

SPECIAL JOINT COUNCIL MEETING  
ECONOMIC DEVELOPMENT AUTHORITY  
CITY OF CROSSLAKE  
WEDNESDAY, DECEMBER 21, 2011  
9:00 A.M. – CITY HALL

The Council for the City of Crosslake met in a special joint meeting with the Economic Development Authority in the Council Chambers of City Hall on Wednesday, December 21, 2011. The following Council Members were present: Mayor Darrell Schneider, Steve Roe, John Moengen, Dean Swanson and Rusty Taubert. The following Economic Development Authority Members were present: Dean Swanson, Rusty Taubert, Dennis Leaser and Patty Norgaard. Also present were City Administrator Tom Swenson, Clerk/Treasurer Jenny Max, Community Development Director Ken Anderson, Police Chief Bob Hartman, Public Works Director Ted Strand and Park and Recreation Director Jon Henke.

1. Call to Order – Mayor Schneider called the Special Council Meeting to order at 9:00 A.M. Rusty Taubert called the Economic Development Authority Meeting to order at 9:00 A.M.
  
2. City Administrator Swenson read an email from Attorney Couri regarding an Amendment to the EDA/City lease of the Public Works Facility. Administrator Swenson noted that the way the current lease is worded between the EDA and the City, the sublease between the City and County would automatically terminate upon the establishment of the bond refunding. The lease amendment modifies Section 10.4 of the EDA/City lease to change the termination of the EDA/City lease from automatic at the time of refunding of the bond to a date of the City's choosing. This will allow the refunding to go forward and still allow the City the necessary time to renegotiate the sublease with the County. Administrator Swenson noted the City has until February 1, 2014 to renegotiate the sublease with the County. Following discussion, MOTION 12S1-01-11 WAS MADE BY DEAN SWANSON AND SECONDED BY JOHN MOENGEN TO APPROVE THE AMENDMENT TO LEASE AGREEMENT WITH OPTION TO PURCHASE BETWEEN THE ECONOMIC DEVELOPMENT AUTHORITY OF THE CITY OF CROSSLAKE AS LESSOR AND THE CITY OF CROSSLAKE AS LESSEE. MOTION CARRIED WITH ALL AYES.

A MOTION WAS MADE BY DEAN SWANSON, SECONDED BY DENNIS LEASER, TO APPROVE THE AMENDMENT TO LEASE AGREEMENT WITH OPTION TO PURCHASE BETWEEN THE ECONOMIC DEVELOPMENT AUTHORITY OF THE CITY OF CROSSLAKE AS LESSOR AND THE CITY OF CROSSLAKE AS LESSEE. AYES: ALL.

There being no further business at 9:08 A.M., A MOTION WAS MADE BY DENNIS LEASER, SECONDED BY PATTY NORGAARD THAT THE EDA MEETING BE ADJOURNED. AYES: ALL.

3. Approve Bills for Payment – MOTION 12S1-02-11 WAS MADE BY JOHN MOENGEN AND SECONDED BY DEAN SWANSON TO APPROVE THE BILLS FOR PAYMENT AS SUBMITTED IN THE AMOUNT OF \$50,433.12. MOTION CARRIED WITH ALL AYES.
4. Retroactive Approval of Bills for Payment – Tom Swenson requested approval for payment of all invoices received between December 22<sup>nd</sup> and December 31<sup>st</sup> with retroactive Council approval. In order to pay for products and services obtained in 2011 with 2011 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 12S1-03-11 WAS MADE BY DEAN SWANSON AND SECONDED BY STEVE ROE TO APPROVE THE PAYMENT OF ALL INVOICES RECEIVED BETWEEN DECEMBER 22, 2011 AND DECEMBER 31, 2011 WITH RETROACTIVE COUNCIL APPROVAL IN JANUARY 2012. MOTION CARRIED WITH ALL AYES.
5. A memo dated December 21, 2011 from City Administrator Swenson included a list of 19 items to be considered for year-end fund transfers. Each item was reviewed by the Council. Mr. Henke addressed the Council regarding the tennis court reserve transfers. Mr. Henke noted that part of what the USTA is looking for with the grant application is detailed drawings of the proposed tennis court project. Anderson Brothers has donated some time and effort in assisting with the project but architectural drawings are above and beyond Mr. Henke's expertise. Mr. Henke will complete the application and send it in by the end of the week. Mr. Henke noted the City still has \$10,000 from the USTA Northern grant received in 2010 but that money may have to be returned if the project doesn't begin in 2012. Councilmember Roe commented that Mr. Henke has done a great job with this project and Mayor Schneider concurred. Councilmember Swanson thanked City Administrator Swenson and Clerk Max for their efforts in putting together all of the year-end transfers. After review of all items, MOTION 12S1-04-11 WAS MADE BY JOHN MOENGEN AND SECONDED BY STEVE ROE TO APPROVE THE YEAR END FUND TRANSFERS AS LISTED IN THE DECEMBER 21, 2011 MEMO (COPY OF WHICH IS ATTACHED TO THESE MINUTES) FROM CITY ADMINISTRATOR SWENSON. MOTION CARRIED WITH ALL AYES.

There being no further business, MOTION 12S1-05-11 WAS MADE BY JOHN MOENGEN AND SECONDED BY STEVE ROE TO ADJOURN THIS SPECIAL COUNCIL MEETING AT 9:38 A.M. MOTION CARRIED WITH ALL AYES.

Respectfully submitted by,

  
Jennifer Max  
Clerk/Treasurer

Deputy Clerk/Minutes/12-21-11.doc

**BILLS FOR APPROVAL**  
**December 21, 2011**

<b>VENDORS</b>	<b>DEPT</b>		<b>AMOUNT</b>
AW Research, water test	Sewer		113.40
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Business Forms and Accounting, w2's	Admin		109.49
Chief Supply, uniform	Police		62.34
Chief Supply, invoice	Police		17.49
Crosslake Communications, 50% insurance refund	Gov't		545.33
Dacotah paper, paper towels	Gov't		63.58
Foreman Fire Service, whelen strobe beacon	Fire		106.58
Guardian Pest Solutions, pest control	ALL		85.50
Holiday Station, fuel	Fire		11.67
Jon Henke, reimburse petty cash	P&R		12.57
League of MN Cities, leadership conference	Council		220.00
Martin Communications, battery pack	Fire		29.93
Mastercard, Amazon.com, laptop computer	P&Z		849.99
Mastercard, Amazon.com, monitor stand	P&Z		27.10
Mastercard, propane tanks refill	PW		149.63
Medica, health insurance	ALL		29,343.21
MN Life, life insurance	ALL		481.00
MR Sign, street name signs	PW		47.44
Northland Press, meeting notice of 12/16	P&Z		128.00
Northland Trust Services, 2006 improvement bond payment	Gov't		14,460.63
Planning and Zoning Commissioners, 4th quarter meetings	P&Z		500.00
Pro Hyrdro Testing, flashlights, helmet brackets	Fire		400.00
Public Safety Equipment, certification of radar units	Police		195.00
Quality Fabricating, hose repair	Fire		150.00
The Office Shop, prong fasteners	P&Z		13.32
The Office Shop, label tape, index tabs	P&Z/Admin		23.92
US Army Corps of Engineers, snowmobile trail license	Gov't	pd 12-15	300.00
WSN, engineering fees	ALL		929.30
WSN, engineering fees	ALL		896.00
Zee Medical, 1st aid kit supplies	PW		47.30
<b>TOTAL</b>			<b>50,433.12</b>