

SPECIAL COUNCIL MEETING
CITY OF CROSSLAKE
MONDAY, AUGUST 31, 1998
12:30 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 31, 1998 at 12:30 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, Utilities Company General Manager Kevin Larson, Deputy Clerk Darlene Roach, Utilities Commission Chairman Helen Fraser and Commissioner Armond Gease.

Mayor Scott called the meeting to order at 12:30 P.M.

MOTION 08S3-01-98 WAS MADE BY RICHARD UPTON AND SECONDED BY RAY SMYTH TO APPROVE THE BILLS FOR PAYMENT AS SUBMITTED IN THE AMOUNT OF \$7308.57. MOTION CARRIED UNANIMOUSLY.

City Administrator Swenson prepared a draft letter for Council review which will be sent to Colonel Kasprisin of the Corps of Engineers with a copy to Senators Paul Wellstone and Rod Grams, Representative James Oberstar, State Representative Kris Hasskamp and State Senator Don Samuelson. The letter was reviewed and one change made. The letter thanks the Corps of Engineers for conducting the public information meeting and requests an Environmental Impact Statement on the proposed dam project.

City Administrator Swenson has received additional information regarding employee recognition. After reviewing information received from the League of Minnesota Cities, and the Attorney General's Office, the Council concluded that while the area remains fuzzy, the personnel policy and union contract could be updated to allow for volunteer and employee recognition as long as the public is included in the function. MOTION 08S3-02-98 WAS MADE BY RAY SMYTH AND SECONDED BY RICHARD UPTON TO ADOPT THE STATEMENT THAT IT IS OUR INTENT TO AMEND THE PERSONNEL POLICY TO ALLOW FOR EMPLOYEE RECOGNITION GATHERINGS FOR PERSONNEL WHO HAVE SERVED TWENTY-FIVE YEARS AND THAT ANY PLAQUE OR AWARD BE CONSIDERED AS PART OF THE EMPLOYEE'S COMPENSATION. MOTION CARRIED WITH MAYOR SCOTT OPPOSED.

General Manager Kevin Larson informed the Council of the intent by Sherburne County Telephone Company to purchase the WirelessNorth partnership units, now held by Midwest Information Systems. As part owner in this PCS, Crosslake Telephone Company has the opportunity to purchase a pro rata share prior to purchase by Sherburne County. It was the recommendation of the Utilities Commission to not initiate any purchase. The cost would be somewhere between \$8 - \$10 thousand dollars and does not appear to be good use of the Company's finances at this time. MOTION 08S3-03-98 WAS MADE BY RICHARD UPTON AND SECONDED BY DONNA KEIFFER TO

AUTHORIZE THE SIGNING OF THE WAIVER OF RIGHT OF FIRST REFUSAL.
MOTION CARRIED UNANIMOUSLY.

The Utilities Commission recommended the replacement of the existing roof on the Telephone Company building with the installation of a 60 mil Carlisle rubber membrane roof. Upon inspection of the 21 year old roof, bubbles were found to have formed throughout the roof. There was concern regarding the cold temperatures of this area and the possibility that cracking and leaking could occur. Because the roof contains gravel and tar, the location of any leakage would be difficult to determine. It was noted that the satellite dishes are located on the roof. By replacing the roof, the drain vent, previously planned between the old and new construction levels, can be eliminated and both roofs will come together and slope for proper drainage. Other options would be to install an expansion joint at a cost of \$3861.45 or replace the existing roof with tar/gravel with an expansion joint at a cost of \$40,705.95. The cost of the 60 mil rubber membrane would be \$32,686.50. Funds for the new roof would be obtained by delaying the new pickup until 1999 and by using budget money allocated for the Operations Manager which will not be used. MOTION 08S3-04-98 WAS MADE BY CHUCK MILLER AND SECONDED BY RAY SMYTH TO REPLACE THE EXISTING ROOF WITH A 60 MIL RUBBER MEMBRANE AT A COST OF \$32,686.50. MOTION CARRIED UNANIMOUSLY.

Bids were opened at noon on August 28th for the fire suppression/detection equipment. Bids were submitted by Electric Scientific for \$28,110, by Nardini in the amount of \$33,700 and JN Johnson in the amount of \$38,457. The Utilities Commission recommended accepting the bid from Electric Scientific. MOTION 08S3-05-98 WAS MADE BY CHUCK MILLER AND SECONDED BY DONNA KEIFFER TO ACCEPT THE FIRE SUPPRESSION BID FROM ELECTRIC SCIENTIFIC IN THE AMOUNT OF \$28,110. MOTION CARRIED UNANIMOUSLY.

Bids for furniture were received from Tab, Corporate Express, Marco and the Office Shop. The Utilities Commission recommended accepting the bid from Corporate Express for Hon Ridgefield/Consensus furniture. MOTION 08S3-06-98 WAS MADE BY RAY SMYTH AND SECONDED BY RICHARD UPTON TO ACCEPT THE FURNITURE BID FROM CORPORATE EXPRESS IN AN AMOUNT NOT TO EXCEED \$40,000. MOTION CARRIED UNANIMOUSLY.

The Mission Township Police Contract, which is up for renewal on May 1, 1999, was reviewed. The contract amount payable in 1999 has been included in the budget figures for 1999. MOTION 08S3-07-98 WAS MADE BY DONNA KEIFFER AND SECONDED BY CHUCK MILLER TO APPROVE THE MISSION TOWNSHIP POLICE CONTRACT. MOTION CARRIED UNANIMOUSLY.

The Park and Recreation Department recommended contracting the services of Donna Keiffer for aerobic instruction for a seven week period from September 9th through October 22nd at a cost of \$400. MOTION 08S3-08-98 WAS MADE BY CHUCK MILLER AND SECONDED BY RAY SMYTH TO APPROVE RESOLUTION 98-31. MOTION CARRIED WITH DONNA KEIFFER ABSTAINING FROM THE VOTE.

The Park and Recreation Department recommended contracting the services of Donna Keiffer for evening aerobic instruction for a six week period from September 14th to October 21st at a cost of \$228. MOTION 08S3-09-98 WAS MADE BY CHUCK MILLER AND SECONDED BY RAY SMYTH TO APPROVE RESOLUTION 98-32. MOTION CARRIED WITH DONNA KEIFFER ABSTAINING FROM THE VOTE.

Dennis Palm gave an update on the problem with the filtration system at the Community Center. City Administrator Swenson and Mr. Palm met with representatives from North Star Drilling. The cost to replace the pump to prevent the manganese buildup and the deteriorating plumbing is approximately \$3300 - \$3400. When the Community Center was under construction, two water filtration systems were considered to remove manganese. Assurances were received from representatives of both systems that they would be effective. The less expensive system was selected, one that was widely used in industrial establishments. Due to the relatively small amount of water used at the Center, combined with the large storage tanks needed for the fire hydrant, the system has not been effective in removing the manganese. MOTION 08S3-10-98 WAS MADE BY RAY SMYTH AND SECONDED BY CHUCK MILLER TO APPROVE THE EXPENDITURE TO FIX THE PUMP PROBLEM AT THE COMMUNITY CENTER. MOTION CARRIED UNANIMOUSLY.

Information received from the County Auditor's Office indicated that with the increased tax base as a result of new construction and the added tax base from value increases, the City could increase the levy by \$27,775.48 without causing a tax increase.

City Administrator Swenson presented a listing of proposed revenues for 1999. There was some discussion among the Council regarding the amount of true-up the City should expect from the Telephone Company. MOTION 08S3-11-98 WAS MADE BY RAY SMYTH AND SECONDED BY CHUCK MILLER TO APPROVE ON A PRELIMINARY BASIS THE BUDGET AS SUBMITTED IN THE AMOUNT OF \$701,143. MOTION CARRIED UNANIMOUSLY WITH MAYOR SCOTT OPPOSED.

City Administrator Swenson prepared a memo listing a number of recommended expense budget adjustments which the Council reviewed. MOTION 08S3-12-98 WAS MADE BY RAY SMYTH AND SECONDED BY RICHARD UPTON TO APPROVE THE EXPENSE BUDGET INCORPORATING THE RECOMMENDED BUDGET CUTS

TOTALING \$100,006 AS RECOMMENDED BY THE CITY ADMINISTRATOR.
MOTION CARRIED UNANIMOUSLY.

There was some discussion regarding the City's contribution to the Firemen's Relief Association. The Fire Department requested an increase from \$575 to \$675 per fireman in 1999. MOTION 08S3-13-98 WAS MADE BY RICHARD UPTON AND SECONDED BY RAY SMYTH TO DEFER ANY DECISION ON THE FIREMEN'S RELIEF ASSOCIATION CONTRIBUTION UNTIL A COMPARISON WITH OTHER CITIES CAN BE MADE. MOTION CARRIED UNANIMOUSLY.

The City Administrator will revise the expense and revenue numbers and prepare the proposed preliminary levy for adoption at the Regular Council Meeting in September.

There was some discussion regarding obtaining an aerial photo. MOTION 08S3-14-98 WAS MADE BY CHUCK MILLER AND SECONDED BY RICHARD UPTON TO APPROVE GETTING THE AERIAL PHOTO THIS FALL WHEN THE LEAVES ARE OFF THE TREES. MOTION CARRIED UNANIMOUSLY.

MOTION 08S3-15-98 WAS MADE BY RAY SMYTH AND SECONDED BY CHUCK MILLER TO ADJOURN THIS SPECIAL COUNCIL MEETING AT 1:57 P.M. MOTION CARRIED UNANIMOUSLY.

Recorded and transcribed by:


Darlene J. Roach
Deputy Clerk

CITY OF CROSSLAKE

RESOLUTION NO. 98-31

WHEREAS, the City of Crosslake desires to enter into a contract with Donna Keiffer to provide aerobics instruction three times per week for a seven week period at a cost of \$400 .

WHEREAS, the City Council of the City of Crosslake had determined that the contract price is as low as or lower than the price at which the aerobics instruction services could be obtained elsewhere.

BE IT RESOLVED by the City Council of the City of Crosslake, that the City agrees to contract with Donna Keiffer to provide aerobics instruction three times per week for a seven week period (September 9th – October 22nd) at a cost of \$400.

Chuck Miller moved for the adoption of the foregoing resolution. Said resolution was duly seconded by Ray Smyth and after full discussion thereof, and upon a vote being taken thereon, the following voted in favor thereof:

Bob Scott
Richard Upton
Ray Smyth
Chuck Miller

and the following abstained from the vote:

Donna Keiffer

WHEREUPON said resolution was declared to be passed and adopted by the City Council this 31st day of August, 1998.



Mayor

Attest:



Deputy Clerk

AFFIDAVIT

STATE OF MINNESOTA)
)ss.
COUNTY OF CROW WING)

The undersigned, Donna Keiffer, being first duly sworn upon oath state as follows:

1. My name is Donna Keiffer, and
2. I am a City Council Member for the City of Crosslake, and
3. I would like to provide instruction for morning aerobics classes for the Parks & Recreation Department of the City of Crosslake. There are to be three sessions per week for a seven-week period, resulting in 21 sessions, and
4. The price for the services is \$400, and
5. The reasonable value of these services is \$400, and
6. That to the best of my knowledge and belief, the contract price is as low as, or lower than, the price at which the aerobics instruction could be obtained from other sources.

Further affiant sayeth naught, save that this Affidavit is made for the purposes of identification of a fair and reasonable fee for aerobic instruction.

Donna Keiffer

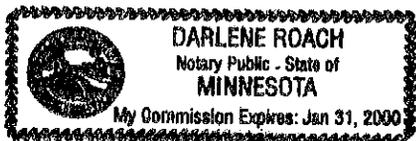
Donna Keiffer

Subscribed and sworn to before me
this 21st day of Aug, 1998

DRAFTED BY:
Steven R. Qualley, Attorney #240370
Gammello & Sandelin, P.A.
308 First Street, P.O. Box 298
Pequot Lakes, MN 56472

Darlene Roach

Notary Public, Crow Wing County, MN
My Commission Expires:



CITY OF CROSSLAKE

RESOLUTION NO. 98-32

WHEREAS, the City of Crosslake desires to enter into a contract with Donna Keiffer to provide aerobics instruction two times per week for a six week period at a cost of \$228.

WHEREAS, the City Council of the City of Crosslake had determined that the contract price is as low as or lower than the price at which the aerobics instruction services could be obtained elsewhere.

BE IT RESOLVED by the City Council of the City of Crosslake, that the City agrees to contract with Donna Keiffer to provide aerobics instruction two times per week for a six week period (September 14th – October 21st) at a cost of \$228.

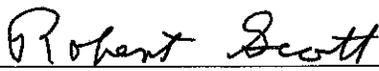
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Bob Scott
Richard Upton
Ray Smyth
Chuck Miller

and the following abstained from the vote:

Donna Keiffer

WHEREUPON said resolution was declared to be passed and adopted by the City Council this 31st day of August, 1998.



Mayor

Attest:



Deputy Clerk

