

SPECIAL COUNCIL MEETING  
CITY OF CROSSLAKE  
FRIDAY, APRIL 20, 2012  
8:00 A.M. – CITY HALL

The Council for the City of Crosslake met in a special meeting in the Council Chambers of City Hall on Friday, April 20, 2012. The following Council Members were present: Mayor Darrell Schneider, Dean Swanson, Steve Roe, John Moengen and Rusty Taubert. Also present were City Administrator Tom Swenson, Clerk/Treasurer Jenny Max, Community Development Director Ken Anderson, Police Chief Bob Hartman, General Manager Paul Hoge and Echo Publishing Reporter Kate Perkins. There were approximately twenty-five people in the audience.

1. Call to Order – Mayor Schneider called the Special Council Meeting to order at 8:00 A.M.
2. Bills for Approval – MOTION 04S2-01-12 WAS MADE BY JOHN MOENGEN AND SECONDED BY RUSTY TAUBERT TO APPROVE THE BILLS FOR PAYMENT AS SUBMITTED IN THE AMOUNT OF \$17,577.02. MOTION CARRIED WITH ALL AYES.
3. A memo dated April 17, 2012 from the Personnel Committee regarding a recommendation to approve hiring for the Internet Help Desk position was included in the packet for Council review. MOTION 04S2-02-12 WAS MADE BY DEAN SWANSON AND SECONDED BY JOHN MOENGEN TO OFFER THE POSITION OF INTERNET HELP DESK TO MELISSA LARSON STARTING AT STEP 1 OF PAY GRADE III OF THE IBEW UNION CONTRACT, BENEFITS AS STATED IN THE UNION CONTRACT AND A STARTING DATE OF MAY 7, 2012. MOTION CARRIED WITH ALL AYES.
4. A memo dated April 17, 2012 from the Personnel Committee regarding a recommendation to approve advertising for the vacant Planner-Zoning Coordinator Position and updates to the job description were included in the packet for Council review. Mayor Schneider noted that he has attended most of the Planning and Zoning Commission meetings since he has been in office and has been working with Alden Hardwick, Tom Swenson and Ken Anderson on the Planning and Zoning Major Areas of Focus for the past six months. Mayor Schneider estimated that each of them has probably spent 80 hours on this project and the purpose was to identify what Planning and Zoning does, what is their contribution or impact on the City, and what do people think. This information was presented to the Planning and Zoning Commission and then to the staff for review and feedback. It has taken a long time but Mayor Schneider noted he has learned a lot. Mayor Schneider also noted that he is impressed by the many things Planning and Zoning does and feels the department is vital to the community. Alden Hardwick discussed with the Council what impact this will have on the City's growth and if Crosslake will build upon what is needed for future growth. Having worked on this project with the staff Mr. Hardwick noted he would like to review it with the Council in more detail to get the Council's

perspective on it. Mr. Hardwick noted that Crosslake has had great success over the past ten to fifteen years and believes there are many reasons to keep three people in the department. Mayor Schneider said he has been impressed with how the Planning and Zoning Commission has worked with the community. Ken Anderson stated that Crosslake both deserves and expects decent services from the City and considering the size of the city with 41 lakes over a 37 square-mile area it's very difficult to simply maintain the workload with only two staff members. Crosslake also had more permit activity than Brainerd and Baxter combined in 2011. Councilmember Moengen noted that everything that is done in the city should be measurable in some way. Councilmember Swanson noted some of the permits have been lower the past few years but others have remained at the same level. Councilmember Swanson also noted that Planning and Zoning is more of a service department than a revenue generating department.

Mayor Schneider noted the Council will resume this discussion after consideration of the Whitefish Area Lions flea market application.

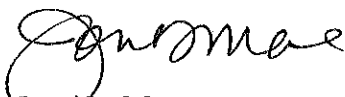
5. Cora Mitchell of the Whitefish Area Lions Club provided an update to the Council on the flea market application. Ms. Mitchell noted she met with the Mayor and city staff on April 12<sup>th</sup> and based on that discussion the Lions would be agreeable to hold the flea market one Saturday per month from June – September and would make sure the flea market doesn't conflict with any other local event in town. There would be no street parking available in front of the old Catholic Church and there will be separate designated parking sites for the vendors and customers. City Administrator Swenson noted the Lions will have to talk to the County about blocking the parking as the City does not have jurisdiction over the County Road. Councilmember Roe asked if the Lions would consider relocating to a different site and Ms. Mitchell replied that for the first year they would like to be on the main road to have the greatest visibility and that if it was successful they would relocate next year. Mayor Schneider noted that the city really won't know the impact of this event until someone tries it. The Council held a discussion related to traffic and parking issues and past flea markets that have been held in the city. Chief Hartman noted the old Catholic Church site is a good location for the flea market but a bad location in terms of public safety. His recommendation is to not allow it at that location. Ms. Mitchell also wanted the Council to know that the flea market will not have any retailers aside from any Crosslake businesses who want to sell some of their items at the flea market. Following discussion, MOTION 04S2-03-12 WAS MADE BY DARRELL SCHNEIDER AND SECONDED BY JOHN MOENGEN TO APPROVE A GROUP TRANSIENT MERCHANT PERMIT FOR THE WHITEFISH AREA LIONS CLUB TO HOLD A FLEA MARKET ON ONE SATURDAY PER MONTH FROM JUNE – SEPTEMBER NOT TO CONFLICT WITH OTHER EVENTS, PROVIDE ON-SITE PARKING WITH NO STREET PARKING, TOILETS PROVIDED AND THEN REMOVED AFTER EACH EVENT, DESIGNATE AT LEAST TWO PEOPLE TO OVERSEE PARKING AND KEEP THE EVENT WELL-MANAGED. MOTION CARRIED 4:1 WITH COUNCILMEMBER SWANSON OPPOSED. Mayor Schneider also noted that he would like to meet with the Lions after their June flea market to review and determine if any changes need to be made.

The Council continued their discussion on the vacant Planner-Zoning Coordinator position including how the department could implement a process for increasing the number of inspections which would then hopefully cut down on the number of permit violations the department has seen over the past few years. Mr. Anderson noted that the Planner-Zoning Coordinator job description already includes doing inspection work but that perhaps within the department a more thorough inspection process can be developed. Councilmember Moengen questioned City staff regarding getting more information from the County in terms of providing more County services. Mr. Anderson replied that his understanding was that the Council was going to wait until the recodification was completed before making a decision to go forward with any more discussions with the County. Councilmember Swanson stated the Council is discussing a lot of things and needs to move forward with the recommendation before them. MOTION 04S2-04-12 WAS MADE BY DEAN SWANSON AND SECONDED BY RUSTY TAUBERT TO APPROVE ADVERTISING FOR THE VACANT PLANNER-ZONING COORDINATOR POSITION AND APPROVE THE UPDATES TO THE JOB DESCRIPTION AS PRESENTED. MOTION FAILED 2:3 WITH DARRELL SCHNEIDER, JOHN MOENGEN AND STEVE ROE VOTING NAY.

Mayor Schneider noted that the Special meeting will need to be adjourned as a meeting is scheduled with the County to begin at 10:00 A.M. Since the public was not able to comment at this meeting the Council will continue this discussion at a later date and the public will be able to comment at that time.

There being no further business, MOTION 04S2-05-12 WAS MADE BY DEAN SWANSON AND SECONDED BY RUSTY TAUBERT TO ADJOURN THIS SPECIAL COUNCIL MEETING AT 9:55 A.M. MOTION CARRIED WITH ALL AYES.

Respectfully submitted by,



Jennifer Max  
Clerk/Treasurer

Deputy Clerk/Minutes/4-20-12 Special.doc

**BILLS FOR APPROVAL**  
**April 20, 2012**

<b>VENDORS</b>	<b>DEPT</b>	<b>AMOUNT</b>
Ace Hardware, photo battery	Police	11.75
Ace Hardware, plug, elbows	PW	10.75
Ace Hardware, wrench, safety valve	PW	24.32
AW Research, water test	Sewer	113.40
AW Research, water test	Sewer	131.40
Crow Wing County Attorney, january fines	Gov't	478.85
Crow Wing Power, electric service	ALL	6,369.21
Diamond Industrial Equipment, motor	PW	5,338.41
Fastenal, gloves	PW	68.89
Fire Instruction & Rescue, firefighter 1 training	Fire	1,720.00
Guardian Pest Solutions, pest control	ALL	82.94
Hawkins, chemicals	Sewer	653.56
Honey Wagon, pump tank	PW	170.00
Jefferson Fire & Safety, gloves	Fire	460.75
League of MN Cities Insurance, volunteer insurance	Gov't	202.00
Marco, staples	P&Z/Admin	113.85
Metro Fire, face pieces	Fire	1,149.08
Northwood Turf and Power, oil	PW	47.96
Reed's Market, coffee	Gov't	71.92
Symbol Arts, badge	Police	85.00
The Office Shop, flipchart, markers	Gov't	62.61
The Office Shop, licenses, paper	P&Z/Admin	26.77
The Office Shop, tape, clips, box cutter, post its	P&Z/Admin	41.80
The Office Shop, hanging folders	P&Z/Admin	40.39
Triangle Oil, hydraulic fluid	PW	64.10
Whitefish Auto, oil change	Police	37.31
<b>TOTAL</b>		<b>17,577.02</b>