bolton and Menk, Inc., and City Attorney Soren Mattick from Campbell Knutson.

3. PROPOSED AGENDA

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

4. BUSINESS

4A. NLC City Showcase Award Discussion

Katie Larsen provided information on the National League of Cities Showcase Award that the City was selected as a participant in recognition of the Highway 10/25 Intersection Improvement Project. Participation in the event entitles the City to two free conference registrations and airfare to the conference. City showcase participants are responsible for lodging and material shipping costs, but there may be opportunities for the City to apply for scholarship dollars to help cover these costs.

Council discussed who would best represent the City by attending this conference and it was determined that Mayor Kampa along with Senior Planner Larsen would attend the conference.

4B. City Hall Staffing Needs Analysis Discussion

Mike Goebel, Jim Thares, Katie Larsen, and Jared Voge left the meeting at 5:07 p.m. Todd Bodem provided staffing comparisons of other cities and presented his recommendation for restructuring City Hall staff to best fit the needs of the City. Bodem discussed the immediate need for the City to bring back a full-time Finance Director position along with a full-time front desk receptionist. Bodem explained that, at this time, the City's finance needs exceed the need to continue staffing the Community Development Director position, which would need to be eliminated in order to fund the Finance Director position. Mayor Kampa commented that Bodem's recommendation is in line with what the Personnel Committee considered last year. Council discussed that the City could continue to chase development opportunities, but noted that if a developer is serious about building in Big Lake, they will come to us. Bodem explained that the Administrator position would take on the role of the Community Development Director position with the assistance from the community development staff. Council also stressed that the City needs to continue to market itself and work with entities that are able to assist us in our economic endeavors. Council discussed that the Finance Director contract with AEM, Inc. was anticipated to be a short term fix and would serve as a temporary stop gap fix for the City. Council also discussed the skills of the support EDA staff and felt that they are ready to expand their talents and are more than able to handle the duties of the department working with the City Administrator. Discussion was also held on waiting for the new City Administrator to be in place before hiring a Finance Director. Council asked that the restructure item be on the next Council Agenda for consideration.

Bodem discussed the need to hire a full-time receptionist to eliminate the pendulum of various City staff covering the front desk which has interfered with their daily duties being completed in a timely manner. Bodem also discussed changing job duties of specific staff within City Hall to better facilitate the day to day activities. Bodem recommended that the City Clerk position take on Front Office Manager duties and that the City Planner/EDA Assistant position be promoted to Economic Development Specialist. Council asked that staff begin the research on the feasibility of bringing back payroll and utility billing into the City instead of outsourcing these duties. Council also asked for the Administrative Update reports to be restructured to include only main project information and not day to day activities of staff.

The general consensus of the Council was to proceed with the restructuring of City Hall staff per the recommendation of the Interim City Administrator.

4C. CLOSED SESSION – Performance Evaluation of Police Chief (allowed per MS 13D.05, subd. 3a)

Mayor Kampa recessed the regular meeting to go to Closed Session at 5:59 p.m. to conduct a Performance Evaluation on Police Chief Sean Rifenberick allowed per MS 13D.05, subd 3a.

Council Members present: Dick Backlund, Raeanne Danielowski, Lori Kampa, Duane Langsdorf, and Mike Wallen. Also present: Interim City Administrator Todd Bodem, City Clerk Gina Wolbeck, and City Attorney Soren Mattick.

Council conducted a Performance Evaluation on Police Chief Sean Rifenberick. No action was taken by Council.

Mayor Kampa closed the Closed Session and reconvened the regular Workshop at 7:15 p.m.

5. **OTHER** – No other.

6. **ADJOURN**

Council Member Langsdorf motioned to adjourn at 7:15 p.m. Seconded by Council Member Backlund, unanimous ayes, motion carried.

Gina Wolbeck
City Clerk

09/28/11
Date Approved By Council