

**CITY OF LAKE FOREST PARK
CITY COUNCIL STUDY SESSION MEETING MINUTES
October 26, 2006**

Councilmembers present: Dwight Thompson, Mayor *pro tempore* (6:15 p.m.); Alan Kiest, Roger Olstad, Ed Sterner, Don Fiene, Sandy Koppenol, Donovan Tracy

Staff present: David R. Hutchinson, Mayor; Karen Haines, City Administrator; John Hawley, Finance Director; Dennis Peterson, Police Chief; Susan Stine, City Clerk

Others present: Two visitors

CALL TO ORDER

Mayor Hutchinson called the October 26, 2006 council study session meeting to order at 6:03 p.m. He noted that the study session meeting would adjourn at 7 p.m. for the Good Neighbor Awards reception.

ADOPTION OF AGENDA

Cmbr. Kiest moved adoption of the study session agenda as proposed. **Cmbr. Fiene seconded. The motion carried unanimously.**

AGENDA ITEMS/DISCUSSION

Review of 2007-2008 Biennial Budget Calendar

Finance Director John Hawley said that the council budget committee met on Tuesday, October 24, and the information presented has been revised for tonight's meeting.

Hawley provided an overview of the proposed 2007-2008 budget process and a tentative calendar of meetings.

At 6:15 p.m. Cmbr. Thompson arrived at the meeting.

**Presentation of Mayor's Proposed Budget to City Council
Introduction**

Hawley presented information regarding the mayor's proposed budget, the five-year forecast and changes from the 2006 budget.

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2 **Review of Budgets**
3 **City Council, Executive Department, Legal Services**

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5 Hawley provided information regarding the proposed budgets for the city council or
6 legislative department, the executive department, and the city's legal services. He
7 discussed the 2006 projections and the proposed budgets for 2007 and 2008.

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10 **Municipal Services Department**

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12 Municipal Services Manager Susan Stine provided an overview of municipal services
13 department activities and ongoing functions. She noted that the finance department
14 determined that the city is required to pay a passport excise tax, which is included in the
15 2007-2008 budgets.

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18 **Finance Department**

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20 Hawley discussed the 2006 accomplishments and reviewed major changes in the
21 proposed 2007-2008 budgets for the finance department including information services.
22 He noted that the city will evaluate alternative software programs for financial and
23 planning functions and reviewed continuing projects related to finance and information
24 services functions.

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27 **Budget Calendar**

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29 Kiest discussed proposed dates for upcoming budget workshops, and councilmembers
30 agreed to meet on Monday, November 6 at 6 p.m. instead of the proposed date of
31 Thursday, November 2.

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33 Following discussion, councilmembers agreed to schedule a special meeting on
34 Thursday, November 16 at 6 p.m. The schedule for public hearings on proposed
35 ordinances regarding the property tax levy and the biennial budget was noted.

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37 Following discussion, council budget committee members agreed to meet on Tuesday,
38 November 21 at 6 p.m.

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40 Following discussion, councilmembers agreed to hold a special meeting on Thursday,
41 November 30 at 7:30 p.m. with the understanding that a 6 p.m. study session may be
42 required also.

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44 Following discussion, councilmembers agreed to schedule a special meeting on
45 Thursday, December 7. Councilmembers noted that a regular meeting is scheduled for
46 December 14, which will be held if needed.

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Capital Improvement Program

Councilmembers discussed the city’s capital improvement program and a schedule for review and discussion.

ADJOURNMENT

There being no objection, the study session meeting was adjourned at 7:03 p.m.

Susan Stine, City Clerk

Dwight A. Thompson, Mayor *pro tempore*