

JOINT MEETING
OF THE CROSSLAKE CITY COUNCIL
AND UTILITIES COMMISSION
THURSDAY, MARCH 25, 1999
9:30 A.M. – CITY HALL

City Council Members Present: Mayor Darrell Swanson, Donna Keiffer, Chuck Miller and Dean Swanson. Absent: Richard Upton

Utilities Commission Members Present: Chairman Gil Arvig, Jay Andolshek, Ted Silva and Karl Skog

Others Present: City Administrator Tom Swenson, General Manager Kevin Larson, Office Manager Debby Floerchinger, Deputy Clerk Darlene Roach

Guests Present: President Tom Farm, Olson & Thielen & Co., Ltd; Audit Manager Pat Powers, Olson & Thielen & Co., Ltd. and President Bob Reff, CC&I Engineering

Mayor Swanson called the Special Council Meeting to order at 9:30 A.M. on Thursday, March 25, 1999.

Chairman Gil Arvig called the Utilities Commission Meeting to order and then turned the meeting over to General Manager Kevin Larson. The guests were introduced to the attendees and Mr. Farm was asked to review the 1998 Telephone and Cable Company financial statements. Mr. Farm stated that Crosslake Communications is fiscally strong and has hit a new level of financial strength.

MOTION 03S-01-99 WAS MADE BY DEAN SWANSON AND SECONDED BY DONNA KEIFFER TO ACCEPT THE 1998 FINANCIAL STATEMENTS OF THE TELEPHONE AND CABLE COMPANY FUNDS. MOTION CARRIED WITH ALL AYES.

(See Utilities Commission Meeting Minutes included with these minutes.)

A five minute recess was taken.

- Approve Mathias Justin to perform single audit required by R.U.S. Grant at a cost of \$2000. MOTION 03S-02-99 WAS MADE BY DEAN SWANSON AND SECONDED BY DONNA KEIFFER TO AUTHORIZE MATHIAS JUSTIN, LTD. TO CONDUCT A SINGLE AUDIT AT A COST NOT TO EXCEED \$2000. MOTION CARRIED WITH ALL AYES.
- Approve recommendation to hire Orval Pederson as custodian and that he be placed on Step 4 of the salary schedule – MOTION 03S-03-99 WAS MADE BY CHUCK MILLER AND SECONDED BY DONNA KEIFFER TO HIRE ORVAL

PEDERSON ON STEP 4 OF THE SALARY SCHEDULE. MOTION CARRIED WITH ALL AYES.

- Approve recommendation to assign 114 points to the Custodial Job Description - MOTION 03S-04-99 WAS MADE BY DEAN SWANSON AND SECONDED BY CHUCK MILLER TO ESTABLISH THE CUSTODIAL JOB DESCRIPTION AT A POINT RATING OF 114 POINTS AND THE SAME SALARY SCHEDULE PER THE UNION CONTRACT AS THE PARK MAINTENANCE WORKER. MOTION CARRIED WITH ALL AYES.
- Discussion of request to hire an Operations Manager and to use Ghyselinck & Associates as the search firm – General Manager Larson stated that he has met individually with each of the members of the Council regarding this position. The Utilities Commission approved the position at their January meeting and it was presented to the Personnel Committee on March 11, 1999. MOTION 03S-05-99 WAS MADE BY CHUCK MILLER AND SECONDED BY DONNA KEIFFER TO APPROVE THE HIRING OF AN OPERATIONS MANAGER. Mayor Swanson remarked that he was in support of hiring an Operations Manager after his discussions with Kevin Larson. He felt the job responsibilities of the Operations Manager were separate from that of the General Manager. Councilmember Miller stated that this concept was approved six years ago by the City Council but with the changes in management, the position did not get filled. Councilmember Swanson stated that strategic planning is important if the company is to continue moving forward and supports the hiring of the Operations Manager. Councilmember Keiffer felt it would be an asset to the Company to have someone assisting Kevin Larson with the day to day activities. MOTION CARRIED WITH ALL AYES.

MOTION 03S-06-99 WAS MADE BY CHUCK MILLER AND SECONDED BY DONNA KEIFFER TO ENGAGE GHYSELINCK & ASSOCIATES AS THE SEARCH FIRM AT A PLACEMENT FEE OF 17% OF FIRST YEAR SALARY AND TO GIVE INTERNAL EMPLOYEES THE OPPORTUNITY TO APPLY. General Manager Larson stated that the issue was discussed in Staff Meeting and the employees will be given the option of applying for the position. General Manager Larson stated that the hiring of a search firm would broaden the list of candidates for the position. MOTION CARRIED WITH ALL AYES.

- Approve recommendation to release Public Works employee under the probation status of the Personnel Policy – MOTION 03S-07-99 WAS MADE BY CHUCK MILLER TO RELEASE PUBLIC WORKS EMPLOYEE CHARLES LARSON UNDER THE PROBATION STATUS OF THE PERSONNEL POLICY. MOTION CARRIED WITH ALL AYES.
- Bills for approval – MOTION 03S-08-99 WAS MADE BY DONNA KEIFFER AND SECONDED BY DEAN SWANSON TO APPROVE BILLS FOR PAYMENT AS SUBMITTED IN THE AMOUNT OF \$15,709.00. MOTION CARRIED WITH ALL AYES.

- Other Business – Mayor Swanson stated that he and City Administrator Swenson met with the City Engineers on Wednesday, March 24, 1999 to review their proposed downsizing to the sewer project. A presentation will be made to the City Council at the next Regular Council Meeting. Mayor Swanson announced his plans to broaden the small committee that is currently working on the sewer project to include more individuals under the auspices of the Public Works Department. This Committee will become involved in holding public forums to get community input before making a final recommendation to the City Council.

MOTION 03S-09-99 WAS MADE BY DEAN SWANSON AND SECONDED BY DONNA KEIFFER TO ADJOURN THIS SPECIAL COUNCIL MEETING AT 12:20 P.M. MOTION CARRIED WITH ALL AYES.

Recorded and transcribed by:



Darlene J. Roach
Deputy Clerk/Treasurer

Shared: Joint Meeting Council and Utilities Comm March 25, 1999

