

SPECIAL COUNCIL MEETING  
CITY OF CROSSLAKE  
THURSDAY, DECEMBER 27, 2012  
2:00 P.M. – CITY HALL

The Council for the City of Crosslake met in a special meeting in the Council Chambers of City Hall on Thursday, December 27, 2012. The following Council Members were present: Mayor Darrell Schneider, 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, Echo Publishing Reporter Kate Perkins and Council Members-Elect Mark Wessels and Gary Heacox.

1. Call to Order – Mayor Schneider called the Special Council Meeting to order at 2:00 P.M.
2. Approval of Council Meeting Minutes – MOTION 12S1-01-12 WAS MADE BY DEAN SWANSON AND SECONDED BY RUSTY TAUBERT TO APPROVE THE CITY COUNCIL MEETING MINUTES FROM NOVEMBER 13, 2012, DECEMBER 3, 2012 AND DECEMBER 10, 2012. MOTION CARRIED WITH ALL AYES.
3. Approval of Donations – MOTION 12S1-02-12 WAS MADE BY JOHN MOENGEN AND SECONDED BY STEVE ROE TO APPROVE ACCEPTANCE OF A DONATION FROM CROW WING POWER IN THE AMOUNT OF \$49,640.82 FOR REIMBURSEMENT OF THE 800MHZ RADIOS AND FROM THE PAL FOUNDATION IN THE AMOUNT OF \$1,226.73 FOR TRAIL GROOMING AND MONSTER DASH EXPENSE REIMBURSEMENT. MOTION CARRIED WITH ALL AYES.
4. Approve Bills for Payment – MOTION 12S1-03-12 WAS MADE BY JOHN MOENGEN AND SECONDED BY RUSTY TAUBERT TO APPROVE THE BILLS FOR PAYMENT AS SUBMITTED IN THE AMOUNT OF \$27,194.03. MOTION CARRIED WITH ALL AYES.
4. Retroactive Approval of Bills for Payment – Tom Swenson requested approval for payment of all invoices received between December 28<sup>th</sup> and December 31<sup>st</sup> with retroactive Council approval. In order to pay for products and services obtained in 2012 with 2012 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 12S1-04-12 WAS MADE BY DEAN SWANSON AND SECONDED BY JOHN MOENGEN TO APPROVE THE PAYMENT OF ALL INVOICES RECEIVED BETWEEN DECEMBER 28, 2012 AND DECEMBER 31, 2012 WITH RETROACTIVE COUNCIL APPROVAL IN JANUARY 2013. MOTION CARRIED WITH ALL AYES.
5. A memo dated December 27, 2012 from City Administrator Swenson and Clerk Max included a list of 24 items to be considered for year-end fund transfers. Each item was reviewed by the Council. 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 12S1-05-12 WAS MADE BY STEVE ROE AND SECONDED BY

JOHN MOENGEN TO APPROVE THE YEAR END FUND TRANSFERS AS LISTED IN THE DECEMBER 27, 2012 MEMO (COPY OF WHICH IS ATTACHED TO THESE MINUTES) FROM CITY ADMINISTRATOR SWENSON AND CLERK MAX. MOTION CARRIED WITH ALL AYES.

6. Approval of TIF Transfers – Tom Swenson requested approval to reimburse 90% of the incremental tax revenue received from Midwest Properties TIF District 1-9 for the second half tax payment paid the City in December 2012 from Crow Wing County. MOTION 12S1-06-12 WAS MADE BY JOHN MOENGEN AND SECONDED BY STEVE ROE TO APPROVE PAYMENT OF \$6,785.05 TO MIDWEST PROPERTIES. MOTION CARRIED WITH ALL AYES.

Tom Swenson requested approval to reimburse the remaining balance of the incremental tax revenue received from Crosswoods Development TIF District 1-8 for the second half tax payment paid the City in December 2012 from Crow Wing County. Mr. Swenson noted 2012 is the final year for TIF District 1-8 and therefore no further reimbursements are necessary. MOTION 12S1-07-12 WAS MADE BY JOHN MOENGEN AND SECONDED BY RUSTY TAUBERT TO APPROVE PAYMENT OF \$5,128.47 TO CROSSWOODS DEVELOPMENT. MOTION CARRIED WITH ALL AYES.

Tom Swenson requested approval to transfer \$1,323.72 from the TIF fund to the General Fund which is the 10% Administrative fee remaining after disbursement of the incremental tax revenue received from the December 2012 settlement from Crow Wing County. MOTION 12S1-08-12 WAS MADE BY JOHN MOENGEN AND SECONDED BY RUSTY TAUBERT TO APPROVE THE TRANSFER OF \$1,323.72 FROM THE TIF FUND TO THE GENERAL FUND. MOTION CARRIED WITH ALL AYES.

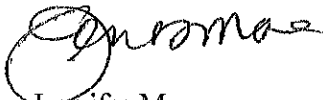
7. Approval of Agreement for Prosecution Services with Crow Wing County – The Council reviewed a proposed Prosecution Contract between the City of Crosslake and Crow Wing County. Mr. Swenson noted that the Agreement essentially calls for a simplified process in which the City will split the revenues received for fines generated within the Police Department with the County Attorney's office. This practice is currently in place; however, the new Contract being proposed will streamline the process and make it much simpler for both parties. MOTION 12S1-09-12 WAS MADE BY JOHN MOENGEN AND SECONDED BY DEAN SWANSON TO AUTHORIZE THE MAYOR AND CITY CLERK TO EXECUTE THE PROSECUTION CONTRACT BETWEEN THE CITY OF CROSSLAKE AND CROW WING COUNTY AS PRESENTED. MOTION CARRIED WITH ALL AYES.
8. Approval of Interim City Administrator Resolution of Understanding was included in the packet for Council review. Tom Swenson read the Resolution for the Council and noted that Clerk Max is requesting additional compensation for her appointment as Interim City Administrator. Mr. Swenson also noted that the Resolution gives Ms. Max an option to return to her current position as Clerk/Treasurer should the Council not offer the City Administrator position to her full time, as well as provides Ms. Max with an option to renegotiate her salary and benefits should the Council wish to permanently combine the Clerk/Administrator positions. Councilmember Swanson noted that this Resolution seemed more than fair for Ms.

Max. MOTION 12S1-10-12 WAS MADE BY DEAN SWANSON AND SECONDED BY JOHN MOENGEN TO APPROVE RESOLUTION NO. 12-26 INTERIM CITY ADMINISTRATOR RESOLUTION OF UNDERSTANDING AS PRESENTED. MOTION CARRIED WITH ALL AYES.

9. The Council reviewed a letter dated December 27, 2012 from Ken Anderson regarding a snowmobile trail at Rush Lake and County Road 16. Mr. Anderson noted that Mayor Schneider was contacted by Kirk Schnitker, and attorney and property owner in Crosslake, about the closure of the snowmobile trail to/from Rush Lake and County Road 16 by a new owner of the property. Mr. Anderson stated he contacted Mr. Schnitker on December 22<sup>nd</sup> and Mr. Schnitker expressed his desire for continued trail access and his belief that the City of Crosslake should have some concern with the closure and public safety at this access point. Mr. Anderson reviewed ariel photos of the snowmobile trail where the trail has historically been used from Rush Lake and across County Road 16. It was noted that the new property owners have erected a fence in the area where the trail used to be and how the fence could be obstructing the view of snowmobilers and considered a possible safety hazard. Mr. Anderson also noted that an email from Attorney Couri was included in the packet which comments that the City is under no obligation to become involved since the City was not party to the selection of the trails, their maintenance or their regulation. Discussion ensued regarding when or if the City should become involved and other parties to contact to help resolve this issue. Following discussion, MOTION 12S1-11-12 WAS MADE BY STEVE ROE AND SECONDED BY RUSTY TAUBERT TO AUTHORIZE KEN ANDERSON TO SEND A LETTER TO MR. SCHNITKER AND THE IDEAL SNO PROS CLUB AND REQUEST THESE PARTIES CONSIDER AN ALTERNATE SOLUTION PRIOR TO THE CITY BECOMING INVOLVED. MOTION CARRIED WITH ALL AYES.

There being no further business, MOTION 12S1-12-12 WAS MADE BY JOHN MOENGEN AND SECONDED BY STEVE ROE TO ADJOURN THIS SPECIAL COUNCIL MEETING AT 2:56 P.M. MOTION CARRIED WITH ALL AYES.

Respectfully submitted by,



Jennifer Max  
Clerk/Treasurer

Deputy Clerk/Minutes/12-27-12.doc

**BILLS FOR APPROVAL**  
**December 27, 2012**

| VENDORS                                                      | DEPT    |          | AMOUNT           |
|--------------------------------------------------------------|---------|----------|------------------|
| Ace Hardware, rollers                                        | P&R     |          | 6.40             |
| Ace Hardware, tow strap                                      | Police  |          | 57.70            |
| Advanced Diesel Service, replace pressure valve              | PW      |          | 465.94           |
| AW Research, water testing                                   | Sewer   |          | 563.70           |
| Batteries Plus, batteries                                    | Gov't   |          | 46.73            |
| Brainerd Lakes Chamber, eggs n issues                        | Council |          | 20.00            |
| Brainerd Overhead Door, remote                               | Police  |          | 34.20            |
| Bryan Hargrave, reimburse for office equipment               | P&Z     |          | 1,469.34         |
| Crow Wing County Treasurer, property tax                     | P&R     | pd 12-13 | 629.35           |
| Crow Wing Power, electric service                            | ALL     | pd 12-20 | 7,167.98         |
| Freelinc, ear pieces                                         | Police  |          | 141.42           |
| Fyle's, portable restroom                                    | Gov't   |          | 224.43           |
| GLS Promotions, plaques                                      | Council |          | 102.00           |
| Guardian Pest Solutions, pest control                        | ALL     |          | 248.82           |
| Holmwig Excavating, dozer pushing ski trails                 | P&R     |          | 1,218.46         |
| Houston Ford, oil change                                     | Police  |          | 23.26            |
| Jenny Max, reimburse petty cash                              | ALL     |          | 28.84            |
| Jo Shalley, refund weight room membership                    | P&R     |          | 160.00           |
| Johnson Manufacturing, leg press cable                       | P&R     |          | 53.80            |
| Marco, copier lease                                          | ALL     |          | 599.92           |
| Mastercard, Amazon.com, camera                               | P&Z     |          | 262.00           |
| Mastercard, Bobcat of Duluth, bobcat parts                   | PW      | pd 12-20 | 163.00           |
| Mastercard, Expression, steel toe boots                      | PW      |          | 138.13           |
| Mastercard, Farm Rite Equipment, bobcat parts                | PW      | pd 12-20 | 388.78           |
| Mastercard, Fleet Farm, brake cleaner, gloves                | PW      |          | 55.24            |
| Mastercard, Northern Equipment, bobcat parts                 | PW      | pd 12-20 | 990.00           |
| Mastercard, Post Office, postage                             | P&R     | pd 12-20 | 8.27             |
| Mastercard, U of MN, annual institute for building officials | P&Z     | pd 12-20 | 300.00           |
| Mastercard, U of MN, septic courses                          | P&Z     |          | 1,435.00         |
| Mills Motors, clean exhaust, oil change                      | PW      |          | 190.10           |
| Northland Press, meeting notice of 12/21                     | P&Z     |          | 148.00           |
| Northland Press, ordinances 309 and 310                      | P&Z     |          | 124.00           |
| Quality Flow Systems, lift station repair                    | Sewer   |          | 600.00           |
| The Office Shop, calculator ribbon                           | Admin   |          | 3.14             |
| The Office Shop, report covers, binder, hanging files        | Admin   |          | 91.36            |
| Tim Green, bobcat repair                                     | PW      | pd 12-13 | 1,560.00         |
| Whitefish Auto, brake repair                                 | PW      |          | 392.80           |
| Whitefish Auto, oil change                                   | Police  |          | 32.14            |
| Widseth Smith Nolting, engineering fees                      | ALL     |          | 910.00           |
| Zee Medical, 1st aid kit supplies                            | PW      |          | 76.61            |
| Ziegler Cat, repair electric system                          | PW      |          | 912.88           |
| Ziegler Cat, preventative maintenance service                | PW      |          | 1,603.70         |
| Ziegler Cat, preventative maintenance service, repairs       | PW      |          | 3,546.59         |
| <b>TOTAL</b>                                                 |         |          | <b>27,194.03</b> |

MEMO TO: Mayor and City Council

FROM: Tom Swenson, City Administrator  
Jenny Max, Clerk/Treasurer

DATE: December 21, 2012

SUBJECT: Year-End Fund Transfers

We recommend the following fund/account transfers:

- 1.) \$2,105.49 from Capital Outlay Fund Ordinance Codification Account to General Fund Ordinance Codification Account.
- 2.) \$2,000 from General Fund Emergency Management Expense Account to Capital Outlay Fund Emergency Management Account.
- 3.) \$20,000 from General Fund General Government Capital Outlay to Capital Outlay Fund Municipal Building Reserve Account. (\$10,000 per 2012 Budget and \$10,000 Lions Donation for Ambulance)
- 4.) \$500 from General Fund Animal Control Account to Capital Outlay Fund Animal Control Reserve Account.
- 5.) \$900 from General Fund Planning and Zoning Mapping Account to Capital Outlay Fund Mapping/Comprehensive Plan Reserve Account.
- 6.) \$5,000 from General Fund Public Works Capital Outlay to Capital Fund Public Works Equipment Replacement Account for future mower replacement.
- 7.) \$11,095 from the General Fund Special Assessment Sunrise Bridge Account to Capital Outlay Fund Public Works Bridge Repair/Replacement Reserve Account.
- 8.) \$1,990 from Sewer Project Fund to Sewer Operating Fund per the 2012 Budget.
- 9.) \$2,000 from General Fund Legal (Labor) to Capital Outlay Fund Legal Labor Reserve Account.
- 10.) \$4,800 from General Fund Public Works Bridge Account to Capital Outlay Fund Bridge Repair/Replacement Account.
- 11.) \$2,000 from the General Fund Park Capital Outlay to Capital Outlay Fund Fitness Equipment Reserve Account per the 2012 Budget.

- 12.) \$10,000 from the General Fund Park Capital Outlay to Capital Outlay Fund Garage East Reserve Account per 2012 Budget.
- 13.) \$10,000 from the General Fund Park Capital Outlay Account to Capital Outlay Fund Tennis Court Reserve Account per the 2012 Budget.
- 14.) \$220 from the General Fund to Capital Outlay Fund Tennis Court Reserve Account for Tennis League Fees dedicated to the Tennis Court Project.
- 15.) \$975 from the General Fund Park 80 Acre Account to Capital Outlay Fund 80 Acre Reserve Account.
- 16.) \$1,500 from the General Fund Park Dedication Fees to Library Project Fund.
- 17.) \$60,831.29 from the Capital Outlay Fund Municipal Building Reserve Account to Ambulance Project Fund.
- 18.) \$13,973.94 from the Capital Outlay Fund Tennis Court Reserve to General Fund to Reimburse 2012 Tennis Court Project Expenses.
- 19.) \$20,200 from the Capital Outlay Fund Park Garage Account to General Fund for Reimbursement of Zilka Property Purchase.
- 20.) \$20,000 from the General Fund Public Works Capital Outlay to Capital Outlay Fund Public Works Road Reserve Account for Repairs to the CSAH 66 Trail Near Moonlite Bay.

RESOLUTION 12-26

CITY OF CROSSLAKE  
COUNTY OF CROW WING  
STATE OF MINNESOTA

INTERIM CITY ADMINISTRATOR RESOLUTION OF UNDERSTANDING

WHEREAS, on December 10, 2012 Crosslake City Administrator Tom Swenson submitted a letter of resignation to the City Council effective December 31, 2012; and

WHEREAS, on December 10, 2012 the City Council accepted the resignation of Tom Swenson and appointed Clerk/Treasurer Jennifer Max as Interim City Administrator effective January 1, 2013; and

WHEREAS, the City Council agrees to renegotiate the rate of pay and benefit package for Jennifer Max if the Council decides to permanently expand the job description of the Clerk/Treasurer to include City Administrator duties; and

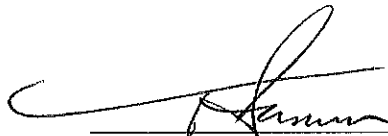
WHEREAS, the City Council agrees to reinstate Jennifer Max to her current position of Clerk/Treasurer in the event the City Council decides not to permanently combine the positions of City Administrator and Clerk/Treasurer or if the City Council decides to fill the position of City Administrator with an outside party.

NOW, THEREFORE BE IT RESOLVED that the City Council agrees to pay Jennifer Max a salary of \$1,200 per month in addition to her current salary of \$4,579 per month as Clerk/Treasurer to act as the Interim City Administrator for the City of Crosslake.

Adopted this 27<sup>th</sup> day of December 2012.



Darrell Schneider  
Mayor



Thomas N. Swenson  
City Administrator