

COUNCIL PROCEEDINGS  
SPECIAL COUNCIL SESSION  
CITY OF CROSSLAKE MINNESOTA  
FEBRUARY 27, 1996 - 1:00 P.M. - CITY HALL

The Council for the City of Crosslake met in the Council Chambers of City Hall on Tuesday, February 27, 1996. The following Councilmembers were present: Mayor David M. Kolesar, Jane M. Michaud, Charles O. Miller, Raymond P. Smyth and John (Jack) R. Webster. Also present was City Clerk Arlene A. Buchite, Reporter Christine DuFour, Mary Kolesar and Jack Stone.

Mayor Kolesar called the meeting to order at 1:05 P.M. by stating that there would be several items under discussion at the meeting, the first dealing with the expansion of the Emergency Services Center to accommodate City Hall. Mayor Kolesar showed drawings of the proposed addition which had been done on a volunteer basis by a local retired architect George Riches.

The cost of the remodeling project is estimated at approximately \$275,000. If the expansion is approved, the current City Hall building and the Old Fire Hall building will be sold for approximately \$300,000. The sale of these properties will pay for the expansion with money left over for the purchase of new computer systems for the various departments.

A letter had been sent to IRRRB from Representative Kris Hasskamp requesting grant money in the amount of \$100,000 to assist in financing the project.

Additional savings will be realized in the area of maintenance costs by consolidating the facilities.

MOTION 02S-01-96 WAS MADE BY CHUCK MILLER AND SECONDED BY RAY SMYTH TO PROCEED WITH THE ADDITION TO THE EMERGENCY SERVICES CENTER FOR CITY HALL. MOTION CARRIED UNANIMOUSLY.

Chuck Miller will work with Mayor Kolesar on the plans for the addition and in the sale of the other properties.

The next item of business was a discussion on the location of the road which would connect County Road #3 with County Road #66. The Catholic Church has agreed to sell 33 1/2 feet on the South side of the church. If another 33 1/2 feet could be obtained from Bill Reed in the area of the former IGA store, the road could proceed in that area. This option, along with other options, will be pursued. There was some discussion among the Councilmembers regarding the terms of the TIF agreement with Bill Reed as to who pays for the road. Bill Reed only receives 67.5% of the TIF money back unlike other TIF contracts where 90% is returned to the developer. Reed's TIF Agreement states that 22.5% will be used for a road connecting CSAH #3 and CSAH #66. Mayor Kolesar will consult the City Attorney regarding the terms of the contract and Chuck Miller and Mayor Kolesar will negotiate with the Church and the developers involved.

MOTION 02S-02-96 WAS MADE BY RAY SMYTH AND SECONDED BY JANE MICHAUD TO NEGOTIATE WITH THE CHURCH ON A POSSIBLE ROAD ON THE SOUTH END OF THE CHURCH. MOTION CARRIED UNANIMOUSLY.

Mayor Kolesar has been negotiating with Rob Larson who is being considered for the Park and Recreation Director position. Based on his experience, an exception to the vacation policy to 10 days after one year and 15 days after 2 years employment was recommended. He will receive 100% of his hospitalization and dental benefits paid by the City. Salary was stated as \$2,166.66 per month.

MOTION 02-03-96 WAS MADE BY CHUCK MILLER AND SECONDED BY RAY SMYTH TO ACCEPT THE PROPOSAL FOR THE PARK AND RECREATION DIRECTOR AND TO FORWARD TO THIS INDIVIDUAL. MOTION CARRIED UNANIMOUSLY. (Proposal included with minutes)

The general manager position at the Telephone Company was discussed. Martin Heino was recommended for this position and the details of the position was presented.

MOTION 02-04-96 WAS MADE BY JACK WEBSTER AND SECONDED BY RAY SMYTH TO APPROVE THE EMPLOYMENT OF MARTIN HEINO AS GENERAL MANAGER OF THE TELEPHONE COMPANY WITH THE PROPOSED PACKAGE EFFECTIVE JANUARY 1, 1996. MOTION CARRIED UNANIMOUSLY. (Proposal included with minutes)

MOTION 02-05-96 WAS MADE BY CHUCK MILLER AND SECONDED BY RAY SMYTH TO CLOSE THE MEETING AT 2:00 P.M. TO DISCUSS UNION NEGOTIATIONS. MOTION CARRIED UNANIMOUSLY.

MOTION 02-06-96 WAS MADE BY JANE MICHAUD AND SECONDED BY JACK WEBSTER TO ADJOURN THIS SPECIAL COUNCIL MEETING AT 2:17 P.M. MOTION CARRIED UNANIMOUSLY.

Recorded and edited by:

*Arlene A. Buchite*

Arlene A. Buchite  
City Clerk/Treasurer

AAB:dr  
WORD1:min96b

**MEMO TO:** ROB LARSON

**FROM:** DAVID M. KOLESAR  
City of Crosslake Mayor

**SUBJECT:** City of Crosslake Park & Recreation Director Position

**DATE:** February 22, 1996

The City Council will be meeting in a special session on February 27, 1996 to discuss hiring you for the Park & Recreation Director position.

I would like to spell out some of the specifics of employment:

1. Salary: \$2,166.66 per month
2. Probation: 12 month probation period with an extension of 6 months with Council approval.
3. Vacation Exception: Vacation after one year, 10 working days. After 2 years employment, 15 working days.
4. PERA: The employee has to contribute 4.23 % of their salary. The City matches the employee contribution plus a quarter of a percent.
5. Benefits: 100% of Hospitalization for Family paid for by the City.  
100% Dental Plan for Family paid for by the City.  
Small Life Insurance Policy carried on employee only for \$20,000.
6. All other Personnel issues refer to the Union Contract.
7. Hire date, April 1, 1996.

Please review and let me know if you have any questions.

- C) Estimated income and expense for each time period (with comments/suggestions on each).
  - D) Marketing plan for company to attain increases outlined in item #5. Include a competitive analysis of where we stand with other regional telephone and cable companies.
  - E) Organize a formal strategic planning process involving a number of key people to develop or review the company's mission and to identify appropriate and timely objectives, strategies and action plans.
- 2- Earn accredited college hours yearly until a BBA degree is attained. As detailed above schooling should be completed in about two (2) years.
  - 3- Finalize COMPUTER MAPPING of telephone and CATV lines.
  - 4- Create and maintain a Pro-active membership in local business and community activities ie. Chamber of Commerce, Lions.
  - 5- Improve the NET PROFIT of corporation (telephone and cable) annually through total employee effort and an initial BONUS INCENTIVE of \$4000.00 awarded to each full time employee (8) in the amount of \$500.00 for increasing business through areas detailed below:
    - A- Non regulated dollar volume
    - B- Converting copper lines to fiber
    - C- Increase in Access lines including 2nd and 3rd lines to existing company customers
    - D- Increased percent in Net Profit dollars

The Bonus dollars will be paid if at least three (3) of the four (4) items listed in #5 are accomplished based on December 31, 1995 figures. It will be paid to each employee at the mid-December pay period.