

SPECIAL COUNCIL MEETING
CITY OF CROSSLAKE
THURSDAY, JULY 22, 1999
1:00 P.M. – CITY HALL

The Council for the City of Crosslake met in the Council Chambers of City Hall on Thursday, July 22, 1999 at 1:00 P.M. The following Councilmembers were present: Mayor Darrell Swanson, Chuck Miller and Dean Swanson. Absent was Donna Keiffer and Richard Upton. Also present was City Administrator Tom Swenson and Deputy Clerk Darlene Roach. There were no individuals in the audience.

1. Mayor Swanson called the special meeting to order at 1:03 P.M.
2. Resignation of City Councilmember Donna Keiffer – A letter of resignation dated July 14, 1999 was received from Donna Keiffer (copy of letter attached as permanent record in the minutes) announcing her resignation from the City Council effective July 31, 1999. According to City Attorney Sandelin, the City Council can fill the vacancy through an appointment until the next general election, at which time the two years of her term would be filled by election to a two year council term. It was the recommendation of the Personnel Committee that Council members submit names of potential candidates to the Personnel Committee for review and recommendation to the City Council. The City Attorney suggested that a Resolution be adopted declaring the City Council vacancy. Councilmember Miller suggested that a policy be adopted for replacing Council members when a vacancy occurs. The issue was tabled until later in the meeting to allow time for the City Attorney to return a phone call to the City Administrator.
3. Recommendation on filling vacancies in Police Department – The Personnel Committee recommends the hiring of Kevin Diedrich and Jay Lorch as Community Service Officers with no arrest power/no weapons at an hourly rate of \$8.00 until such time as they successfully complete their POST license test, successfully complete physical and psychological examinations, qualify with a hand gun and successfully complete a background investigation and criminal history check. Upon successful completion of these items, the Personnel Committee recommends they be hired as full time patrolmen at Step 1 at an hourly rate of \$11.25 and serve a six month probation period. MOTION 07S2-01-99 WAS MADE BY CHUCK MILLER AND SECONDED BY DEAN SWANSON TO HIRE KEVIN DIEDRICH AND JAY LORCH AS COMMUNITY SERVICE OFFICERS AT \$8.00 PER HOUR UNTIL SUCH TIME AS THEY SUCCESSFULLY COMPLETE A POST LICENSE TEST, PHYSICAL AND PSYCHOLOGICAL EXAMINATIONS, QUALIFY WITH A HANDGUN AND SUCCESSFULLY COMPLETE A BACKGROUND AND CRIMINAL HISTORY CHECK. UPON SUCCESSFUL COMPLETION, THEY WILL BE HIRED AS PATROLMEN AT STEP 1 AT \$11.25 PER HOUR. MOTION CARRIED WITH ALL AYES.

4. Recommendation on Non-Union Vacation Policy – The Personnel Committee reviewed various options regarding vacation and recommends that any outstanding 1998 vacation hours as of December 1, 1999 be paid. For 1999, and all future years, the maximum carry over in any one year will be 15 days. Of the 15 days carried over, an employee would have the option of transferring the value of up to 5 days into his/her deferred compensation savings plan. The maximum outstanding balance in the carry over account can not exceed 30 days. Any carry over days in excess of the 30 days maximum will automatically be transferred into the employees deferred compensation savings plan. The Council concurred that problems have arisen where vacation time cannot be used and felt this was a good way of resolving the problem. MOTION 07S2-02-99 WAS MADE BY CHUCK MILLER AND SECONDED BY DEAN SWANSON TO APPROVE THE RECOMMENDATION OF THE PERSONNEL COMMITTEE REGARDING VACATION FOR NON-UNION EMPLOYEES. MOTION CARRIED WITH ALL AYES.

The Council resumed their discussion regarding the resignation of a City Council member. City Attorney Sandelin reviewed Resolution 99-33 and recommended its approval. MOTION 07S2-03-99 WAS MADE BY DEAN SWANSON AND SECONDED BY CHUCK MILLER TO APPROVE RESOLUTION 99-33 DECLARING A VACANCY ON THE CITY COUNCIL. MOTION CARRIED WITH ALL AYES. The Council agreed to provide names of possible candidates to the Personnel Committee for review. The Council directed the City Administrator to contact the City Attorney to request preparation of an Ordinance dealing with replacement of council members due to resignations. A Personnel Committee Meeting has been set for 9:00 A.M. on August 3, 1999 to consider recommendations for the council vacancy.

5. Resignation of Planning and Zoning Administrator – A resignation letter dated July 19, 1999 was received from Zoning Administrator Teri Hastings. The Personnel Committee recommends that the resignation be accepted and that the City approve contracting with Teri Hastings after August 27th at a rate of \$25.00 per hour. They further recommend that the Personnel Committee be directed to review the over all structure of city management and return to the City Council with a recommendation regarding possible restructuring and replacement of the Planning and Zoning vacancy. MOTION 07S2-04-99 WAS MADE BY CHUCK MILLER AND SECONDED BY DEAN SWANSON TO ACCEPT THE RESIGNATION OF TERI HASTINGS AND TO CONTRACT WITH HER AT A RATE OF \$25.00 PER HOUR AFTER AUGUST 27TH FOR ANY WORK DONE FOR THE CITY AND ON BEHALF OF THE CITY TO THANK HER FOR HER EIGHT YEARS OF SERVICE AND DEDICATION TO THE CITY AND ITS RESIDENTS AND TO DIRECT THE PERSONNEL COMMITTEE TO REVIEW THE OVERALL STRUCTURE OF CITY MANAGEMENT AND TO REPORT BACK TO THE COUNCIL WITH THEIR FINDINGS. MOTION CARRIED WITH ALL AYES.
6. Other business – General Manager Larson, who was not in attendance at the meeting, has informed City Administrator Swenson that he was still working on the Operations Manager employment package and felt the Personnel Committee needed to review

the package one more time before presentation to the City Council. It will be on the agenda for the August 9, 1999 regular council meeting.

MOTION 07S2-05-99 WAS MADE BY DEAN SWANSON AND SECONDED BY CHUCK MILLER TO ADJOURN THIS SPECIAL MEETING AT 1:28 P.M. MOTION CARRIED WITH ALL EYES.

Recorded and transcribed by:



Darlene J. Roach
Deputy Clerk

Shared/special council meeting july 22, 1999jul

To: Mayor Darrell Swanson
City Administrator Tom Severson
Council Members
City Staff

Date: July 14, 1999

From: Lorna Keffer, Council person

Due to several obligations and new health issues that have occurred recently, I feel that I will not adequately be able to fulfill my obligations as a reliable council person and liaison because of the increased ^{amount} of meetings. Therefore, I am regretfully withdrawing from the City Council as soon as possible. I've enjoyed working with all of you and wish you well!

Sincerely,
Lorna Keffer

RESOLUTION 99-33

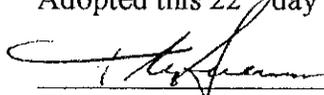
RESOLUTION DECLARING VACANCY ON CITY COUNCIL

WHEREAS, a letter dated July 14, 1999 has been received by the City of Crosslake from Donna Keiffer informing the city that due to several obligations and health issues that she is resigning from City Council.

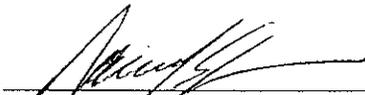
NOW THEREFORE BE IT HEREBY RESOLVED, that the City Council accepts the resignation of Donna Keiffer and declares that a vacancy exists on the Crosslake City Council.

Be it further resolved that City Council Members will provide names of possible candidates to the Personnel Committee to fill the vacancy. The names submitted will be reviewed and the Personnel Committee will make a recommendation to the City Council to appoint a replacement to fill the vacancy until the next regular general election of the City of Crosslake.

Adopted this 22nd day of July, 1999



Thomas N. Swenson
City Administrator



Darrel Swanson
Mayor