

COUNCIL PROCEEDINGS
CITY OF CROSSLAKE MINNESOTA
SPECIAL COUNCIL SESSION
MARCH 23, 1993
9:30 A.M. AT CITY HALL

The Council for the City of Crosslake Minnesota met in the Council Chambers of City Hall on Tuesday, March 23, 1993. The following Councilmembers were present: Mayor Kurt E. Anderson, Lyle M. Arends, Charles O. Miller, Dean L. Swanson and John R. Webster. Also present was Sue Thurlow representing City Attorney James Gammello's office and approximately 15 employees and citizens.

Mayor Anderson called this special session to order at 9:30 a.m.

The first item for review was the job description for the Park and Recreation Director. Mr. Webster indicated that he felt the "Supervised By" should include the City Council. MOTION NO. 352-01-93 WAS MADE BY D. SWANSON AND SECONDED BY C. MILLER TO APPROVE THE JOB DESCRIPTION FOR THE PARK DIRECTOR WITH THE AMENDMENT THAT THE POSITION IS SUPERVISED BY THE PARK COMMISSIONER/CITY COUNCIL. MOTION PASSED UNANIMOUSLY.

MOTION NO. 352-02-93 WAS MADE BY J. WEBSTER AND SECONDED BY C. MILLER TO APPROVE THE JOB DESCRIPTION FOR RECEPTIONIST - CLERK TYPIST WITH THE AMENDMENT THAT THE POSITION IS SUPERVISED BY THE CITY CLERK-TREASURER/CITY COUNCIL. MOTION PASSED UNANIMOUSLY.

Purchasing policies for the Utilities Company were discussed briefly. Mr. Swanson will put together something for Ordinance No. 15 for the Telephone Company when that Ordinance is reviewed.

City Clerk Buchite stated she would like to have some input from the Council as to what to do when time cards are not turned in on time. Other City Employees want their paychecks when they are due and do not want to wait. MOTION NO. 352-03-93 WAS MADE BY K. ANDERSON AND SECONDED BY D. SWANSON THAT TIME CARDS MUST BE RECEIVED BY THE CITY CLERK ON THE DAY THEY ARE DUE IN THE OFFICE OR THEIR CHECK WILL NOT BE WRITTEN UNTIL THE FOLLOWING PAY PERIOD, EFFECTIVE IMMEDIATELY. THIS IS SUBJECT TO APPROVAL AND LEGAL OPINION OF THE CITY ATTORNEY. MOTION PASSED UNANIMOUSLY.

The personnel policy was the next item for discussion. Mr. Miller stated that some places in the policy states Council and some places it says City Council and he feels that it

should be one way or the other.

Police Chief Backdahl stated that the part-time police secretary does not fit into any of the categories in the manual. Sue Thurlow will include a description if needed.

MOTION NO. 382-04-93 WAS MADE BY J. WEBSTER AND SECONDED BY D. SWANSON TO OFFER FREE TELEPHONE SERVICE TO ALL CITY EMPLOYEES IF THEY ARE WILLING TO HAVE THEIR NUMBER IN THE PHONE BOOK. MOTION PASSED WITH L. ARENDS AND K. ANDERSON VOTING NAY.

MOTION NO. 382-05-93 WAS MADE BY D. SWANSON AND SECONDED BY C. MILLER TO CHANGE THE MAXIMUM AMOUNT TO BE EXPENDED BY DEPARTMENT HEADS WITHOUT COMMISSIONER APPROVAL, BACK TO \$100. MOTION PASSED UNANIMOUSLY.

Discussion ensued regarding pay equity increases for City Employees. Ms. Thurlow had made her recommendations on increases to the City Council at an earlier meeting but it was not for public distribution. Mayor Anderson stated what he felt would be fair and equitable. There was a brief discussion and more numbers were changed. Mayor Anderson made a motion to increase City employees salaries, with the exception of the Telephone company employees because they had had a 6 percent cost of living increase on January 1, based on figures prepared by the Mayor and to make them retroactive to January 1, 1993. The Mayor called for a second to his motion three times and then declared the motion dead for lack of a second.

MOTION NO. 382-06-93 WAS MADE BY C. MILLER AND SECONDED BY J. WEBSTER TO APPROVE INCREASES FOR CITY EMPLOYEES AS OUTLINED ON THE BOARD RETROACTIVE TO JANUARY 1, 1993. MOTION PASSED WITH ANDERSON, MILLER, SWANSON AND WEBSTER VOTING AYE. L. ARENDS DID NOT VOTE. The raises were as follows: Tech I to \$1500; Tech II to \$1780; Planning and Zoning Coordinator to \$1900; Park and Rec Director to \$2115; P.W. Foreman to \$2362; Police Officer to \$1982; Police Sergeant to \$2226; Clerk/Treasurer to \$2500; and the Police Chief to \$3500.

MOTION NO. 382-07-93 WAS MADE BY C. MILLER AND SECONDED BY D. SWANSON TO ADJOURN THIS SPECIAL COUNCIL SESSION AT 12:37 P.M. MOTION PASSED UNANIMOUSLY.

Recorded and transcribed by:

Arlene A. Buchite
Arlene A. Buchite, City Clerk/Treasurer