

SPECIAL COUNCIL MEETING
CITY OF CROSSLAKE
WEDNESDAY, MAY 5, 1999
1:00 P.M.- CITY HALL

The Council for the City of Crosslake met in the Council Chambers of City Hall on Wednesday, May 5, 1999 at 1:00 P.M. The following Councilmembers were present: Mayor Darrell Swanson, Donna Keiffer, Charles Miller and Dean Swanson. Absent was Richard Upton. Also present was City Administrator Thomas Swenson, General Manager Kevin Larson, Deputy Clerk Darlene Roach, Certified Public Accountant Judy Moravec of Mathias Justin, CPA firm and Betty Ryan of the Lake Country Echo. There were no other individuals in attendance.

1. Mayor Swanson called the special meeting to order at 1:05 P.M. and turned the meeting over to City Administrator Swenson.

2. City Administrator Swenson introduced Judy Moravec and informed the Council that she would be reviewing the 1998 audit which was recently completed by Ms. Moravec.

Ms. Moravec stated that she prepared a summary of the 1998 Financial Statements which she would present to the Council versus conducting a review of each page of the audit. A Single Audit, versus a State audit, was required due to the City having obtained Federal funds of \$300,000 in 1998. She noted that the City's financial status is relatively the same as it was in 1997. There was some discussion regarding revenue and expenses associated with the three Tax Increment Financing districts. There was also some discussion regarding the under collateral status the City was in for a period of three or four days at end of 1998 when checks did not clear the bank on a timely basis. This situation was corrected within several days after being discovered.

MOTION 05S1-01-99 WAS MADE BY CHUCK MILLER AND SECONDED BY DEAN SWANSON TO ACCEPT THE 1998 CITY AUDIT AS PRESENTED. MOTION CARRIED WITH ALL AYES.

3. Bills for Payment - MOTION 05S1-02-99 WAS MADE BY CHUCK MILLER AND SECONDED BY DONNA KEIFFER TO APPROVE ALL BILLS FOR PAYMENT AS PRESENTED IN THE AMOUNT OF \$78,647.35. MOTION CARRIED WITH ALL AYES.

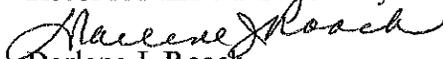
4. Personnel – A Personnel Committee Meeting was held on Wednesday, May 5, 1999 at 8:30 A.M. and recommendations were made regarding several personnel items.

a. MOTION 05S1-03-99 WAS MADE BY CHUCK MILLER AND SECONDED BY DONNA KEIFFER TO ADOPT THE REVISED JOB DESCRIPTION FOR THE PLANNING AND ZONING ADMINISTRATOR AND TO DIRECT THE CITY ADMINISTRATOR AND GENERAL MANAGER TO REVIEW COMPARABLE WORTH POINTS AND WAGE ADJUSTMENTS

AND REPORT BACK TO THE PERSONNEL COMMITTEE. MOTION
CARRIED WITH ALL AYES.

- b. MOTION 05S1-04-99 WAS MADE BY DEAN SWANSON AND SECONDED BY DONNA KEIFFER TO ADOPT THE REVISED JOB DESCRIPTION FOR THE PLANNING AND ZONING ASSISTANT. MOTION CARRIED WITH ALL AYES.
- c. Discussion was held regarding the need for additional personnel to perform on-site septic inspections. The Council was informed that the Personnel Committee directed staff to review hiring a part time employee in the Planning and Zoning Department versus contracting with an individual to assist with septic system inspections. The City will be receiving a \$37,000 grant to inspect all Whitefish Chain septic systems within the City of Crosslake.
- d. MOTION 05S1-05-99 WAS MADE BY CHUCK MILLER AND SECONDED BY DONNA KEIFFER TO ADOPT THE REVISED CLERICAL/RECEPTIONIST JOB DESCRIPTION. MOTION CARRIED WITH ALL AYES. Approval was given to advertise for the vacant position.
- e. MOTION 05S1-06-99 WAS MADE BY DONNA KEIFFER AND SECONDED BY DEAN SWANSON TO ADOPT THE REVISED JOB DESCRIPTION FOR THE OFFICE MANAGER AND TO DIRECT KEVIN LARSON AND TOM SWENSON TO REVIEW COMPARABLE WORTH POINTS FOR THE POSITION AND REPORT BACK TO THE PERSONNEL COMMITTEE. MOTION CARRIED WITH ALL AYES.
- f. MOTION 05S1-07-99 WAS MADE BY DONNA KEIFFER AND SECONDED BY DEAN SWANSON TO APPROVE THE JOB DESCRIPTION FOR THE OPERATIONS MANAGER AND TO DIRECT KEVIN LARSON AND TOM SWENSON TO REVIEW THE COMPARABLE WORTH POINTS FOR THE POSITION AND REPORT BACK TO THE PERSONNEL COMMITTEE. MOTION CARRIED WITH ALL AYES.
- g. Other business – Mayor Swanson thanked the Councilmembers for their attendance at the meeting.
MOTION 05S1-08-99 WAS MADE BY CHUCK MILLER AND SECONDED BY DONNA KEIFFER TO ADJOURN THIS SPECIAL MEETING AT 1:50 P.M. MOTION CARRIED WITH ALL AYES.

Recorded and transcribed by:


Darlene J. Roach

Deputy Clerk/Treasurer

Shared/special council meeting May 5, 1999