

SPECIAL COUNCIL MEETING
CITY OF CROSSLAKE
MONDAY, FEBRUARY 25, 2013
7:00 P.M. – CITY HALL

The Crosslake City Council held a Special Council Meeting in the Council Chambers of City Hall on Monday, February 25, 2013. The following Council Members were present: Mayor Darrell Schneider, Steve Roe, Gary Heacox, John Moengen and Mark Wessels. Also present were Clerk/Treasurer Jenny Max, Community Development Director Ken Anderson, Police Chief Bob Hartman, Public Works Director Ted Strand, Park Director Jon Henke, Fire Chief Chip Lohmiller, City Attorney Brad Person, and Northland Press Reporter Paul Boblett. There were approximately twenty five people in the audience. Mayor Schneider called the Special Meeting to order at 7:00 P.M.

MOTION 02S1-01-13 WAS MADE BY JOHN MOENGEN AND SECONDED BY MARK WESSELS TO APPROVE THE BILLS FOR PAYMENT AS PRESENTED IN THE AMOUNT OF \$29,559.69. MOTION CARRIED WITH ALL AYES.

MOTION 02S1-02-13 WAS MADE BY JOHN MOENGEN AND SECONDED BY GARY HEACOX TO APPROVE THE APPLICATION FOR EXEMPT PERMIT FOR CONDUCTING A RAFFLE FOR NORTHERN MINNESOTA RAILROAD HERITAGE ASSOCIATION. MOTION CARRIED WITH ALL AYES.

John Moengen proposed that the Council revise the City Flow Chart so that liaisons have a more active role with the department heads, however, not to supervise them. A job description for liaisons could be made so that both department heads and liaisons know what is expected. The Personnel Committee could play a more active role in personnel issues. Mr. Moengen would like to have five members on the Committee rather than four. Brad Person stated that the first step for the Council should be adopting an ordinance establishing a Personnel Committee and adding it to the City Code. There is no formal document establishing the Personnel Committee in the City Code. Mayor Schneider asked where the EDA would be on the chart. John Moengen replied that the EDA has voting authority so they would report directly to the City Council.

Dick Dietz of 38559 Manhattan Drive asked who would prepare the performance reviews for department heads in the absence of a City Administrator. John Moengen replied that the Personnel Committee would conduct reviews of department heads.

A discussion ensued regarding the duties of the Administration Department and how the duties can be changed for the Clerk and Deputy Clerk positions to absorb some of the City Administrator duties.

Pat Netko of 36084 County Road 66 asked the Council how this proposed structure of the Administration Department is going to be better than having a City Administrator and stated that the Council seems to be confused in which direction to go.

Dick Elmquist of 13543 Loveland Harbor asked the Mayor how the elimination of the City Administrator is going to benefit him as a tax payer. Mark Wessels replied that the population of Crosslake is approximately 2,158 and that smaller towns don't necessarily need City Administrators. Steve Roe stated that the population grows to approximately 20,000 in the

summer and that Mr. Wessels is short-sighted to only consider year-round residents in the population estimate.

Pete Abler of 34447 Duck Lane addressed the Council and stated that the Personnel Committee could act in an advisory capacity. The department heads are all professionals and have managerial skills. The Council should give them direction and leave them to do their jobs. Mr. Abler urged that there be mutual respect between the Council and the staff. Mark Wessels agreed and stated Jon Henke is a fantastic department head.

Patty Norgaard of 37104 Bunkhouse Road expressed dissatisfaction with the lack of direction and planning from the newly elected Council.

Steve Roe suggested that the Council take a step back and reconsider hiring a City Administrator. Mr. Roe also stated that the City has exemplary employees. Mark Wessels argued that hundreds of Minnesota cities do not have City Administrators.

Mayor Schneider read a memo dated February 25, 2013 that he wrote to the Council regarding options for satisfying the public's and City staff's concern for a short term as well as a more permanent system for managing the operation of the City. Mayor Schneider recommended that the City Council authorize a search for management consultation to work with the City Council and staff to advise the Council on re-organizing the management system to be able to adapt to a workable basic Statutory City, Option A format or a Statutory City, Option A with a City Administrator. The consultant would need to be able to analyze the work load of the staff and give advice on proper compensation levels. Mayor Schneider has made some initial inquiries to the Initiative Foundation and they may be willing to supply funding to cover the consulting fees. Mark Wessels stated that the proposal seemed to be along the same lines as the assessment being done for the Planning and Zoning Department and welcomed outside advice. Mayor Schneider stated that he would like to conduct two Regular Council Meetings per month on the second and fourth Mondays. John Moengen supported the idea of having two meetings per month. The Mayor stated that he would obtain information on consultants and report back to the Council at its next meeting in two weeks.

There being no further business at 8:08 P.M., MOTION 02S1-03-13 WAS MADE BY STEVE ROE AND SECONDED BY JOHN MOENGEN TO ADJOURN THE MEETING. MOTION CARRIED WITH ALL AYES.

Respectfully submitted by,



Charlene Nelson
City Clerk

Deputy Clerk/Minutes/2-25-13

BILLS FOR APPROVAL
February 25, 2013

VENDORS	DEPT		AMOUNT
Aspen Equipment, truck repair	PW		7,038.42
Award a Memory, locker tags	Fire		32.01
AW Research, water testing	Sewer		320.40
Brainerd Overhead Door, door adjustments	PW/Gov't		379.86
Dacotah paper, mat	P&R		230.48
Dacotah paper, janitorial supplies	P&R		184.35
Dave Demcho, reimburse for training	Fire	pd 2-15	200.00
Diamond Industrial Cleaning, car wash soap, brush, repairs	PW		616.74
Fire Instruction, ropes and knots class	Fire		350.00
Fyles, portable restroom	Gov't		224.43
Fyles, thaw sewer line	Gov't		150.00
GLS Promotions, service awards	Gov't		123.00
Granite Electronics, radios	Fire		4,326.30
Guardian Pest Solutions, pest control	ALL		82.94
Gull Lake Glass, install mirror	P&R		290.00
Hawkins, chemicals	Sewer		935.11
Law Enforcement Technology, sms notification service	Fire		384.75
Marco, copier lease	ALL		428.25
Mastercard, Black Bear, travel expense	Police		8.54
Mastercard, Bobcat of Duluth, bobcat parts	PW		87.62
Mastercard, Galls, uniform	Police		22.95
Mastercard, Leroy's Auto Center, fuel	PW		33.95
Mastercard, Pines Edge Grocery, fuel	PW		95.47
Mastercard, Shoebuy.com, uniform	Police		76.76
Mastercard, Tri State Bobcat, bobcat parts	PW		337.42
Mastercard, Whitefish Auto, battery	P&Z		156.59
Menards, angle grinder, hose, base board	PW/Police		349.42
North Country Plumbing, ambulance addition	Gov't		3,456.00
Northland Press, budget summary statement	Gov't		112.05
Parts City, bobcat parts	PW		80.64
Parts City, light	Police		6.88
Peoples Security, fire alarm system ambulance addition	Gov't		1,953.56
Quality Flow Systems, replace controller	Sewer		4,114.69
Shipman Auto Parts, snow plow parts	P&R		338.05
Steam Brothers, carpet cleaning	Library		320.61
The Office Shop, minute paper, label holders	Admin		276.08
The Office Shop, file cabinets	Police		641.25
Tim Green, bobcat repair	PW	pd 2-15	685.00
Uniforms Unlimited, uniform	Police		39.67
Whitefish Auto, oil change	Police		32.14
Whitefish Auto, oil change	Police		37.31
TOTAL			29,559.69