

SPECIAL COUNCIL MEETING
CITY OF CROSSLAKE
FRIDAY, APRIL 1, 2022
10:00 A.M. – CITY HALL

1. Call to Order
2. Approve Resolution No. 22-12 Off-Site Charitable Gambling by NLYHA at Whitefish Lodge and Suites (Motion)
3. Review Public Works Director Job Description (Motion)
4. Review Training & Experience Rating Form for Public Works Director Position (Motion)
5. Establish Salary Range for Public Works Director position (Motion)
6. Approve Publication of Employment Ad (Motion)
7. Adjourn

RESOLUTION NO. 22-12
CITY OF CROSSLAKE
COUNTY OF CROW WING
STATE OF MINNESOTA

RESOLUTION APPROVING OFF-SITE CHARITABLE GAMBLING
BY THE
NORTHERN LAKES YOUTH HOCKEY ASSOCIATION
AT
WHITEFISH LODGE AND SUITES

On April 1, 2022, the Crosslake City Council approved the Northern Lakes Youth Hockey Association request to conduct off-site charitable gambling at Whitefish Lodge and Suites on **April 2, 2022**.

The Northern Lakes Youth Hockey Association operates under License Number 02055.

Adopted by the Council this 1st day of April, 2022.

Dave Nevin
Mayor

Charlene Nelson
City Clerk

LG230 Application to Conduct Off-Site Gambling**No Fee****ORGANIZATION INFORMATION**Organization Name: Northern Lakes Youth Hockey Assc. Inc. License Number: 02055Address: Po Box 31 City: Crosslake, MN Zip: 56442Chief Executive Officer (CEO) Name: Marissa Raushel Daytime Phone: 218-839-0894Gambling Manager Name: John Engstrom Daytime Phone: 218-820-4636**GAMBLING ACTIVITY**

Twelve off-site events are allowed each calendar year not to exceed a total of 36 days.

From 4 / 2 / 22 to 4 / 2 / 22

Check the type of games that will be conducted:

☐

Raffle

☐

Pull-Tabs

☒

Bingo

☐

Tipboards

☐

Paddlewheel

GAMBLING PREMISESName of location where gambling activity will be conducted: Whitefish Lodge Suites

Street address and

City (or township): 14150 Swann Drive Zip: 56442 County: Crow Wing

- Do not use a post office box.
- If no street address, write in road designations (example: 3 miles east of Hwy. 63 on County Road 42).

Does your organization own the gambling premises?

☐**Yes** If yes, a lease is not required.☒**No** If no, the lease agreement below must be completed, and signed by the lessor.**LEASE AGREEMENT FOR OFF-SITE ACTIVITY (a lease agreement is not required for raffles)**Rent to be paid for the leased area: \$0 (if none, write "0")

All obligations and agreements between the organization and the lessor are listed below or attached.

- Any attachments must be dated and signed by both the lessor and lessee.
- This lease and any attachments is the total and only agreement between the lessor and the organization conducting lawful gambling activities.
- Other terms, if any:

Lessor's Signature: _____ Date: _____

Print Lessor's Name: _____

CONTINUE TO PAGE 2

Acknowledgment by Local Unit of Government: Approval by Resolution

CITY APPROVAL for a gambling premises located within city limits	COUNTY APPROVAL for a gambling premises located in a township
City Name: <u>Crosslake</u>	County Name: _____
Date Approved by City Council: _____	Date Approved by County Board: _____
Resolution Number: _____ (If none, attach meeting minutes.)	Resolution Number: _____ (If none, attach meeting minutes.)
Signature of City Personnel: _____	Signature of County Personnel: _____
Title: _____ Date Signed: _____	Title: _____ Date Signed: _____
<div style="border: 1px solid black; padding: 10px; width: fit-content; margin: auto;"> Local unit of government must sign. </div>	TOWNSHIP NAME: _____ Complete below only if required by the county. On behalf of the township, I acknowledge that the organization is applying to conduct gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minnesota Statutes 349.213, Subd. 2.) Print Township Name: _____ Signature of Township Officer: _____ Title: _____ Date Signed: _____

CHIEF EXECUTIVE OFFICER (CEO) ACKNOWLEDGMENT

The person signing this application must be your organization's CEO and have their name on file with the Gambling Control Board. If the CEO has changed and the current CEO has not filed a LG200B Organization Officers Affidavit with the Gambling Control Board, he or she must do so at this time.

I have read this application, and all information is true, accurate, and complete and, if applicable, agree to the lease terms as stated in this application.

Signature of CEO (must be CEO's signature; designee may not sign) _____ **Date** _____

Mail or fax to: Minnesota Gambling Control Board Suite 300 South 1711 West County Road B Roseville, MN 55113 Fax: 651-639-4032	No attachments required. Questions? Contact a Licensing Specialist at 651-539-1900.
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This publication will be made available in alternative format (i.e. large print, braille) upon request.

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process your organization's application.

Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public.

If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public.

Private data about your organization are available to: Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney General; commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor; national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

CITY OF CROSSLAKE
Position Description

Job Title: Public Works Director
 Department: Public Works
 Supervisor: City Council or Designee
 Effective Date:

DESCRIPTION OF WORK

General Statement of Duties: To plan, direct, coordinate and assist in the development, operation and maintenance of a Wastewater Treatment and Collection System, City Road System, Cemetery, and City buildings and grounds. Acts as staff liaison to various Commissions, Boards, and Committees as directed by the City Administrator, and acts as Safety Officer for the City. Performs other duties as signed.

Supervision Received: Works under the general and administrative supervision of the City Council or designee.

Supervision Exercised: Exercises general and technical supervision over all employees assigned to the Public Works Department.

TYPICAL DUTIES PERFORMED

The listed examples may not include all duties performed by all positions in this class. Duties may vary somewhat from position to position within a class.

- Prepares Staff Reports and makes recommendations on a wide variety of issues and projects to the appropriate staff Public Works Commission, and City Council.
- Responsible for assigning and overseeing the work produced by the Public Works employees and is ultimately responsible for all projects undertaken by the Public Works Department.
- Serves as Department Head for Step 1 grievances for Public Works Employees under the terms of the collective bargaining agreement.
- Assists appropriate staff as needed to verifying street names, locations of structures, and accuracy of maps.
- Supervises Public Works staff including; interviewing and recommending hire; assigning and reviewing work; coaching, training and directing staff; conducting performance evaluations; recommending discipline and rewards as appropriate.
- Assists appropriate staff in coordinating, administrating and responding to a wide variety of requests and problems of municipal concern; researches and assists in developing and recommending solutions; interprets ordinances and directives to other departments, agencies, and the general public.
- Assists appropriate staff in developing and implementing administrative policies and guidelines in cooperation with the City Council, the Public Works Commission and various City Boards and Commissions; assists in evaluating performance and results in accordance with City objectives and provides input on appropriate recommendations.
- Assists with the preparation of the agenda for City Council and Public Works Commission meetings, participates in the development of supporting information; attends City Council and Public Works Commission meetings and other meetings as required.

- Represents the City with businesses and residents on matters dealing with street and wastewater issues; responds to concerns and questions.
- Responsible for drafting and/or working closely with the City Attorney, Engineer and other appropriate staff in drafting updates and revisions to various City Ordinances, Maps and Policies.
- Works closely with the appropriate City staff on the required notifications to property owners on improvement projects. Assists in calculating buildable lots based on the zoning ordinance for assessments.
- Assists in developing and recommending policies and fee schedules for Municipal Sewer Service and Cemetery lots for approval by the City Council.
- Assists with or prepares a wide variety of grant applications for projects and assists in administering grants.
- Cooperates in the preparation of the Public Works (Road and Wastewater) Department budget and monitors expenditures and revenues of the department on a monthly basis and keeps the appropriate staff informed on deviations from the budget.
- Represents the City in legal proceedings dealing with Public Works issues.
- Coordinates with other City departments and the City Attorney for either the dissemination or gathering of information maintained by the Public Works Department covered under the Minnesota Data Practices Act.
- Develops and/or implements long-range planning studies, or other programs as proposed by the Public Works Commission and/or City Council.
- Works closely with the appropriate staff on assigning numbers and installing signs for the Enhanced 911 Address System of the City.
- Develops departmental policies and makes recommendations to Public Works Commission on roads requiring maintenance including type of maintenance required.
- Periodically reviews and recommends snowplowing policy for city roads.
- Works closely with appropriate personnel and agencies to develop a wide variety of Safety Programs and policies including, but not limited to: employee right to know, AWAIR, confined space entry, OSHA Form 200, First Report of injury, etc.
- Coordinates inspections of City Bridges with the County Highway Department and follows up on needed repairs.
- Supervises all aspects of the operation and maintenance of the City's Wastewater Treatment facility including but not limited to sludge disposal, lab testing, lift stations, etc.
- Assists other Department employees, if necessary, in the operation of heavy equipment, and a wide variety of light equipment and tools to accomplish projects and tasks.
- Supervises the construction, maintenance and repair of the City road and drainage systems.
- Supervises the maintenance and repair of all buildings and grounds.
- Acts as City Inspector in addition to Engineering Inspector to oversee construction projects on city roads, and wastewater treatment and collection systems.
- Works with City Clerk or Finance Director in coding Public Works invoices for payment and generating invoices to others for work performed by Public Works Department.
- Works with City Engineer in reviewing plans and specifications on road improvement projects and makes recommendations on revisions based on knowledge of roads.
- Works with the appropriate staff to draft specifications needed to obtain bids and/or quotations to purchase equipment and supplies, and evaluates or makes recommendations regarding purchases.
- Coordinates with the County Highway Department, neighboring Townships and Municipalities on a wide variety of issues and/or projects of mutual concern.
- Directs the planning and supervision of maintenance of the City Cemetery and coordinates with Park Director to assist in maintenance of park facilities.

- Keeps an accurate inventory and record of all maintenance equipment used by the Public Works Department.
- Assists City Clerk in sale and inventory of cemetery lots and works with funeral director on timely grave openings and placement of monuments.
- The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.
- Performs such other duties as apparent or assigned.

KNOWLEDGE, SKILLS AND ABILITIES

- Considerable knowledge of street construction and maintenance practices and procedures.
- Considerable knowledge of the organization and functions of city government, including ordinances, regulations, and policies controlling its operation, particularly as it relates to public works.
- Considerable ability to make decisions in accordance with established practices and procedures and to recommend improvements.
- Considerable knowledge of the operation of a Class B Wastewater Mechanical Treatment Plant and wastewater collection systems.
- Considerable knowledge of tools, methods, operations and materials used in wastewater operations.
- Considerable knowledge of federal and state laws, municipal ordinances and regulatory agency requirements for wastewater treatment facilities.
- Working knowledge of the occupational hazards and safety precautions necessary to perform maintenance work within the full range of department responsibilities.
- Considerable ability to work independently without direct supervision.
- Considerable skill to operate motor vehicles and/or heavy equipment used by the Public Works Department.
- Working knowledge of grounds maintenance.
- Considerable ability to stand, walk, and sit for long periods of time, and perform manual labor as needed to assist with projects.
- Considerable ability to bend, crouch, stoop, or crawl periodically.
- Considerable ability to lift, carry, or drag objects weighing up to 80 pounds as needed.
- Ability to work as a team player not only in the Public Works Department but with all departments of the City of Crosslake.
- Ability to work odd hours including evenings, nights, and weekends as needed.
- Ability to write concise and thorough reports used by Public Works Commission, City Council, and staff and to take accurate notes of meetings and prepare clear and concise reports or minutes based on the notes.
- Ability to operate various office equipment, including but not limited to computer and related software, copier, calculator, typewriter, fax machine, and two-way radio.
- Considerable ability to maintain confidentiality of communications and dissemination information covered under the Minnesota Data Privacy Act which is maintained by the Public Works Department.
- Considerable ability to direct, control, and/or plan programs and projects.
- Considerable ability to supervise Public Works employees and coordinate assignments and work load of Public Works employees to maximize efficiency of the department.
- Working ability to draft and monitor the Public Works and Sewer budgets.

- Ability to work under stress.
- Considerable ability to communicate tactfully and effectively, both orally and in writing, with city staff, state and county officials, elected officials, and the public; includes speaking clearly and concisely to large and small groups.
- Considerable ability to prioritize work, research files, and solve problems.
- Ability to exercise resourcefulness in solving new problems in accordance with established ordinances, regulations, and policies.
- Working ability to read and interpret technical manuals and to determine solutions to a variety of operation and maintenance problems related to the Wastewater Treatment and Collection Systems.
- Working ability to maintain required licenses and certifications.
- Considerable skill in the repair and maintenance of wastewater equipment and facilities.
- Considerable ability to visually observe and interpret readings of flow meters and amp gauges, making appropriate adjustments and document as necessary.
- Considerable ability to work with and around irritants, fumes, hazardous chemicals, dust, dirt, and to work outside under adverse weather conditions.

MINIMUM QUALIFICATIONS

- Must possess and maintain a valid ~~Class B Minnesota Drivers License~~ **Class A Driver's License with airbrake endorsement** and have no suspensions or revocations within the past 3 years.
- Must meet D.O.T. Drug and Alcohol Testing requirements.
- Must possess a valid Class B Wastewater Operator License.
- Four years of Public Works experience required including experience in wastewater and street maintenance, at least one year of which was as a supervisor.
- **Must possess a D.O.T. medical certificate in good standing**

CITY OF CROSSLAKE
TRAINING AND EXPERIENCE RATING
PUBLIC WORKS DIRECTOR

A. Class B Driver's License Yes _____ No _____ (5 possible points)

Class A Driver's License with Airbrake Endorsement Yes _____ No _____ (10 possible points)

_____ Points Awarded

B. Degree in Wastewater Treatment Technology, Class B Wastewater Operator's License and Type IV Sludge License or three-years of experience in a Wastewater Treatment Plant with ability to obtain Class B License within 2 years (20 possible points)

_____ Points Awarded

C. Experience in public works and/or street maintenance

<u>Years</u>	<u>1</u>	<u>3</u>	<u>5+</u>
Points	5	10	10

_____ Points Awarded

D. Experience in project coordination with other departments and entities

<u>Years</u>	<u>1</u>	<u>3</u>	<u>5+</u>
Points	3	6	10

_____ Points Awarded

E. Experience in management/supervisory position

<u>Years</u>	<u>1</u>	<u>3</u>	<u>5+</u>
Points	3	6	10

_____ Points Awarded

F. Experience in operating computers and office equipment

<u>Years</u>	<u>1</u>	<u>3</u>	<u>5+</u>
Points	3	6	10

_____ Points Awarded

G. Experience in commercial snow plowing

<u>Years</u>	<u>1</u>	<u>3</u>	<u>5+</u>
Points	3	6	10

_____ Points Awarded

H. Experience operating backhoe, loader, sweeper, mower and other maintenance equipment

<u>Years</u>	<u>1</u>	<u>3</u>	<u>5+</u>
Points	2	3	5

_____ Points Awarded

I. Experience in working with the public/public speaking

Years	1	3	5+
Points	2	3	5

_____ Points Awarded

_____ Points for Veteran Preference (5 points Veteran /5 points Disabled Veteran)

_____ Total Points