

CROSSLAKE UTILITIES COMMISSION/JOINT CITY COUNCIL MEETING
TUESDAY, MAY 29, 2001
CROSSLAKE COMMUNICATIONS

Regular Meeting May 29, 2001

The Regular Meeting of the Crosslake Utilities Commission was called to order by Chairperson Gilroy Arvig at 7:30 a.m. Members present: Gilroy Arvig, Armond Gease, Ted Silva, Judy Cotten, and Del Gilsrud. Members absent: Gerry Brine. Also present were General Manager Kevin T. Larson, Operations Manager Dennis Leaser, Office Manager Debby Floerchinger, Liaison Darrell Swanson, City Administrator Tom Swenson, Helen Fraser and Council Member Dean Swanson.

Actions Taken:

- 1) **The Utilities Commission recommends to the City Council timesharing with Consolidated Telephone for the use of their server for our billing and accounting software.**
- 2) **The Utilities Commission recommends to the City Council appointment of William Smith to the Utilities Commission to fill Karl Skog's vacancy (term ends 2/1/03).**

The Minutes of the April 24, 2001 Regular Meeting were reviewed. Del Gilsrud moved to approve the Minutes as presented. Second by Armond Gease. All in favor. Motion carried.

The April, 2001, Financial and Statistical Reports were reviewed. Ted Silva moved to accept the April, 2001 Financial and Statistical Reports. Second by Judy Cotten. All in favor. Motion carried.

- 1) **Building Expansion.** Kevin reported that we had received and opened two bids for the building expansion. Crosslake Construction came in at \$111,396 and Nor-Son at \$112,980. The preliminary estimate was \$95,000 - \$110,000 but we expanded our plans to include a cable vault entrance and an additional air conditioner/furnace. The City Council did approve Crosslake Construction's bid in the amount of \$111,396 on May 9th. Construction has begun but was delayed due to weather.
- 2) **Martin Group Server.** Due to the slow speed and lack of disk space on our current server which was purchased in August of 1994, server options were reviewed with the Commission. The staff recommended timesharing off of the Consolidated Server for a monthly fee of \$2,300 for three years. A license and equipment fee of \$65,000 had been included in the budget. Armond Gease moved to recommend to the City Council timesharing with Consolidated

Telephone for the use of their server for our billing and accounting software. Second by Judy Cotten. All in favor. Motion carried.

- 3) FRED Scholarship. Kevin reported that as a member of OPASTCO, we were able to offer a scholarship to the students at Pequot Lakes High School. We received one application from Jean Otto. She was awarded a \$500 scholarship out of 180 scholarships received nationally.

CATV

The Cable Financial and Statistical Reports for April, 2001, were reviewed. A motion was made by Armond Gease and second by Judy Cotten to approve the April Financial and Statistical Reports. All in favor. Motion carried.

- 1) Construction Update. Dennis reported that we are on track for plowing cable. He noted that we haven't had too many problems with cable cuts.
- 2) Programming. The proposed programming tiers and pricing were reviewed with the Commission in length. The Commission liked the variety of program choices and the TV Guide being available.
- 3) Groundbreaking. Kevin reported that the groundbreaking for the new addition took place last week. Pictures were taken for our history files.

PERSONNEL

- 1) Commission Opening. Ted Silva reported that the committee consisting of Ted, Armond and Gerry interviewed five applicants. It was overwhelmingly agreed that the committee would recommend William Smith to fill the vacancy. Mr. Smith has been the Vice President of Operations for the third largest truck leasing company. Ted Silva moved to recommend to the City Council that William Smith fill the Commission vacancy left by Karl Skog. Second by Del Gilsrud. All in favor. Motion carried.
- 2) General Manager Search. Kevin reported that over 45 applications have been received. The Kenton Group has narrowed the selection down and interviewed about five candidates. The Interview Committee consisting of Darrell Swanson, Chuck Miller, Gilroy Arvig, Tom Swenson and Armond Gease will interview three of the candidates in Mid-June. The Kenton Group indicated that they are approximately one month ahead of schedule.
- 3) Bill Gordon. A five year service award was presented to Bill Gordon at the Commission meeting. Bill was thanked for his commitment to Crosslake Communications. He has been instrumental in our Cable TV upgrade and programming changes.

- 4) Personal Accident Insurance. Kevin reported that the City has provided for all commission members insurance should they be injured either coming to or leaving a Commission meeting.
- 5) Kevin's Farewell. Debby reminded the Commission of Kevin's farewell party scheduled for Wednesday afternoon. Kevin thanked the current and past Commission and Council members for their hard work. Kevin was thanked by the Commission for all he has done for the company over the past four years.

The Commission meeting was recessed for five minutes with the City Council joining at 9:02 a.m.

Mayor Swanson called the City Council Meeting to order at 9:02 a.m. with Council Members Dean Swanson and Sandy Eliason joining Mayor Swanson and the Utilities Commission. Also present were City Administrator Tom Swenson and Helen Fraser.

- 1) Cable TV Programming. The suggested Cable TV Programming was reviewed with the Council members. Kevin explained that the pricing reflected the cost of providing the signal, expenses, debt service and profit. The Council approved the pricing/programming concept presented.

The next regular meeting of the Crosslake Utilities Commission is scheduled for Tuesday, June 26, 2001, at Crosslake Communications.

A motion was made at 9:45 a.m. to adjourn the Utilities Commission meeting by Armond Gease, second by Ted Silva. All in favor. Motion carried.

A motion was made to adjourn the City Council meeting by Dean Swanson, second by Sandy Eliason at 9:45 a.m. All in favor.

CC: Del Gilsrud
Judy Cotten
Armond Gease
Gilroy Arvig
William Smith
Ted Silva
Gerry Brine
Darrell Swanson, Mayor
Charles O. Miller
Irene Schultz
Dean Swanson
Sandy Eliason
Tom Swenson
Paul Sandelin



Gilroy Arvig