

Crosslake City Council
January 14, 1980 - Regular Meeting
7:30 P.M.
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The regular meeting of the Crosslake City Council was called to order by Mayor Charles Whisler at 7:30 P.M. on January 14, 1980. Councilmen Arends, Andolshek, Benson and Delmonico were present. There were about twenty-eight members of the community present.

Mayor Whisler expressed his gratitude to all involved in city government for the work they have accomplished. As Doris Shafer is leaving after serving the city for thirty-five years, most of that time as Treasurer, he expressed his special gratitude and said that the city plans to recognize her in some way to show their appreciation in the near future.

On a motion by Arends and seconded by Andolshek to approve the minutes as submitted for the regular meeting of December 10, 1979. All members voting, "AYE", the motion carried.

On a motion by Delmonico and seconded by Arends that the Treasurer's report for December be approved as submitted. All members voting, "AYE", the motion carried.

On a motion by Andolshek and seconded by Arends that the Telephone Company's report on finances for December be accepted as submitted. All members voting, "AYE", the motion carried.

On a resolution appointing Jan Laughlin, responsible authority and assigning duties with John Backdahl, Police Chief, as her assistant submitted by Mayor Whisler as recommended by the League of Minnesota Cities. (A copy of the resolution is attached to these minutes.) A motion was made by Andolshek and seconded by Delmonico that this resolution be adopted. All members voting, "AYE", the resolution was hereby adopted.

The mayor read his list of councilman appointments for the year of 1980:

Libby Andolshek:	Acting Mayor, Health Officer, Cemetery, Public Safety Liason, which includes Police Department, Fire Department and Ambulance
Lyle Arends:	Planning & Zoning Liason, Public Buildings and Weed Inspector
Allen Benson:	Roads
Dick Delmonico:	Telephone Commission Liason and Park Commission Liason
Charles Whisler:	Council Liason to City Offices and Weed Inspector

Other appointments were:

Francis Fraser:	Fire Chief	Depositories: Lakeland State
John Backdahl:	Police Chief	Bank, First Federal Savings,
Harold Fritz:	City Attorney	and Brainerd National Bank
Don Engen:	City Auditor	Legal Newspaper: Brainerd
Olson & Thielen:	Telephone Co. Auditor	Daily Dispatch
Jan Laughlin:	Clerk-Treasurer	John Backdahl, Lloyd Lindquist and Chas. Whisler-Civil Defense

The mayor asked if there were any objections on the part of council to his appointments as submitted. Hearing none, they stand as listed.

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On a motion by Andolshek and seconded by Delmonico that the council approve the salary increases as provided in the 1980 budget for the Police Department, Patrick Hoag and Jan Laughlin. All members voting, "AYE", the motion carried.

On a motion by Andolshek and seconded by Arends that the city accept Kimberly Road as requested in October. All members voting, "AYE", the motion carried.

On a motion by Andolshek and seconded by Benson that the council approve the expenditure to be made by the Telephone Company for spare parts in the amount of \$9,042.41. All members voting, "AYE", the motion carried.

On a motion by Andolshek and seconded by Benson that Mayor Whisler, Clerk-Treasurer Laughlin and Telephone Company Manager, Gary Fread with Councilman Andolshek as an alternate be designated to sign REA requisitions for funds. All members voting, "AYE", the motion carried.

On a motion by Andolshek and seconded by Whisler that Helen Kilian of the Telephone Company be given a raise to \$4.25 an hour. All members voting "NAY" except Andolshek voting, "AYE", the motion did not carry. On a motion for a raise to \$4.00 by Benson and seconded by Arends for Helen Kilian. All members voting, "AYE", the motion carried.

On a motion by Andolshek and seconded by Benson that Gary Fread, Telephone Company Manager, be given a 7-1/2 per cent salary increase as recommended by the Telephone Commission. After discussing his past salary increases, Delmonico asked what kind of a request the city could expect next July. Mayor Whisler requested that when the Telephone Commission recommends the next salary increase for Gary Fread that they submit it early enough so that the council will have adequate time to evaluate the matter. Andolshek, Benson, and Whisler voting, "AYE"; Arends and Delmonico, "NAY", the motion carried.

A discussion was held on the matter of the feasibility study for CATV, tabled last month. Delmonico expressed an opinion that it would be far better to invest the approximate \$3,000. towards the Telephone Company's indebtedness so that eventually the city could realize some profit from the Telephone Company. Whisler gave Delmonico some pamphlets he had picked up at a League of Minnesota Cities' meeting in regard to municipal ownership of CATV. On a motion by Andolshek and seconded by Benson that the Telephone Company be authorized to spend approximately \$3,000. on a feasibility study for CATV. Andolshek and Benson voting, "AYE"; Delmonico, Arends and Whisler voting, "NAY", the motion did not carry.

On a motion by Andolshek and seconded by Delmonico that the council establish a fee of \$30. an hour for the use of Arends' backhoe for grave openings. All members voting, "AYE", the motion carried. Arends abstained from voting.

As Arends has not been able to get in touch with Duane Blanck, County Engineer in regard to the city's requests as mentioned at the last

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meeting, it was decided that the city clerk should write a letter to Duane Blanck stating the city's requests.

On a motion by Arends and seconded by Delmonico that the subsistence allowance for Wayne Schwartz while attending BCA School be raised from \$10. per diem to \$15. per diem. All members voting, "AYE", the motion carried. Clerk was instructed to issue a check for an additional \$200.

Benson announced that the Ambulance is still in need of volunteer help.

The Blandin Male Chorus will appear at the Community Center on January 25.

On a motion by Delmonico and seconded by Andolshek that Rich Wrobel and Harvey Johnson be approved as additional members of the Park Commission. All members voting, "AYE", the motion carried.

Harley Lande appeared and stated that he would be glad to answer any questions that the council might have for him in regard to his activities. Whisler stated that because the Lande case is in the hands of our city attorney, the council was in no position to ask any questions and that Mr. Lande should contact our attorney.

Delmonico announced the Planning & Zoning Commission had decided to add a penalty clause to the Ordinance to cover cases where the ordinance is violated. Whisler instructed Delmonico, Holker and Laughlin get together in regard to publishing this matter.

Benson asked to go on record as stating the Scavo permit is not as it stands a legal permit as it is commercial property and never came before the council. Whisler asked that it be brought up before the Planning & Zoning Commission in February and a decision brought to council.

Each council member having been given a copy of the employee policy, Delmonico went through each article heading asking if there was any objection to the article as written. Benson suggested that the lunch hour clause be changed to read either/or 1/2 hour or 1 hour at the employee's and supervisor's discretion. All agreed. As Arends questioned the clause whereby the city pays for a meal if the employee works at least 3 hours or more overtime, a vote was taken as to whether this clause should be left in the policy. Andolshek, Whisler, Benson and Delmonico voting, "AYE" and Arends voting, "NAY", the clause will remain. Arends recommended that the employees not sign this agreement to avoid any legal entanglements later for the city. The council agreed as long as it had already been submitted to the employees for approval. Delmonico stated that an article will be provided in regard to wages and will be submitted to employees and council for approval. On a motion by Andolshek and seconded by Delmonico to accept the policy as submitted with changes as stated above. All members voting, "AYE", the motion carried.

On a motion by Arends and seconded by Benson that the meeting be adjourned. All members voting, "AYE". The meeting adjourned at 8:55 P.M.

Respectfully submitted,


CLERK-TREASURER

Corporate Authorization Resolution

This is to Certify: That at a meeting of the City Council ~~Board of Directors~~ of the
City of Crosslake, Crosslake, Minnesota, Inc.

....., duly called and held, 19.....
at which a quorum of said Council ~~Board~~ was present, the following resolution was adopted:

Resolved that the transfer or withdrawal of funds of this company on deposit with
Lakeland State Bank

whether by check or otherwise, shall be signed by any TWO (2) of the following officers:

Charles E. Whisler Mayor ~~Pres.~~ Jan Laughlin Clerk-Treasurer ~~Vice-Pres.~~
Elizabeth Andolshek Councilperson ~~Secy.~~ Treas.;

and countersigned by

And that the following officers..... Charles E. Whisler Mayor ~~Pres.~~
....., Vice Pres....., Secy.,

Jan Laughlin Clerk-Treas. of them are
hereby authorized for and on behalf of this City of Crosslake ~~corporation~~, to borrow money of

..... City of Crosslake,
and to sign, execute and deliver the notes of this City of Crosslake ~~corporation~~ therefore in such amounts, for such times,
such rate of interest and upon such terms as may see fit and

..... hereby authorize to pledge to said bank the bills receivable, stock, bonds, or
other property of this City of Crosslake ~~corporation~~ as security for any money so borrowed, and to offer the bills receivable
of this City of Crosslake ~~corporation~~ to said bank for re-discount.

And be it further resolved, that the said
Lakeland State Bank is hereby

authorized and directed to honor and pay any checks so drawn as above set forth, whether such checks
be payable to the order of any officer signing or countersigning said checks, or any of said officers in their
individual capacities or not, and whether such checks are deposited to the individual credit of the officers
signing or countersigning said checks or to the individual credit of any of the other officers or not.

Charles E. Whisler Mayor Charles E. Whisler
Jan Laughlin Clerk-Treasurer Jan Laughlin
Elizabeth Andolshek Councilperson Elizabeth Andolshek

IN WITNESS WHEREOF I have hereunto affixed my name as Secretary and have caused the cor-
porate seal of the said City of Crosslake ~~corporation~~ to be hereto affixed this 14th day of January, 1980.

Imprint Seal
Here

Jan Laughlin Secretary
Jan Laughlin Clerk-Treasurer

Corporate Authorization Resolution

This is to Certify: That at a meeting of the ^{City Council} ~~Board of Directors~~ of the
City of Crosslake, Crosslake, Minnesota -Inc.

....., duly called and held, 19.....
at which a quorum of said ^{Council} ~~Board~~ was present, the following resolution was adopted:

Resolved that the transfer or withdrawal of funds of this company on deposit with
Brainerd National Bank

whether by check or otherwise, shall be signed by ~~any~~ ^{two} (2)..... of the following officers:

Charles E. Whisler ^{Mayor} ~~Pres.~~ Jan Laughlin ^{Clerk-Treasurer} ~~Vice-Pres.~~
Elizabeth Andolshek ^{Councilperson} ~~Secy.~~ Treas.;

and countersigned by

And that the following officers..... *Charles E Whisler* ^{Mayor} ~~Pres.~~
....., Vice Pres....., Secy.,

Jan Laughlin ^{Clerk-} ~~Treas.~~ or any of them are
hereby authorized for and on behalf of this ^{City of Crosslake} ~~corporation~~ to borrow money of

and to sign, execute and deliver the notes of this ^{City of Crosslake} ~~corporation~~ therefore in such amounts, for such times,
such rate of interest and upon such terms as may see fit and

..... ^{City of Crosslake} hereby authorize to pledge to said bank the bills receivable, stock, bonds, or
other property of this ^{City of Crosslake} ~~corporation~~ as security for any money so borrowed, and to offer the bills receivable
of this ^{City of Crosslake} ~~corporation~~ to said bank for re-discount.

And be it further resolved, that the said

..... Brainerd National Bank is hereby
authorized and directed to honor and pay any checks so drawn as above set forth, whether such checks
be payable to the order of any officer signing or countersigning said checks, or any of said officers in their
individual capacities or not, and whether such checks are deposited to the individual credit of the officers
signing or countersigning said checks or to the individual credit of any of the other officers or not.

Charles E Whisler Mayor Charles E. Whisler
Jan Laughlin Clerk-Treasurer Jan Laughlin
Elizabeth Andolshek Councilperson Elizabeth Andolshek

IN WITNESS WHEREOF I have hereunto affixed my name as Secretary and have caused the cor-
porate seal of the said ^{City of Crosslake} ~~corporation~~ to be hereto affixed this 14th day of January 19 80.....

Imprint Seal
Here

Jan Laughlin
Jan Laughlin ~~Secretary~~
Clerk-Treasurer

Submit one copy to REA. See REA Bulletins 327-1 (Telephone); 24-1 and 26-1 (Electric).

CERTIFICATION OF AUTHORITY

In conformity with the requirements of the Rural Electrification Administration, and in

accordance with the resolution of the City Council ~~board of directors~~ of the City of Crosslake
BORROWER'S NAME

Crosslake, Minnesota
BORROWER'S ADDRESS

attached hereto, adopted at a meeting of the Council ~~board~~, held January 14, 19 80, at which a

quorum of the Council ~~board~~ was present, the officers and manager, whose signatures appear below, have been

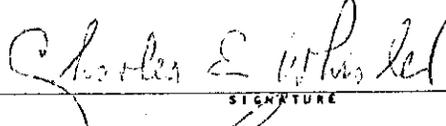
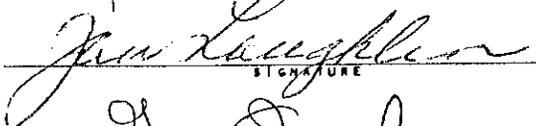
authorized to sign the following REA forms in connection with the requisitioning and accounting for

Loan Funds:

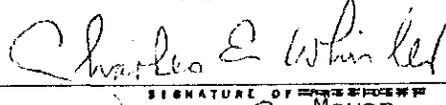
REA FORM NO.	TITLE
TELEPHONE X 481	FINANCIAL REQUIREMENT STATEMENT
ELECTRIC 598	FINANCIAL REQUIREMENT AND EXPENDITURE STATEMENT
133	SECTION 5 LOAN REPORT AND FINANCIAL REQUIREMENT STATEMENT

This certification is to remain in force until rescinded by resolution of the City ~~board of~~

Council ~~directors~~ and notification of such action to REA.

Mayor	Charles E. Whisler	
TITLE	NAME (TYPE OR PRINT)	SIGNATURE
Clerk-Treasurer	Jan Laughlin	
TITLE	NAME (TYPE OR PRINT)	SIGNATURE
Telephone Co. Manager	Gary L. Fread	
TITLE	NAME (TYPE OR PRINT)	SIGNATURE

City of Crosslake
BORROWER'S NAME


SIGNATURE OF MAYOR
Mayor

SIGNATURE OF CLERK-TREASURER
Clerk-Treasurer

January 14, 1980
DATE

PART II

RESOLUTION APPOINTING A RESPONSIBLE AUTHORITY AND ASSIGNING DUTIES

WHEREAS, the Minnesota Government Data Practices Act, Minnesota Statutes, Sections 15.1611 to 15.1698 as amended, requires that this city appoint one person as the Responsible Authority to administer the requirements for collection, storage, use and dissemination of data on individuals, government data, and summary data, within this city and,

WHEREAS, the city council is concerned with the responsible use of city data and wishes to satisfy this concern by immediately appointing an administratively qualified Responsible Authority as required under the Act and assigning duties to that person;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF ~~CROSSLAKE~~ MINNESOTA:

1. The city council of ~~Crosslake~~ Minnesota, appoints ~~JAN LAUGHLIN~~ as the Responsible Authority for the purposes of meeting all requirements of the Minnesota Government Data Practices Act, Minnesota Statutes, Section 15.1611 through 15.1698, as amended. (Note: an individual must be appointed, rather than designating this duty to an office. If a different person is appointed later as the Responsible Authority, this portion of the resolution must be amended to indicate the name of the new Responsible Authority.)

2. The Responsible Authority ~~may~~ ^{Does hereby} designate a city employee ~~XXXXXX~~ ^{John Backdahl} to assist in the administration and enforcement of the duties of the Responsible Authority and to be in charge of individual files or systems containing government data and to receive and comply with requests for government data. If the Responsible Authority appoints a designee or designees, this appointment must be in writing, and the city council shall be provided a copy of the appointment. If designees are appointed, the Responsible Authority shall instruct the designees in the requirements of administering and enforcing the Minnesota Government Data Practices Act. (Note: this is permitted under M.S. 15.1621, Subd. 2.)

3. The duties of the Responsible Authority and designees are as follows:

a. The Responsible Authority shall keep records containing government data in such an arrangement and condition as to make them easily accessible for convenient use by the pub-

lic. Photographic, photostatic, microphotographic, or microfilmed records shall be considered as accessible for convenient use regardless of the size of these records.

b. The Responsible Authority shall establish procedures to insure that requests for government data are received and complied with in an appropriate and prompt manner.

c. The Responsible Authority or designee shall, upon request by any person, permit that person to inspect and copy government data during the normal business hours of the city and at places provided by the Responsible Authority, and if the person requests, that person shall be informed of the data's meaning. The Responsible Authority or designee shall provide copies of government data upon request. The Responsible Authority or designee shall require the requesting person to pay the actual cost of making, certifying and compiling the copies. If the Responsible Authority or designee is not able to provide copies at the time a request is made, the Responsible Authority or designee shall supply copies as soon as reasonably possible. If the Responsible Authority or designee determines that the requested government data is classified so as to deny the requesting person access, the Responsible Authority or designee shall so inform the requesting person orally at the time of the request, and in writing as soon thereafter as possible, and shall cite the statute, temporary classification, or federal law upon which the determination is made.

d. The Responsible Authority shall prepare a public document containing his name, title and address, and a description of each type of record, file, or process relating to private or confidential data on individuals retained by the city. Forms used to collect private and confidential data shall be included in this document. The Responsible Authority shall update the public document annually and make any changes necessary to maintain the accuracy of the document.

e. The Responsible Authority shall establish procedures to assure that all data on individuals is accurate, complete, and current for the purposes for which it was collected; and establish appropriate security safeguards for all records containing data on individuals.

f. The Responsible Authority or designee shall prepare summary data from private or confidential data on individuals upon the request of any person, provided that the request is in writing and the cost of preparing the summary data is borne by the requesting person. The Responsible Authority may delegate the power to prepare summary data to the administrative officer responsible for any central repository of summary data; or to a person outside of the city if the person, in writing, sets forth his purpose and agrees not to disclose, and the Responsible Authority reasonably determines that the access will not compromise private or confidential data on individuals.

g. The Responsible Authority shall prepare a public document setting forth the rights of the data subject pursuant to the Minnesota Government Data Practices Act and the specific procedures in effect in the city for access by the data subjects to public or private data on individuals.

h. The Responsible Authority or designee shall allow another Responsible Authority or designee access to data classified as not public only when the access is authorized or required by statute or federal law. The Responsible Authority or designee when supplying government data under this provision may require the requesting Responsible Authority to pay the actual cost of supplying the data.

i. The Responsible Authority shall, when appropriate, apply to the Commissioner of Administration for permission to classify temporarily data or types of data on individuals as private or confidential, or data not on individuals as non-public, on a temporary basis until a proposed statute can be acted upon by the Legislature.

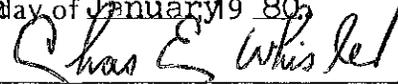
j. Upon request to the Responsible Authority, or designee, any individual must be informed whether he is the subject of stored data on individuals, and whether it is classified as public, private or confidential. Upon further

request, the individual who is the subject of stored private data on individuals shall be shown the data without any charge to him and, if he desires, shall be informed of the content and meaning of that data. The Responsible Authority or designee shall provide copies of the private data upon request by the individual subject of the data, and the cost of providing copies shall be borne by the individual. The Responsible Authority or designee shall comply immediately, if possible, with any request made by an individual under this paragraph, or within five days of the date of the request, excluding Saturdays, Sundays and legal holidays, if immediate compliance is not possible. If the Responsible Authority or designee cannot comply with the request within that time, he shall so inform the individual, and may have an additional five days within which to comply with the request, excluding Saturdays, Sunday and legal holidays.

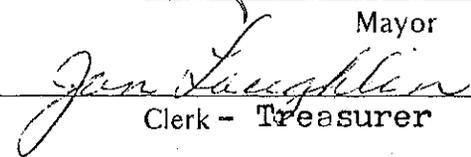
k. If an individual contests the accuracy or completeness of public or private data concerning himself, and notifies in writing the Responsible Authority describing the nature of the disagreement, the Responsible Authority shall within thirty days either correct the data found to be inaccurate or incomplete and attempt to notify past recipients of inaccurate or incomplete data, including recipients named by the individual; or notify the individual that the Responsible Authority believes the data to be correct. Data which is in dispute shall be disclosed only if the individual's statement of disagreement is included with the disclosed data.

4. This resolution implementing the Minnesota Government Data Practices Act shall remain in force and effect until modified by the city council.

Adopted by the council of the city of Crosslake
this 14th day of January 19 80.



Mayor


Clerk - Treasurer