

SPECIAL COUNCIL SESSION
CITY OF CROSSLAKE
FRIDAY, JANUARY 16, 1998
1:00 P.M. - CITY HALL

The Council for the City of Crosslake met in the Council Chambers of City Hall on Friday, January 16, 1998. The following Councilmembers were present: Mayor Robert Scott, Donna Keiffer, Chuck Miller and Raymond Smyth. Absent was Richard Upton. Also present was City Administrator Thomas Swenson and Deputy Clerk Darlene Roach. There were three other individuals in the audience.

Mayor Scott called the meeting to order at 1:00 P.M.

1. Bills for Payment: MOTION 1S02-01-98 WAS MADE BY CHUCK MILLER AND SECONDED BY RAY SMYTH TO APPROVE BILLS IN THE AMOUNT OF \$4,118.54 AS SUBMITTED. MOTION CARRIED UNANIMOUSLY.
2. A discussion ensued regarding the Purchase Agreement and Addendum to Purchase Agreement for the sale of Lot 3 Block 2 Gendreau Addition: Bonnie Jeans Realty has submitted a Purchase Agreement and \$1500 in earnest money for the purchase of Lot 3 in Gendreau Addition. The City Attorney has reviewed the agreements and informed the Council that everything was in order. The purchaser's proposed business will require a Conditional Use Permit. MOTION 1S02-02-98 WAS MADE BY RAY SMYTH AND SECONDED BY DONNA KEIFFER TO APPROVE THE ACCEPTANCE OF THE PURCHASE AGREEMENT FOR THE BALMER'S CONTINGENT ON THE PURCHASER OBTAINING APPROVAL FOR A CONDITIONAL USE PERMIT. MOTION CARRIED UNANIMOUSLY.
3. Memo from Teri Hastings regarding Approval of Easement from Schroenghammer - In 1993, Motion Number 11R-03-93 was approved giving an easement to George Schroenghammer for his encroachment of a drainfield on McLin Park Landing and an easement to the City for the encroachment of Donald Boulevard right-of-way on the Schroenghammer property. This easement was never executed. Teri Hastings requested approval from the Council to authorize the City Attorney to draft a new easement to Mr. Schroenghammer's widow, Faye Schroenghammer. MOTION 1S02-03-98 WAS MADE BY CHUCK MILLER AND SECONDED BY DONNA KEIFFER TO AUTHORIZE DRAFTING AND EXECUTING OF AN EASEMENT BETWEEN THE CITY AND FAYE SCHROENGHAMER. MOTION CARRIED UNANIMOUSLY.

4. A discussion ensued regarding a memo of January 12, 1998 from Bob Scott and Ray Smyth regarding Police Chief and City Administrator Compensation - MOTION 1S02-04-98 WAS MADE BY RAY SMYTH AND SECONDED BY CHUCK MILLER TO APPROVE A 3% INCREASE FOR 1997 AND A 3% INCREASE FOR 1998 FOR THE POLICE CHIEF AS OUTLINED IN THE MEMO. MOTION CARRIED UNANIMOUSLY. It was recommended that the City Administrator be given a 3% increase in his current salary for 1998 and a \$300 monthly vehicle allowance in consideration for providing a personal vehicle for City use. This action would be in following the letter of understanding dated May 28, 1997 which states the City Administrator's salary would be reviewed at the end of six months. MOTION 1S02-05-98 WAS MADE BY RAY SMYTH AND SECONDED BY DONNA KEIFFER TO APPROVE A SALARY INCREASE OF 3% FOR THE CITY ADMINISTRATOR AND A \$300 MONTHLY VEHICLE ALLOWANCE. MOTION CARRIED UNANIMOUSLY.

5. Conduct 1998 Organizational Appointments - MOTION 1S02-06-98 WAS MADE BY RAY SMYTH AND SECONDED BY CHUCK MILLER TO APPROVE THE FOLLOWING MAYORAL APPOINTMENTS: DEPOSITORY A - BRAINERD NATIONAL BANK; DEPOSITORY B - NORTHERN NATIONAL BANK; DEPOSITORY C - LAKES STATE BANK; OFFICIAL NEWSPAPER - ECHO PUBLISHING; DEPUTY MAYOR - CHUCK MILLER; FIRE CHIEF - MIKE AMSDEN; ASSISTANT FIRE CHIEF - KEITH ANDERSON; CIVIL DEFENSE DIRECTOR - BOB GARIN; ASSISTANT CIVIL DEFENSE DIRECTOR - JOHN BACKDAHL; CITY SURVEYOR - DON COULTER; CITY AUDITOR - MATHIAS JUSTIN; CITY ENGINEER - WIDSETH SMITH NOLTING; CITY ATTORNEY - GAMMELLO & SANDELIN P.A.; WEED INSPECTOR - BOB SCOTT; ASSISTANT WEED INSPECTOR - PAT HOAG; PUBLIC WORKS LIAISON - CHUCK MILLER; PARK AND RECREATION LIAISON - RAY SMYTH; PLANNING AND ZONING LIAISON - RICHARD UPTON; UTILITIES LIAISON - BOB SCOTT; PUBLIC SAFETY LIAISON - DONNA KEIFFER; LONG RANGE PLANNING LIAISON - BOB SCOTT.; RECYCLING LIAISON - CHUCK MILLER. MOTION CARRIED UNANIMOUSLY.

The appointments for city engineer and city attorney are for one year. Ray Smyth suggested seeking proposals for these appointments in 1999.

Mr. Smyth also suggested forming a Personnel Committee. Presently, Mayor Bob Scott and Councilman Ray Smyth have been acting in this capacity. Tom Swenson stated that he would be more comfortable with a Personnel committee rather than one individual acting as Personnel Liaison. The Committee would be involved in contract negotiations, hiring and employee issues. Chuck Miller felt that a committee was desirable and could also be involved in employee performance reviews.

Ray Smyth stated that he supported Chuck Miller's idea of a committee and felt commission members should also be included for purposes of evaluations. MOTION 1S02-07-98 WAS MADE BY CHUCK MILLER AND SECONDED BY RAY SMYTH TO FORM A PERSONNEL COMMITTEE CONSISTING OF MAYOR BOB SCOTT, RAY SMYTH, TOM SWENSON AND KEVIN LARSON. MOTION CARRIED UNANIMOUSLY.

MOTION 1S02-08-98 WAS MADE BY CHUCK MILLER AND SECONDED BY RAY SMYTH THAT A MEMBER OF EACH COMMISSION INVOLVED BE APPOINTED TO THE PERFORMANCE REVIEW, IF SO REQUESTED BY THE CITY ADMINISTRATOR OR GENERAL MANAGER, WITH THE APPOINTMENT OF THIS PERSON BY THE CHAIRMAN OF THE COMMISSION. MOTION CARRIED UNANIMOUSLY.

6. Commission Appointments - The Council discussed the current procedure for selecting members to the various commissions. They agreed that the application should be revised and brought back to the Council for approval.

The Mayor suggested that Commission agendas be available three days prior to commission meetings to allow the Council and residents to attend the meetings based on topics under discussion.

Mayor Scott stated that his recommendations for re-appointments would include several appointments of less than three years in an attempt to stagger expiration dates. MOTION 1S02-09-98 WAS MADE BY CHUCK MILLER AND SECONDED BY RAY SMYTH TO APPOINT GREG LIAN, DAROLD ANDERSON AND JAMES TRAUTMANT AS ALTERNATES TO THE PLANNING AND ZONING COMMISSION. MOTION CARRIED UNANIMOUSLY.

MOTION 1S02-10-98 WAS MADE BY RAY SMYTH AND SECONDED BY DONNA KEIFFER TO REAPPOINT MAX MAAS AND ALLEN ELIASON BE REAPPOINTED TO A SECOND THREE YEAR TERM ON THE PARK AND RECREATION COMMISSION. MOTION CARRIED UNANIMOUSLY.

MOTION 1S02-11-98 WAS MADE BY ROBERT SCOTT AND SECONDED BY RAY SMYTH THAT RICK WEYRAUCH BE REAPPOINTED TO A TWO YEAR TERM, BRUCE LARSON TO A THREE YEAR TERM AND DAVID ELSENPETER TO HIS FIRST TERM OF THREE YEARS ON THE LONG RANGE PLANNING COMMISSION. MARK OLSON WILL SERVE AS AN ALTERNATE. MOTION CARRIED UNANIMOUSLY.

MOTION 1S02-12-98 WAS MADE BY DONNA KEIFFER AND SECONDED BY RAY SMYTH TO APPOINT DAVID TIMM AS A REGULAR MEMBER OF THE PUBLIC SAFETY COMMISSION FOR A THREE YEAR TERM, TO REAPPOINT DON MIDDLESTADT TO A THREE YEAR TERM AND TO REAPPOINT DEBI BACKDAHL FOR ONE YEAR. JOHN MOENGEN WILL SERVE AS AN ALTERNATE. MOTION CARRIED UNANIMOUSLY.

MOTION 1S02-13-98 WAS MADE BY CHUCK MILLER AND SECONDED BY RAY SMYTH TO REAPPOINT DEAN SWANSON AND RICK KOCH TO THEIR SECOND THREE YEAR TERM ON THE PUBLIC WORKS COMMISSION. MOTION CARRIED UNANIMOUSLY.

The Council deferred any appointments to the Economic Development Authority until they had an opportunity to look at the regulations.

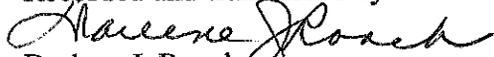
MOTION 1S02-14-98 WAS MADE BY RAY SMYTH AND SECONDED BY CHUCK MILLER TO DISCONTINUE THE EDUCATION COMMITTEE UNTIL SUCH TIME AS A PURPOSE ARISES FOR ITS INVOLVEMENT. MOTION CARRIED UNANIMOUSLY.

Thank you letters will be sent to the members of the Education Committee informing them of the dissolution of this Committee.

7. Renew Fire Protection Contracts - MOTION 1S02-15-98 WAS MADE BY RAY SMYTH AND SECONDED BY DONNA KEIFFER TO RENEW THE FIRE CONTRACTS WITH MANHATTAN BEACH, FAIRFIELD TOWNSHIP AND A PORTION OF TIMOTHY TOWNSHIP. MOTION CARRIED UNANIMOUSLY
8. A brief discussion ensued regarding public input received at the Road/Assessment Ordinance Public Hearing. Ray Smyth requested that the "pay as you go method" of financing suggested by Francis Fraser should be investigated prior to adopting the proposed ordinances. The City Engineer will address this issue at the January 20th Public Works Commission Meeting.

MOTION 1S02-16-98 WAS MADE BY RAY SMYTH AND SECONDED BY DONNA KEIFFER TO ADJOURN THIS SPECIAL MEETING AT 3:08 P.M. MOTION CARRIED UNANIMOUSLY.

Recorded and transcribed by:


Darlene J. Roach
Deputy Clerk

MAYORAL APPOINTMENTS 1998

Depository A	Brainerd National Bank
Depository B	Northern National Bank
Depository C	Lakes State Bank
Official Newspaper	Echo Publishing
Deputy Mayor	Chuck Miller
Fire Chief	Mike Amsden
Assistant Fire Chief	Keith Anderson
Civil Defense Director	Bob Garin
Assistant Civil Defense Director	John Backdahl
City Surveyor	Don Coulter
City Auditor	Mathias Justin
City Engineer	Widseth Smith Nolting
City Attorney	Gammello & Sandelin
Weed Inspector	Robert Scott
Assistant Weed Inspector	Pat Hoag
Public Works Liaison	Chuck Miller
Park and Recreation Liaison	Ray Smyth
Planning & Zoning Liaison	Richard Upton
Utilities Liaison	Robert Scott
Public Safety Liaison	Donna Keiffer
Long Range Planning Liaison	Robert Scott
Recycling Liaison	Chuck Miller
Personnel Committee	Robert Scott, Ray Smyth, Thomas Swenson, Kevin Larson

