

SPECIAL COUNCIL MEETING
CITY OF CROSSLAKE
WEDNESDAY, JULY 23, 2025
8:30 A.M. – CITY HALL

The Council for the City of Crosslake held a Special Session on Wednesday, July 23, 2025. The following Council Members were present: Mayor Jackson Purfeerst, Sandy Farder, Robin Sylvester, Jayme Knapp, and Bob Heales. Also present were City Administrator Lori Conway, Park Director TJ Graumann, Public Works Director Pat Wehner, Fire Chief Chip Lohmiller, Police Chief Jake Maier, Deputy Clerk/Treasurer Sharyl Murphy, and City Clerk Char Nelson. There were two audience members.

A. CALL TO ORDER - Mayor Purfeerst called the meeting to order at 8:31 A.M. MOTION 07SP1-01-25 WAS MADE BY JACKSON PURFEERST AND SECONDED BY SANDY FARDER TO MOVE SECTION "C" OF THE AGENDA BEFORE SECTION "B". MOTION CARRIED WITH ALL AYES.

B. MAYOR AND COUNCIL

1. MOTION 07SP1-02-25 WAS MADE BY BOB HEALES AND SECONDED BY ROBIN SYLVESTER TO APPROVE LG220 APPLICATION FOR EXEMPT PERMIT FROM NORTHERN LAKES RED LINE CLUB (GIRLS HOCKEY) TO CONDUCT RAFFLE. MOTION CARRIED WITH ALL AYES.

2. Jackson Purfeerst reported that Planner-Zoning Coordinator Cheryl Stuckmayer requested compensation for additional workload due to absence of Zoning Director, training of new staff and to coordinating workflow with Chris Pence. The Personnel Committee made a unanimous recommendation that the Council approve MOU with Ms. Stuckmayer for increase of \$4 per hour and added guidelines of expected duties: training, answering emails and communicating with Chris Pence, and conducting site visits.

Robin Sylvester asked if the expected duties were in Ms. Stuckmayer's job description. Jackson Purfeerst stated that they are and that he was told she is choosing to not perform some duties. Sandy Farder stated that the workload is greater for one person and that is why they offered \$4 more per hour, even though the duties are in her job description. Robin Sylvester stated that she would like clarification and asked if training was in her job description. Lori Conway replied that it was not. Robin Sylvester asked if answering emails was in her job description. Lori Conway replied that it was. Robin Sylvester asked if site visits were in both Cheryl's and the director's job descriptions. Lori Conway replied that they were. Jame Knapp asked for her current wage. Lori Conway replied \$35.47 per hour. MOTION 07SP1-03-25 WAS MADE BY ROBIN SYLVESTER AND SECONDED BY SANDY FARDER TO APPROVE THE INCREASE OF \$4 PER HOUR, UP TO SIX MONTHS, WITH THE UNDERSTANDING, THAT THIS IS NOT FOR DUTIES CURRENTLY IN HER JOB DESCRIPTION, BUT RATHER FOR ADDITIONAL DUTIES TO FILL THE GAP UNTIL WE HIRE A DIRECTOR. MOTION CARRIED WITH ALL

AYES.

C. CITY ADMINISTRATOR

1. Lori Conway reported that the Police Administrative Assistant job description was updated to include the duties that are actually being performed. MOTION 07SP1-04-25 WAS MADE BY ROBIN SYLVESTER AND SECONDED BY SANDY FARDER TO APPROVE THE REVISED POLICE ADMINISTRATIVE ASSISTANT JOB DESCRIPTION TO INCLUDE: DETERMINES NATIONAL INCIDENT-BASED REPORTING SYSTEM (NIBRS) CODE FOR NATIONAL CRIME REPORTING AS REQUIRED BY THE FBI, ASSISTANT EVIDENCE ROOM TECHNICIAN, AND DUTIES ASSOCIATED WITH SHORT TERM RENTAL LICENSING. MOTION CARRIED WITH ALL AYES.
2. Lori Conway reported that she spoke with Aby Garbalagtys over the phone regarding the Zoning Director position and the Personnel Committee conducted a Zoom meeting with her. The Personnel Committee asked if she would be interested in applying for the Planner-Zoning Coordinator position and interviewing with the full council, and she was open to that idea. Lori Conway introduced Aby Garbalagtys and noted that she drove 7 hours to get here.
3. The Council interviewed Ms. Garbalagtys for approximately 30 minutes. When asked when she could start if hired, she stated that because she would have to find housing, September 1 would be a good date.
4. The Council felt that the interview went well, but that there was no rush to hire. Lori Conway reported that another application was received and the Council should consider interviewing this person as well. The Council scheduled a special meeting on Wednesday, August 6 to interview applicant for Planner-Zoning Coordinator position.

D. CITYADMINISTRATOR - BUDGET

1. City Administrator Lori Conway reviewed the preliminary 2026 Expenditure Budget, starting with capital expenses. Administration and Planning & Zoning are expected to have capital expenses related to computer purchases, replacement of server in city hall, and cybersecurity in 2026. Chip Lohmiller asked that cybersecurity be added to the fire department budget because he has no security at the firehall. Before his departure, Paul Satterlund had requested the purchase of permitting software. The Council agreed to add \$5,000 to the 2026 Budget for the software and to reduce the Planning & Zoning budget by \$2,500 for computers.

The Council was in favor of budgeting \$30,000 for each city building (firehall, city hall, community center) for ongoing maintenance, repairs and updates. Jake Maier stated that the walls in City Hall should be insulated because noise can be heard from one room to the next.

Jake Maier reported that he plans to purchase a license plate reader with the \$5,000 donation he received this year and that he added \$3,500 to the budget for annual subscription cost.

Chip Lohmiller reported that the Crosslake Fire Department carries the same amount of water to fires today as they did in 1997. The town has grown and the buildings are bigger so Chip would like to add a tender to the fleet. The chassis could be paid for in 2025 with current available cash and the truck would be paid for when delivered in 2026 or 2027. MOTION 07SP1-05-25 WAS MADE BY BOB HEALES AND SECONDED BY ROBIN SYLVESTER TO APPROVE THE PURCHASE OF CHASSIS IN THE AMOUNT OF \$175,000. After some discussion, the Council decided that they should approve the purchase of the entire truck. MOTION FAILED 2-3 WITH SYLVESTER, KNAPP AND PURFEERST OPPOSED.

MOTION 07SP1-06-25 WAS MADE BY ROBIN SYLVESTER AND SECONDED BY BOB HEALES TO APPROVE THE PURCHASE OF FIRE TENDER IN THE AMOUNT OF \$530,00, WITH CHASSIS BEING PAID FOR IN 2025 IN THE AMOUNT OF \$175,000 AND THE REMAINDER UPON DELIVERY AND TO AMEND THE 2025 BUDGET TO REFLECT THE PURCHASE OF THE CHASSIS. MOTION CARRIED WITH ALL AYES.

Chief Lohmiller stated that the other items in his capital budget are routine items.

Other than road projects and road maintenance, the Public Works Department included the purchase of a brine tank, new trailer, and cameras at the cemetery in their capital budget for 2026.

The 2026 Park capital budget includes expansion of the irrigation system, security cameras, and parking lot lights. TJ Graumann asked if he could use the \$30,000 earmarked for maintenance of the buildings to hire an inspector to examine the community center for any issues since the building is almost 30 years old. The Council discussed the cost of the proposed cold storage building at the park and suggested that a place holder cost of \$70,000 be put in the budget.

The sewer plant is going to need a new filter system and Pat Wehner should have the cost for that at the next budget meeting. Robin Sylvester reported that a resident complained of an odor coming from the river over the busy 4th of July holiday. Pat Wehner stated that the smell was not from the sewer plant nor the water that flows from the plant.

Lori Conway reviewed the general expenditures. Jackson Purfeerst stated that he is in favor of hiring an additional employee in Public Works in 2026 since the workload keeps increasing. MOTION 07SP1-07-25 WAS MADE BY ROBIN SYLVESTER AND SECONDED BY JACKSON PURFEERST TO FILL THE CURRENT HEAVY EQUIPMENT / SEWER OPERATOR VACANCY BY SEPTEMBER. MOTION CARRIED WITH ALL AYES.

Pat Wehner suggested budgeting for an additional employee for the second half of 2026 to see if the position needs to be filled, once the department is fully staffed again. The Council agreed.

The Council agreed to increase part-time wages at the park to \$16 per hour in 2026 and to increase payment to Donna Keiffer to \$31 per Silver Sneakers class. MOTION 07SP1-08-25 WAS MADE BY ROBIN SYLVESTER AND SECONDED BY SANDY FARDER

TO REVISE THE EMPLOYEE HANDBOOK TO STATE THAT EMPLOYEES THAT ARE LESS THAN FULLTIME ARE ELIGIBLE TO RECEIVE H.S.A. BENEFITS, AT THE PERCENTAGE OF HOURS WORKED, IF THEY PARTICIPATE IN THE CITY'S HEALTH CARE PLAN. MOTION CARRIED WITH ALL AYES.

Jackson Purfeerst asked if any of the outstanding bonds have interest rates over 5%. Lori Conway stated that she would look into that and report back to the Council. Mr. Purfeerst asked that the Council add a discussion regarding debt to the special meeting scheduled for August 6, after the interview. The Council agreed.

Rather than bonding for the 2025 Road Improvements, Lori Conway suggested that the Council pay cash. The Council agreed to discuss the EDA and Sewer budgets at the next meeting. The Council scheduled the next two budget meetings for August 20, 2025 at 2:30 P.M. and September 10, 2025 at 9:30 A.M.

E. ADJOURN - MOTION 07SP1-09-25 WAS MADE BY SANDY FARDER AND SECONDED BY ROBIN SYLVESTER TO ADJOURN THE MEETING AT 11:42 A.M. MOTION CARRIED WITH ALL AYES.

Respectfully Submitted,



Charlene Nelson
City Clerk