

CONTINUATION OF REGULAR COUNCIL MEETING OF MARCH 11, 2013
CITY OF CROSSLAKE
THURSDAY, MARCH 14, 2013
9:00 A.M. – CITY HALL

The Crosslake City Council held a Continuation of the Regular Meeting of March 11, 2013 in the Council Chambers of City Hall on Thursday, March 14, 2013. The following Council Members were present: Mayor Darrell Schneider, Gary Heacox, John Moengen and Mark Wessels. Steve Roe was absent. Also present were Clerk/Treasurer Jenny Max, Community Development Director Ken Anderson, Police Sergeant Erik Lee, Public Works Director Ted Strand, General Manager Paul Hoge, City Attorney Brad Person, Dan Vogt of DJV Consulting, and Echo Publishing Reporter Kate Perkins. There were approximately eleven people in the audience.

Mayor Schneider called the Continuation Council Meeting to order at 9:00 A.M. Dan Vogt reported that he has met with staff and asked Jenny Max to make a statement. Jenny Max addressed the Council and stated that after a considerable deliberation, she has decided to pursue her career in California. Ms. Max explained that she was surprised on Monday that Councilmember Roe requested her to reconsider her resignation and stated that if the Council was in favor it, she would have stayed. Ms. Max felt that Dan Vogt will be very helpful to the Council in determining the roles of the Administration Department. Ms. Max thanked staff for their support including Jon Henke, Ted Strand, Bob Hartman, Erik Lee, Chip Lohmiller, Paul Hoge, Debby Floerchinger, Steve Roe, Char Nelson and Ken Anderson. This group has become an extended family. She also thanked prior staff and Council Members Tom Swenson, Dean Swanson, Rusty Taubert and Jay Andolshek.

MOTION 03R-32-13 WAS MADE BY JOHN MOENGEN AND SECONDED BY DARRELL SCHNEIDER TO ACCEPT JENNY MAX'S RESIGNATION OF THE CLERK/TREASURER POSITION EFFECTIVE MARCH 22, 2013. Mayor Schneider stated that Jenny Max did a good job and she will be missed. John Moengen agreed with the Mayor. Mark Wessels stated that this is a positive step for Jenny Max and congratulated her on her new job. Gary Heacox stated that it was nice to always see Jenny Max's smile when he came into the office. MOTION CARRIED WITH ALL AYES.

Dan Vogt appeared before the Council and stated that the Council Members need to make some decisions regarding which staff person would be in charge and what their title will be. Although Mr. Vogt is in favor of administrators, the Council could give the person in charge any title they choose. The main purpose of this person will be to give the City and Staff continuity because Council Members can change every two years. Mr. Vogt stated that the Staff is like glue and holds the City together. Mr. Vogt is not in favor of liaisons having active rolls in city flow charts because it confuses department heads as to who is in charge. Mr. Vogt discourages Council conversations outside of the Council Chambers which includes email, texting, phone calls and face to face meetings. Mr. Vogt thought

the proposal of an Administrator/Treasurer and a City Clerk was appropriate and suggested that he speak to all of the Council Members regarding the structure of the City.

Dan Vogt presented salary ranges for City Administrators that he obtained from the League of MN Cities. He used population, total budgets and number of employees in his comparison. Although the titles differ, all of the positions included an administrator. The average maximum wage was \$83,649 and it could take several years of service to reach that amount. A lengthy discussion ensued regarding the possibility of the Council bringing in a temporary, part-time accountant to help in the interim until a treasurer is hired. Mr. Vogt stated that he has a person in mind that could fill in or that the Council could hire any accountant from the area to fill in.

MOTION 03R-33-13 WAS MADE BY DARRELL SCHNEIDER AND SECONDED BY JOHN MOENGEN TO APPROVE THE CONTRACT FOR CONSULTING SERVICES WITH DJV CONSULTING LLC. Attorney Person stated that he reviewed the contract which is straight forward. The cost is \$60 per hour and either party could cancel at any time. Mark Wessels stated that he is not sure the Council wants any type of administrator and asked Mr. Vogt to obtain more salary figures for a Clerk/Treasurer position and to include the number of department heads that each city has. Mr. Vogt responded that it may be difficult to obtain information on that exact position because titles vary greatly from city to city. Mark Wessels asked if employee's starting pay is 75% of the maximum salary. Mr. Vogt replied that it could vary greatly depending on employee experience and city needs. Gary Heacox asked what most cities offer their employees for benefits. Mr. Vogt replied that it varies from city to city but that he could obtain benefit information for the Council to review as well. Mr. Vogt stated that the Council needs to decide how they want to operate the City and who the point person on the staff is going to be. Mayor Schneider recapped that Mr. Vogt charges \$60 per hour and for mileage. Mark Wessels asked what the Council is hiring Mr. Vogt to do. Mayor Schneider replied that the Council needs to decide what they want Mr. Vogt to do. Mark Wessels expressed his concern that Mr. Vogt is in favor of city administrators even though not all cities have administrators and suggested that the Council speak to cities without administrators to see how they are run. Dan Vogt replied that it does not matter what the Council decides to call the person, but a staff person needs to be in charge of day to day operations. The only time the Council has power is when they are in session. Mr. Vogt said he would help the City hire a person for any position. Mark Wessels stated that he is the liaison to Jon Henke of the Park and Recreation/Library Department and that Mr. Henke does not require much help. Mr. Vogt replied that most department heads do not need help from their liaisons but they do need someone to consult with for day to day operations that take place between Council meetings. John Moengen stated that Dan Vogt is capable of obtaining the information that the Council is looking for and that the Council can decide to whether or not to act on his suggestions. MOTION CARRIED WITH ALL AYES.

A discussion ensued regarding bringing in a temporary person to help in the Administration Department with the financial duties and what additional duties that person could perform. MOTION 03R-34-13 WAS MADE BY MARK WESSELS AND

SECONDED BY JOHN MOENGEN TO DIRECT DAN VOGT TO FIND AN ACCOUNTANT TO ASSIST WITH THE OPERATIONS OF THE ADMINISTRATION DEPARTMENT ON A SHORT TERM BASIS AND REPORT BACK TO THE COUNCIL ON TUESDAY, MARCH 19, 2013 AT 3:00 P.M. MOTION CARRIED WITH ALL AYES. Attorney Person replied that he is not available on Tuesday. Gary Heacox questioned what a temporary employee would charge the City and Dan Vogt replied that they could discuss that at the next meeting.

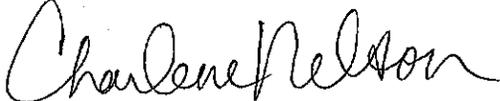
Mayor Schneider stated that he was approached by an individual who would like to finance the fireworks display for the 4th of July celebration. The Mayor requested that the person write a letter to the Council with his intent to provide this funding and that the City will not owe him anything in return. The Mayor has not yet received a letter. Pat Netko of 36084 County Road 66 stated that the Chamber did not know anything about this donation and that the Chamber is beginning its fundraising campaign today. Jenny Max told the Mayor that as soon as the individual sends the check, the Chamber could make plans for the celebration. The Mayor suggested that the individual may want a bigger fireworks display. John Moengen suggested that the City still donate \$5,000 to the Chamber for the fireworks display and that if the other donation comes through, the Chamber could hold the money for future fireworks displays.

MOTION 03R-35-13 WAS MADE BY MARK WESSELS AND SECONDED BY JOHN MOENGEN TO HOLD A SPECIAL MEETING ON MARCH 25, 2013 AT 7:00 FOR CONTINUED DISCUSSION OF COUNCIL PLANS FOR THE STRUCTURE OF THE CITY AND ANY REGULAR BUSINESS THAT MAY ARISE. MOTION CARRIED WITH ALL AYES.

Ken Anderson addressed the Council and stated that Jenny Max's resignation is a huge loss to the City and publicly recognized her professional work for the City.

There being no further business at 10:20 A.M., MOTION 03R-36-13 WAS MADE BY JOHN MOENGEN AND SECONDED BY MARK WESSELS TO RECESS THE CONTINUATION MEETING OF THE REGULAR COUNCIL MEETING HELD MARCH 11, 2013 UNTIL TUESDAY, MARCH 19, 2013 AT 3:00 P.M. MOTION CARRIED WITH ALL AYES.

Respectfully submitted by,



Charlene Nelson
Deputy Clerk

Deputy Clerk/Minutes/3-14-13