

SPECIAL COUNCIL MEETING  
CITY OF CROSSLAKE  
WEDNESDAY, JULY 25, 2001  
9:30 A.M. – CITY HALL

The Council for the City of Crosslake met in the Council Chambers of City Hall on Wednesday, July 25, 2001. The following Councilmembers were present: Mayor Darrell Swanson, Sandy Eliason, Charles (Chuck) Miller, Irene Schultz and Dean Swanson. Also present was City Administrator Thomas (Tom) Swenson, General Manager Dennis Leaser, Clerk Darlene Roach and Attorney Lonny Thomas. There were no other individuals in the audience.

1. Call to Order - Mayor Swanson called the Special Meeting to order at 9:35 A.M.
  
2. Review Off Sale Liquor License Application for Seekers Cedar Chest – On July 20, 2001 and on July 24, 2001 Attorney Lonny Thomas, representing Michael and Sharon Seeker, hand delivered to the City of Crosslake an Off Sale Intoxicating Liquor License Application and all corresponding documents to request approval for a dba name change for MJM Wine & Liquors to Barstock Liquors. Attorney Thomas apologized to the Council for the inconvenience the name change has caused the City. Letters were received by the Seekers' and Attorney Thomas, copies of which were provided to the City, from attorney's representing MGM Liquors advising the Seekers' that MGM Liquors has federal trade mark approval for use of the name MGM Liquors. The letters advised the Seekers' to immediately discontinue using MJM Wine & Liquors due to its similarity in name otherwise legal action would be commenced. A letter dated July 24<sup>th</sup> from MGM's legal counsel advised the Seekers' that an investigator would be in Crosslake the first part of August to determine if there is any indication that the Seekers' are using the MJM name. The MJM Liquor sign has been removed from the property, however, advertisements and mailings, which were prepared by the Chamber of Commerce, will still show the MJM Liquor Store name. Councilmember Miller asked if checks presented for purchase of alcohol were being made out to MJM Liquors. Attorney Thomas indicated that they were being issued in the name of MJM Wine & Liquors, however, this will be changed to reflect Seeker's Cedar Chest Inc. which is the corporation name that the license is issued to. Mayor Swanson clarified for the Council that the request before the Council was for approval to change the dba name for the liquor store. MOTION 07S2-01-01 WAS MADE BY CHUCK MILLER AND SECONDED BY SANDY ELIASON TO APPROVE THE DBA NAME CHANGE FROM MJM WINE & LIQUORS TO BARSTOCK LIQUORS FOR THE OFF SALE LICENSE HELD BY SEEKERS' CEDAR CHEST INC. MOTION CARRIED WITH ALL AYES.
  
3. Bills for Approval – MOTION 07S2-02-01 WAS MADE BY IRENE SCHULTZ AND SECONDED BY CHUCK MILLER TO APPROVE THE BILLS FOR PAYMENT AS SUBMITTED IN THE AMOUNT OF \$49,047.46 AND TO

INCLUDE A TAX INCREMENT FINANCING DISBURSEMENT TO BITTNER CONDOMINIUMS (DAGGETT BROOK VILLAS) IN THE AMOUNT OF \$11,572.09 FOR A TOTAL OF \$60,619.55. MOTION CARRIED WITH ALL AYES.

4. Personnel Issues –

- a. General Manager Dennis Leaser requested Council approval on the hiring of Jared Johnson as Operations Manager at Crosslake Communications. Thirty-five applications were received for the position. Of these thirty-five applicants, the search was narrowed down to three candidates who were interviewed by an Interview Committee consisting of General Manager Dennis Leaser, Mayor Darrell Swanson, Councilmember Chuck Miller, City Administrator Tom Swenson and Commission Member Ted Silva. It was the unanimous decision of the Interview Committee to recommend the hiring of Jared Johnson for the position. General Manager Dennis Leaser reviewed the proposed salary and benefit package which will be offered to Mr. Johnson. MOTION 07S2-03-01 WAS MADE BY DEAN SWANSON AND SECONDED BY CHUCK MILLER TO OFFER THE POSITION OF OPERATIONS MANAGER TO JARED JOHNSON WITH THE OFFER AS PRESENTED TO THE CITY COUNCIL. MOTION CARRIED WITH ALL AYES. Mr. Johnson will commence employment on July 31, 2001.
- b. Park and Recreation Director Jon Henke informed the Council that Laurel Hultgren resigned her position as part-time call in Building Assistant in the Park and Recreation Department. Approval was requested to begin looking for a replacement for Laurel's position by reviewing applications that were received at the time of the hiring of Jeanne Quillen or by advertising for the position. At a Personnel Committee meeting held earlier this date, a recommendation was made to change the minimum hourly wage for the Park and Recreation Department from \$6.25 per hour to \$7.00 per hour. MOTION 07S2-04-01 WAS MADE BY DEAN SWANSON AND SECONDED BY IRENE SCHULTZ TO CHANGE THE MINIMUM HOURLY WAGE FOR PART-TIME EMPLOYEES AT THE COMMUNITY CENTER TO \$7.00 PER HOUR. MOTION CARRIED WITH ALL AYES.
- c. Closing City Facilities – Approval was requested to close all City facilities (except the Police Department) on Monday, December 24, 2001. Employees would be required to use vacation, compensatory time, a personal holiday, or unpaid leave if the employee has no time-off remaining without affecting Holiday pay for Christmas Day. In case of snow, the Public Works Department would be required to work. MOTION 07S2-05-01 WAS MADE BY DEAN SWANSON AND SECONDED BY CHUCK MILLER TO APPROVE CLOSING CITY FACILITIES ON MONDAY, DECEMBER 24<sup>TH</sup> WITH EMPLOYEES TAKING VACATION, PERSONAL DAY, COMPENSATORY TIME

OR UNPAID LEAVE OF ABSENCE. MOTION CARRIED WITH ALL AYES.

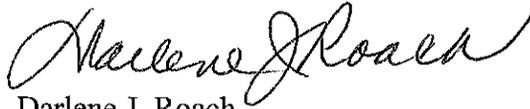
- d. Flex Reimbursement Plan – At a Personnel Committee meeting held earlier this date, the City’s flex reimbursement plan was reviewed. Several employees have requested that the limit be increased from \$3000 per year to \$5000 per year in order to increase their allotment for day care. The Committee discussed the risk involved in increasing the amount and felt that by capping the medical reimbursement amount at \$3000, there would be no additional risk to the City in raising the limit to \$5000 since day care reimbursement cannot be requested unless the employee has contributed through payroll deduction the amount being claimed for reimbursement. MOTION 07S2-06-01 WAS MADE BY CHUCK MILLER AND SECONDED BY DEAN SWANSON TO APPROVE CHANGING THE FLEX REIMBURSEMENT PLAN TO \$5000 FOR YEAR 2002 WITH A CAP OF \$3000 ON MEDICAL REIMBURSEMENT. MOTION CARRIED WITH ALL AYES.
- e. Compensation for Clerk/Treasurer and Vehicle Allowance for City Administrator – The Personnel Committee recommends a \$2000 annual increase for the Clerk/Treasurer effective July 1, 2001. An increase in comparable worth points from 220 to 268 was approved in April. No pay adjustment was recommended at that time as no additional money was included in the 2001 budget to fund the position upgrade. The fact that the Deputy Clerk position was not filled until June does provide funds in the budget to make a pay adjustment for the increased duties assumed by the Clerk/Treasurer. MOTION 07S2-07-01 WAS MADE BY CHUCK MILLER AND SECONDED BY DEAN SWANSON TO APPROVE A ANNUAL SALARY INCREASE OF \$2,000 FROM \$33,000 TO \$35,000 FOR THE CLERK/TREASURER EFFECTIVE JULY 1, 2001. MOTION CARRIED WITH ALL AYES.

The Personnel Committee recommends an increase in vehicle reimbursement from \$300 to \$400 per month for the City Administrator. The \$300 allowance was approved on January 1, 1998 and has not been increased since that date. The \$400 vehicle allowance will match the amount currently in effect for the General Manager of Crosslake Communications. The unbudgeted amount would be covered by savings in the Deputy Clerk’s salary. MOTION 07S2-08-01 WAS MADE BY CHUCK MILLER AND SECONDED BY SANDY ELIASON TO APPROVE A VEHICLE ALLOWANCE INCREASE FROM \$300 PER MONTH TO \$400 PER MONTH FOR THE CITY ADMINISTRATOR EFFECTIVE AUGUST 1, 2001. MOTION CARRIED WITH ALL AYES. The Council commended City Administrator Swenson and Clerk Roach on the good job they were doing and agreed that the increases were well deserved.

Mayor Swanson stated that he has spoken with Bill Reed regarding the State Fire Marshal's request for installation of a sprinkler system. Due to the system being cost prohibitive, an alternate method of installing an alarm system with heat sensors would be an option if endorsed by the Fire Department and City Council. Mr. Reed was advised to make a presentation at the Special Council meeting scheduled for August 27<sup>th</sup>.

MOTION 07S2-09-01 WAS MADE BY CHUCK MILLER AND  
SECONDED BY IRENE SCHULTZ TO ADJOURN THIS SPECIAL  
COUNCIL MEETING AT 10:15 A.M. MOTION CARRIED WITH ALL  
AYES.

Recorded and transcribed by,



Darlene J. Roach  
Clerk/Treasurer

SPECIAL COUNCIL MEETING – JULY 25, 2001

**BILLS FOR APPROVAL**

**25-Jul-01**

VENDOR	DEPT	AMOUNT
Lisa Omodt, refund for pony baseball	P&R	\$25.00
Ace Hardware, couples, blade snap,tube poly,nipple, clamp	PW	\$33.12
Ace Hardware, ant trap	P&R	\$3.17
Sport Supply Group, Inc,tennis rollers	P&R	\$59.25
The Office Shop, pens, 1 chair mats, desk pad	Admin	\$94.44
The Office Shop, 1 chair mat	Admin	\$60.69
Pine River Oil Company, unleaded gas	PW	\$279.30
Pine River Oil Company,diesel	PW	\$310.17
Reeds Market, bounty, tylenol, coffee	Govt	\$29.70
Anderson Brothers, Class 5	PW	\$629.27
Blue Lakes Disposal, garbage	Govt	\$29.25
Blue Lakes Disposal, garbage	P&R	\$49.73
Whitefish Automotive, auto repair	Police	\$59.79
Whitefish Automotive, oil & filter, lube, belts, hose & tire ck	Police	\$21.60
Whitefish Automotive, plugss, fuel filter, PCV valve	Police	\$158.32
Watt/Peterson Printers, newsletter	Admin	\$182.00
The Office Shop, scissors,ruler, clips, trays, pens,indexes	Admin	\$123.90
Brainerd Medical Center, random drug testing	PW	\$20.29
Moonlight Square, gas	P & Z	\$22.75
Crow Wing Cty Treasurer, ownership verification	P & Z	\$10.00
US Dairy, monthly planning guide x3	P & Z	\$6.95
WalMart, tennis balls, post it, file folder	P&R	\$79.58
Office Max, (3)ring binders, removable shelf, seals, receipts	P&R	\$67.92
Ace Hardware, keys, sprinkler can, ladder, fastners	PW	\$33.43
Crosslake Electric, relocated outlets, connected new furniture	Admin	\$205.00
Crosslake Electric, provided new power cord & outdoor outlet	Fire	\$206.00
Crosslake Electric, provided new power cord & outdoor outlet	Chamber	\$206.00
Famous Daves, food for Council between meetings 7/9/01	Council	\$62.77
Echo Publishing, legal	P&Z	\$71.50
Widseth Smith Nolting, eng fees	All	\$33,275.00
Ace Hardware, chain & hooks for signs, sprinkler system clams	Govt	\$8.90
Padgett Thompson Products, returned 4 books	Admin	\$8.90
City of Crosslake, Commission members meeting for expenses	P & Z	\$200.00
County Recorder, file variance, Kurt Rolf, cond. Use Fam. Daves	P & Z	\$39.00
The Office Shop,refill mop	Govt	\$4.25
The Office Shop, ledger paper, pens, ruler, clip binder	Admin	\$107.05
Viking Coca-Cola,pop	Govt	\$141.54
Marco, furniture installed & hardware	Admin	\$6,275.60
St. Josephs Medical Center, lab work	Police	\$10.00
Frontline Plus Fire & Rescue, Class A foam, Control panel	Fire	\$5,752.00
Martin Communications, pager, nylon case	Fire	\$84.33
Daggett Brook Villas	TIF	\$11,572.09
	<b>TOTAL</b>	<b>\$60,619.55</b>