

SPECIAL COUNCIL MEETING
CITY OF CROSSLAKE
WEDNESDAY, JANUARY 19, 2022
10:00 A.M. – CITY HALL

The Crosslake City Council held a Special Meeting on Wednesday, January 19, 2022. The following Council Members were present: Mayor Dave Nevin, Aaron Herzog, Marcia Seibert-Volz and John Andrews. Dave Schrupp attended via Zoom because he was in Florida. Also present were City Administrator Mike Lyonais, City Clerk Char Nelson, Police Chief Erik Lee, Public Works Director Ted Strand and Park Director TJ Graumann. Echo Publishing reporter Nancy Vogt attended via Zoom. There were ten people in the audience and on Zoom.

1. Dave Nevin called the meeting to order at 10:00 A.M.
2. Mr. Nevin stated that the Council interviewed two applicants for the Zoning Administrator position and had asked the City Administrator to check their references. Mike Lyonais reported that he contacted references and all were positive. Marcia Seibert-Volz asked what was discussed in the conversation with the references. Mr. Lyonais replied that references are very limited as to what they can and cannot say, but that he found no issues when speaking to them. Mr. Lyonais stated that both applicants were qualified for the position; the only difference is that one is internal, the other is external.

Marcia Seibert-Volz stated that one applicant has twice the experience as the other. Dave Nevin stated that the City needs two employees in Planning and Zoning and questioned why the Council would move the internal candidate into this role and then have to advertise and hire to fill the other position.

John Andrews stated that he is in favoring of hiring from within when possible because it helps with employee morale.

Dave Schrupp stated that the external candidate mentioned that he prefers being outside rather than behind a desk and hopes he understands that office work is part of the position. Mike Lyonais stated that 80% of the work is inside the office. Mr. Schrupp stated that neither candidate has management experience and that he is inclined to promote from within. Mr. Schrupp stated that he would not want to lose the current employee.

Dave Nevin asked why the current employee would want to leave if she didn't get the job. Dave Schrupp replied that it could be disappointing. Dave Nevin stated that the two seem to compliment each other with their different strengths.

Aaron Herzog stated that the internal candidate is an asset to the City but the external candidate has an educational background related to the job.

Marcia Seibert-Volz stated that both interviewed well but that she would go with the external candidate because he has more experience, education, and a septic license. Ms. Seibert-Volz stated that he should serve six months of probation.

DAVE NEVIN MADE A MOTION TO HIRE BOTH APPLICANTS. Motion died for lack of a second. Dave Schrupp stated that one of the applicants is already employed by the City and suggested that if the Council promotes her, the external candidate could be hired to fill her position.

MOTION 01SP4-01-22 WAS MADE BY JOHN ANDREWS AND SECONDED BY MARCIA SEIBERT-VOLZ TO HIRE PETER GANSEN AS ZONING ADMINISTRATOR. ROLL CALL VOTE WAS TAKEN AND MOTION CARRIED 4-1 WITH HERZOG OPPOSED.

Dave Nevin suggested that the Council discuss ways to keep current employee. Marcia Seibert-Volz stated that the Council would deal with that if it happens. Mike Lyonais stated that the Council set a salary range of \$64,000 to \$84,000 for this position and suggested that the starting salary be set at \$70,000 along with 5 days sick pay and 12 days of vacation. MOTION 01SP4-02-22 WAS MADE BY JOHN ANDREWS AND SECONDED BY MARCIA SEIBERT-VOLZ TO ACCEPT THE RECOMMENDED SALARY AND BENEFITS PRESENTED BY THE CITY ADMINISTRATOR. Marcia Seibert-Volz stated that the benefits cannot be used until after probation period. John Andrews stated only if it was required by a contract, otherwise he would be in favor of allowing the leave to be used at any time. ROLL CALL VOTE WAS TAKEN AND MOTION CARRIED WITH ALL AYES.

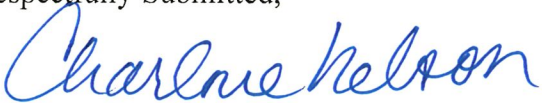
3. Dave Nevin stated that at the regular meeting he made a motion to change banks and now thinks the City should get bids from all the banks. John Andrews stated that it is a lot of work to change banks and that Frandsen is only charging the City pass through costs. Dave Schrupp asked if staff has any complaints about the current bank. There were none. Marcia Seibert-Volz stated that she has no problem with Frandsen Bank but thinks all the banks should be given an opportunity to have the City's business. Aaron Herzog asked that the Mayor consider putting such items on the agenda for discussion before surprising the Council with a motion. MOTION 01SP4-03-22 WAS MADE BY MARCIA SEIBERT-VOLZ AND SECONDED BY DAVE NEVIN TO DIRECT THE CITY CLERK TO CALL EACH BANK IN CROSSLAKE AND ASK IF THEY HAVE ANY INTEREST IN WORKING WITH THE CITY. ROLL CALL VOTE WAS TAKEN AND MOTION CARRIED WITH ALL AYES.
4. Dave Nevin stated that at the last meeting he suggested that Public Works employees keep a log of their daily tasks like TJ does at the Park. Ted Strand replied that his employees are now keeping track of how often they clear the trails. A discussion ensued regarding which trails should be tracked, what other types of duties should be tracked, and whether these will be tracked on a spreadsheet or in payroll. Marcia Seibert-Volz stated that tracking in a spreadsheet and in payroll should go hand in hand and suggested the Council reallocate funds for trail maintenance. Dave Schrupp suggested that staff track each job through payroll but not change the budget until they know how much will be spent in each category.

Dave Nevin asked how much time is spent at the sewer plant. Marcia Seibert-Volz replied that Ted Strand's entire salary is coded to sewer. Mike Lyonais stated that prior staff determined that to be an accurate way to break out wages without tracking duties on a daily basis. Mr.

Lyonais suggested leaving the budget as is for now and making a change later if necessary. MOTION 01SP4-04-22 WAS MADE BY DAVE NEVIN AND SECONDED BY DAVE SCHRUPP TO DIRECT STAFF IN PUBLIC WORKS AND PARK AND RECREATION TO TRACK THEIR DAILY DUTIES. Dave Nevin suggested that staff bring the log to the next meeting. ROLL CALL VOTE WAS TAKEN AND MOTION CARRIED WITH ALL AYES.

5. MOTION 01SP4-05-22 WAS MADE BY JOHN ANDREWS AND SECONDED BY AARON HERZOG TO ADJOURN THE MEETING AT 10:50 A.M. ROLL CALL VOTE WAS TAKEN AND MOTION CARRIED WITH ALL AYES.

Respectfully Submitted,



Charlene Nelson
City Clerk