

**BIG LAKE CITY COUNCIL
WORKSHOP MINUTES
OCTOBER 19, 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, Senior Planner Katie Larsen, Police Chief Sean Riftenberick, Public Works Director Mike Goebel, Liquor Store Manager Jan Kostrzewski, City Engineer Brad DeWolf from Bolton and Menk, Inc., and Finance Director Brad Falteysek from AEM, Inc.

3. PROPOSED AGENDA

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

4. BUSINESS

4A. 2012 Budget Discussion

Brad Falteysek discussed the preliminary operating and debt levy figures Council approved in September which included a 5% increase from last year and also a \$30,000 EDA levy which brought the total increase to the overall levy to 5.9%. Falteysek provided information on the City's tax capacity which decreased 12.9% from 2010 as a result of the market value exclusion program. Falteysek also reviewed tax scenarios for residential and commercial/industrial properties.

Falteysek also discussed budget adjustment scenarios which include changes in staffing and the effect on the budget. Falteysek discussed other areas of reductions and potential revenue sources for the General Fund. Discussion was held on utilizing the new receptionist as the utility billing clerk and to eliminate the Opus contract. Staff discussed increasing the building permit revenue projections for 2012 from \$75,000 to \$100,000 and the option to use the 2003 Universal Building Code fee schedule instead of the 1997 schedule. Discussion was held on the library lease, Windows 7 upgrades, general City computer needs, and the need to start putting money aside for these types of future expenditures.

Discussion was also held on the option to budget for LGA in 2012 which would reduce the levy increase by 4% to 5%. Council discussed the difficulties the City faced to get to the point of fully removing LGA from future budgets. Council discussed the possibility of eliminating the \$30,000 preliminary EDA Levy and earmarking a portion of received LGA funds for EDA marketing efforts. Council directed staff to implement changes to the budget as discussed to get to a 2% increase amount and to report back at the November Workshop.

4B. Snow Removal on Sidewalk Areas Discussion

Mike Goebel recapped previous discussions on snow removal from City sidewalk areas. Back in February 2011, Council felt it was still important to aggressively enforce the sidewalk ordinance and policy, but did not come to a conclusion on whether or not some sidewalk areas should be exempt due to remoteness and or lack of pedestrian use. Council directed staff to provide a list of remote areas that would be appropriate to post as non-maintained and to bring back to the November Council Meeting for Council consideration.

4C. 2011 Development Costs Study Results

Katie Larsen provided information on the 2011 Development Cost Study that was conducted by the City of Ramsey. The study aimed to understand how different cities evaluate the costs of new development. The survey depicted city cost comparisons of 11 communities in the region based on 4 different scenarios of development which included single family, townhome, multifamily/apartment complexes, and industrial projects. Costs included in the study included applicable trunk fees, park dedications, traffic signs, street lighting, landscape requirements and building permit fees.

4D. City Administrator Hiring/Interview Process Discussion

Todd Bodem excused himself from the Workshop at 6:32 p.m.

Mayor Kampa explained that she has asked the City Clerk to take the lead in administering the hiring process for the open City Administrator position as the Interim City Administrator has submitted his application for the position. Gina Wolbeck informed Council that the City received 21 applications and explained that staff is looking for Council feedback on their wishes for involvement with the hiring process from the first stages of grading applicants, to the final selection of a candidate. Wolbeck recapped the professional announcement requirements, reviewed the job description, provided interview question samples, a rating sheet, and an evaluation form that could be used during interviews.

Council directed staff to check into the option of holding a closed session to review applications, and if a closed session is not allowed, to establish a special meeting date that would need to be scheduled for further discussion on the applications and hiring process.

5. **OTHER** – No other.

6. **ADJOURN**

Council Member Langsdorf motioned to adjourn at 6:49 p.m. Seconded by Council Member Wallen, unanimous ayes, motion carried.

Gina Wolbeck
City Clerk

10/26/11
Date Approved By Council