

COUNCIL PROCEEDINGS
CITY OF CROSSLAKE MINNESOTA
DECEMBER 22, 1993
12:00 NOON AT CITY HALL

The Council for the City of Crosslake Minnesota met in a Special Council Session on December 22, 1993. The following Councilmembers were present: Mayor Kurt Anderson, Lyle Arends, Dean Swanson and Jack Webster. Councilmember Charles Miller arrived at 12:10 P.M. Also present were Marty Heino, John Backdahl, Tom Mezzenga, Pat Hoag and 2 citizens.

Mayor Anderson called this special meeting to order at 12:00 noon.

Telephone Company job descriptions was the first item on the agenda. Billing Clerk/Receptionist/Sales was the first position to be discussed. Some minor changes were made to this job description. MOTION 12S2-01-93 WAS MADE BY LYLE ARENDS AND SECONDED BY DEAN SWANSON TO APPROVE THE JOB DESCRIPTION FOR THE BILLING CLERK/RECEPTIONIST/SALES. MOTION PASSED WITH JACK WEBSTER VOTING NAY.

The second job description up for discussion was for the Bookkeeper/Secretary. A knowledge of the computer was added and supervisor requirements were deleted. MOTION 12S2-02-93 WAS MADE BY DEAN SWANSON AND SECONDED BY CHUCK MILLER TO APPROVE THE JOB DESCRIPTION FOR THE BOOKKEEPER/SECRETARY WITH THE MINOR CHANGES. MOTION PASSED UNANIMOUSLY.

The third one to be reviewed was for the Central Office Technician. Some minor changes were made. MOTION 12S2-03-93 WAS MADE BY CHUCK MILLER AND SECONDED BY LYLE ARENDS TO APPROVE THE JOB DESCRIPTION FOR THE CENTRAL OFFICE TECHNICIAN WITH CHANGES. MOTION PASSED UNANIMOUSLY.

All references to gender will be removed from all of the job descriptions.

The fourth description reviewed was for the Equipment Operator. The requirement for a commercial drivers license was added. MOTION 12S2-04-93 WAS MADE BY JACK WEBSTER AND SECONDED BY DEAN SWANSON TO APPROVE THE EQUIPMENT OPERATOR JOB DESCRIPTION WITH THE DISCUSSED CHANGES. MOTION PASSED UNANIMOUSLY.

The fifth description reviewed was for the Installer/Repairman. The requirement for a commercial drivers license was added and the position changed from Repairman to Repair Person. MOTION 12S2-05-93 WAS MADE BY LYLE ARENDS AND SECONDED BY CHUCK MILLER TO APPROVE THE INSTALLER/REPAIR-PERSON JOB DESCRIPTION WITH THE DISCUSSED CHANGES. MOTION PASSED UNANIMOUSLY.

The next description reviewed was for the Combination Man. The requirement for a commercial drivers license was added. This person will now report to the manager and the plant manager. The name will also be changed to Combination Technician.

MOTION 12S2-06-93 WAS MADE BY CHUCK MILLER AND SECONDED BY LYLE ARENDS TO APPROVE THE JOB DESCRIPTION FOR THE COMBINATION/TECHNICIAN WITH THE DISCUSSED CHANGES. MOTION PASSED UNANIMOUSLY.

The last job description under review was for the Plant Manager. The requirement for a commercial drivers license was added to this description along with a working knowledge of the computer. Education requirements such as 2 years trade school or an associates degree from a community college will be added. The plant manager will no longer interview for other positions.

MOTION 12S2-07-93 WAS MADE BY CHUCK MILLER AND SECONDED BY LYLE ARENDS TO APPROVE THE PLANT MANAGER JOB DESCRIPTION WITH CHANGES. MOTION PASSED UNANIMOUSLY.

The second item on the agenda was a request from Brian Bittner to obtain an extension to July 1, 1994 for the park dedication fees for Daggett Brook Villas. This fee was owed under the conditions of the Tax Increment Financing Project. The amount of the monies due is \$19,500.00.

MOTION 12S2-08-93 WAS MADE BY LYLE ARENDS AND SECONDED BY DEAN SWANSON TO ALLOW BRIAN BITTNER UNTIL NO LATER THAN JULY 1, 1994 TO PAY HIS PARK DEDICATION FEES (WITH NO INTEREST) UNLESS A UNIT IS SOLD AT WHICH TIME THE MONEY WILL BE ON DEMAND. MOTION PASSED UNANIMOUSLY.

The third item on the agenda was a discussion to carryover monies from Capitol Outlay Funds into Capitol Improvement Funds. The carryover fund amounts are as follows: Public Works Department - \$10,000; Park and Recreation Department - \$2,000.00; Police - \$10,000; Recycling - \$400.00. In addition, any excess revenues after the 1993 audit should be dedicated to the Emergency Services Center.

MOTION 12S2-09-93 WAS MADE BY CHUCK MILLER AND SECONDED BY JACK WEBSTER TO APPROVE THE CARRYOVER. MOTION PASSED WITH LYLE ARENDS VOTING NAY.

The fourth item on the agenda was the use of the pickup truck for street plowing. It was felt that it should not be used for regular plowing of streets or parking lots but for intersections, the skating rink and etc. Whether the plowing was causing transmission problems came up. It was suggested that prices be obtained for the purchase of a plow for the front of the Michigan. After these prices are received, the Council will review the issue again.

The next item was the purchase of a new patrol car for the Police Department. Two prices had been received. One from Superior Ford for \$15,231.63 and the other from Dondelinger Chevrolet for \$15,333.87. The color of the new car was discussed and it was a recommendation by the Police Chief that the car be white for higher visibility. Since the difference in price between the two vehicles was only \$102.24, it was felt that the Chevrolet was more desirable since it has more interior space and is more comfortable. The purchase of the Chevrolet would also keep business closer to home.

MOTION 12S2-10-93 WAS MADE BY CHUCK MILLER AND SECONDED BY JACK

WEBSTER TO APPROVE THE PURCHASE OF THE PATROL CAR FROM DONDELINGER CHEVROLET AFTER THE FIRST OF THE YEAR FOR \$15,333.87. MOTION PASSED UNANIMOUSLY.

Mr. Swanson had interviewed the individual who had applied for the position of Ice Rink and Warming House Attendant.

MOTION 12S2-11-93 WAS MADE BY DEAN SWANSON AND SECONDED BY LYLE ARENDS TO HIRE THIS INDIVIDUAL AT \$4.50 PER HOUR SUBJECT TO HIS ACCEPTING AND SIGNING THE JOB DESCRIPTION. MOTION PASSED UNANIMOUSLY.

Mr. Webster felt that in the future all job applicants be given a copy of the job description applicable to that position.

The seventh item on the agenda was regarding Ox Lake Crossing Roads. A letter had been received from Attorney Patrick Krueger regarding the holding of the bond by the City until payment was received for all costs and expenses incurred in examining the road.

MOTION 12S2-12-93 WAS MADE BY JACK WEBSTER AND SECONDED BY CHUCK MILLER TO DENY RELEASE OF THE BOND UNTIL PAYMENT HAS BEEN MADE. MOTION PASSED WITH LYLE ARENDS VOTING NAY.

MOTION 12S2-13-93 WAS MADE BY DEAN SWANSON AND SECONDED BY CHUCK MILLER TO PUBLISH A SUMMARY OF ORDINANCE #51, THIRD SERIES AND ORDINANCE # 53, THIRD SERIES. MOTION PASSED UNANIMOUSLY.

A memo was given to the police officers and the Council regarding the changes that were made to the security system at the Community Center building. The fire alarm is operational 24 hours a day.

Mr. Miller suggested that the City install a dead bolt lock on the outside door servicing the Police Department and the Planning and Zoning Department since it is currently accessible with a screw-driver.

Clerk Buchite reported that the revised job applications for rink attendant and custodian had been received and are now in use. The Community Center reservation form is still being worked on.

A status of the codification was discussed.

The letter received from the State regarding the Wetlands Conservation Act is being left with Planning and Zoning for their recommendation.

A letter had been received from the Department of Public Safety regarding a meeting being held in Grand Rapids on January 12th-13th. This meeting will review emergency procedures and other public safety issues. It was recommended that Pat Hoag be allowed to attend with no cost to the City.

MOTION 12S-14-93 WAS MADE BY LYLE ARENDS AND SECONDED BY DEAN SWANSON THAT AT 11:25 A.M. A BREAK BE TAKEN. MOTION CARRIED UNANIMOUSLY.

MOTION 12S-15-93 WAS MADE BY CHUCK MILLER AND SECONDED BY LYLE ARENDS TO RECONVENE THE MEETING AT 2:00 P.M. MOTION CARRIED UNANIMOUSLY.

The first item after the break was the opening of the bids for the Crosslake Emergency Services Center.

The first bid was from Construction Services of Brainerd. A bid bond was enclosed for 5% of the bid. The base bid was in the amount of \$393,500.00. Alternate #1 (completion of the training room, the meeting room, and vestibule #2 in accordance with Section 01030) was in the amount of \$29,200.00. Alternate #2 (completion of vestibule #1, radial, office, hall #1, tool, self contained breathing apparatus, compressor, storage #1, storage #2, toilet #1, toilet #2 and closet room between stud wall and gypsum drywall according to Section 01030) was for \$59,000.00. Alternate #3 (add 4 overhead doors with operators and one service door per door schedule, bituminous paving, aprons and sidewalks, electrowiring and lights contained on the drawing) was for \$22,900.00. The bid was signed.

The second bid was from Fulco Construction of Chaska. The base bid was for \$455,865.00. Alternate #1 was for \$29,900.00. Alternate #2 was for \$41,600.00. Alternate #3 was for \$22,000. A 5% bid bond was enclosed and the bid was signed.

The third bid was from Nor-Son Inc. of Brainerd. The base bid was in the amount of \$446,410.00. Alternate #1 was for \$34,000. Alternate #2 was for \$42,000.00. Alternate #3 was for \$27,000.00. A 5% bid bond was also enclosed and the bid was signed.

The fourth bid was from Stamson & Blair in Grand Rapids. The base bid was in the amount of \$466,335.00. Alternate #1 was for \$27,000.00. Alternate #2 was \$43,000.00. Alternate #3 was \$23,000.00. The 5% bid bond was enclosed and the bid was signed.

The fifth bid was from Gopher State Contracting in Rice Lake. The base bid was in the amount of \$370,034.00. Alternate #1 was for \$29,217.00. Alternate #2 was for \$36,269.00. Alternate #3 was for \$25,803.00. Bid was signed and a 5% bid bond enclosed.

The sixth bid was from Hy-Tech Construction in Brainerd. The base bid was in the amount of \$387,952.50. Alternate #1 was for \$42,605.00. Alternate #2 was for \$55,950.00. Alternate #3 was for \$57,410.00. A 5% bid bond was enclosed and the bid was signed.

The seventh bid was from Rice Lake Contracting in Deerwood. The base bid was in the amount of \$434,000.00. Alternate #1 was for \$35,600.00. Alternate #2 was for \$35,400.00. Alternate #3 was for \$26,600.00. The 5% bid bond was enclosed and the bid was signed.

North Star Drilling had submitted a bid for the well.

MOTION 12S-16-93 WAS MADE BY CHUCK MILLER AND SECONDED BY LYLE

ARENDS TO ACCEPT THE BASE BID OF \$370,034 FROM GOPHER STATE
CONSTRUCTION SUBJECT TO FINAL TABULATION BY BOONESTROO & ASSOCIATES
AND TO PUT THE ALTERNATE BIDS ON THE AGENDA FOR THE JANUARY 10, 1994
COUNCIL MEETING. MOTION CARRIED UNANIMOUSLY.

MOTION 12S-17-93 WAS MADE BY CHUCK MILLER AND SECONDED BY LYLE
ARENDS TO ADJOURN THE SPECIAL MEETING AT 2:20 P.M. MOTION CARRIED
UNANIMOUSLY.

Recorded and edited by:
Arlene A. Buchite, City Clerk/Treasurer

Arlene A Buchite