

SPECIAL COUNCIL MEETING
CITY OF CROSSLAKE
WEDNESDAY, JANUARY 27, 1999
1:00 P.M. – CITY HALL

The Council for the City of Crosslake met in the Council Chambers of City Hall on Wednesday, January 27, 1999. The following Councilmembers were present: Mayor Darrell E. Swanson, Donna Keiffer, Chuck Miller, Dean Swanson and Richard Upton. Also present was City Administrator Thomas Swenson, City Attorney Paul Sandelin, City Engineer Dave Reese, Deputy Clerk Darlene Roach and approximately five individuals in the audience.

Mayor Swanson called the special meeting to order at 1:00 P.M. and turned the meeting over to City Administrator Swenson.

City Administrator Swenson stated that the purpose of the meeting was (1) to review and possibly approve an engineering proposal relating to the proposed downtown area, (2) to review and possibly approve an Option Agreement to purchase land for a proposed wastewater treatment facility; and (3) to review various personnel issues.

1. City Engineer Dave Reese stated that at a January 21, 1999 meeting of the Downtown Sub-Committee, a request was made to Widseth Smith Nolting for additional engineering services. The work would consist of reviewing the property in the proposed downtown area and completion of a right-of-way survey for an access road to the rear of the existing businesses. The City Attorney will then prepare the easement deeds. The second request was to conduct an intersection study of Swann Drive and Pioneer Road. Bill Reed presented a concept plan at the January 21st meeting which needs to be reviewed for inclusion in the City's Master Plan. There was some discussion at the meeting to move the road to the east so the only right-of-way that would need to be acquired would be from the Stones. The third request is for WSN to prepare a feasibility study with cost estimates and cost splitting scenarios. Dave Reese commented that up-sizing costs are normally paid by the City to accommodate future expansion and City Administrator Swenson stated that if the proposal from WSN is approved, it is the City's intention to split the engineering costs involved in this study also. MOTION 1S-01-99 WAS MADE BY CHUCK MILLER AND SECONDED BY DONNA KEIFFER TO ACCEPT THE ESTIMATE FROM WIDSETH SMITH NOLTING FOR ENGINEERING STUDIES FOR THE PROPOSED DOWNTOWN DEVELOPMENT AT A COST NOT TO EXCEED \$2000 FOR THE RIGHT OF WAY SURVEY AND DESCRIPTION, A MASTER PLAN REVISION AND INTERSECTION STUDY NOT TO EXCEED \$1250 AND A FEASIBILITY STUDY AT A COST NOT TO EXCEED \$1750. MOTION CARRIED WITH ALL AYE VOTES.

2. Mayor Darrell Swanson, City Administrator Tom Swenson, Zoning Administrator Teri Hastings, Public Works Supervisor Pat Hoag and City Engineer Dave Reese walked several parcels of land recently and recommended to the City Council that

two parcels of property currently owned by C&J Builders, Inc. be considered for purchase by the City for a possible wastewater treatment facility. The property, which is situated in First Addition to Riverwood, is located within close proximity to the Pine River which is advantageous for the treatment facility. An Option Agreement was prepared by the City Attorney detailing the terms of the purchase. It was noted that C&J Builders, Inc. may be interested in a possible land trade with the City for one of the lots in the Gendreau Addition which the City owns. The purchase price for Parcel 1 is an amount not to exceed \$100,000 and the purchase price for Parcel 2 is an amount not to exceed \$15,000. The purchase price is subject to an appraisal by the City. The Option Agreement is in effect for a period of 90 days from the date of execution by both parties. A downpayment of \$2000 will be made by the City upon execution of the Option Agreement with \$1000 being refundable if the agreement is not carried out. It was noted that the City budgeted \$27,000 in 1996 and \$23,000 in 1999 for land acquisition for a wastewater treatment facility. MOTION 1S-02-99 WAS MADE BY CHUCK MILLER AND SECONDED BY DEAN SWANSON TO APPROVE THE OPTION AGREEMENT BETWEEN THE CITY AND C&J BUILDERS INC. MOTION CARRIED WITH ALL AYE VOTES.

3. At the January 19, 1999 Public Works Commission meeting, the Commission recommended that Braun Intertec be authorized to conduct soil borings on eleven road projects. Braun Intertec submitted the lowest quote for the borings. MOTION 1S-03-99 WAS MADE BY CHUCK MILLER AND SECONDED BY DEAN SWANSON TO APPROVE THE RECOMMENDATION OF THE PUBLIC WORKS COMMISSION FOR BRAUN INTERTEC TO CONDUCT SOIL BORINGS ON ELEVEN ROAD PROJECTS. MOTION CARRIED UNANIMOUSLY.
4. The Personnel Committee, consisting of Mayor Darrell Swanson, Councilmember Dean Swanson, City Administrator Tom Swenson and General Manager Kevin Larson met on January 26, 1999 and recommended several non union wage and salary increases.

MOTION 1S-04-99 WAS MADE BY RICHARD UPTON AND SECONDED BY DEAN SWANSON TO APPROVE AN INCREASE FOR CROSSLAKE COMMUNICATION COMPANY OFFICE MANAGER DEBBY FLOERCHINGER TO \$37,000. MOTION CARRIED WITH ALL AYE VOTES.

MOTION 1S-05-99 WAS MADE BY RICHARD UPTON AND SECONDED BY DONNA KEIFFER TO APPROVE THE 1999 COMPENSATION PACKAGE FOR CROSSLAKE COMMUNICATION GENERAL MANAGER KEVIN LARSON WITH CHANGES FROM 1998 TO INCREASE THE SALARY FROM \$65,000 TO \$70,000, TO PROVIDE LONG TERM DISABILITY AT A COST NOT TO EXCEED \$80 PER MONTH, TO PROVIDE AN INCENTIVE OF \$3000 FOR COMPLETION OF PHASE

IV OF THE FIVE YEAR PLAN AND AN INCENTIVE OF \$2000 FOR A 10% INCREASE IN NON-REGULATED DOLLAR VOLUME OF THE TELEPHONE COMPANY (RCC STOCK EXCLUDED). MOTION CARRIED WITH ALL AYE VOTES.

MOTION 1S-06-99 WAS MADE BY DONNA KEIFFER AND SECONDED BY DEAN SWANSON TO APPROVE AN INCREASE FOR DEPUTY CLERK DARLENE ROACH FROM \$11.30 PER HOUR TO \$13.00 PER HOUR. MOTION CARRIED WITH ALL AYE VOTES.

MOTION 1S-07-99 WAS MADE BY DONNA KEIFFER AND SECONDED BY RICHARD UPTON TO APPROVE AN INCREASE FOR CITY ADMINISTRATOR THOMAS SWENSON FROM \$51,000 TO \$53,000 AND TO APPROVE LONG TERM DISABILITY AT A COST NOT TO EXCEED \$80 PER MONTH. MOTION CARRIED WITH ALL AYE VOTES.

MOTION 1S-08-99 WAS MADE BY CHUCK MILLER AND SECONDED BY DONNA KEIFFER TO APPROVE PAY INCREASES AND STEPS FOR THE FOUR POLICE OFFICERS WITH THE SERGEANT RECEIVING AN INCREASE TO \$16.23 TO STEP 6; AN INCREASE FOR OFFICER 1 TO \$14.80 TO STEP 8; AN INCREASE FOR OFFICER 2 TO \$12.77 TO STEP 4; AND AN INCREASE FOR OFFICER 3 TO \$11.75 TO STEP 2. MOTION CARRIED WITH ALL AYE VOTES.

MOTION 1S-09-99 WAS MADE BY CHUCK MILLER AND SECONDED BY RICHARD UPTON TO APPROVE AN INCREASE FOR POLICE CHIEF JOHN BACKDAHL FROM \$48,694 TO \$50,155. MOTION CARRIED WITH ALL AYE VOTES.

MOTION 1S-10-99 WAS MADE BY RICHARD UPTON AND SECONDED BY DEAN SWANSON TO APPROVE ALL INCREASES RETROACTIVE TO JANUARY 1, 1999. MOTION CARRIED WITH ALL AYE VOTES.

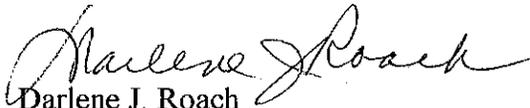
Zoning Administrator Teri Hastings recommended to the Personnel Committee that Carla Carlson be removed from probationary status. The Personnel Committee concurs with this recommendation. MOTION 11S-11-99 WAS MADE BY DEAN SWANSON AND SECONDED BY RICHARD UPTON TO REMOVE CARLA CARLSON FROM PROBATION STATUS AND PLACED ON REGULAR FULL TIME STATUS AT STEP 1 OF THE UNION CONTRACT EFFECTIVE JANUARY 30, 1999. MOTION CARRIED WITH ALL AYE VOTES.

It was noted that the intent of the Personnel Committee is to update the City of Crosslake Personnel Policy during 1999. When the Police Department officers de-certified from the Union Contract in 1998, the City Council, at that time, approved adopting

the wage and benefit package negotiated with the Union prior to de-certification. The matter of shift differential and Holiday pay was not addressed. These items were reviewed by the Personnel Committee which recommended that Police Officers required to work on a designated Holiday be paid at time and one half in addition to Holiday pay (straight time) as they were previously paid under the Union agreement. It was also recommended that shift differential be paid for time worked between the hours of 6:00 P.M.; and 6:00 A.M. at a rate of 50 cents per hour. MOTION 11S-12-99 WAS MADE BY CHUCK MILLER AND SECONDED BY DONNA KEIFFER TO APPROVE HOLIDAY PAY AND SHIFT DIFFERENTIAL FOR THE POLICE DEPARTMENT OFFICERS AS RECOMMENDED BY THE PERSONNEL COMMITTEE. MOTION CARRIED WITH ALL AYE VOTES.

MOTION 11S-13-99 WAS MADE BY RICHARD UPTON AND SECONDED BY DONNA KEIFFER TO ADJOURN THIS SPECIAL COUNCIL MEETING AT 1:28 P.M. MOTION CARRIED WITH ALL AYE VOTES.

Recorded and transcribed by:


Darlene J. Roach
Deputy Clerk/Treasurer