

**BIG LAKE CITY COUNCIL
REGULAR MEETING MINUTES
SEPTEMBER 28, 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: Interim City Administrator Todd Bodem, City Clerk Gina Wolbeck, Community Development Director Jim Thares, Senior Planner Katie Larsen, Public Works Director Mike Goebel, Police Chief Sean Rifenberick, Assistant Fire Chief Paul Nemes, Liquor Store Manager Jan Kostrzewski, City Attorney Soren Mattick of Campbell Knutson, City Engineer Brad DeWolf of Bolton & Menk, Inc., and Building Inspector Larry Wasmund from Inspectron, 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 proposed Agenda with the addition of item no. 7A.1. AgStar Finance Services Grant Award. Seconded by Council Member Backlund, unanimous ayes, agenda adopted.

6. CONSENT AGENDA

Council Member Danielowski motioned to approve the Consent Agenda as presented. Seconded by Council Member Langsdorf, unanimous ayes, consent agenda approved. The Consent Agenda consists of: 6A) Approve Regular Council Meeting Minutes of September 14, 2011, 6B) Approve Council Workshop Minutes of September 21, 2011, and 6C) Approve Appointment of Rick Eberle as a Fire Captain.

7. BUSINESS

7A.1. AgStar Financial Services Grant Award

Jim Thares provided information on the \$4,600 grant from AgStar Financial Services that will be used to complete a multi-family housing study. Council thanked AgStar Financial Services for the grant opportunity.

Mark Cook from AgStar Financial Services presented the grant funds to the City and reviewed the mission of their organization.

Council Member Danielowski motioned to accept the \$4,600 grant funds from AgStar Financial Services that will be used to complete a multi-family housing study. Seconded by Council Member Langsdorf, unanimous ayes, motion carried.

7A. September 21st Council Workshop Update

Todd Bodem reviewed the discussions held at the September 21, 2011 City Council Workshop.

7B. City Hall Restructure

Soren Mattick provided information on the proposed restructuring of staff at City Hall. Mattick reviewed discussions that were held at the September 21st Workshop and identified Council's desire to restructure operations at City Hall that would best fit the needs of the City. Mattick explained that, at this time, Council feels the City's finance needs exceed the need to continue staffing the Community Development Director position. Mattick explained that the Community Development Director duties would be spread out to the City Administrator and the remaining Community Development staff.

Mayor Kampa stated that the restructuring decision was a difficult choice for Council and noted that Council appreciates all that the Community Development Director has done for the City.

Council Member Wallen motioned to approve eliminating the Community Development Director position and spread those duties to the City Administrator, Senior Planner, and Planner/EDA Assistant, and direct staff to develop job descriptions and determine appropriate points/grade and pay for the Economic Development Specialist, City Clerk/Front Office Manager, and Receptionist positions for future Council consideration. Seconded by Council Member Danielowski, unanimous ayes, motion carried.

7C. PROCLAMATION – Community Planning Month

Mayor Kampa read a Proclamation proclaiming the month of October as Community Planning Month.

Council Member Danielowski motioned to approve Resolution No. 2011-74 proclaiming the month of October as Community Planning Month. Seconded by Council Member Backlund, unanimous ayes, motion carried.

7D. Building Department Update

Larry Wasmund provided the monthly Building Department update and answered questions from Council. Council discussed the influx of roofing/siding/window permits due to storm damage and asked what the process is for the issuance of permits and conducting site inspections. Wasmund explained that Over the Counter permits are issued at City Hall and that their firm is conducting the site inspections. Wasmund stated the he feels they have been able to meet the increase in inspection needs and will report back to the City if this becomes a concern.

7E. Engineering Update

Brad DeWolf provided the September Engineering update and answered questions from Council.

8. LIST OF CLAIMS

8A. Consider List of Claims

Council Member Langsdorf motioned to approve the List of Claims ranging from Check No. 61450 through Check No. 61560 with the exception of Check No. 61456 for separate consideration, and Electronic Payments #1459E to #1477E. Seconded by Council Member Wallen, unanimous ayes, motion carried.

8B. Consider AutoStop Payment in the Amount of \$578.36

Council Member Backlund motioned to approve payment of Check No. 61456 in the amount of \$578.36 payable to AutoStop, Inc. Seconded by Council Member Danielowski, 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.

9. ADMINISTRATOR'S REPORT

Todd Bodem updated Council on the insurance meeting with LELS and provided an update on City damages from the hail storm in July.

10. MAYOR & COUNCIL REPORTS and QUESTIONS/COMMENTS

Council Member Backlund: Updated Council on the FiberNet meeting held in September.

Council Member Danielowski: Paul Nemes provided information on the October 2nd open house event scheduled at the Big Lake Fire Station. Council Member Danielowski also discussed the changes in the Community Development Department and assured residents and developers that the City will continue with its marketing efforts, and will focus on economic development activities.

11. OTHER – No other.

12. ADJOURN

Council Member Langsdorf motioned to adjourn at 5:32 p.m. Seconded by Council Member Wallen, unanimous ayes, motion carried.

Gina Wolbeck
Clerk

Date Approved By Council _____ 10/12/11