

SPECIAL COUNCIL MEETING
CITY OF CROSSLAKE
TUESDAY, AUGUST 17, 2004
9:00 A.M. – CITY HALL

Pursuant to due notice and call, the Council for the City of Crosslake met in a Special Session on Tuesday, August 17, 2004 at City Hall. The following Councilmember's were present: Mayor Swanson, Dean Eggena, Bettie Miller and Dick Phillips. Councilmember Irene Schultz was absent. Also present was City Administrator Tom Swenson, Community Development Director Ken Anderson, Park and Recreation Director Jon Henke, Public Works Director Ted Strand, Chief Bob Hartman and Clerk/Treasurer Darlene Roach.

1. Mayor Swanson called the special meeting to order at 9:04 A.M.
2. Review/approve Personnel Recommendations - At a meeting held on August 13th, the Personnel Committee approved motions recommending three items for Council approval. The first item was a recommendation to approve a medical leave of absence for Jane Monson in the Park and Recreation Department for three to six weeks beginning September 7th. MOTION 08S1-01-04 WAS MADE BY DEAN EGGENA AND SECONDED BY BETTIE MILLER TO APPROVE A MEDICAL LEAVE OF ABSENCE FOR JANE MONSON UTILIZING SICK LEAVE. MOTION CARRIED WITH ALL AYES.

Councilmember Phillips joined the meeting.

Approval of a step increase for Deputy Clerk Char Nelson from Step 6 to Step 7 effective August 22nd due to her having taken on additional responsibilities. MOTION 08S1-02-04 WAS MADE BY DEAN EGGENA AND SECONDED BY DARRELL SWANSON TO APPROVE A STEP INCREASE FOR CHAR NELSON FROM STEP 6 (\$13.73) TO STEP 7 (\$14.37) CONTINGENT UPON APPROVAL OF THE UNION DUE TO HER HAVING TAKEN ON ADDITIONAL RESPONSIBILITIES. MOTION CARRIED WITH BETTIE MILLER ABSTAINING FROM THE VOTE.

Approval to hire Jim Perry to the position of Planner/GIS Coordinator on Step 4 (\$14.39) along with all applicable benefits effective September 13, 2004. Mr. Perry completed his internship in Waseca in December 2001 and for the past eighteen months has been working in GIS planning in Owatonna. MOTION 08S1-03-04 WAS MADE BY BETTIE MILLER AND SECONDED BY DEAN EGGENA TO APPROVE THE HIRING OF JIM PERRY TO THE POSITION OF PLANNER/GIS COORDINATOR ON STEP 4 OF THE SALARY SCHEDULE WITH ALL APPLICABLE BENEFITS. MOTION CARRIED WITH ALL AYES.

3. Review/Approve Pay Estimate No. 1 for 2004 Street Improvements – WSN has reviewed the pay request from Anderson Brothers and recommend payment of \$63,277.91 for work completed. MOTION 08S1-04-04 WAS MADE BY DEAN EGGENA AND SECONDED BY BETTIE MILLER TO APPROVE PARTIAL

PAYMENT TO ANDERSON BROTHERS IN THE AMOUNT OF \$63,277.91.
MOTION CARRIED WITH ALL AYES. City Engineer Dave Reese stated that Class 5 will be placed on Daggett Pine Road with blacktopping put down before September 3rd.

4. Approve Bills for Payment – MOTION 08S1-05-04 WAS MADE BY DEAN EGGENA AND SECONDED BY DICK PHILLIPS TO APPROVE THE BILLS FOR PAYMENT AS SUBMITTED IN THE AMOUNT OF \$19,014.02.
MOTION CARRIED WITH ALL AYES.
5. Chamber Director Ruth Ann Hanson addressed the Council and requested consideration of a donation of \$2,000 in 2005 to help with the maintenance and upkeep of the Crosslake Information Center Building and a \$2,000 contribution to help support the fireworks. Ruth Ann stated that the Chamber is looking at re-locating her office to the Information Center which would require some improvements such as insulation to make the building a year-round facility. It was the consensus of the Council that the request would be considered in the overall budget review.
6. Discussion regarding 2005 Capital Expenditures – A request was received from Scott and April Tappe, residents on Fawn Lake Road, for the City to place calcium chloride on the road to help with dust control. The proposed cost for this would be between \$1,800 to \$2,000. Discussion ensued regarding conversations that have taken place with the County and the four municipalities regarding this road and no decision has been reached regarding who should pay for improvements to the road. It was the consensus of the Council to budget for the calcium chloride. City Administrator Swenson asked about the other gravel roads in the City and it was decided that most of these roads would be blacktopped at the time West Shore Drive is improved. Public Works Director Ted Strand stated that he has received a petition from Lynn Schmitt on behalf of residents of Hidden Lake regarding improvements to the Milinda Shores Bridge. The Public Works Commission reviewed this request and suggested that an engineering study be authorized to look at connecting the road rather than replacing the bridge. It was estimated that replacement of the bridge would cost in excess of \$400,000, whereas an extension of Jason Lane would cost considerably less. After discussion, it was the consensus of the Council to direct the City Engineer to prepare a proposal to abandon the bridge and connect the road for review by the Council at the next regular Council meeting.

Public Works Director Ted Strand presented four capital items for consideration. The first piece of equipment is an angling broom which would sweep debris into a hopper which would be dumped into a truck. This would eliminate pushing the debris into residents driveways and yards. The cost for this item is \$20,000 plus tax. The second item would be to replace the 1968 car trailer used for transporting equipment with a 12,000 GW trailer which would meet MN DOT requirements going into effect next year. The cost for the trailer is \$3,770 plus tax. Strand noted that any trailer over 10,000 pounds requires a Class A license. Both Public Works Department operators carry Class A licenses. The third item being requested is a skid steer unit or bobcat to replace the mower which is not

big enough to handle the work. A bobcat could be outfitted with bucket, pallet fork, fork and grapple and leveling plane at a net cost, after trade-in, of approximately \$20,000. The last item for consideration is a new flail mower at an approximate cost of \$5,900. There was some discussion regarding using the current trailer and purchasing a mower. Councilmember Eggena commented that brushes for the sweeper would be expensive to maintain. Strand also commented that the Public Works Commission asked whether the nineteen-year old dump truck should be replaced. Ted stated that the truck is running okay except for some items. Strand felt it would be a good item to set aside money for a future replacement since a tandem truck costs approximately \$130,000 and a single axle truck between \$90,000 and \$95,000.

City Administrator Swenson presented the proposed capital items being requested under General Government. These items include \$3,000 towards a generator, \$7,000 for a variable frequency well, \$7,500 to replace the siding on the ESC and \$6,000 for Council/City Hall flooring.

City Administrator Swenson reviewed the salary budgets and stated that the step increases for Union employees are in accordance with the Union Contract. The police officer wages are based on a salary schedule approved previously by the Council with a 3% increase added for 2005. Chief Hartman reviewed the wages paid Nisswa, Pequot Lakes and Breezy Point and feels that Crosslake is comparable in all areas with the exception of the position held by Officer Swanson. There was some discussion regarding increasing Swanson's hourly salary and the effect doing so would have on future years increases. Swenson noted that two steps were added in 2003 which allows for two additional step increases in the department which is an advantage to Officer Swanson.

Discussion ensued regarding the cost of zoning permits and it was the consensus of the Council to look at increasing the fees when revenues are reviewed. Community Development Director Ken Anderson stated that he would obtain information on fees charged by the County.

City Administrator Swenson stated that in the Police Department a request is being made to increase the part-time officer budget from \$15,000 to \$20,000. In the Public Works Department an additional employee is being requested who would also have a sewer operator license. The intent is to budget Ted Strand and one Public Works employee in the Public Works Department and two Sewer Operators in the Sewer Fund. Mayor Swanson stated that a lot of work has been performed in the past two years with the sewer project and feels the breakeven costs for sewer should occur within three to four years. Councilmember Eggena disagreed with breaking even if the two departments remain blended. He feels that in order to determine true cost of operation, the Sewer Department should be separate. Councilmember Phillips stated that in theory this may be a good idea but not in practicality. Eggena feels the roads are being neglected. Class 5 is not being added and ditches are not being mowed. There was considerable discussion regarding the number of people it takes to run the treatment plant, what equipment costs are and separation of the departments. It was the consensus of the Council to budget two employees in Public Works and two employees in Sewer.

Regarding the hiring of an additional employee, Councilmember's Miller, Eggena and Phillips verbally authorized advertising for an additional employee with the hours split between Sewer and Public Works.

The management salaries, which were recommended by the Personnel Committee, were reviewed. City Administrator Swenson commented that in addition to salaries, PERA, FICA, Workers Comp and etc. are based on wages. MOTION 08S1-06-04 WAS MADE BY BETTIE MILLER AND SECONDED BY DICK PHILLIPS TO ADJOURN THIS SPECIAL MEETING AT 12:05 P.M. MOTION CARRIED WITH ALL AYES.

Recorded and transcribed by,



Darlene J. Roach
Clerk/Treasurer

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**BILLS FOR APPROVAL
17-Aug-04**

VENDOR	DEPT	AMOUNT
Ace Hardware, rodent bait	PW	14.44
Ace Hardware, foam cleaner	PW	10.63
American Welding, cylinder hydrotest	PW	25.00
Anderson Brothers, asphalt apron	PW	7,388.91
Anderson Brothers, class 5	PW	751.61
A W Research, water test	Sewer	40.00
A W Research, water test	Sewer	132.00
Chamber of Commerce, fireworks	Gov't	2,000.00
Chamber of Commerce, contribution for 04-05	Gov't	2,000.00
Collegiate Pacific, baseballs	P&R	30.20
Crow Wing County Treasurer, e911 addresses	Gov't	200.00
Culligan, water, cooler rental and water softener	PW	2,797.43
Davies Water Equipment, sewer equipment	Sewer	51.73
East Side Oil Companies, barrel of filters	Recycling	50.00
Ehlers & Assoc, tif reporting	Gov't	375.00
Fleet Farm, herbicide	P&R	22.78
Gopher Sign, street signs	PW	1,594.25
Lakes Area Rental, jack hammer	PW	41.54
Mills Motors, brakes	Police	538.71
Quill, paid/date stamp	Sewer	44.90
Snap On Industrial, grease gun	PW	457.36
The Office Shop, maintenance agreement for copier	Police	152.73
USA Bluebook, mahole lid plugs	Sewer	173.90
Viking Electric, twin tube bulbs	P&R	120.90
TOTAL		19,014.02