

**BIG LAKE CITY COUNCIL
SPECIAL MEETING MINUTES**

NOVEMBER 30, 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, and City Attorney Soren Mattick from Campbell Knutson.

3. PROPOSED AGENDA

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

4. BUSINESS

4A. Consider City Administrator Employment Contract

Soren Mattick discussed the proposed terms of the City Administrator Employment Contract offered to Interim Administrator Todd Bodem.

Bodem asked Council to consider increasing his starting pay to step 5 (\$92,700), increase the severance package from 3 months to 4 months, and to increase the moving expense benefit from \$1,500 to \$2,000. Bodem expressed that he is grateful that he was the chosen candidate and reviewed the many upcoming projects facing the City that he is excited to be part of. Bodem explained that he sees a need to upgrade the comprehensive plan, conduct a space needs study, and a retail analysis. Bodem also discussed the importance of bringing the proposed rail park project to Big Lake and marketing the TOD Site, the City's involvement in various League of MN Cities committees along with involvement in the Big Lake Chamber of Commerce, continuing with City website upgrades, increasing our public relations and marketing efforts, producing a City Beat web series, and creating a long range Capital Improvement Plan.

Council Member Danielowski stated that the termination benefit should be earned and could be renegotiated in the future. Danielowski also indicated that she is in favor of a starting pay at Step 4, and that moving expenses stay at the offered \$1,500. Council Member Wallen stated that there should be a wider gap between the top position and other positions, but that somewhere in the range of \$90,000 seems appropriate for a starting pay for this type of executive position. Wallen also noted that he is in favor of a \$2,000 moving expense and that termination benefits should be on a graduated scale with 3 months being the top. Council Member Backlund stated that he is in favor of the starting pay to be somewhere near \$90,000, that the \$2,000 in moving expenses is appropriate and that a 3 month severance package is adequate. Council Member Langsdorf stating that he would be in favor of a \$2,000 moving expense benefit, that a severance package should be graduated and is in favor of the 3 month benefit, and that starting Bodem at Step 4 makes sense with a review at 6 months. Mayor Kampa suggested that Bodem start at a Step 4 with a possible increase to Step 4.5 at the 6 month review. The general consensus of the Council was to start Todd Bodem at Step 4 of the City pay scale, a 3 month severance package, and to offer \$2,000 in moving expenses.

Council Member Backlund motioned to approve the City Administrator employment contract with Todd Bodem as discussed. Seconded by Council Member Wallen, unanimous ayes, motion carried.

Council Member Danielowksi motioned to approve a December 1, 2011 effective date for the Employment Contract with City Administrator Todd Bodem. Seconded by Council Member Langsdorf, unanimous ayes, motion carried.

5. ADJOURN

Council Member Langsdorf motioned to adjourn at 5:30 p.m. Seconded by Council Member Backlund, unanimous ayes, motion carried.

Gina wolbeck
City Clerk

12/14/11
Date Approved By Council