

**SPECIAL COUNCIL MEETING
FRIDAY, MAY 23, 1997
11:00 A.M. - CITY HALL**

The Council for the City of Crosslake met in a special session in the Council Chambers of City Hall on Friday, May 23, 1997 at 11:00 A.M. The following Councilmembers were present: Mayor Robert Scott, Donna Keiffer, Charles Miller and Raymond Smyth. Absent was Richard Upton. Taking the minutes was Acting City Clerk Darlene Roach. There were no individuals in the audience.

Mayor Scott called the meeting to order at 11:10 A.M. by stating that the purpose of the meeting was to consider a compensation package for the City Administrator.

The meeting was turned over to Ray Smyth who commented that reference checks had been made on the two candidates under consideration for the position of City Administrator and both have fine references. Mr. Swenson, the first candidate under consideration, had provided information, via fax, regarding his current compensation as City Administrator in Hawley, Minnesota.

MOTION 05-03S-01-97 WAS MADE BY RAY SMYTH AND SECONDED BY CHUCK MILLER THAT, BASED ON REFERENCE AND BACKGROUND CHECKS, MR. THOMAS SWENSON BE OFFERED THE JOB OF CITY ADMINISTRATOR AND THAT A COMPENSATION PACKAGE BE REVIEWED. MOTION CARRIED UNANIMOUSLY.

The Council reviewed each item in Mr. Swenson's current compensation plan and all agreed that Mr. Swenson should not take a loss if he agrees to accept the position in Crosslake.

All items in the compensation plan were reviewed by the Council including salary, medical/dental, vacation, holidays, sick leave, residency, life insurance, car allowance, probation period and relocation/moving expenses. It was agreed that the City Attorney draw up a contract once both parties have agreed on the terms.

MOTION 05-03S-02-97 WAS MADE BY DONNA KEIFFER AND SECONDED BY CHUCK MILLER THAT RAY SMYTH HANDLE THE NEGOTIATIONS WITH MR. SWENSON. MOTION CARRIED UNANIMOUSLY.

MOTION 05-03S-03-97 WAS MADE BY CHUCK MILLER AND SECONDED BY DONNA KEIFFER THAT THE CITY ADMINISTRATOR POSITION BE ESTABLISHED. MOTION CARRIED UNANIMOUSLY.

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Donna Keiffer suggested that once the position is filled, the public be given the opportunity to meet and welcome the new administrator.

MOTION 05-03S-04-97 WAS MADE BY RAY SMYTH AND SECONDED BY CHUCK MILLER TO ADJOURN THIS SPECIAL COUNCIL MEETING AT 11:43 A.M. MOTION CARRIED UNANIMOUSLY.

Taped and transcribed by:



**Darlene J. Roach
Acting City Clerk**