

SPECIAL COUNCIL MEETING
CITY OF CROSSLAKE
MONDAY, SEPTEMBER 27, 1999
1:00 P.M. – CITY HALL

The Council for the City of Crosslake met in the Council Chambers of City Hall on Monday, September 27, 1999 at 1:00 P.M. The following Councilmembers were present: Mayor Darrell Swanson, Charles Miller, Dean Swanson and Richard Upton. Also present was City Administrator Thomas Swenson, General Manager Kevin Larson, City Engineer Dave Reese, Chief Robert Hartman, Deputy Clerk Darlene Roach and Irene Schultz.

1. Mayor Swanson called the special meeting to order at 1:03 P.M.
2. 9/24/99 Memo from Personnel Committee regarding recommendation on filling Council vacancy – MOTION 09S3-01-99 WAS MADE BY CHUCK MILLER AND SECONDED BY DEAN SWANSON TO APPOINT IRENE SCHULTZ TO THE CITY COUNCIL EFFECTIVE THIS DATE THROUGH DECEMBER 31, 2000. Mayor Swanson commented that the appointment was taken very seriously by the Personnel Committee since the filling of the Council seat was by appointment rather than by election. He stated that several factors were taken into consideration when making the recommendation. MOTION CARRIED WITH ALL AYES.
3. Deputy Clerk Darlene Roach administered the oath of office to Irene Schultz. Irene Schultz then joined the other members of the Council at the Council table. Mayor Swanson appointed Irene Schultz to the Park and Recreation Commission and the Library Committee.
4. Crosslake Communications – General Manager Larson stated that he had two items for the Council's consideration:

September 21, 1999 Memo from Personnel Committee - This memo outlined six changes that were tentatively agreed upon by the Personnel Committee and Local Union 949. One recommended change was discussed. The word *contributions* should be replaced with *premiums* under Article XXI, Section 3: dealing with Insurance. General Manager Larson recommended approval by the City Council. MOTION 093S-02-99 WAS MADE BY CHUCK MILLER AND SECONDED BY RICHARD UPTON TO APPROVE THE UNION CONTRACT FOR THE TELEPHONE AND CABLE COMPANY CONTINGENT ON APPROVAL OF THE CITY ATTORNEY, PERSONNEL COMMITTEE AND UNION REGARDING A CHANGE IN WORDING IN ARTICLE XXI, SECTION 3: INSURANCE FROM "CONTRIBUTIONS" TO "PREMIUMS". General Manager Larson stated that previously the Contract contained two wage schedules. One for the outside employees and another for the inside employees. Schedule B had slightly lower increases than Schedule A. It was decided that Schedule B would be eliminated and employees currently on Schedule B would be moved to Schedule A. Other changes included adding the day after Thanksgiving as a

Holiday, paying standby employees \$115 per week, splitting insurance premiums 80/20 for the three year contract period, matching 50% of employee's contributions into deferred compensation up to \$10.00 per pay period, increasing wages for office positions 2% annually and technical positions 3% annually and to research long and short term disability insurance. MOTION CARRIED WITH ALL AYES.

- b. General Manger Larson commented on a recent newspaper article where it stated that local metal sculptor Jeff Kreitz was working on a metal sculpture for the Crosslake Communications sign. Although this subject was discussed at a Utilities Commission meeting, it was noted that no approval has been requested of the Council and no request made for Mr. Kreitz to begin work on this project.
- c. General Manager Larson commented briefly on information he has received regarding Wireless North. He stated that negotiations are going well with Touch America, a wireless PCS Company and an offer is expected back soon. Crosslake Communications is looking to get all or a majority of their money back which was invested in Wireless North.
- d. The Telephone and Cable Company Strategic Planning Meeting is scheduled for October 12th beginning at 6:00 P.M. and October 13th beginning at 8:00 A.M. at the Community Center Building. Stock ownership by the company will be on the agenda.

5. 9/22/99 Memo from Personnel Committee regarding recommendations on hiring a new Police Officer and Park and Recreation Director –

- a. It was the recommendation of the Personnel Committee that Bobby Willard, who was number 3 on the Police Department's eligibility list, be hired as a full time police officer. MOTION 09S3-03-99 WAS MADE BY DEAN SWANSON AND SECONDED BY RICHARD UPTON TO HIRE BOBBY WILLARD ON STEP 1 OF THE WAGE SCHEDULE EFFECTIVE OCTOBER 1, 1999. Chief Hartman commented that Bobby Willard will be attending a Safe and Sober Class starting September 27th along with Jay Lorch and Eric Swanson and inquired as to whether he should be paid for his attendance at this class. MOTION 09S3-03-99 WAS AMENDED BY DEAN SWANSON AND SECONDED BY RICHARD UPTON TO HIRE BOBBY WILLARD EFFECTIVE SEPTEMBER 27, 1999. MOTION CARRIED WITH ALL AYES.
- b. MOTION 09S3-04-99 WAS MADE BY DEAN SWANSON AND SECONDED BY CHUCK MILLER TO APPROVE THE RECOMMENDATION OF THE PERSONNEL COMMITTEE TO HIRE JON HENKE FULL TIME EFFECTIVE OCTOBER 25, 1999 WITH THE COMPENSATION PACKAGE AS RECOMMENDED AS THE PARK AND RECREATION DIRECTOR AND ON A PART TIME BASIS AT \$14.00 PER HOUR UNTIL OCTOBER 25, 1999.

MOTION CARRIED WITH ALL AYES. (Copy of compensation package included with these minutes.)

- c. City Administrator Swenson stated that the Personnel Committee approved the hiring of Minnesota Human Resource Consultants as the search firm for the Assistant City Administrator/Planning and Zoning Director position. In talking with Sherrie Le of this firm, it was recommended that the title for this position be changed to Community Development Director. City Administrator concurred that this was a more appropriate title for the position. The job description previously approved would not change due to the title change. MOTION 09S3-05-99 WAS MADE BY DEAN SWANSON AND SECONDED BY RICHARD UPTON TO APPROVE CHANGING THE TITLE FOR THE NEW POSITION TO COMMUNITY DEVELOPMENT DIRECTOR. MOTION CARRIED WITH ALL AYES.

6. 9/23/99 Memo from Chief Hartman regarding 2000 Squad Car – Chief Hartman stated that information he has received from Superior Ford (the carrier of the State contract for the 2000 Crown Victoria Police Interceptors) indicates that orders are expected to be delayed approximately 90 to 180 days. Approval was requested to proceed with the ordering of the new squad car in order to prevent any delay in obtaining the vehicle in early 2000. MOTION 09S3-06-99 WAS MADE BY RICHARD UPTON AND SECONDED BY CHUCK MILLER TO APPROVE THE ORDERING OF THE 2000 SQUAD CAR. MOTION CARRIED WITH ALL AYES.

7. Planning and Zoning Staff Report regarding proposed vacation of a Portion of Northwood Avenue - This issue was referred to the Planning and Zoning Commission by the City Council. At the September 17, 1999 meeting of the Commission, it was recommended that the vacation be approved with the condition that no part of the vacated land be built on in the future and that the roadway through the vacated portion be assigned as a private road and be privately maintained. MOTION 09S3-07-99 WAS MADE BY RICHARD UPTON AND SECONDED BY DEAN SWANSON TO INFORM THE CITY ATTORNEY THAT THE CITY DOES NOT OPPOSE THE ROAD VACATION. Councilmember Miller expressed his concern that if the developer allows people to travel on the road or use it as a roadway, the public could come back to the City at a later date and request that the City take over and maintain the road. It was noted that before the City would take over the road, it would have to be brought up to City specifications which would include blacktopping of the road. MOTION CARRIED WITH ALL AYES.

8. Letters from Widseth Smith Nolting –

- a. City Engineer Dave Reese gave an update on the road projects. He stated that most of the roads have been blacktopped with Ox Lake Landing, Miller Road and Big Pine Trail remaining. WSN will check the compaction on Daggett Pine

Road since the blacktopping was put down during rain. He stated that a lot of driveways require attention and seeding needs to be done. The deadline for substantial completion, which applies only to the backtopping, is September 24th. A memo dated September 27, 1999 states that Widseth Smith Nolting has observed the construction of bituminous paving operations on behalf of the City which began September 20, 1999. While the September 24th deadline was not met, it appears that the Contractor is pursuing completion of the paving with due diligence. The contractor worked on Saturday, September 25th and resumed work on September 27th. The Council was requested to discuss their position on the liquidated damages clause in the Contract as to its implementation. City Administrator Swenson has had discussions with the County Auditor regarding their deadline for certifying assessments to the Auditor's Office. Final costs must be tabulated prior to holding public hearings and a ten day notice of the hearing is required. The City Engineer was instructed to write a letter to the Contractor stating that the City has discussed liquidated damages and will hold off on making a decision on liquidated damages to see how the project is handled between this date and October 8, 1999.

- b. September 21, 1999 regarding 1999 Street Improvements – Contract Change Order No. 2 – This change order deals with the addition of Rushmoor Boulevard Drainage Improvements, deduction of 12" solid line on Ox Lake Road, deduction/addition of common excavation quantities for Lakeshore/Park Drive, Staley/Jason Lane, Shamrock Road, Sugar Loaf Road and Red Pine Road and addition of pavement fabric for bituminous pavement overlay on Big Pine Trail. MOTION 09S3-08-99 WAS MADE BY RICHARD UPTON AND SECONDED BY CHUCK MILLER TO APPROVE CONTRACT CHANGE ORDER NO. 2 CONTINGENT ON OBTAINING THE SIGNATURE OF THE CONTRACTOR. MOTION CARRIED WITH ALL AYES.
- c. September 23, 1999 Letter regarding Construction Observation of Rushmoor Boulevard – With approval of Contract Change Order No. 2, improvements to Rushmoor Boulevard will be completed. WSN will provide full time construction observation services for this project at a cost of approximately \$1500. MOTION 09S3-09-99 WAS MADE BY CHUCK MILLER AND SECONDED BY DEAN SWANSON TO AUTHORIZE WIDSETH SMITH NOLTING TO PROVIDE FULL TIME CONSTRUCTION OBSERVATION SERVICES AT A COST NOT TO EXCEED \$1500 FOR THE RUSHMOOR BOULEVARD IMPROVEMENTS. MOTION CARRIED WITH ALL AYES.
- d. Upon request of the Sewer/Water Committee, it was recommended that George Orning be approved to act as a facilitator for upcoming public hearings regarding the sewer and water project. It is expected that two meetings will be held. One is currently scheduled for October 5, 1999 at 9:00 A.M. and a public hearing has been tentatively scheduled for October 30th. MOTION 09S3-10-99 WAS MADE BY DEAN SWANSON AND SECONDED BY CHUCK MILLER TO APPROVE THE MEETING FACILITATION SERVICES CONTRACT WITH

WIDSETH SMITH NOLTING AT A COST NOT TO EXCEED \$3100. Mayor Swanson asked if this cost would include preparation of brochures for Representative Hasskamp and Senator Samuelson and any travel expenses that may be incurred to attend meetings in St. Paul. City Engineer Reese indicated this would be included in the fee within reason. MOTION CARRIED WITH ALL AYES.

9. Bills for Payment – MOTION 09S3-11-99 WAS MADE BY RICHARD UPTON AND SECONDED BY DEAN SWANSON TO APPROVE ALL BILLS FOR PAYMENT AS SUBMITTED IN THE AMOUNT OF \$6,384.72. MOTION CARRIED WITH ALL AYES.

10. Other Business – Mayor Swanson commented that he will be attending the School Board meeting in Pequot since the Charter School Committee will be presenting their proposal to the board.

MOTION 09S3-12-99 WAS MADE BY IRENE SCHULTZ AND SECONDED BY RICHARD UPTON TO ADJOURN THIS SPECIAL COUNCIL MEETING AT 2:35 P.M. MOTION CARRIED WITH ALL AYES.

Recorded and transcribed by:



Darlene J. Roach
Deputy Clerk

COMPENSATION OFFER- Park and Recreation Director

Salary	\$1346.15 By-weekly (\$35,000)
Vacation	After 1 year- 80 hours After 2 years-120 hours
Holidays	New Years, Martin Luther King Day, Presidents Day, Memorial Day, 4 th of July, Labor Day, Veterans Day, Thanksgiving Day and day following, Christmas Day, 1 Personal Day
Medical	100% family coverage paid by City
Dental	100% family coverage paid by City
Life Insurance	\$20,000 paid by City
Probation	One year with evaluation at six months and one year
Compensation Increase	The City will consider a compensation increase upon completion of the probation period which would be effective 1-1-01
Sick Leave	Eight hours per month
Professional Dues	The City will pay dues for membership in the Minnesota Park and Recreation Association and pay cost of attendance at Council approved workshops and seminars
Telephone Reimbursement	The City shall pay for basic telephone service through the City of Crosslake Telephone Company or will reimburse \$ <u>8.01</u> per month if phone service is provided by another carrier provided Jon Henke agrees to have his home phone number published in the Crosslake directory.

NOTE: Jon Henke currently works for Madden's Resort and has asked that he be allowed to finish the season as they are short staff due to summer help going back to school. Therefore, he would not start full-time until October 25th. He is willing to work part-time between now and the 25th.