

Pursuant to due call and notice thereof, a Special City Council Meeting was duly held in the City Council Chambers at 9:00 a.m. on the 4th day of September, 2009. The following members were present: Mayor Diane Barrett; Council Members Fred Barsness, Bryan Haugen, Richard Nielsen and Brian Paulson. Also present: City Administrator Chris Heineman.

AGENDA

Motion by Paulson, seconded by Nielsen to approve the agenda as posted. Motion carried 5-0-0.

OLD BUSINESS

Review Public Works Department Staffing Structure

Heineman presented comparison of Public Works Department Manager positions in cities with populations of under 2,000. Public Works employee Steve Baalson recently passed the exam for the Class C Wastewater Treatment Operator's License and has the experience to move into a management position. Council members discussed possible options and recommended that a job description be included on the next Council Agenda. Motion by Paulson and seconded by Barsness to create the Public Works Superintendant position at pay grade 7 and recommended step 2 for Baalson. Motion carried 5-0-0.

City Hall Video Equipment Upgrade

Council members discussed the importance of the camera system and the need for an upgrade to the equipment. Heineman stated that the current camera was a rental and repair or replacement of the broken camera would be nearly as much as the proposed system upgrade. Heineman also noted that a Cable Franchise Agreement may be an additional revenue source to help recover this cost. Motion by Barsness and seconded by Haugen to approve the expenditure for a video equipment upgrade with the condition that a Cable Franchise Agreement will be pursued with MediaCom. Motion carried 5-0-0.

NEW BUSINESS

Review Preliminary 2010 Budget

Mayor Barrett commented that the proposed 2010 budget looked very good, and reminded Council members that the preliminary levy could be reduced but not increased. It was recommended that we increase the preliminary levy to account for additional issues that could come up between now and December when the final levy is set. The Council discussed the proposed Highway 60 Business Park, and recommended that preliminary funding of \$10-\$15,000 be allocated towards that project. It was also recommended that the budget for donations to Community Education and the Sleigh & Cutter Parade be reduced to \$1,000 each. The management fee for the Gunderson House was increased to \$2,500 and staff was directed to move forward with the furnace replacement project this fall.

Municipal Liquor Store Equipment Upgrade

The computer hardware is old and will need upgrading in the near future. Mayor Barrett updated Council members on a donation from the Snow Drifters Snowmobile Club in the amount of \$3,700. Meggan is currently obtaining additional quotes for equipment upgrades, and will plan to move forward with the purchase when the best option is determined. She is also looking into a new check verification system or electronic checking for the Municipal Liquor Store.

Motion by Haugen, seconded by Nielsen to adjourn the meeting at 10:59 a.m. Motion carried 5-0-0.

Chris Heineman, City Administrator

Diane Barrett, Mayor