

SPECIAL COUNCIL MEETING  
CITY OF CROSSLAKE  
THURSDAY, DECEMBER 18, 2008  
1:00 P.M. – CITY HALL

The Council for the City of Crosslake met in the Council Chambers of City Hall on Thursday, December 18, 2008. The following Council Members were present: Steve Roe, Rusty Taubert, and Dean Swanson. Mayor Jay Andolshek and Councilmember Irene Schultz were absent. Also present were City Administrator Tom Swenson, Clerk/Treasurer Darlene Roach, Community Development Director Ken Anderson, Public Works Director Ted Strand, and Police Chief Robert Hartman.

1. Acting Mayor Dean Swanson called the Special Council Meeting to order at 1:00 P.M.
2. Community Development Director Ken Anderson addressed the Council and requested approval of a revised final plat of Wild Haven and authorization for the Mayor and City Administrator to sign said plat. The reason for this request is due to the property having been foreclosed on and having been reverted back to American National Bank in Baxter prior to the plat being recorded. Landecker and Associates have amended the plat to reflect the current owner, American National Bank and approval is required prior to year-end. Anderson stated that this is only a housekeeping item and that no changes have been made on the plat other than the name of the owner. MOTION 12S1-01-08 WAS MADE BY STEVE ROE AND SECONDED BY RUSTY TAUBERT TO APPROVE THE PLAT FOR WILD HAVEN AS AMENDED. MOTION CARRIED WITH ALL AYES.
3. A memo from Community Development Director Ken Anderson contained a proposal from WSN to prepare an updated Sketch of Easements for the downtown area of Crosslake. Since the original CIC plat for Town Square was approved, there has been one supplemental plat and two amended plats approved for Town Square in addition to the Pioneer Addition and Pine Peaks Plat. If the proposal is approved, WSN would prepare legal descriptions for all the easements in the downtown area and the City Attorney would prepare any missing easement documents to be recorded at the Crow Wing County Recorder's Office. The proposal from WSN includes two alternatives for Council consideration. The first alternative, at an estimated cost of \$850, would update the property and easement descriptions for Easements B and F in order to finalize conveyance of these easements to the City. The second alternative, at an estimated cost of \$1,400, will update the overall Sketch of Easements to show all changes since 1996 in regards to easements, platting activities and legal descriptions. Councilmember Swanson asked if the easement for the walking path on CSAH #3 would be included and Anderson stated that it would be. Councilmember Roe stated that he would like to see the Crosslake Communications easement for fiber be included in the Sketch. MOTION 12S1-02-08 WAS MADE BY STEVE ROE AND

SECONDED BY RUSTY TAUBERT TO APPROVE THE WSN PROPOSAL AT A COST OF \$1400 FOR THE OVERALL SKETCH OF EASEMENTS IN THE DOWNTOWN AND TOWN SQUARE AREA. MOTION CARRIED WITH ALL AYES.

4. A memo from City Administrator Swenson and General Manager Hoge contained a recommendation that Crosslake Communications pay \$11,749.98 in previously billed engineering charges on the combined Cold Storage/Oxidation Ditch Enclosure Project with the City responsible for all remaining engineering costs. This would allow the Cold Storage Project to be completed in 2008 and depreciated in the 2009 financial statements. Based on the projected contracted amounts, Crosslake Communications share of engineering would be approximately 37% of the total cost. MOTION 12S1-03-08 WAS MADE BY RUSTY TAUBERT AND SECONDED BY STEVE ROE TO AUTHORIZE CROSSLAKE COMMUNICATIONS PAYING \$11,749.98 IN ENGINEERING COSTS AND THE CITY BE RESPONSIBLE FOR ANY FUTURE ENGINEERING BILLINGS. MOTION CARRIED WITH ALL AYES.
5. Approve Bills for Payment - MOTION 12S1-04-08 WAS MADE BY STEVE ROE AND SECONDED BY RUSTY TAUBERT TO APPROVE THE BILLS FOR PAYMENT AS SUBMITTED IN THE AMOUNT OF \$63,099.71. MOTION CARRIED WITH ALL AYES.
6. A memo dated December 18, 2008 from Clerk Roach requested approval to pay all invoices received between December 18<sup>th</sup> and December 31<sup>st</sup> with retroactive Council approval. In order to pay for products and services obtained in 2008 with 2008 budgeted funds, it is necessary to continue paying bills through year-end. A listing of all bills paid during this time would be given to the Council for approval at the first Council Meeting in January. MOTION 12S1-05-08 WAS MADE BY STEVE ROE AND SECONDED BY RUSTY TAUBERT TO APPROVE THE PAYMENT OF ALL INVOICES RECEIVED BETWEEN DECEMBER 18, 2008 AND DECEMBER 31, 2008 WITH RETROACTIVE COUNCIL APPROVAL IN JANUARY 2009. MOTION CARRIED WITH ALL AYES.
7. In October, Ted Strand received a Thank You card at his residence containing a \$100 bill and a statement "I held up on the weed killer like you told me to, not to get out to you until mid October. Don't worry about the invoice, it's not due until late November or even December." Ted Strand informed City Administrator Swenson of this unsolicited mail and a police report was generated. The \$100 was placed in the vault to be dealt with at a later date. On October 20<sup>th</sup> an invoice was received in the amount of \$838.80 from Sunbelt Laboratories and a shipment of weed killer arrived which delivery was refused on. Since that date there has been no request for payment of the invoice. It is recommended that the \$100 be receipted and donated to the Crosslake Food Shelf. MOTION 12S1-06-08 WAS MADE BY STEVE ROE AND SECONDED BY RUSTY TAUBERT TO

DONATE THE \$100 TO THE CROSSLAKE FOOD SHELF. MOTION CARRIED WITH ALL AYES.

8. A memo from the Personnel Committee included a recommendation to the City Council pertaining to previously approved 2009 budgeted wage and position increases. In an effort to address the loss in State aid to cities and potential reductions in revenues to Crosslake Communications as a result of the current economy, the Personnel Committee approved a motion recommending the following actions: (1.) reduce the 2009 budgeted salaries for the City Administrator and General Manager by \$1,000 each; (2.) reduce the 2009 budgeted salaries for the Accountant, Office Manager, Police Sergeant, Clerk/Treasurer, Park and Recreation Director, Public Works Director, Network Engineer, Police Chief, Operations Manager and Community Development Director by \$500 each; (3.) reduce the 2009 budgeted increase for part-time police officers from \$16.00 per hour to \$15.75 and; (3.) retain the Park maintenance position as a part-time position and not upgrade to full time as was budgeted for in 2009. The salary changes would also reduce the amount of PERA and FICA the City contributes on earnings. General Manager Hoge stated that the seasonal person hired for the summer at Crosslake Communications will not be utilized and Swenson stated that the forklift budgeted for 2009 will not be purchased. Councilmember Taubert asked about the upcoming change in Council salaries and that maybe they should be put on hold. Councilmember Swanson stated that he attended the meetings in St. Paul and the situation is serious and admired City Administrator Swenson and General Manager Hoge and their Staff for making these cuts. After considerable discussion, it was the consensus of the Council present that they do not have to request payment for the per meeting rate of \$20 in an effort to reduce costs. It was noted that Council wages are set by Ordinance and cannot be changed unless an Ordinance Amendment is adopted. MOTION 12S1-07-08 WAS MADE BY STEVE ROE AND SECONDED BY RUSTY TAUBERT TO FOLLOW THE RECOMMENDATION OF THE PERSONNEL COMMITTEE REGARDING 2009 BUDGETED WAGE AND POSITION INCREASE REDUCTIONS. MOTION CARRIED WITH ALL AYES.
  
9. A memo dated December 16, 2008 from City Administrator Swenson included a list of eighteen items to be considered for year-end fund transfers. Each item was reviewed by the Council and since there were no questions regarding any of the proposed transfers, MOTION 12S1-08-08 WAS MADE BY STEVE ROE TO APPROVE THE YEAR END FUND TRANSFERS AS LISTED IN THE DECEMBER 16, 2008 MEMO (COPY OF WHICH IS ATTACHED TO THESE MINUTES) FROM CITY ADMINISTRATOR SWENSON. MOTION CARRIED WITH ALL AYES.
  
10. MOTION 12S1-09-08 WAS MADE BY STEVE ROE AND SECONDED BY RUSTY TAUBERT TO ADJOURN THIS SPECIAL COUNCIL MEETING AT 1:50 P.M. MOTION CARRIED WITH ALL AYES.

Respectfully submitted by,

A handwritten signature in black ink, appearing to read "Darlene J. Roach". The signature is written in a cursive, flowing style with a large initial "D".

Darlene J. Roach  
Clerk/Treasurer

12-18-08 Sp Council Mtg.doc

**ADDITIONAL BILLS FOR APPROVAL**  
**18-Dec-08**

VENDOR	DEPT		AMOUNT
Ace Hardware, tarp, hex bushing, coupling	P&R		26.60
Ace Hardware, uniform	PW		114.16
Ameripride, mats	PW		115.95
A.W. Research, water test	Sewer		104.40
Briggs and Morgan, jobz agreement	Gov't		1,700.00
Bruce Dovenmuehle, reimburse for uniform	PW		39.45
Business Forms and Accounting, w2's and 1099's	Admin		142.12
Couri, MacArthur, Ruppe, legal fees	ALL		8,652.50
Crosslake Communications, phone, fax, dsl, cable	ALL	pd 12-9	1,523.05
Crosslake Communications, computer	Library		438.14
Crow Wing County Hwy Dept, fuel	ALL		2,683.26
Crow Wing County Hwy Dept, repair damage to unit #81	PW		210.98
Crow Wing Power, electric service	ALL		6,511.00
D&D Plumbing, urinal flush valve	P&R		176.40
Darlene Roach, reimburse petty cash	ALL		53.50
Holiday Station, propane refill	Cemetery		35.93
Houston Ford, oil change	Police		19.12
Ideal Township, haz mat training	Fire		167.00
John Deere, mower payment	P&R		6,185.96
Jon Henke, reimburse petty cash	P&R		1.06
MCS Cleaning Service, december cleaning	Gov't		772.13
Mike Amsden, reimburse for uniform	PW		113.45
MR Sign, street sign	PW		63.07
Northland Press, public hearing notice	Gov't		38.50
Northland Press, letterhead	P&Z/Admin		120.00
Northland Press, used fire truck bid	Fire		28.00
Northland Press, meeting notice of 12/19	P&Z		98.00
P&Z Commissioners, 4th quarter meetings	P&Z		475.00
Pequot Auto Parts, head light for plow truck	PW		21.92
Pequot Auto Parts, fuel filter	Sewer		12.74
Pequot Auto Parts, contour blade, oil	Sewer		77.17
Postmaster, postage	P&Z/Admin		500.00
The Office Shop, folders	P&Z/Admin		7.44
Tonka Equipment, sand filters	Sewer		29,074.50
Upstart, bookmarks	Library		8.50
Upstart, books	Library		50.45
Viking Electric, bulbs	P&R		64.16
Whitefish Auto, replace fuel pump	Sewer		364.71
Whitefish Auto, oil change	P&Z		37.50
WW Goetsch, end-suction pump	Sewer		2,224.02
Zee Medical Service, 1st aid kit supplies	PW		47.87
			63,099.71

MEMO TO: City Council  
FROM: City Administrator  
DATE: December 16, 2008  
SUBJECT: Year-End Fund Transfers

I recommend the following fund/account transfers:

- 1.) \$28,059.51 from Capital Outlay Fund Hovercraft Reserve Account to the General Fund used toward the purchase of the Kodiak Rescue Vehicle. Note – In 2008 the Council approved the purchase of a Rescue Vehicle at a cost of \$62,000. This cost was offset by a \$5,000 donation from the Fire Relief Association, \$5,000 from the 2008 Fire Capital Outlay Vehicle Account, \$2,000 from the 2008 Fire Capital Outlay Hovercraft Account and \$28,000 from the Capital Fund Hovercraft Account leaving a balance of \$22,000 to be funded in future budgets to repay the General Fund. The Council also approved the purchase of a used pumper truck in 2008 at a cost of \$127,900 financed with a \$62,500 citizen donation and the balance of \$65,400 to be funded in future budgets to repay the General Fund. The 2009 Fire Department Budget includes \$10,000 toward the General Fund repayment leaving a balance of \$77,400 to be included in future budgets beginning in 2010.
- 2.) \$500 from General Fund Ordinance Codification Account to Capital Outlay Fund Ordinance Codification Account.
- 3.) \$1,650 from General Fund Emergency Management Account to Capital Outlay Fund Emergency Management Account.
- 4.) \$17,000 from General Fund General Government Capital Outlay to Capital Outlay Fund Municipal Building Reserve Account (\$7,000) A/C, Furnace Replacement and (\$10,000) Siding Replacement.
- 5.) \$6,700 from Capital Outlay Fund Bridge Reserve to General Fund to reimburse General Fund for Bridge Study and Sunrise Island Bridge Engineering/Design costs.
- 6.) \$985 from General Fund 80 Acre Development Account to Capital Outlay Fund 80 Acre Development Reserve Account.
- 7.) \$5,700 from Capital Outlay Fund Mapping/Aerial Photo Reserve Account to General Fund to reimburse cost of updated county aerial photo.

- 8.) \$4,159.13 from the General Fund Police Forfeiture Account to Capital Outlay Fund Police Forfeiture Reserve Account, plus any additional Forfeiture Revenues received between December 18<sup>th</sup> and December 31<sup>st</sup>. (See attached breakdown of Forfeiture receipts and expenditures for 2008)
- 9.) \$1,545.74 from General Fund Police Donation Account to Capital Outlay Fund Police Equipment Reserve Account. (Excess Donation Revenues over Donation Expenditure Account)
- 10.) \$2,800 from Capital Outlay Fund Park Donation Reserve Account to General Fund to reimburse expenses related to the purchase of the combination refrigerator/freezer in the Community Center kitchen.
- 11.) \$10,000 from General Fund Park Tennis Court Reserve Account to Capital Outlay Fund Tennis Court Reserve Account.
- 12.) \$7,400 from General Fund Legal (Labor) to Capital outlay Fund Legal Reserve Account.
- 13.) \$3,195.72 from General Fund to Capital Outlay Fund Library Donation Reserve Account plus any Library Donations received between December 18<sup>th</sup> and 31<sup>st</sup>. (See attached breakdown of Library Revenues and Expenses)
- 14.) \$42,141.42 from Sewer Restricted Fund to Sewer Operating Fund to reimburse expenses paid on the Effluent Filter Rehabilitation Project.
- 15.) \$16,345.64 from Sewer Restricted Fund to Sewer Operating Fund to reimburse expenses paid on the Oxidation Ditch/Storage Building Project.
- 16.) \$6,780 from Sewer Restricted Fund to Sewer Operating Fund to reimburse expenses paid on the sandblasting and painting of the package treatment plant obtained from the Corps of Engineers.
- 17.) \$5,211 from Sewer Project Fund to Sewer Operating Fund per the 2008 Budget.
- 18.) \$41,033 from General Fund Park Dedication Account to Library Project Fund to reduce the outstanding project balance for the Community Center Expansion costs included in the Library Project Fund.