

SPECIAL COUNCIL MEETING  
CITY OF CROSSLAKE  
MONDAY, DECEMBER 22, 2009  
9:00 A.M. – CITY HALL

The Council for the City of Crosslake met in the Council Chambers of City Hall on Monday, December 22, 2009. The following Council Members were present: Mayor Jay Andolshek, Steve Roe, John Moengen, Dean Swanson and Rusty Taubert. 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, Park and Recreation Director Jon Henke, and General Manager Paul Hoge.

1. Call to Order – Mayor Andolshek called the Regular Council Meeting to order at 9:00 A.M.
2. Approve Bills for Payment – MOTION 12S1-01-09 WAS MADE BY DEAN SWANSON AND SECONDED BY JOHN MOENGEN TO APPROVE THE BILLS FOR PAYMENT AS SUBMITTED IN THE AMOUNT OF \$15,860.20. MOTION CARRIED WITH ALL AYES.
3. Retroactive Approval of Bills for Payment – Tom Swenson requested approval for payment of all invoices received between December 23<sup>rd</sup> and December 31<sup>st</sup> with retroactive Council approval. In order to pay for products and services obtained in 2009 with 2009 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 12S1-02-09 WAS MADE BY JAY ANDOLSHEK AND SECONDED BY RUSTY TAUBERT TO APPROVE THE PAYMENT OF ALL INVOICES RECEIVED BETWEEN DECEMBER 23, 2009 AND DECEMBER 31, 2009 WITH RETROACTIVE COUNCIL APPROVAL IN JANUARY 2010. MOTION CARRIED WITH ALL AYES.
4. A Staff Report dated December 21, 2009 from Park and Recreation Director Jon Henke was included in the packet for Council review. Mr. Henke spoke to the Council regarding the Kitchigami Regional Library System (KRLS) and possible expanded services in conjunction with the Crosslake Area Library. KRLS has provided an opportunity for area residents to receive more services from the regional system by allowing Crosslake Library patrons to order books through the KRLS website that will be delivered to the Crosslake Library. This would provide patrons the opportunity to access any book in the state system. The funds for this program would come out of a reserve account through Crow Wing County, and the Crosslake City Council would annually review participation in the program. Various discussion was held with Mr. Henke and the Council regarding changes that have occurred with the regional library system since the Crosslake Library opened and the new options the library has going forward. Mr. Henke noted that Council approval is the first step in this process, with approval from the Kitchigami Regional Board and the Crow Wing County Board also required. MOTION 12S1-03-09 WAS MADE BY DEAN

SWANSON AND SECONDED BY JOHN MOENGEN TO APPROVE THE KITCHIGAMI REGIONAL LIBRARY SYSTEM'S INTRAREGIONAL/INTERLIBRARY BOOK LOAN PROGRAM. THE BOOK LOAN PROGRAM WOULD BE ANNUALLY REVIEWED BY THE CROSSLAKE CITY COUNCIL, KRLS AND THE CROW WING COUNTY BOARD. MOTION PASSED 4:1 WITH MAYOR ANDOLSHEK OPPOSED.

Also included in the Staff Report from Jon Henke is a book purchase program through KRLS. Book purchases of up to \$5,000 annually would be made with reserve funds dedicated for use in Crow Wing County through KRLS, the same fund that would be used to fund the Book Loan Program. The Crosslake Area Library would draft a book order and KRLS would then place the order and pay for the books through the reserve funds. Council approval is the first step in this process, with approval from the Kitchigami Regional Board and the Crow Wing County Board also required. MOTION 12S1-04-09 WAS MADE JOHN MOENGEN AND SECONDED BY DEAN SWANSON TO APPROVE THE KITCHIGAMI REGIONAL LIBRARY SYSTEM'S BOOK PURCHASING PROGRAM. KRLS WILL BE THE PURCHASING AGENT FOR THIS PROGRAM BASED ON RECOMMENDATIONS FROM THE CROSSLAKE AREA LIBRARY. THE CROSSLAKE AREA LIBRARY WOULD BE THE OWNER OF THE BOOKS ONCE THEY WERE PURCHASED. THE BOOK PURCHASE PROGRAM WOULD BE REVIEWED ANNUALLY BY THE CROSSLAKE CITY COUNCIL, KRLS AND THE CROW WING COUNTY BOARD. MOTION PASSED 4:1 WITH COUNCILMEMEBER ROE OPPOSED.

5. A memo dated December 17, 2009 from City Administrator Swenson included a list of seventeen 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 12S1-05-09 WAS MADE BY JOHN MOENGEN AND SECONDED BY STEVE ROE TO APPROVE THE YEAR END FUND TRANSFERS AS LISTED IN THE DECEMBER 17, 2009 MEMO (COPY OF WHICH IS ATTACHED TO THESE MINUTES) FROM CITY ADMINISTRATOR SWENSON. MOTION CARRIED WITH ALL AYES.
  
6. City Administrator Swenson and Public Works Director Ted Strand discussed the purchase of a new John Deere tractor. Mr. Strand received a quote from Northwood Turf and Power for a new tractor at a cost of \$36,990. The quote also gave a trade-in allowance of \$15,000 for the City's current Ford tractor, which then came to a net price of \$23,501.81, including tax. Due to the many problems and repairs the Ford tractor has had, both Tom Swenson and Ted Strand suggested to the Council that the Ford tractor be traded in instead of giving it to the Park and Recreation Department. The new tractor would be cross-utilized between departments consistent with how the current tractor is being used. MOTION 12S1-06-09 WAS MADE BY JAY ANDOLSHEK AND SECONDED BY STEVE ROE TO APPROVE THE PURCHASE OF A JOHN DEERE TRACTOR FOR A NET PRICE OF \$23,501.81 AS PRESENTED IN THE QUOTE SUMMARY FROM NORTHWOOD TURF AND POWER. MOTION CARRIED WITH ALL AYES.

7. MOTION 12S1-07-09 WAS MADE BY JOHN MOENGEN AND SECONDED BY STEVE ROE TO ADJOURN THIS SPECIAL COUNCIL MEETING AT 10:07 A.M. MOTION CARRIED WITH ALL AYES.

Respectfully submitted by,



Jennifer Max  
Clerk/Treasurer

Deputy Clerk/Minutes/12-22-09.doc

**BILLS FOR APPROVAL**  
**22-Dec-09**

| <b>VENDORS</b>  | <b>DEPT</b> |          | <b>AMOUNT</b>    |
|---|-------------|----------|------------------|
| Ameripride, mats, paper towels                              | PW          |          | 159.80           |
| AW Research, water test                                     | Sewer       |          | 116.40           |
| AW Research, water test                                     | Sewer       |          | 113.40           |
| AW Research, water test                                     | Sewer       |          | 113.40           |
| Business Forms and Accounting, w2's                         | Admin       |          | 109.49           |
| Complete Title, svedvik land purchase expenses              | PW          |          | 519.00           |
| Crow Wing County Highway Dept, fuel                         | ALL         |          | 2,790.64         |
| DG Towing, new tires  | Police      | pd 12-15 | 443.68           |
| Hildi Inc, actuarial study                                  | Audit       |          | 1,200.00         |
| Holden Electric, replace ballast/switch in council chambers | Gov't       |          | 115.93           |
| Holden Electric, replace ballast in courters                | Ambulance   |          | 270.49           |
| Holden Electric, replace ballasts at plant                  | Sewer       |          | 110.15           |
| Holden Electric, replocate conduit at salt building         | PW          |          | 1,371.82         |
| Holden Electric, replace ballast at city hall               | Gov't       |          | 471.77           |
| Holden Electric, replace ballasts/fixtures                  | PW          |          | 3,703.40         |
| Houston Ford, replace air box, cooling system               | Police      |          | 706.37           |
| Jon Henke, reimburse petty cash                             | P&R         |          | 46.35            |
| Lakes Area Rental, blade sharpening                         | PW          |          | 20.00            |
| Lane Braaten, reimburse travel expenses                     | P&Z         |          | 78.71            |
| Martin Communications, replace radio parts                  | Fire        |          | 181.19           |
| Mastercard, Barcode Giant, imager kit                       | Library     |          | 209.60           |
| Mastercard, Northern Tool, heater                           | PW          |          | 552.98           |
| Mastercard, Star Tribune, subscription                      | Library     |          | 221.64           |
| Mike's Electric, install outlet                             | P&R         |          | 112.00           |
| MN Chiefs of Police Assn, permits to acquire                | Police      |          | 106.88           |
| Northern Water Works Supply, meter reader repair            | Sewer       |          | 704.04           |
| Rainier Arms, firearm equipment                             | Police      | pd 12-18 | 977.95           |
| The Office Shop, minute paper                               | Admin       |          | 58.77            |
| The Office Shop, dvd's                                      | P&Z/Admin   |          | 13.79            |
| The Office Shop, report covers, copy holder, binders, tabs  | Admin       |          | 127.61           |
| Viking Electric Supply, bulbs                               | P&R         |          | 18.08            |
| Zee Medical, 1st aid kit supplies                           | PW          |          | 114.87           |
|   |             |          |                  |
| <b>TOTAL</b>  |             |          | <b>15,860.20</b> |

MEMO TO: Mayor and City Council  
FROM: Tom Swenson  
City Administrator  
DATE: December 17, 2009  
SUBJECT: Year-End Fund Transfers

I recommend the following fund/account transfers:

- 1.) \$500 from General Fund Ordinance Codification Account to Capital Outlay Fund Ordinance Codification Account.
- 2.) \$2,000 from General Fund Emergency Management Expense Account to Capital Outlay Fund Emergency Management Account.
- 3.) \$10,000 from General Fund General Government Capital Outlay to Capital Outlay Fund Municipal Building Reserve Account per the 2009 budget.
- 4.) \$9,200 from Capital Outlay Fund Bridge Reserve to General Fund to reimburse General Fund for Sunrise Island Bridge Engineering/Design Costs.
- 5.) \$1,500 from General Fund Planning and Zoning Mapping account to Capital Outlay Fund Mapping Reserve Account per the 2009 budget.
- 6.) \$5,900 from Capital Outlay Fund Legal (Labor) Reserve Account to General Fund to reimburse legal expenses for negotiating the AFSCME and Teamsters Labor Agreements.
- 7.) \$10,000 from General Fund Public Works Capital Outlay to Capital Fund Public Works Equipment Replacement Account per the 2009 budget.
- 8.) \$10,000 from General Fund Park Capital Outlay Account to Capital Outlay Fund Tennis Court Reserve Account per the 2009 budget.
- 9.) \$20,000 from General Fund Park wage and benefits accounts to Capital Outlay Fund Employee Reserve Account. As you will recall, the City Council reduced the non-union 2009 budgeted salaries. In addition it made the decision to keep the Park Maintenance Position at part-time instead of moving it to full-time which was included in the 2009 budget. The final settlement of the AFSCME contract was also less than the amount budgeted for increases in 2009. Those reductions from the budgeted wages also produced a savings in the employer share of PERA, FICA, and Medicare. Keeping the Park Maintenance Position part-time also produced substantial savings in the amount budgeted for health insurance. This new Employee Reserve Account is being recommended in anticipation of the

possible need to hire an employee in 2010 to direct the library operations. The City has also been fortunate since the library opened to have had a VISTA worker in addition to the many volunteers in order to operate the library. The VISTA position will end in August 2010. In discussing the future operation of the library with Jon Henke, we are in agreement that the library has been a huge success since its opening and it's programs and offerings are continuing to expand. It is our belief that with the sizeable investment the City has in the facility and materials, the library has evolved to a point where the City needs to consider hiring an employee. This employee would report to the Park Director and oversee the daily operations of the library.

- 10.) \$1,850 from General Fund Park Capital Outlay to Capital Outlay Fund Fitness Equipment Reserve Account. These funds were included in the 2009 budget for fitness equipment but will be needed along with the \$5,000 budgeted in 2010 to replace the oldest treadmill.
- 11.) \$8,607.17 from General Fund to Capital Outlay Fund Library Donation Reserve Account plus any Library Donations received between December 22<sup>nd</sup> and 31<sup>st</sup>. (See attached breakdown of Library Revenues and Expenditures)
- 12.) \$8,050 from General Fund to Capital Outlay Fund Police Equipment Reserve Account. (\$8,000 per 2009 budget and \$50 donation for equipment)
- 13.) \$4,863.07 from General Fund Police Forfeiture Account to Capital Outlay Fund Police Forfeiture Reserve Account. (Breakdown of forfeiture revenues and expenditures attached)
- 14.) \$1,209.82 from Capital Outlay Fund Police Restitution Account to General Fund for unreimbursed costs for vests (Breakdown attached)
- 15.) \$4,396 from Sewer Project Fund to Sewer Operating Fund per the 2009 budget.
- 16.) \$448 from Sewer Restricted Fund to Sewer Operating Fund to reimburse expenses paid on the Biosolids Treatment and Collection System Expansion Study.
- 17.) \$5,000 from General Fund Park Dedication Account (Schoutz) to Library Project Fund to reduce the outstanding project balance for the Community Center Expansion costs included in the Library Project Fund.