

SPECIAL COUNCIL MEETING
AND
JOINT COUNCIL/LIBRARY COMMITTEE MEETING
MONDAY, FEBRUARY 25, 2002
6:30 P.M. – CITY HALL

The Council for the City of Crosslake met in the Council Chambers of City Hall on Monday, February 25, 2002 at 6:30 P.M. The following Councilmembers were present: Mayor Darrell Swanson, Sandy Eliason, Chuck Miller, Irene Schultz and Dean Swanson. Also present was City Administrator Tom Swenson and Clerk/Treasurer Darlene Roach. There was one individual in the audience.

Mayor Swanson called the Special Meeting to order at 6:30 P.M. and turned the meeting over to City Administrator Tom Swenson who presented various recommendations from the Personnel Committee at a meeting held on February 22, 2002.

1. Approval was requested on a revised job description for the Planner-Zoning Coordinator. The job description is being revised to include language pertaining to administration of the Minnesota Accessibility Code as required by law. MOTION 02S-01-02 WAS MADE BY DEAN SWANSON AND SECONDED BY IRENE SCHULTZ TO APPROVE THE REVISED JOB DESCRIPTION FOR THE PLANNER-ZONING COORDINATOR. It was noted that even though the City does not enforce the State Uniform Building Code, the City is required to enforce the Minnesota Accessibility Code. Councilmember Miller questioned why the City was required to administer this code and why it would be any different from the Fire Code. He felt if the City is the judging body, it would also have the liability if something fails. Councilmember Swanson stated he too questioned the City's administering this and recalled an incident in the past with Channel Liquors. MOTION CARRIED WITH ALL AYES. It was noted that no change was recommended to the pay scale or comparable worth points.
2. Approval was requested to move Nancy Joslin from Step 4 (\$13.56) to Step 5 (\$14.11) effective April 1, 2002 based on completion of the necessary training and passing the exam to become a Certified Accessibility Specialist. MOTION 02S-02-02 WAS MADE BY SANDY ELIASON AND SECONDED BY IRENE SCHULTZ TO APPROVE MOVING PLANNER-ZONING COORDINATOR NANCY JOSLIN FROM STEP 4 TO STEP 5 EFFECTIVE APRIL 1, 2002 CONTINGENT ON RECEIVING APPROVAL FROM THE UNION. It was noted that Nancy Joslin did not receive a step increase when she was removed from probation in November. MOTION CARRIED WITH ALL AYES.
3. Approval was requested to move Patrolman Jay Lorch and Patrolman Robert Willard from Step 4 to Step 5 retroactive to January 1, 2002. A step increase from Step 3 to Step 5 was reviewed by the City Council during budget meetings and included in the 2002 budget. However, when 2002 wage recommendations were presented to the Council, a clerical error requested approval for an increase from Step 3 to Step 4. Approval of this request would correct the error. MOTION 02S-03-02 WAS MADE BY IRENE SCHULTZ AND SECONDED

BY DEAN SWANSON TO MOVE PATROLMAN JAY LORCH AND PATROLMAN ROBERT WILLARD FROM STEP 3 TO STEP 5 RETROACTIVE TO JANUARY 1, 2002. MOTION CARRIED WITH ALL AYES.

4. Approval was requested to offer Joan Harrell the Multifunctional Office Worker Position at Crosslake Communications on Step 3 of the Union Scale. MOTION 02S-04-02 WAS MADE BY CHUCK MILLER AND SECONDED BY IRENE SCHULTZ TO APPROVE THE HIRING OF JOAN HARRELL TO THE MULTIFUNCTIONAL OFFICE WORKER POSITION ON STEP 3 (\$9.08) OF THE UNION SCALE. MOTION CARRIED WITH ALL AYES. This position is a regular part-time position with pro-rated benefits.
5. Approval was requested to hire Mark Johnson to fill the position of Cable TV Technician at Crosslake Communications on Step 5 ((\$16.85) of Group IV on the Union Scale. This full time position includes full benefits according to the Union Contract. MOTION 02S-05-02 WAS MADE BY IRENE SCHULTZ AND SECONDED BY SANDY ELIASON TO HIRE MARK JOHNSON AS CABLE TV TECHNICIAN ON STEP 5 (\$16.85) OF GROUP IV OF THE UNION SCALE. MOTION CARRIED WITH ALL AYES.
6. Bills for Approval – MOTION 02S-06-02 WAS MADE BY IRENE SCHULTZ AND SECONDED BY CHUCK MILLER TO APPROVE THE BILLS FOR PAYMENT AS SUBMITTED IN THE AMOUNT OF \$38,564.67. MOTION CARRIED WITH ALL AYES.
7. Memo from City Administrator and Public Works Director regarding establishment of committee to review cemetery regulations and fees – MOTION 02S-07-02 WAS MADE BY DEAN SWANSON AND SECONDED BY SANDY ELIASON TO APPROVE ESTABLISHING A COMMITTEE CONSISTING OF CHUCK MILLER, IRENE SCHULTZ, DARLENE ROACH, JOE BRENNY, TOM SWENSON AND TED STRAND TO REVIEW THE CURRENT CEMETERY REGULATIONS AND FEES AND MAKE A RECOMMENDATION REGARDING POSSIBLE CHANGES TO THE CITY COUNCIL. MOTION CARRIED WITH ALL AYES. A public hearing will be held to present the proposed changes and take public comment prior to adoption of any changes.

A ten-minute recess was taken. Library Committee Member Jake Tiggelaar joined the meeting.

Mayor Swanson reconvened the special meeting and introduced Boris Frank of Boris Frank & Associates who presented his initial findings regarding the proposed Crosslake Public Library. Mr. Frank stated that he was retained by the City to determine if it was feasible to conduct a community fundraising campaign to partially fund the construction of a new library in Crosslake. He stated that he has worked on 60 library projects during his career as a consultant. Mr. Frank interviewed forty-nine area people and presented findings and recommendations as a result of the interviews. He stated that typically it is the elderly and youth who are the highest users of a library and Crosslake is experiencing growth in both of these groups. Some of the concerns raised include other priority areas

such as the sewer project and construction of a public works facility. The most repeated concern from small business owners and residents was the impact a library would have on the tax levy. He stated if most of the construction costs could be raised in the private sector, and operating costs kept to a minimum, this concern would be minimal. He stated that it was possible that there could be organized opposition to the project especially to a referendum that would result in an increased levy. He did not feel optimistic about the library survey that was conducted in January 2000. He stated that the sample was self-selecting, anticipated costs were not projected and a lot has happened to the economy since the survey was conducted. Mr. Frank expressed some concerns with the Kitchigami Library System and their only allowing the library to be open 20 hours per week. Jake Tiggelaar stated that the Library Committee sees this stipulation as a negotiating factor in balancing out the discrepancy in the levy amount Crosslake would receive. Mr. Frank stated that the Regional Library System's current contract is very restrictive. He stated that the "library of the future" could have drive up services, teleconferencing, distance learning, a welcoming ambience with a fireplace, coffee and refreshment area and include cultural activities and programs. The proposed location for the library is a favored location with the possibility of connecting the library with the Community Center. He stated that this would encourage shared programming space and simplify security and convenience for users of both facilities.

Regarding the potential for fundraising, Mr. Frank was very optimistic. He stated that the City has the financial profile for achieving this. For a campaign to succeed, it will be essential to secure significant (5-6 figure) pledges. He stated that 80-90% of the funds raised will come from 10% of the donors. He stated that it is also very important to include children in the fund raising drive in order to have a very broad based campaign, but it is the large gifts that will make the library a "go". He recommended that the City not go to a referendum until after the major gift appeal has taken place. He also stated that a formal planned giving program is needed to help secure the future of the library. He stated that following completion of the capital drive and construction of the new library, an endowment should be created to help secure the future of the library. He stated that adopting a more "regional" name may be beneficial in attracting donors outside the City. He advised working with the Lake Associations and homeowner groups to involve the most affluent summer and year-round residents.

Regarding operating costs, he stated that cost details should be collected and compiled before going to major donors for contributions. He stated that few people understand how operation costs will be allocated or shared within the regional library system.

Mr. Frank stated that a very aggressive timetable is being looked at for fund raising and holding a referendum. If the City pursues a referendum, it is recommended that it take place this Fall.

The meeting was open for questions from the Council. It was the consensus of the Council that the Committee has a lot of information to work with as a result of Mr. Frank's findings. Councilmember Miller stated that he has full faith in the Committee and where they are going with the project. Councilmember Schultz asked if preliminary

operating costs could be obtained and City Administrator Swenson stated that he has prepared some rough estimates of costs. Mayor Swanson stated that people may be very supportive of the project, until it comes time to pay for the library. Mr. Frank stated that there are some potential issues with the Kitchigami Regional Library System that also need to be worked out. Councilmember Miller stated this his concern is the timing with everything else that is going on in the City. It was stated that a fall referendum was very aggressive. Mr. Frank recommended that a business plan be drawn up, since in essence, the City would be starting up a \$1 million dollar business that will need a lot of planning. Mr. Frank will meet with the Library Committee on April 4, 2002 with the time to be determined. There being no further questions or comments, MOTION 02S-08-02 WAS MADE BY SANDY ELIASON AND SECONDED BY IRENE SCHULTZ TO ADJOURN THIS SPECIAL MEETING AT 7:56 P.M. MOTION CARRIED WITH ALL AYES.

Recorded and transcribed by,



Darlene J. Roach
Clerk/Treasurer

Shared/SPECIAL COUNCIL MEETING – February 25, 2002

BILLS FOR APPROVAL
25-Feb-02

VENDORS	DEPT	AMOUNT
Ace Hardware, charcoal	Cemetery	30.06
Ace Hardware, bulletin board	Gov't	11.50
Ace Hardware, router bits	PW	88.90
Ace Hardware, hardware	P&R	6.25
Armond Gease, materials for podium	P&R	76.31
Automotive Concepts, brush guard	Police	449.00
BB Products, install light bar	Police	240.00
Bob Hartman, uniform, reimburse travel expense	Police	150.09
Cascade Computers, connect computers to network	Police	221.46
Cellular One, phone bill	PW	26.96
Council #65, union dues	ALL	200.30
Crosslake Rolloff, recycle	Recycle	2,450.00
Crow Wing Auto Body, striping	Police	114.00
Crow Wing County Chief of Police Assoc, 2002 dues	Police	25.00
Culligan, water dispenser rental	PW	22.30
Culligan, water dispenser rental and water	Gov't	66.03
Deferred Comp	ALL	2,180.76
Delta Dental, dental insurance	ALL	1,272.80
Dyna Med, uniforms	Police	101.54
Dyna Med, pepper mace	Police	14.34
Echo Publishing, letterhead stationery	P&Z/Admin	36.55
Echo Publishing, city envelopes	P&Z/Admin	39.98
Echo Publishing, ordinance 155	P&Z	20.25
Echo Publishing, ordinance 156	P&Z	20.25
Echo Publishing, P&Z meeting 2/22/02	P&Z	67.50
Ehlers, TIF 1-8	TIF	7,550.00
Ehlers, TIF 1-7	TIF	375.00
Ehlers, sewer project	Sewer	250.00
Eric Swanson, reimburse uniform expense	Police	53.24
Fortis, disability	ALL	175.72
Frontline Plus Fire & Rescue, SCBA air bottles	Fire	2,470.19
Honey Wagon, pump holding tank	Gov't	75.00
Houston Ford, oil change	Police	22.41
Jon Henke, reimburse computer software	P&R	84.76
Kack Drug, film developing	Police	4.94
Keepers, equipment for new squad	Police	1,893.27
Martin Communications, repair knobs on radio	Fire	138.06
Martin Communications, radio equipment	Police	2,157.05
Mastercard, Doubletree, hotel expense	Gov't	84.14
Mastercard, Fleet Farm, fence and hardware	PW	73.45
Mastercard, Fox Int'l, ultrastinger	Police	95.49
Mastercard, Party World, parade supplies	Gov't	81.24
Medica, health insurance	ALL	10,155.57
MN Benefits	Admin	100.98
MN Life, life insurance	ALL	286.80
MN Social Services, child support	PW	308.70

NCPERS-Life Insurance	ALL	96.00
North Ambulance, subsidy	Ambulance	1,103.00
Northland Fire Protection, halotron fire extinguisher	Gov't	206.96
Office Shop, file folders	P&Z	7.02
Office Shop, sheet protectors	Gov't	21.30
Office Shop, chair mat	Admin	30.35
Paul Larson, reimburse travel expense	P&Z	21.60
Pequot Auto Parts, couplings	PW	16.87
PERA	ALL	N/A
Reeds Market, charcoal	Cemetery	36.07
Sandy Eliason, reimburse travel expense	Gov't	108.04
Simonson Lumber, wood	PW	195.30
Simonson Lumber, drill bits	P&R	19.07
State and Federal Taxes	ALL	N/A
Superior Lamp, 24 light bulbs	Gov't	445.57
The Brehm Group, personal accident policy	ALL	599.25
Tom Swenson, vehicle allowance	Admin	400.00
Top Job Office Cleaning, cleaning services	Gov't	692.25
Viking Coca Cola, pop	Gov't	24.28
Volunteer Firefighters' Benefit Assoc., renewal fee	Fire	150.00
Whitefish Automotive, oil change	Police	23.60
TOTAL		38,564.67