

REGULAR COUNCIL MEETING  
CITY OF CROSSLAKE  
MONDAY, NOVEMBER 10, 2003  
7:00 P.M. – CITY HALL

The Council for the City of Crosslake met in the Council Chambers of City Hall on Monday, November 10, 2003 at 7:00 P.M. The following Councilmembers were present: Mayor Darrell Swanson, Dean Eggena, Chuck Miller, Irene Schultz and Dick Phillips. Also present was City Administrator Tom Swenson, City Attorney Paul Sandelin, City Engineer Dave Reese, Public Works Director Ted Strand, Park and Recreation Director Jon Henke, Police Chief Bob Hartman, General Manager Dennis Leaser, Library Committee Chair Alden Hardwick, Clerk/Treasurer Darlene Roach and Lake Country Echo Reporter Betty Ryan. There were approximately fifteen individuals in the audience not including Staff.

**A. CALL TO ORDER** – Mayor Swanson called the meeting to order at 7:00 P.M. and asked for a motion to accept the additions to the Agenda. MOTION 11R-01-03 WAS MADE BY CHUCK MILLER AND SECONDED BY IRENE SCHULTZ TO APPROVE THE ADDITIONS TO THE AGENDA AS PRESENTED. MOTION CARRIED WITH ALL AYES.

**B. CRITICAL ISSUES** – None

**C. CONSENT CALENDAR** - MOTION 11R-02-03 WAS MADE BY IRENE SCHULTZ AND SECONDED BY DICK PHILLIPS TO APPROVE THE FOLLOWING ITEMS LISTED ON THE CONSENT CALENDAR CONSISTING OF: (1.) MINUTES OF OCTOBER 13, 2003 PUBLIC HEARING FOR WHITE/HOFFMAN APPEAL; (2.) MINUTES OF REGULAR COUNCIL MEETING OF OCTOBER 13, 2003; (3.) CROSSLAKE COMMUNICATIONS TELEPHONE AND CABLEVISION COMPANY STATISTICAL REPORT DATED SEPTEMBER 30, 2003; (4.) CITY MONTH END REVENUE REPORT DATED SEPTEMBER 30, 2003; AND (5.) CITY MONTH END EXPENDITURE REPORT DATED SEPTEMBER 30, 2003. MOTION CARRIED WITH ALL AYES.

**D. PUBLIC FORUM** – None

**E. MAYOR'S REPORT** - None

**F. CITY ADMINISTRATOR REPORT** –

1. Bills for Approval – MOTION 11R-03-03 WAS MADE BY IRENE SCHULTZ AND SECONDED BY CHUCK MILLER TO APPROVE THE BILLS FOR PAYMENT AS SUBMITTED IN THE AMOUNTS OF \$145,742.68 AND \$5,461.85. Councilmember Phillips inquired about the safety program billing, cost of water meters, engineering bills and survey bill. MOTION CARRIED

WITH ALL AYES. A draw request in the amount of \$34,252.40 from Crosslake Construction for work performed on the roof project was reviewed for payment. Architect George Riches recommended that 90% of the request be approved for payment. MOTION 11R-04-03 WAS MADE BY CHUCK MILLER AND SECONDED BY IRENE SCHULTZ TO APPROVE PAY REQUEST #7 FOR CROSSLAKE CONSTRUCTION IN THE AMOUNT OF \$30,827.16. MOTION CARRIED WITH 4 AYES. COUNCILMEMBER EGGENA ABSTAINED FROM THE VOTE.

2. Memo from Clerk Roach dated November 5<sup>th</sup> regarding Liquor License Transfer – A request to transfer the off sale liquor license from Roger and Carol Roy of Channel Liquors Inc. to Roger Eugene and Christine Roy of Channel Liquor Inc. was requested. All appropriate documents have been completed and provided to the City with the exception of Policy Numbers on the Certificates of Workers Compensation Insurance and Liquor Liability Insurance. The City has been informed that Certificates will be provided to the City containing the policy numbers once they are available. All criminal and financial investigations have been completed by City Staff and have been returned satisfactory. The closing on the business is scheduled for December 1, 2003. Approval of the transfer was recommended by Clerk Roach contingent on the City receiving the Certificate's of Insurance for Workers Compensation and Liquor Liability which contain policy numbers and successful closing on the property. MOTION 11R-05-03 WAS MADE BY CHUCK MILLER AND SECONDED BY DICK PHILLIPS TO APPROVE THE TRANSFER OF THE OFF SALE LIQUOR LICENSE FROM CHANNEL LIQUORS INC. (ROGER AND CAROL ROY) TO CHANNEL LIQUOR INC. (ROGER EUGENE AND CHRISTINE ROY) CONTINGENT ON RECEIPT OF A CERTIFICATE OF INSURANCE CONTAINING THE POLICY NUMBERS FOR THE WORKERS COMP INSURANCE AND LIQUOR LIABILITY INSURANCE AND THE SUCCESSFUL CLOSING ON THE PROPERTY EFFECTIVE DECEMBER 1, 2003. MOTION CARRIED WITH ALL AYES.
3. Memo dated November 6<sup>th</sup> from City Administrator Swenson requested acceptance of a donation from Crow Wing Power in the amount of \$7,227.70 reimbursing the City for expenses incurred by the City from Holden Electric for the installation of a donated siren, installation of a radio control module on an existing siren and relocation of a siren to the Lake O'Brien area. MOTION 11R-06-03 WAS MADE BY DEAN EGGENA AND SECONDED BY IRENE SCHULTZ TO ACCEPT WITH APPRECIATION THE DONATION OF \$7,227.70 FROM CROW WING POWER FOR REIMBURSEMENT OF EXPENSES INCURRED BY THE CITY FROM HOLDEN ELECTRIC FOR WORK DONE ON SIRENS THROUGHOUT THE CITY. City Administrator Swenson informed the Council that a meeting was held the week of November 3<sup>rd</sup> with a representative of Federal Signal in Rochester, Civil Defense Director Bob Garin, Police Chief Bob Hartman and himself to discuss the installation of additional sirens throughout the City. It is felt that the installation of an additional

five sirens will give the City coverage for the more populated areas in case of an emergency. City Administrator Swenson will provide the Council with a map of the proposed sites for additional sirens as an informational item at the next meeting. No decision will be made regarding the locations for additional sirens at this time. MOTION CARRIED WITH ALL AYES.

4. A letter dated October 26, 2003 from Chamber Director Ruth Ann Hanson informed the Council of the annual Santa's Crosslake Kick-Off which will be held on Saturday, November 29<sup>th</sup> from 3:00 – 6:00 P.M. at the Chamber Information Building. Hayrides, a visit from Santa, a bonfire, hot dogs, cider and smores will all be a part of the days activities.
5. A letter dated November 1, 2003 from Crow Wing County Child Protection Team regarding the 10<sup>th</sup> Annual Radiothon to End Child Abuse was included for Council information.
6. A notice regarding the Paul Bunyan Scenic Byway Annual Meeting on November 13, 2003 at 5:00 P.M. at Norway Ridge was included for Council information.
7. A facsimile dated November 1, 2003 from Robert Uppgaard regarding a public forum to review the Draft Crow Wing County Comprehensive Plan at Central Lakes College Cafeteria on November 13<sup>th</sup> at 7:00 P.M. was included for Council information.
8. A memo dated October 30<sup>th</sup> from Sheila Wasnie Haverkamp regarding the BLADC Project Activity Report for May, June and July was included for Council information.
9. Lakes State Bank Pledge Update dated October 30, 2003 was included for Council information.
10. Lakewood Bank Pledge Update dated October 30, 2003 was included for Council information.
11. Northern National Bank Pledge Update dated October 30, 2003 was included for Council information.

#### **G. COMMISSION REPORTS –**

1. **SEWER** – Chairman Dean Swanson introduced City Engineer Dave Reese who presented an update on the Sewer Project. Reese stated that the Treatment Plant is progressing well. Most of the equipment has been delivered and work on the roof is underway. The treatment plant is approximately 67% complete. The collection system is approximately 76% complete based on pay requests that have been submitted. Work has concluded for the season but in the Spring, work will commence in the area of Shores and More Realty to the Reed's Market lift station

down to the Pine River bridge. A pay request was received from KHC Construction for Contract No. 1 which has been certified by WSN and recommended for payment. MOTION 11R-07-03 WAS MADE BY CHUCK MILLER AND SECONDED BY IRENE SCHULTZ TO APPROVE PAY REQUEST NO. 8 FOR KHC CONSTRUCTION IN THE AMOUNT OF \$540,584.00. Councilmember Eggena asked if this contract was bid under prevailing wage law. City Engineer Reese stated that it was not. MOTION CARRIED WITH ALL AYES. A pay request was received from Hammerlund Construction for Contract No. 2 in the amount of \$484,177.65. WSN has reviewed and certified this request and recommend payment as required by the contract documents. MOTION 11R-08-03 WAS MADE BY CHUCK MILLER AND SECONDED BY IRENE SCHULTZ TO APPROVE PAY REQUEST NO. 5 FOR HAMMERLUND CONSTRUCTION IN THE AMOUNT OF \$484,177.65. MOTION CARRIED WITH ALL AYES. Chair Swanson stated that the Sewer Committee is still working on amendments to the Sewer Ordinance which will be brought to the Council at a later date.

2. PUBLIC WORKS –

- a. Public Works Director Ted Strand informed the Council that work is progressing well on the new Joint Public Works Facility and the Department will be moving in around the 19<sup>th</sup> of November. The Oil Collection Facility is up and operational and residents are encouraged to utilize the facility.
- b. A memo dated November 7<sup>th</sup> from City Administrator Swenson regarding the sale of the current Public Works Garage and Property – City Administrator Swenson read a memo detailing activities leading up to the receipt of a purchase agreement from Don and Deanna Engen and a letter from Crow Wing Power expressing interest in acquiring the land and building. In March of 1999, an appraisal of the Public Works Garage was done by Runberg Appraisal Service. The appraisal estimated the market value at \$120,000. Although the building is now 4 ½ years older, property values in the City have increased. Also, the property will now be served by a commercial standard road and municipal sewer, which will increase the value of the property. Although the City has had the building for sale for quite some time, it has not been actively pursued due to the City's need for the building. City Administrator Swenson recommended that the Council reject the offer received from Mr. and Mrs. Engen in the amount of \$100,000, which included conditions, and direct staff to obtain a new appraisal of the property and that no further offers be accepted until the Council has received an appraisal. Discussion ensued regarding how the City would market the property once the appraisal is received. Options include sealed bids or public auction. MOTION 11R-09-03 WAS MADE BY DICK PHILLIPS AND SECONDED BY IRENE SCHULTZ TO REJECT THE CURRENT OFFER ON THE PUBLIC WORKS GARAGE FROM MR. AND MRS. ENGEN BECAUSE IT DID NOT MEET THE APPRAISAL PRICE OF FOUR YEARS AGO. MOTION CARRIED WITH ALL AYES.

MOTION 11R-10-03 WAS MADE BY DEAN EGGENA AND SECONDED BY DICK PHILLIPS TO AUTHORIZE THE CITY ADMINISTRATOR AND CITY ATTORNEY TO OBTAIN AN APPRAISAL FROM A COMMERCIAL APPRAISER ON THE PUBLIC WORKS PROPERTY. MOTION CARRIED WITH ALL AYES.

- c. A letter dated October 28, 2003 from WSN requested release of retainage to Anderson Brothers for the 2002 Street Improvements – MOTION 11R-11-03 WAS MADE BY CHUCK MILLER AND SECONDED BY IRENE SCHULTZ TO APPROVE THE RELEASE OF RETAINAGE IN THE AMOUNT OF \$1000 TO ANDERSON BROTHERS FOR THE 2002 STREET IMPROVEMENTS. MOTION CARRIED WITH ALL AYES.
- d. Memo dated October 21, 2003 from Public Works Commission regarding East Shore Boulevard – The Commission recommends approval of a resolution to conduct a Feasibility Study for the improvement of East Shore Boulevard from the intersection of East Shore Road, north to the end of the road. This is a City initiated project and requires 4/5ths approval by the City Council. This road is a gravel road in the sewer project area. MOTION 11R-12-03 WAS MADE BY CHUCK MILLER AND SECONDED BY IRENE SCHULTZ TO APPROVE RESOLUTION NO. 03-36 ORDERING PREPARATION OF REPORT ON IMPROVEMENT TO EAST SHORE ROAD NORTH TO THE END OF THE ROAD. MOTION CARRIED WITH ALL AYES.
- e. Memo dated October 21, 2003 from Public Works Commission regarding Edgewater Lane – The Commission recommends approval of a resolution to conduct a Feasibility Study for the improvement of Edgewater Lane. This is a City initiated project and requires 4/5ths approval by the City Council. This road is a gravel road in the sewer project area. MOTION 11R-13-03 WAS MADE BY CHUCK MILLER AND SECONDED BY IRENE SCHULTZ TO APPROVE RESOLUTION NO. 03-37 ORDERING PREPARATION OF REPORT ON IMPROVMEENT OF EDGEWATER LANE, WITHIN LINDQUIST ADDITION AND ADJACENT TO BLOCK ONE, LOTS 1 THROUGH 8. MOTION CARRIED WITH ALL AYES.
- f. Memo dated October 21, 2003 from Public Works Commission regarding Gendreau Road – The Commission recommends approval of a resolution to conduct a Feasibility Study for the improvement of Gendreau Road from the intersection of CSAH 36, south to the intersection of Shafer Road. This is a City initiated project and requires a 4/5ths approval by the City Council. This road, if approved, would be constructed to a heavier commercial type road. MOTION 11R-14-03 WAS MADE BY CHUCK MILLER AND SECONDED BY IRENE SCHULTZ TO APPROVE RESOLUTION NO. 03-38 ORDERING PREPARATION OF REPORT ON IMPROVEMENT TO GENDREAU ROAD FROM THE INTERSECTION OF CSAH 36, SOUTH TO THE INTERSECTION OF SHAFER ROAD. MOTION CARRIED WITH ALL AYES.
- g. Memo dated October 21<sup>st</sup> from Public Works Commission regarding Margaret Lane – The Commission recommends approval of a resolution to

conduct a Feasibility Study for the improvement of Margaret Lane from the intersection of CSAH 66, west and south to the end of the cul-de-sac. This is a City initiated project and requires a 4/5ths approval of the City Council. MOTION 11R-15-03 WAS MADE BY CHUCK MILLER AND SECONDED BY IRENE SCHULTZ TO APPROVE RESOLUTION NO. 03-39 ORDERING PREPARATION OF REPORT ON IMPROVEMENT TO MARGARET LANE FROM THE INTERSECTION OF CSAH 66, WEST AND SOUTH, TO THE END OF THE CUL-DE-SAC. MOTION CARRIED WITH ALL AYES.

- h. Memo dated October 21, 2003 from Public Works Commission regarding Daggett Pine Road – At its meeting of October 20<sup>th</sup>, the Commission reviewed the need for road and drainage improvements to Daggett Pine Road. A motion was approved to recommend to the City Council to direct the City Engineer to prepare a study, including cost estimates for upgrading Daggett Pine Road from Ox Lake Landing to approximately Daggett Lane, including construction of needed drainage improvements and a bike/pedestrian path. This recommendation also includes a recommendation that the City acquire the necessary right-of-way and/or easements to properly construct the project and that the Council authorize negotiations to purchase property or acquire easements at a cost not to exceed the amounts paid for property and/or easements required for the sewer project. Councilmember Eggena stated that he feels the entire road needs to be looked at rather than stopping at Daggett Lane. Councilmember Phillips asked how Public Works came up with the recommendation to improve Daggett Pine Road versus West Shore Drive. In answer to Councilmember Eggena's statement, City Engineer Reese stated that they could look at the entire road and make a recommendation. He stated that previously they had looked at the type of traffic on the road and determined that there was a segment of road that takes in a majority of the traffic from Wilderness Trail back to CSAH 66. He stated that WSN could look at possibly different types of roadways along the entire length of Daggett Pine Road. If the entire roadway is to be reviewed, City Administrator Swenson suggested that the engineering proposal be changed to reflect a revised amount. City Engineer Reese agreed with a not to exceed cost of \$3,000 to conduct a feasibility study for the entire length of Daggett Pine Road. Councilmember Miller agreed that the entire road should be looked at. Mayor Swanson also asked why Daggett Pine Road and not West Shore Drive. City Administrator Swenson stated that the decision basically came down to the amount of work involved with obtaining legal descriptions and easements. Most of the property along the road is metes and bounds and not platted. Also, a lot of big trees would need to be removed unless the path meanders through the woods. Swenson stated that this would further complicate the project. Councilmember Phillips felt that Daggett Pine Road may have more traffic but West Shore Drive is a safety issue. City Administrator Swenson stated that the Public Works Commission does not want to forget about West Shore Drive and suggested that the City start looking at having legal work

done prior to authorizing the project. Councilmember Miller stated that a few years ago public hearings were held where there was considerable opinion expressed that easements could be obtained. Miller stated that removal of some of the big trees may be required from a safety standpoint. There was discussion regarding the City obtaining a right-of-way plat and who would own the property between the road and the bike path. It was the consensus of the Council that Public Works be directed to move forward on improvements to West Shore Drive. Councilmember Eggena stated that he would like to see a feasibility study conducted for West Shore Drive along with Daggett Pine Road. City Engineer Reese stated that some of the work has already been done for West Shore Drive. Councilmember Phillips agreed that a feasibility study should be done for West Shore Drive. It was agreed that a proposal will be available for review at the next Council meeting. MOTION 11R-16-03 WAS MADE BY CHUCK MILLER AND SECONDED BY DICK PHILLIPS TO DIRECT THE CITY ENGINEER TO CONDUCT A FEASIBILITY STUDY NOT TO EXCEED \$3,000 FOR DAGGETT PINE ROAD FROM OX LAKE LANDING ROAD TO DREAM ISLAND ROAD. MOTION CARRIED WITH ALL AYES.

- i. Memo dated October 21<sup>st</sup> from Public Works Commission regarding criteria for accepting Private Roads for City Maintenance - The Commission engaged in considerable discussion regarding what type of policy should be put in place for City acceptance of private roads. A motion was made to recommend to the City Council that the City Attorney be directed to draft an amendment to the Assessment Ordinance establishing criteria for accepting private roads into the City Maintained Road Inventory which would include: 1.) receipt of a petition signed by property owners representing a minimum of 51% of the front footage adjacent to the road, 2.) that all costs associated with obtaining adequate right-of-way either through the voluntary deeding of property to the public, or by eminent domain, be considered a project expense for assessment purposes and, 3.) that the road be constructed to City road and drainage standards with 100% of the cost assessed to the benefiting property owners. The Council commended the Public Works Commission on their work regarding this issue. MOTION 11R-17-03 WAS MADE BY CHUCK MILLER AND SECONDED BY IRENE SCHULTZ TO DIRECT THE CITY ATTORNEY TO DRAFT AN AMENDMENT TO THE ASSESSMENT ORDINANCE BASED ON THE RECOMMENDATIONS OF THE PUBLIC WORKS COMMISSION. City Attorney Sandelin will prepare an ordinance amendment for the November 19<sup>th</sup> meeting. MOTION CARRIED WITH ALL AYES.
- j. Letter dated October 17<sup>th</sup> from WSN to Dan Surma of Tri-City Paving regarding 2003 Road Improvements – A punch list has been developed detailing work remaining on the 2003 Road Improvement Projects and a copy was included for Council information. City Administrator Swenson stated that the contractor has not submitted any pay requests for work done on the 2003 road projects so costs cannot be compiled to meet the County's

Assessment deadline. Assessment hearings will be held next spring with assessments due in 2005.

- k. The minutes of the September 15, 2003 meeting were included for Council information.
- l. A letter dated October 10, 2003 from Jim and Rita Baskfield regarding paving of ABC Drive was included for Council information.
- m. A letter dated October 22, 2003 from Crow Wing Power regarding their meter relief program was included for Council information.
- n. Memo dated November 10<sup>th</sup> from Public Works Director regarding Plowing/Sanding Bonnie Lakes Road in Fairfield Township – Fairfield Township approached the City regarding a reciprocal agreement that the City plow Bonnie Lakes Road in exchange for Fairfield plowing Greer Lake Road. This agreement was discussed at the Public Works Commission and it was the consensus that the City charge Fairfield Township \$50 per hour (man and equipment) plus the cost of sand for the plowing of Bonnie Lakes Road and several small side roads and that the City continue to plow our section of Greer Lake Road since Fairfield does not have sanding equipment and Crosslake needs to send the plow truck out to sand anyway. Jon BJORQUIST of the Fairfield Town Board is agreeable to this arrangement. MOTION 11R-18-03 WAS MADE BY CHUCK MILLER AND SECONDED BY IRENE SCHULTZ TO AUTHORIZE THE CITY ATTORNEY AND CITY ADMINISTRATOR TO WORK ON AN AGREEMENT OR LETTER OF UNDERSTANDING WHICH CAN BE EXECUTED BY CITY ADMINISTRATOR SWENSON ON BEHALF OF THE CITY. MOTION CARRIED WITH ALL AYES.
- o. A memo dated November 10<sup>th</sup> from Public Works Director Strand requested approval to purchase a used snow blower for the front end loader from savings in employee wages and benefits due to the approximate 6 month vacancy in the Public Works Department. A quote for a 1985 Root RB8 Snow Blower was received from MacQueens at a cost of \$14,087.50. In addition to this cost, the City will need to purchase a hitch for the unit to attach to the loader at a cost of approximately \$1000 plus tax. MOTION 11R-19-03 WAS MADE BY DEAN EGGENA AND SECONDED BY CHUCK MILLER TO APPROVE THE PURCHASE OF A SNOWBLOWER AND HITCH AT A COST NOT TO EXCEED \$15,500. Councilmember Miller expressed his concern with the purchase of a twenty-year old piece of equipment. MOTION CARRIED WITH ALL AYES.
- p. Public Works Director Ted Strand requested approval to declare an old ditch witch trailer obtained from the Telephone Company as surplus equipment. MOTION 11R-20-03 WAS MADE BY DICK PHILLIPS AND SECONDED BY IRENE SCHULTZ TO DECLARE THE USED DITCH WITCH TRAILER AS SURPLUS AND TO ADVERTISE AT A MINIMUM BID OF \$500 WITH THE DISCLAIMER THAT THE TRAILER IS NOT ROAD LEGAL FOR OVER 10,000 POUNDS AND IS BEING SOLD AS IS. MOTION CARRIED WITH ALL AYES.

- q. Councilmember Eggena stated that the contracts for the Joint Public Works Facility require that prevailing wages be paid and Eggena asked whether this requirement is being tracked. Public Works Director Ted Strand stated that Michael O'Donnell has requested this information from Gopher State, the main contractor. Eggena stated that if the County is doing the checking, they may not be the liable party and requested to see a report showing that prevailing wage laws have been met. He stated that Michael O'Donnell should certify to the EDA, that all contractors are following the requirement before final payments are made to the contractors.

### 3. PERSONNEL COMMITTEE –

- a. A memo dated November 6<sup>th</sup> from the Personnel Committee recommended approval to hire for the position of Planner-Zoning Coordinator. Nine applications were received for the position and three persons were interviewed. Of the three individuals interviewed, it is the recommendation that Margaret (Maggie) Leach be hired effective October 31<sup>st</sup> on Step 7 of the AFSCME Wage Schedule (\$15.33 per hour) with a six-month probationary period. Benefits would be in accordance with the Union Contract. MOTION 11R-21-03 WAS MADE BY DEAN EGGENA AND SECONDED BY CHUCK MILLER TO APPROVE THE APPOINTMENT OF MAGGIE LEACH TO THE POSITION OF PLANNER-ZONING COORDINATOR EFFECTIVE OCTOBER 31, 2003 ON STEP 7 (\$15.33 PER HOUR) AND ALL OTHER BENEFITS OF THE AFSCME CONTRACT. MOTION CARRIED WITH ALL AYES.
- b. A memo dated November 6<sup>th</sup> from the Personnel Committee recommended approval to hire for the position of HEO/Sewer Operator. Twelve applications were received and three persons were interviewed. The Personnel Committee recommends the hiring of Bruce Dovenmuehle to the position effective December 1, 2003 on Step 10 (\$16.46 per hour) of the AFSCME Wage Schedule with a six-month probationary period. All benefits would be in accordance with the Union Contract. MOTION 11R-22-03 WAS MADE BY CHUCK MILLER AND SECONDED BY DICK PHILLIPS TO APPROVE THE APPOINTMENT OF BRUCE DOVENMUEHLE TO THE POSITION OF HEO/SEWER OPERATOR EFFECTIVE DECEMBER 1, 2003 OR EARLIER AT A RATE OF \$16.46 PER HOUR WITH ALL OTHER BENEFITS OF THE AFSCME CONTRACT. MOTION CARRIED WITH ALL AYES.
- c. A memo dated November 6<sup>th</sup> from the Personnel Committee requested approval of a twelve week unpaid leave of absence for Carla Backstrom for maternity leave - The Personnel Committee recommended approval of the request with certain terms. MOTION 11R-23-03 WAS MADE BY IRENE SCHULTZ AND SECONDED BY CHUCK MILLER TO APPROVE AN UNPAID LEAVE OF ABSENCE FOR CARLA BACKSTROM FOR MATERNITY LEAVE IN ACCORDANCE WITH THE TERMS LISTED ON A MEMO DATED NOVEMBER 6, 2003 TO THE CITY COUNCIL

FROM THE PERSONNEL COMMITTEE. MOTION CARRIED WITH ALL AYES.

- d. A memo dated November 6<sup>th</sup> regarding reimbursement of Health Insurance Co-Payments – Recently City Management met with the Bureau of Mediation Services and representatives of AFSCME, IBEW and the non-union City employees to review possible cost saving changes to the City health insurance program. As a result of this meeting, it was determined that Medica offers a plan identical to the current plan, with the exception of a \$15 co-pay for office visits. Provided the City would be willing to reimburse employees for this co-pay, the City would save \$729 per month and Crosslake Communications would save \$417 per month based on the current rates less any deductibles reimbursed. (It should be noted that both AFSCME and IBEW contracts contain language stating benefit levels cannot be reduced from the plan currently provided.) The Personnel Committee is recommending to the City Council approval of a change in the health insurance coverage to include a \$15 co-payment on office visits effective April 1, 2004 and that the City reimburse employees once per month for any co-payments for office visits upon receiving written documentation that the co-payment has been paid. The Council commended the individuals involved in this process for the good work that was done in controlling health costs. MOTION 11R-24-03 WAS MADE BY CHUCK MILLER AND SECONDED BY IRENE SCHULTZ TO APPROVE THE CHANGE TO THE CITY'S MEDICA HEALTH INSURANCE PLAN EFFECTIVE APRIL 1, 2004 AS PRESENTED. MOTION CARRIED WITH ALL AYES.
- e. A memo dated November 6<sup>th</sup> from the Personnel Committee requested Council approval to reimburse General Manager Dennis Leaser for 20% co-payment being required for continued health and dental coverage by his former employee. MOTION 11R-25-03 WAS MADE BY DEAN EGGENA AND SECONDED BY CHUCK MILLER TO APPROVE PAYMENT OF A 20% CO-PAYMENT REIMBURSEMENT TO GENERAL MANAGER DENNIS LEASER FOR HEALTH AND DENTAL COVERAGE PROVIDED BY HIS FORMER EMPLOYER. MOTION CARRIED WITH ALL AYES.
- f. Memo dated November 6<sup>th</sup> regarding hiring of a Network Engineer for Crosslake Communications – The Personnel Committee reviewed the need for this position and approved motions to recommend to the City Council that the job description, comparable worth points, salary range and authorization for hiring be approved by the Council. General Manager Leaser addressed the Council and explained the necessity for hiring someone in this position. This person will possess technical skills which are necessary to keep the Company revenue producing. MOTION 11R-26-03 WAS MADE BY CHUCK MILLER AND SECONDED BY IRENE SCHULTZ TO APPROVE THE NETWORK ENGINEER JOB DESCRIPTION, ASSIGNMENT OF 332 COMPARABLE WORTH POINTS TO THE POSITION, AND AUTHORIZE ADVERTISING FOR

THE POSITION WITH A SALARY RANGE BETWEEN \$47,000 TO \$53,000 PER YEAR WITH THE STANDARD MANAGEMENT BENEFIT PACKAGE. MOTION CARRIED WITH ALL AYES.

- g. Memo dated November 6<sup>th</sup> regarding Resolution Approving Policy Prohibiting Firearms at work – Approval of this Resolution would prohibit employees from carrying or possessing firearms while acting in the course and scope of employment for the City. The possession or carrying of a firearm by employees is prohibited while working on the property of the City or working at any location on behalf of the City. MOTION 11R-27-03 WAS MADE BY IRENE SCHULTZ AND SECONDED BY CHUCK MILLER TO APPROVE RESOLUTION NO. 03-40 APPROVING A POLICY PROHIBITING FIREARMS AT WORK. MOTION CARRIED WITH ALL AYES.
4. LIBRARY – Chair Alden Hardwick updated the Council on the recent fundraiser kickoff held at the Crosslake Lutheran Church Fellowship Hall. Approximately 170 tickets were sold for this event. The event is eligible for matching funds up to \$800 from Thrivent Financial. Council approval to authorize City Administrator Swenson signing the letter to Thrivent Financial was requested. MOTION 11R-28-03 WAS MADE BY IRENE SCHULTZ AND SECONDED BY CHUCK MILLER TO AUTHORIZE CITY ADMINISTRATOR SWENSON SIGNING A LETTER TO THRIVENT FINANCIAL REGARDING A REQUEST FOR MATCHING FUNDS. MOTION CARRIED WITH ALL AYES. A telephone call was received recently from Representative Oberstar's Office stating that he is working on a single line item appropriation bill for the proposed Crosslake library. If approved, this funding would be in the form of a grant for the library. The Library Committee has spoken with Senator Ruud and Representative Howes and they will be submitting a bonding bill request to the State for library funds for Crosslake. Mayor Swanson and Alden Hardwick will testify at the State Capitol if necessary. With the fundraising drive underway, residents were reminded to make their donations and pledges to the library. Councilmember Eggena asked if the Library Committee has developed a five to ten year budget for the library. Although the Kitchigami Regional System will provide part-time personnel costs, Eggena stated that he would like to know what other costs will be incurred by the City. Alden Hardwick stated that Kitchigami will also pay for replacement of books in addition to personnel costs but the City will be responsible for building expenses including maintenance. It was agreed that the projected costs to operate the library will be researched and brought back to the Council within the next couple of months.
5. PUBLIC SAFETY - Chief Hartman reported 137 calls in Crosslake and 29 calls in Mission Township in October. Chief Hartman stated that he has spoken with Bob Nuffer in reference to the Crosslake Police Department's assistance at the Lake O'Brien access during May and September of 2004. Tentative dates for police coverage have been set for May 1<sup>st</sup> and May 29<sup>th</sup> and September 4<sup>th</sup> and September 25<sup>th</sup>. Mayor Swanson reported that he has spoken with Senator Ruud's Office regarding the boat access on Lake O'Brien and it has been determined that no

special legislation is required in order for the DNR to put the access on school trust land. Mayor Swanson and Councilmember Eggena will go to St. Paul with Lake O'Brien property owners to offer support for the boat access if necessary. The Fire Department responded to seven medical calls and three fire calls in October for a total of ten calls.

6. PARK AND RECREATION –

- a. Park and Recreation Director Jon Henke presented his Highlights Report for November. The Community Center has received a donation of \$2,000 from Crow Wing Power Community Trust for the installation of handicap accessible doors and acceptance of this donation was requested. MOTION 11R-29-03 WAS MADE BY IRENE SCHULTZ AND SECONDED BY DICK PHILLIPS TO ACCEPT WITH APPRECIATION THE DONATION OF \$2,000 FROM CROW WING POWER COMMUNITY TRUST FOR THE PURCHASE OF HANDICAP ACCESSIBLE DOORS FOR THE COMMUNITY CENTER. MOTION CARRIED WITH ALL AYES. The Park Department received a letter from Dick Dietz in October stating that he is recommending that the Birch Breeze Charitable Fund through the Oppenheimer Funds legacy Program make a contribution of \$1,000 to the City to purchase a computer for the Community Center. This computer would be utilized for tax purposes in the spring and available to the public for Internet use the balance of the year. Approval of this donation request was requested. MOTION 11R-30-03 WAS MADE BY IRENE SCHULTZ AND SECONDED BY CHUCK MILLER TO APPROVE THE DONATION REQUEST OF \$1000 FOR THE PURCHASE OF A COMPUTER AND STAND TO BE USED BY THE PARK AND RECREATION DEPARTMENT FOR TAX PREPARATION PURPOSES IN THE SPRING AND PUBLIC USE THE REMAINDER OF THE YEAR FROM BIRCH BREEZE CHARITABLE FUND. MOTION CARRIED WITH ALL AYES. The annual Halloween Party was held on November 1<sup>st</sup> from 1:00 to 3:00 P.M. with over 300 people in attendance. Henke expressed his thanks to all of the service organizations, businesses and volunteers who make this event possible. The youth soccer program ended its season on October 18<sup>th</sup>. The Park Department thanked Coach Jeff Wurdeman for coordinating and coaching the program and Eric Miller for the assistance he provided to the team. The Community Center is again offering yoga classes two times a week beginning November 10<sup>th</sup>. Classes are held on Monday evenings and Wednesday mornings. The next session of aerobics will begin on December 1<sup>st</sup> and approval was requested to contract with Donna Keiffer to provide aerobic instruction from December 1<sup>st</sup> to December 20<sup>th</sup> at a cost of \$198.36. MOTION 11R-31-03 WAS MADE BY IRENE SCHULTZ AND SECONDED BY CHUCK MILLER TO APPROVE CONTRACTING WITH DONNA KEIFFER TO PROVIDE AEROBIC INSTRUCTION FROM DECEMBER 1<sup>ST</sup> THROUGH DECEMBER 20<sup>TH</sup> AT A COST OF \$198.36. MOTION

CARRIED WITH ALL AYES. Morning walkers and talkers were reminded that the gym is reserved each morning between 8:00 – 9:00 A.M. The Park Department will begin preparing the ice rink in the upcoming weeks depending on the weather. The Community Center will be closed on Tuesday, November 11<sup>th</sup> for Veteran's Day and November 27<sup>th</sup> and 28<sup>th</sup> for the Thanksgiving Holiday. The minutes of the October 27<sup>th</sup> Commission Meeting were included for Council information.

7. UTILITIES – General Manager Leaser presented the Highlights Report for October. At a joint meeting of the Utilities Commission and City Council held on September 20<sup>th</sup>, approval was received to hire Vantage Point to conduct an engineering study on fiber to the home. The cost of this study is not to exceed \$10,000. The final review of the newly installed Central Switch costs show an unused balance of \$125,154.07. The Commission agreed that these excess funds will be put toward expenses incurred with the sewer project and paying down more on the Co-Bank loan. Staff is in the process of negotiating the combined reporting of about five cable operators to reach the INDEMAND \$250 minimum. Staff is also working on negotiations with various sports networks such as Victory Sports and FOX Sports on sports programming for 2004. Rod Mertens was recognized for 30 years of service with the Company and presented a plaque at a recent Utilities Commission meeting. A resignation letter was received from Bookkeeper Sunnie Engstrom and this position will be re-evaluated prior to the hiring of a replacement. A temporary service will be utilized in the interim. Judy Cotton is completing her second three-year term on the Utilities Commission and a notice has been placed in the Lake Country Echo advertising for a replacement. Gerry Brine has agreed to serve a second three-year term. The minutes of the October 28<sup>th</sup> Commission Meeting were included for Council information.
8. PLANNING AND ZONING – In the absence of Community Development Director Ken Anderson, Councilmember Eggena presented the September Permit Summary. A total of 103 permits were issued in September with a valuation of \$2,819,422. This brings the year-to-date number of permits through September to 575 with a valuation of \$16,618,528. In October, the Department had a record month with 179 permits issued for a valuation of \$7,241,195. This brings the year-to-date valuation through October to \$23,859,723. The minutes of the September 26, 2003 Commission Meeting were included for Council information. Included for Council information was the 2004 Planning and Zoning Commission Meeting and Public Hearing application deadline dates.
9. ECONOMIC DEVELOPMENT AUTHORITY – The minutes of the October 8, 2003 meeting were included for Council information.
10. RECYCLING – Councilmember Phillips reported that recycling numbers continue to grow with 191.02 tons collected year-to-date.

11. CHARTER SCHOOL – Councilmember Schultz reported that some work still remains on the new school building. The search continues for a new director for the school. A winter program is scheduled for December 11<sup>th</sup> at 7:00 P.M. and the public is welcome to attend. The theme of the program will focus on music throughout the various countries.

12. LONG RANGE CAPITAL PLANNING – The minutes of the September 24<sup>th</sup> Commission Meeting were included for Council information. Councilmember Eggena stated that the Commission met recently with Ken Olson of the University of Minnesota Extension Service at a special meeting held on October 22<sup>nd</sup>. The meeting focused on how the City could establish a waste management district. The Commission is looking out into the future on how to treat waste beyond the municipal sewer system.

**H. OLD BUSINESS – None**

**I. NEW BUSINESS – None**

**J. PUBLIC FORUM -** Councilmember Miller stated that rumors have surfaced in regards to his health and he wished to inform the public that he is recovering. Initially he came down with pneumonia, however on October 6<sup>th</sup>, he developed a reaction to medication, which resulted in second-degree burns throughout his body. Miller was transferred from the Emergency Room in Brainerd to Hennepin County Medical Center in Minneapolis where he was admitted to the burn unit. During his hospitalization it was determined that he had double pneumonia. Councilmember Miller thanked everyone for their concern and also thanked Police Officer Eric Swanson and First Responder Ron Schmidt for their assistance the night he was taken to the Emergency Room in Brainerd.

**K. ADJOURN – MOTION 11R-32-03 WAS MADE BY DICK PHILLIPS AND SECONDED BY DEAN EGGENA TO ADJOURN THIS REGULAR MEETING AT 9:50 P.M. MOTION CARRIED WITH ALL AYES.**

Recorded and transcribed by,

  
Darlene J. Roach  
Clerk/Treasurer

Shared/REGULAR COUNCIL MEETING – November 10, 2003

**BILLS FOR APPROVAL  
10-Nov-03**

VENDORS	DEPT	AMOUNT
Ace Hardware, bug repellent	P&R	12.33
Ace Hardware, fuses	Police	2.12
Ace Hardware, markers, stringliner reel	PW	17.73
Ace Hardware, echo oil	PW	8.24
Ace Hardware, tire seal, super duty slime	PW	21.10
Ace Hardware, white marking spray	PW	11.69
Ace Hardware, clamps, hardware	PW	9.43
Ace Hardware, salt	PW	550.18
Ace Hardware, hoses, dcon, drano, cleaner	PW	103.77
Ace Hardware, tire seal, fix a flat	PW	19.99
Ace Hardware, starting fluid, plier, all purpose tool	PW	33.82
Ace Hardware, nuts and bolts	PW	17.62
Anderson Brothers, washed rock and delivery	PW	273.13
Cascade Computers, on site service call	P&Z	102.50
Cascade Computers, repair p and z computer	P&Z	176.44
Cellular One, cell phone charges	PW	28.48
Cellular One, cell phone charges	Police	190.99
Council #65, union dues	ALL	205.10
Crosslake Communications, phone, fax, cable, internet	ALL	1,184.05
Crosslake Drug, markers, tape	Gov't	10.49
Crosslake Lutheran Church, facility usage and clean up	Library	75.00
Crosslake Rolloff, recycling	Gov't	2,450.00
Crow Wing County Treasurer, computer reports	P&Z	36.00
Crow Wing Power, electric utilities	ALL	1,326.38
Dacotah Paper, paper towels	Gov't	26.48
Dahlgren Shardlow and Uban, comp plan update	CompPlan	696.47
Deferred Comp	ALL	1,051.96
Delta Dental, dental insurance	ALL	1,192.20
Echo Publishing, public hearing 10-24	P&Z	30.38
Echo Publishing, city business cards	ALL	52.99
Echo Publishing, public hearing 11-10	P&Z	27.00
Election Systems & Software, traffic complaint book	Police	147.99
Fortis, disability	ALL	177.22
Holiday Station, fuel	P&Z	26.53
Holiday Station, fuel, batteries, sand	Police	28.46
Houston Ford, oil change	Police	23.75
Houston Ford, 3000 mile service	Police	41.23
Johnson Candy, halloween candy	P&R	157.56
Keith Anderson, reimburse travel expenses	Fire	145.35
Ken Anderson, reimburse mileage to class	P&Z	46.08
Lakes Printing, newsletters	Admin	242.39
League of MN Cities, conference registration	Admin	30.00
Marco, copier staples	P&Z/Admin	140.68
Marco, 5 port hub	P&R	106.50
Marco, copier contract	P&Z/Admin	2,635.45
Martin Communications, repair radio	PW	39.02

Mastercard, Fleet Farm, towels, oil, peak, washer fluid	PW	97.28
Mastercard, Fulton's Landing, travel expense	PW	20.34
Mastercard, Menards, edging contractor, miracle mat, chainlink	PW	182.26
Mastercard, Oreck, vacuum	P&R	445.28
Mastercard, Oriental Trading, halloween supplies	P&R	11.93
Mastercard, Oriental Trading, halloween supplies ck#34693	P&R	188.50
Mastercard, Oriental Trading, halloween supplies ck#34692	P&R	60.55
Mastercard, Target, uniform	PW	55.96
Mastercard, Walmart, halloween supplies	P&R	286.42
Medica, health insurance	ALL	11,084.71
MN Benefits	Admin	100.92
MN Life, life insurance	ALL	198.10
MN Telecom Alliance, safety program	Gov't	1,327.50
Molly's Cleaning Service, october cleaning	Gov't	745.50
Moonlite Square, fuel	Police	18.40
M R Sign, address numbers	PW	120.73
Murray Properties, refund overpayment	P&Z	6.00
NCPERS-Life Insurance	ALL	128.00
North Ambulance, subsidy	Ambulance	1,103.00
Northern Water Works Supply, water meters	Sewer	17,572.50
Office Max, halloween supplies	P&R	150.19
People's Security, annual lease	Gov't	331.64
Pequot Auto Parts, filters	PW	13.61
PERA	ALL	N/A
Portable Welding, modify grader wing	PW	230.00
Quill, office supplies	ALL	315.14
Reed's Market, sentence to serve	PW	12.92
Reed's Market, sentence to serve	PW	63.53
Reed's Market, sentence to serve	PW	18.01
Reed's Market, sentence to serve	PW	64.00
Reed's Market, halloween supplies	P&R	24.37
Reed's Market, sentence to serve	PW	58.46
Reed's Sporting Goods, ammo, gun accessories	Police	212.83
Robert Hartman, uniform	Police	30.00
Simonson Lumber, 2x8 treated	PW	20.85
Simonson Lumber, press box	P&R	191.76
State and Federal Taxes	ALL	N/A
The Office Shop, dividers	Admin	24.77
The Office Shop, notary stamp	Admin	31.58
Tom Swenson, vehicle allowance	Admin	400.00
Transportation Funding Group, use of dozer	P&R	1,297.50
Triangle Oil, clear diesel fuel	PW	254.70
Triangle Oil, unleaded gasoline	PW	456.62
Uniforms Unlimited, uniform	Police	105.32
Uniforms Unlimited, uniform	Police	70.80
Uniforms Unlimited, uniform	Police	55.50
United Rentals, auger and loader	PW	207.91
U of M Onsite Sewage Treatment Program, reimburse mileage	P&Z	163.44
U S Bank, emergency service center payment	Gov't	31,310.00
Viking Coca Cola, pop	Gov't	48.56
Viking Coca Cola, pop	P&R	20.50

Whitefish Auto, fuel filter	PW	50.39
Widseth Smith Nolting, engineering fees	ALL	60,584.48
Xcel Energy, gas utilities	ALL	246.53
Ziegler, hydraulic repair	PW	651.35
Ziegler, oil change on caterpillar	PW	339.27
<b>TOTAL</b>		<b>145,742.68</b>

**ADDITIONAL BILLS FOR APPROVAL**  
**10-Nov-03**

VENDOR	DEPT	AMOUNT
Ace Hardware, nutsetter, drill bit, insert set	PW	22.55
American Gourmet Catering, fundraiser	Library	437.50
Blue Lakes Disposal, trash removal	ALL	108.23
Cascade Computers, update for new employee	P&Z	85.00
Complete Title Services, owner & encumbrance search	Gov't	300.00
Culligan, water and cooler rental	Gov't/PW	49.56
Landecker & Associates, locate and survey land	P&R	2,651.75
Mastercard, Ace Hardware, no hunting signs	P&R	12.78
Mastercard, Fleet Farm, acrylic, tool	P&R	27.41
Reed's Market, coffee	Gov't	29.92
Roach's Lawn & Marine, repair 500gpm pump	Fire	15.12
Simonson Lumber, screws, plywood	PW	45.99
Spielman Repair Center, motor mounts, belts, adj. brakes	PW	486.68
Triangle Oil, diesel fuel	PW	324.22
Triangle Oil, unleaded gasoline	PW	410.31
Whitefish Automotive, repair engine	PW	454.83
<b>TOTAL</b>		<b>5,461.85</b>

**RESOLUTION 03-36**

**RESOLUTION ORDERING PREPARATION OF REPORT ON IMPROVEMENT**

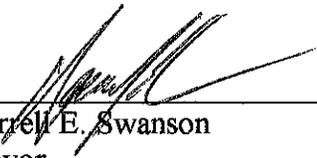
WHEREAS, it is proposed to improve East Shore Boulevard from the intersection of East Shore Road, north, to the end of the road, by constructing road and drainage improvements, pursuant to Minnesota Statutes, Chapter 429, and;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF CROSSLAKE, MINNESOTA:

That the proposed improvement be referred to Dave Reese of Widseth Smith Nolting for the study and that he is instructed to report to the City Council with all convenient speed advising the Council in a preliminary way as to whether the proposed improvement is necessary, cost-effective, and feasible and as to whether it should best be made as proposed or in connection with some other improvement, and the estimated cost of the improvement as recommended.

Adopted by the Council this 10<sup>th</sup> day of November, 2003.

  
\_\_\_\_\_  
Thomas N. Swenson  
City Administrator

  
\_\_\_\_\_  
Darrell E. Swanson  
Mayor

**RESOLUTION 03-37**

**RESOLUTION ORDERING PREPARATION OF REPORT ON IMPROVEMENT**

WHEREAS, it is proposed to improve Edgewater Lane, within Lindquist Addition and adjacent to Block One, Lots 1 through 8, by constructing road and drainage improvements, pursuant to Minnesota Statutes, Chapter 429, and;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF CROSSLAKE, MINNESOTA:

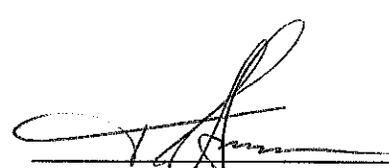
That the proposed improvement be referred to Dave Reese of Widseth Smith Nolting for the study and that he is instructed to report to the City Council with all convenient speed advising the Council in a preliminary way as to whether the proposed improvement is necessary, cost-effective, and feasible and as to whether it should best be made as proposed or in connection with some other improvement, and the estimated cost of the improvement as recommended.

Adopted by the Council this 10<sup>th</sup> day of November, 2003.



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Darrell E. Swanson  
Mayor



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Thomas N. Swenson  
City Administrator

**RESOLUTION 03-38**

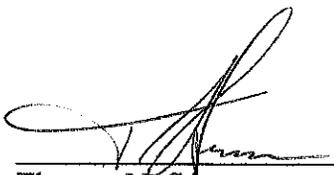
**RESOLUTION ORDERING PREPARATION OF REPORT ON IMPROVEMENT**

WHEREAS, it is proposed to improve Gendreau Road from the intersection of C.S.A.H. 36, south, to the intersection of Shafer Road, by constructing road and drainage improvements, pursuant to Minnesota Statutes, Chapter 429, and;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF CROSSLAKE, MINNESOTA:

That the proposed improvement be referred to Dave Reese of Widseth Smith Nolting for the study and that he is instructed to report to the City Council with all convenient speed advising the Council in a preliminary way as to whether the proposed improvement is necessary, cost-effective, and feasible and as to whether it should best be made as proposed or in connection with some other improvement, and the estimated cost of the improvement as recommended.

Adopted by the Council this 10<sup>th</sup> day of November, 2003.



Thomas N. Swenson  
City Administrator



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Darrell E. Swanson  
Mayor

**RESOLUTION 03-39**

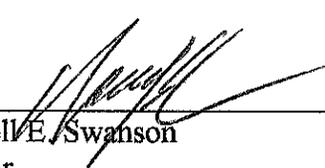
**RESOLUTION ORDERING PREPARATION OF REPORT ON IMPROVEMENT**

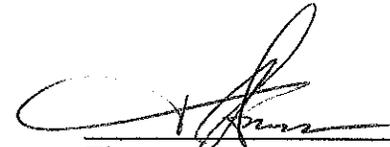
WHEREAS, it is proposed to improve Margaret Lane from the intersection of C.S.A.H. 66, west and south, to the end of the cul-de-sac, by constructing road and drainage improvements, pursuant to Minnesota Statutes, Chapter 429, and;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF CROSSLAKE, MINNESOTA:

That the proposed improvement be referred to Dave Reese of Widseth Smith Nolting for the study and that he is instructed to report to the City Council with all convenient speed advising the Council in a preliminary way as to whether the proposed improvement is necessary, cost-effective, and feasible and as to whether it should best be made as proposed or in connection with some other improvement, and the estimated cost of the improvement as recommended.

Adopted by the Council this 10<sup>th</sup> day of November, 2003.

  
\_\_\_\_\_  
Darrell E. Swanson  
Mayor

  
\_\_\_\_\_  
Thomas N. Swenson  
City Administrator

CITY OF CROSSLAKE

RESOLUTION NO. 03-40

APPROVING A POLICY PROHIBITING FIREARMS AT WORK

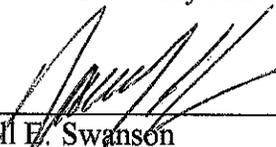
Be it resolved, that all employees, except sworn employees of the City of Crosslake Police Department, are prohibited from carrying or possessing firearms while acting in the course and scope of employment for the City. The possession or carrying of a firearm by employees is prohibited while working on the property of City of Crosslake or working at any location on behalf of City of Crosslake. This prohibition includes but is not limited to:

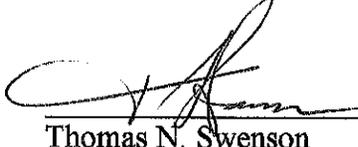
1. Driving on City business;
2. Riding as a passenger in a car, truck or any type of mass transit on City business;
3. Working at a City-owned work site;
4. Working off-site on behalf of the City;
5. Performing emergency or on-call work after normal business hours and on weekends;
6. Working at private residences, businesses and other private or governmental locations on behalf of the City; and
7. Attending training or conferences on behalf of the City.

Carrying or possessing a firearm in violation of this policy will subject the employee to disciplinary action, up to and including possible discharge.

City employees who have obtained the appropriate permit and possess a firearm while in a City-owned parking area are requested to keep the firearm in a locked trunk of the employee's vehicle or, if the vehicle does not have a trunk, in a locked glove compartment of the employee's vehicle.

Adopted this 10<sup>th</sup> day of November, 2003

  
\_\_\_\_\_  
Darrell E. Swanson  
Mayor

  
\_\_\_\_\_  
Thomas N. Swenson  
City Administrator