

COUNCIL PROCEEDINGS
CITY OF CROSSLAKE MINNESOTA
SPECIAL COUNCIL SESSION
NOVEMBER 30, 1993
10:00 A.M.

The Council for the City of Crosslake met in the Council Chambers of City Hall on Tuesday, November 30, 1993. The following Councilmembers were present: Mayor Kurt Anderson, Dean Swanson and Jack Webster. Charles Miller arrived at 10:10 a.m. and Lyle Arends was absent. Also present was Don Engen, Tom Towne, Helen Fraser and most City employees.

Mayor Anderson called this meeting to order at 10:05 a.m.

Mayor Anderson read an article that had been published in the newspaper in April stating what the Telephone Commission wanted and what the City Council wanted as far as a general manager or city administrator was concerned. Mayor Anderson stated that the job description written by Don Engen is basically what the Council was striving for. Mayor Anderson said that he would also like to make some more changes in Ordinance No. 15.

Mayor Anderson stated that the past Telephone Company General Manager reprimanded an employee about 3 years ago no one on the Council was aware of the reprimand until the Plant Manager position was filled several months later. Mayor Anderson said that he concurs with the reprimand and the filling of the Plant Manager's position but no one employee should have the authority to reprimand without any member of the Council knowing the situation.

Mr. Swanson stated that he felt the job description written by Mr. Engen was a good one. Mr. Swanson stated that the qualifications should be listed in one paragraph and not separately under General Manager and City Administrator.

Also discussed was the chain of command. Mayor Anderson said he felt that the best way would be for the Manager to make suggestions to the Commission on utility company issues for their consideration before the final suggestions come to the Council. Mr. Swanson stated that he would like to see this worded in the job description.

Mr. Swanson stated that he would also like to have the job descriptions combined. Mr. Engen said that he feels in 4 or 5 years additional personnel will be needed and maybe the descriptions could be split at that time.

Discussion ensued regarding changing the title to include City Administrator along with Telephone and Cable Company Manager.

Mr. Engen said that he would have no problem with that.

Salary range was discussed briefly. Mayor Anderson said he would like to hire Sherrie Le from the League of Minnesota Cities to help narrow the applicants down to a chosen few to be interviewed by the City Council or a Committee appointed by the Council.

MOTION NO. 1153-01-93 WAS MADE BY D. SWANSON AND SECONDED BY C. MILLER TO GO WITH THE JOB DESCRIPTION AS WRITTEN BY DON ENGEN BUT WITH THE CHANGES THAT WOULD INCORPORATE IT INTO ONE JOB DESCRIPTION. Mr. Webster stated that the American Disabilities Act requirements should be included and the Council concurred. MOTION PASSED UNANIMOUSLY.

MOTION NO. 1153-02-93 WAS MADE BY J. WEBSTER AND SECONDED BY C. MILLER TO SET UP A COMMITTEE CONSISTING OF D. SWANSON, TOM TOWNE AND DON ENGEN TO DRAFT THE FINAL VERSION OF THE JOB DESCRIPTION. MOTION PASSED UNANIMOUSLY.

Mayor Anderson stated that the League sent up an employment application that would work much better for the City. MOTION NO. 1153-03-93 WAS MADE BY D. SWANSON AND SECONDED BY J. WEBSTER TO USE THE APPLICATION RECEIVED FROM THE LEAGUE AS THE OFFICIAL APPLICATION FOR THE CITY. Mr. Webster stated that he would like the following changes in the application: (1) it should state to type or fill the entire application out in black ink; (2) a line should be entered for the telephone number for the previous employers on page 2; (3) a line to circle for advanced education completed; (4) vocation added by Major or subjects; and (5) a paragraph added certifying that the job description has been read and understood. Marty Heino stated that REA form should also be included with the application. MOTION NO. 1153-04-93 WAS MADE BY J. WEBSTER AND SECONDED BY D. SWANSON TO INCLUDE THE RECOMMENDATIONS MADE AS WELL AS THE REA FORM OR OTHER TELEPHONE FORMS NEEDED WITH THE JOB APPLICATION. MOTION PASSED UNANIMOUSLY. MOTION NO 1153-03-93 ALSO PASSED UNANIMOUSLY.

Mayor Anderson requested that the Committee have the Manager/Administrator job description done for the December Council meeting.

Employees job descriptions were discussed briefly. It was the consensus of the employees present that they would like to use the more complete job descriptions. A brief intermission was taken to make copies for those who did not bring those copies with them.

MOTION NO. 1153-05-93 WAS MADE BY C. MILLER AND SECONDED BY J. WEBSTER TO GIVE FINAL APPROVAL FOR THE EMERGENCY CENTER PLANS WITH BIDS TO BE OPENED ON DECEMBER 22, 1993. Mr. Swanson requested information on how local contractors could get on the bidders list and was informed that the Contractors should contact Bonestroo, Anderlik and Rosene and request that their

name be put on the list. Mr. Webster stated that he would like to have the City be the general contractor but the idea was not receptive to Mayor Anderson and Mr. Miller. MOTION PASSED UNANIMOUSLY.

Zoning Administrator Teri Hastings was asked if she had any revisions or additions she would like to make to her job description. She stated that she would like to have the title changed from Planner to Planning and Zoning Administrator. Discussion ensued regarding changing some of the educational requirements for experience. MOTION NO. 11S3-06-93 WAS MADE BY C. MILLER AND SECONDED BY D. SWANSON TO APPROVE THE JOB DESCRIPTION FOR THE ZONING ADMINISTRATOR WITH THE CHANGE IN TITLE FROM PLANNER TO ADMINISTRATOR AND TO ADD THE ADA REQUIREMENTS FORM. MOTION PASSED UNANIMOUSLY.

Technician I job description for Timothy McFeters was discussed briefly. Tim had no major changes he wanted to make. MOTION NO. 11S3-07-93 WAS MADE BY D. SWANSON AND SECONDED BY J. WEBSTER TO APPROVE THE TECHNICIAN I JOB DESCRIPTION AS NOTED PLUS ADD THE ADA REQUIREMENTS FORM. MOTION PASSED UNANIMOUSLY.

Technician II job description for Michael Teems was discussed. MOTION NO. 11S3-08-93 WAS MADE BY C. MILLER AND SECONDED BY D. SWANSON TO APPROVE THE TECHNICAL II JOB DESCRIPTION AS NOTED PLUS ADD THE ADA REQUIREMENTS FORM. MOTION PASSED UNANIMOUSLY.

Parttime grader operator was discussed. MOTION NO. 11S3-09-93 WAS MADE BY D. SWANSON AND SECONDED BY C. MILLER TO DRAFT A JOB DESCRIPTION FOR PARTTIME TECHNICIAN II BY USING THE REGULAR TECHNICIAN II DESCRIPTION AND ADD THE ADA REQUIREMENTS FORM. MOTION PASSED UNANIMOUSLY.

MOTION NO. 11S3-10-93 WAS MADE BY C. MILLER AND SECONDED BY D. SWANSON TO APPROVE THE JOB DESCRIPTION FOR PUBLIC WORK FOREMAN WITH CHANGES AS IN OTHER JOB DESCRIPTIONS AND SUBJECT TO ANY CHANGES THAT THE FOREMAN AND THE COUNCIL AGREE UPON AND ADD THE ADA REQUIREMENTS FORM. MOTION PASSED UNANIMOUSLY.

MOTION NO. 11S3-11-93 WAS MADE BY J. WEBSTER AND SECONDED BY D. SWANSON TO APPROVE THE POLICE DEPARTMENT JOB DESCRIPTIONS WITH MINOR CHANGES AND ADD THE ADA REQUIREMENTS FORM. MOTION PASSED UNANIMOUSLY.

MOTION NO. 11S3-12-93 WAS MADE BY C. MILLER AND SECONDED BY D. SWANSON TO APPROVE THE CLERICAL RECEPTIONIST JOB DESCRIPTION WITH MINOR CHANGES AND ADD THE ADA REQUIREMENTS FORM. MOTION PASSED UNANIMOUSLY.

Clerk Buchite indicated she should have something about the keeper of the Cemetery records in her positions description MOTION NO 11S3-13-93 WAS MADE BY C. MILLER AND SECONDED BY D. SWANSON TO ACCEPT THE CLERK TREASURER'S JOB DESCRIPTION WITH MINOR CHANGES AND ADD THE ADA REQUIREMENTS. MOTION PASSED

UNANIMOUSLY.

Dean discussed briefly with the Council, the Lakes Area Sports Boosters saying that they will probably incorporate, get insurance and make application for tax numbers. Attorney James Gammello and Mick Justin will put together a non profit status.

Mr. Swanson noted that the Boosters have hired a person for 500 hours a year and the City may also be able to hire her for 500 hours. Mr. Miller stated that he was uncomfortable with a situation like that. Mr. Swanson stated that this person will schedule the baseball games. Mr. Swanson stated that he would like to have the City hire a custodian for the Community Center and possibly for all City buildings. Mr. Miller stated that he would like to have the Council sit down and figure out how many hours the center will be open. Mayor Anderson said he would like to see about hiring a custodian within the next two months. The discussion continued as to whether a custodian should be hired for all buildings or only the center.

MOTION NO. 1153-14-93 WAS MADE BY D. SWANSON AND SECONDED BY C. MILLER TO CLOSE THE COMMUNITY CENTER ON SUNDAYS AND HOLIDAYS UNLESS RESERVED BY SOME ORGANIZATION. MOTION PASSED UNANIMOUSLY.

MOTION NO. 1153-15-93 WAS MADE BY C. MILLER AND SECONDED BY D. SWANSON TO PLACE AN AD IN THE PAPER FOR A CUSTODIAN. MOTION PASSED UNANIMOUSLY.

Discussion ensued regarding the rental of the hall for weddings and anniversaries. The City Clerk will check out the possibility of dram insurance at the Center. Mr. Swanson will explore the possibility of storage space.

AT 12:20 P.M. MOTION NO. 1153-16-93 WAS MADE BY J. WEBSTER AND SECONDED BY C. MILLER TO CONTINUE THIS MEETING UNILL 2:00 P.M. AT WHICH TIME THE BIDS WILL BE OPENED FOR THE FOOTINGS FOR THE EMERGENCY CENTER. MOTION PASSED UNANIMOUSLY.

Mayor Anderson reconvened this continued meeting at 2:00 p.m. stating that 3 bids had been received for the footings and would be opened at this time. The following Councilmembers were present: Mayor Kurt Anderson, Charles Miller, Dean Swanson and John Webster. Also present was James Maland from Bonestroo, Anderlik, Rosene and Associates and City Clerk/Treasurer Arlene Buchite.

The first bid was from Rice Lake Contracting for \$88,800 and did include the 5 percent bid bond. The second bid was from Hammerlund Construction, Inc. from Grand Rapids for \$54,490 and did include a 5 percent bid bond. The third bid was from Hi-Tech Construction from Brainerd for \$56,980 and also included the 5 percent bid bond. Mayor Anderson stated that the bids were higher than anticipated because of the time of year it is.

Mr. Maland said he was not familiar with Hammerlund Construction but it appears that they have met all requirements. MOTION NO. 1153-17-93 WAS MADE BY C. MILLER AND SECONDED BY D. SWANSON TO ACCEPT THE LOW BID FROM HAMMERLUND CONSTRUCTION, INC. FOR \$54,490. MOTION PASSED UNANIMOUSLY.

Discussion ensued regarding the responsibilities of the Engineer, Contractor and City. Mr. Maland assured the Council that enough testing will be done to assure that materials and workmanship are up to standards on all phases of the building. Mr. Maland stated that public building specifications are much higher than residential.

MOTION NO. 1153-18-93 WAS MADE BY D. SWANSON AND SECONDED BY C. MILLER TO ADJOURN THIS SPECIAL COUNCIL SESSION AT 2:45 P.M. MOTION PASSED UNANIMOUSLY.

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

Arlene A Buchite