

SPECIAL COUNCIL MEETING
CITY OF CROSSLAKE
MONDAY, AUGUST 18, 1997
1:00 P.M. - CITY HALL

The Council for the City of Crosslake met in a Special Session in the Council Chambers of City Hall on Monday, August 18, 1997 at 1:00 P.M. The following Councilmembers were present: Mayor Robert Scott, Donna Keiffer, Charles Miller, Raymond Smyth and Richard Upton. Also present was City Administrator Thomas Swenson, Telephone Company General Manager Kevin Larson, Jack Stone, Dave Kolesar, Bruce Larson and Deputy Clerk Darlene Roach.

Mayor Scott called the special meeting to order at 1:07 P.M. by stating that the primary purpose of the meeting was to discuss the responsibilities of the City Administrator.

Bruce Larson and Jack Stone were present at the meeting to inform the Council that there was an error in the legal description on the Schwan's deed which was delaying the closing on the Central Business District Road properties. The legal description has been revised by the City Attorney and the Stone's will receive a corrected deed from the Schwan's.

MOTION 08S2-01-97 WAS MADE BY RAY SMYTH AND SECONDED BY DICK UPTON TO APPROVE THE CLOSING ON THE CENTRAL BUSINESS DISTRICT PROPERTIES SUBJECT TO RECEIPT OF THE CORRECTED DEED FROM THE SCHWAN'S TO THE STONE'S. MOTION CARRIED UNANIMOUSLY.

MOTION 08S2-02-97 WAS MADE BY DICK UPTON AND SECONDED BY DONNA KEIFFER TO APPROVE ALL BILLS FOR PAYMENT AS PRESENTED. MOTION CARRIED UNANIMOUSLY.

Mayor Scott turned the meeting over to City Administrator Tom Swenson who had several items to discuss with the Council.

The first item was a discussion as to whether the City Council would be attending the Utilities Commission regular meeting on August 26th to view the initial presentation of the Cable Company Strategic Plan. It was the concensus of the Council that they were comfortable to wait until the Commission is ready to review the plan with the Council. The meeting will be moved to the Telephone Company building based on the Council's not being in attendance at the meeting.

It was agreed that at all special meetings a review of bills for payment will be included as part of the agenda. In situations where the City could incur a penalty for not paying a bill timely, or a situation arises where immediate attention is needed to the payment of a bill, the City Administrator requested approval to be able to make the decision to pay the bill. It was the consensus of the Council that the City Administrator be authorized to approve payment of routine bills.

The Council requested that the City Administrator put together a purchase requisition system to be utilized by all departments within the City excluding the Telephone and Cable Company. In cases where the City Administrator is absent, the Deputy Clerk would be authorized to sign purchase orders.

The transferring of the liaison's purchase spending limit to the City Administrator was discussed.

MOTION 08S2-03-97 WAS MADE BY DICK UPTON AND SECONDED BY CHUCK MILLER THAT THE CITY ADMINISTRATOR BE AUTHORIZED TO SPEND UP TO \$5000 WITHOUT PRIOR COUNCIL APPROVAL IF THE EXPENDITURE IS IN THE BUDGET AND THAT THE LIAISON'S AUTHORIZATION TO PURCHASE UP TO \$1000 BE RESCINDED. MOTION CARRIED UNANIMOUSLY.

The relationship of the City Administrator with the various Commissions was discussed. If the Commission has a plan involving the department head, and the City Administrator has a different plan of action, it was agreed that the Administrator has authority over the Commission. The department heads report to the City Administrator. The Commission is strictly that of advisory, whereas, the City Administrator is in a position of authority.

The City Administrator expressed a desire to attend most commission meetings for consistency and as a focal point for each department, however, the Council did not feel it was necessary for him to attend all meetings but to allow the department heads to remain involved.

The possibility of the City Administrator making recommendations that could conflict with philosophies and ideas of members of the City Council was discussed. During the talking stages of issues, the City Administrator wondered how much latitude he had to express recommendations and opinions. The Council felt he should be allowed to state what he feels needs to be done and be allowed to express his opinion. Once a decision is made by the City Council, the City Administrator will respect the decision and carry out the necessary action.

Which Commission should be responsible for the Wastewater Treatment Project was discussed and it was agreed that Planning and Zoning would retain control through the planning stage.

It was discussed whether the City should be pursuing a central water system in conjunction with the wastewater project. The Council felt that a water system was a low priority and not a consideration at this time.

The pros and cons of the City obtaining a credit card was discussed.

MOTION 08S2-04-97 WAS MADE BY DICK UPTON AND SECONDED BY DONNA KEIFFER TO ESTABLISH A CITY CREDIT CARD FOR PURPOSES SUCH AS TRAVEL EXPENSES. MOTION CARRIED UNANIMOUSLY.

Tom Swenson received Council approval to combine the two record storage vaults between the Mayor's office and the City Administrator's office into one fire proof vault. Two quotes will be obtained for the remodeling project.

Funding for Enhanced 911 was discussed. It was agreed that the Planning and Zoning Department would be allocated the engineering budget and Public Works would be allocated a budget for signs. The Council agreed RFP's should be obtained for the engineering services.

MOTION 08S2-05-97 WAS MADE BY CHUCK MILLER AND SECONDED BY DICK UPTON TO DESIGNATE MAYOR SCOTT AND RAY SMYTH AS NEGOTIATORS FOR THE UNION CONTRACT. MOTION CARRIED UNANIMOUSLY.

Discussion ensued regarding the relationship between the City Administrator and the General Manager of the Telephone Company. Tom Swenson and Kevin Larson both commented on their excellent working relationship and ability to communicate well with each other. It was the consensus of the Council that both individuals report directly to the City Council but that they continue their good relationship and stay well informed. Ray Smyth expressed his opinion that the Telephone Company be allowed to run as autonomous private as possible to the extent that the law permits even though publicly owned. Councilmember Miller did not feel the Council should stifle the Telephone Company or the Commission since they have tried to work with the Council to keep everyone informed. He felt the Council authority has not been usurped.

Mayor Scott expressed his concern that Commissions could have members who have a possible conflict of interest.

The performance evaluation for Kevin Larson was discussed and the Council agreed that input from the Commission would be beneficial.

MOTION 08S2-06-97 WAS MADE BY RAY SMYTH AND SECONDED BY DONNA KEIFFER TO APPROVE A RECOMMENDATION FROM THE UTILITIES COMMISSION THAT ONE COMMISSION MEMBER, APPOINTED BY THE COMMISSION, SIT IN ON THE REVIEW TO BE CONDUCTED BY THE MAYOR FOR KEVIN LARSON'S PERFORMANCE EVALUATION. MOTION CARRIED UNANIMOUSLY. Mayor Scott invited Councilmember Smyth to also sit in on the evaluation.

It was suggested that Commission guidelines be reviewed since all but two Commissions were re-established in recent years. The City Administrator will work through the Ordinances and Statutes dealing with Commissions.

The transfer of capital equipment between the Telephone Company and the City was discussed and Kevin Larson will review this issue with the Utilities Commission for prior approval.

The removal of the house on the Stanley property was discussed and the Council felt the City should advertise for bids. It was the consensus of the Council to allow sixty days for the removal of the house from the property.

The need for additional staffing in the various departments was deferred to the upcoming budget meeting.

Ray Smyth suggested that someone from the City of Brainerd or the County evaluate one of the Public Works employees to determine proficiency and to provide training to the employee. It was suggested that the individual's license be reviewed to ensure that the proper licensing is in place for the various equipment being operated.

OTHER BUSINESS -

Ray Smyth suggested that local businesses be given the opportunity to bid when the City purchases items.

Two individuals have suggested that the City consider street lighting. The issue will be referred to the Public Safety Commission.

Donna Keiffer suggested that a sign be erected showing where the Police Station is located.

The rate increase proposed for cable television subscribers, which had been tabled at the Regular Council Meeting awaiting a ruling by the City Attorney, was discussed.

MOTION 08S2-07-97 WAS MADE BY RAY SMYTH AND SECONDED BY CHUCK MILLER TO APPROVE THE RATE INCREASE FOR CABLE TELEVISION AS IDENTIFIED BY THE UTILITIES COMMISSION. MOTION CARRIED UNANIMOUSLY.

MOTION 08S2-08-97 WAS MADE BY CHUCK MILLER AND SECONDED BY DICK UPTON TO ADJOURN THIS SPECIAL MEETING AT 4:20 P.M. MOTION CARRIED UNANIMOUSLY.

Taped and transcribed by:

Maureen Roach