

AGENDA AND ADDITIONS TO THE AGENDA
REGULAR COUNCIL MEETING
CITY OF CROSSLAKE
MONDAY, JULY 10, 2023
7:00 P.M. – CITY HALL

A. CALL TO ORDER

1. Pledge of Allegiance
2. Approval of Additions to the Agenda

B. PUBLIC FORUM - Action may or may not be taken on any issues raised. If Council requires more information or time for consideration, the issues will be placed on the agenda of the next regular council meeting. Speaker must state their name and address. At the discretion of the mayor, each speaker is given a three-minute time limit.

C. CRITICAL ISSUES

1. Mike Willetts of Minnesota Municipal Utilities Association (MMUA) – Safety Management Program (Council Action-Motion)

D. CONSENT CALENDAR – NOTICE TO THE PUBLIC – All items here listed are considered to be routine by the City Council and will be acted on by one motion. There will be no separate discussion on these items unless a Citizen or Councilmember so requests:

1. Special Council Meeting Minutes of June 12, 2023
2. Regular Council Meeting Minutes of June 12, 2023
3. Unadjusted Draft: 06.30.2023 Month End Revenue Report
4. Unadjusted Draft: 06.30.2023 Month End Expenditures Report
5. Unadjusted Draft: 06.30.2023 Balance Sheet
6. Police Report for Crosslake – June 2023
7. Police Report for Mission Township – June 2023
8. Fire Department Report – June 2023
9. North Ambulance Run Report – June 2023
10. Planning and Zoning Commission Meeting Minutes of May 26, 2023
11. Public Works Commission Meeting Minutes of June 5, 2023
12. Crosslake Park, Recreation, and Library Commission Meeting Minutes of May 24, 2023
13. Waste Partners Recycling Reports for May 2023
14. Approval of F.I.R.E. Invoice
15. Bills for Approval
16. Additional Bills for Approval

E. MAYOR'S AND COUNCIL MEMBERS' REPORT

1. Letter dated June 12, 2023 from Mission Township Re: Police Chief Retirement
2. Notice of Retirement Open House from 1-3 PM on July 13, 2023
3. Crow Wing County Short Term Rental Website Presentation
4. Discuss the Meaning of Conflict of Interest Related to F.I.R.E. Inc. and Fire Chief Chip Lohmiller

5. Email dated June 27, 2023 from Susan Hansen to Char Nelson Re: MNPEA Mediation Meeting Notice
6. Sandy Farder – Report from League of MN Cities Conference in Duluth and Resolution Accepting the Nine Rules of Civility (Council Action-Motion)
7. Resolution Regarding Workplace Audit – Organizational Structure Assessment (Council Action-Motion)
8. Direct Staff to Complete City Hall Sign (Council Action-Motion)
9. Discuss Sale of Side by Side (Council Action-Motion)
10. Resolution Accepting Donations (Council Action-Motion)
11. Memo dated July 6, 2023 from Mayor Nevin Re: Commission Appointment (Council Action-Motion)

F. CITY ADMINISTRATOR'S REPORT

1. Letter dated June 1, 2023 from MN State Demographer Re: 2022 Population and Household Estimates (Council Information)
2. Memo dated July 10, 2023 from Mike Lyonais Re: Tax Increment Financing Reimbursement (Council Action-Motion)
3. Discuss Wages for Police Chief Effective 7/14/23 (Council Action-Motion)
4. Memo dated July 6, 2023 from Char Nelson Re: Discussion with Banyon Data Systems Regarding Payroll Coding (Council Action-Motion)

G. COMMISSION REPORTS

1. ECONOMIC DEVELOPMENT AUTHORITY
2. PUBLIC SAFETY
 - a. Approval of Job Description, Pay Scale and Advertisement for Hiring for Police Administrative Assistant (Council Action-Motion)
3. PARK AND RECREATION/LIBRARY
 - a. Memo dated July 5, 2023 from TJ Graumann Re: Hockey Rink Site Conceptual Plan Estimate (Revised) (Council Action-Motion)
 - b. Right-of-Way Presentation
4. PUBLIC WORKS/SEWER/CEMETERY
 - a. Change Order No. 1 from Rice Lake Construction for Clarifier Project (Council Action-Motion)
 - b. Pay Application No. 7 from Rice Lake Construction for Clarifier Project (Council Action Motion)
 - c. Motions Made at Public Works Commission Meeting of July 5, 2023 (Council Action-Motion)
 1. Maintenance Technician Draft Job Description

H. PUBLIC FORUM - Action may or may not be taken on any issues raised. If Council requires more information or time for consideration, the issues will be placed on the agenda

of the next regular council meeting. Speaker must state their name and address. At the discretion of the mayor, each speaker is given a three-minute time limit.

I. CITY ATTORNEY REPORT

J. OLD BUSINESS

K. NEW BUSINESS

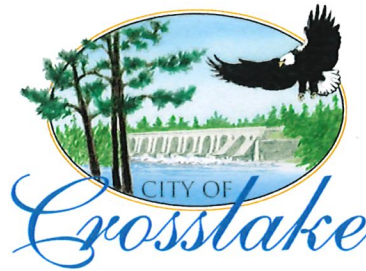
L. ADJOURN

D.16.

ADDITIONAL BILLS FOR APPROVAL
July 10, 2023

VENDORS	DEPT		AMOUNT
AAA Equipment Center, discharge chute	PW		99.59
Anderson Brothers, peitso drainange repairs	PW		6,415.00
Anderson Brothers, washed rock	Park		230.09
AT&T, cell phone and ipad charges	ALL		1,200.19
AW Research, water testing	Sewer		164.70
Baker & Taylor, books	Library		112.54
Cheryl Stuckmayer, uniform reimbursement	PZ		9.99
Crow Wing County Highway Dept, fuel	ALL		4,611.72
Crow Wing County Recorder, recording fees	PZ		92.00
Digital Ink, signs	Park		242.50
Farm and Home Publishers, rural directory book	Library		67.25
Fastenal, socket set	PW		68.98
Forum Communications, summary financial report	Admin		535.50
Forum Communications, annual tif disclosure	Admin		37.40
Mastercard, Amazon, screwdriver set	Park		11.49
Mastercard, Amazon, door sweeps	Park		32.52
Mastercard, Amazon, batteries	Park		53.37
Mastercard, Christmas Point, emplyee recognition	Police		465.37
Mastercard, Post Office, postage	Police		13.70
Midwest Machinery, predator	Park		178.31
Moonlite Square, fuel	Fire		31.01
Moonlite Square, fuel	Park		20.42
National Ind Health Club Assn, membership dues	Park		399.00
Pat Wehner, reimburse for sickle section kit	PW		71.15
Simonson Lumber, 2" bits	Park		6.50
Simonson Lumber, treated decking	Park		42.92
Tri-County Septic, septic inspections and designs	PZ		1,575.00
Uline, janitorial supplies	Park		427.32
Waste Partners, trash removal	ALL		524.45
Ziegler, pm maintenance	PW		2,786.19
TOTAL			20,526.17

City Hall: 218-692-2688
Planning & Zoning: 218-692-2689
Fax: 218-692-2687



F. 2.
13888 Daggett Bay Rd
Crosslake, Minnesota 56442
www.cityofcrosslake.org

MEMO TO: City Council

FROM: Michael R. Lyonais *MRZ*
City Administrator/Treasurer

DATE: July 10, 2023

SUBJECT: Tax Increment Financing Reimbursement - Revised

I am requesting approval to reimburse 90% of the incremental tax revenue received from the Assisted Living Facility TIF District 1-9, Midwest Properties, for the First half tax payment paid the City in June 2023 from Crow Wing County. The amount received, the amount being retained for administrative costs and the amount to be released is listed below.

<u>Developer</u>	<u>City Taxes Paid</u>	<u>10% Administrative Fee</u>	<u>Amount Due Developer</u>
Assisted Living	\$ 6,150.66	\$ 615.07	\$ 5,535.59

A motion is required to release this payment
(Council Action – Motion)

G-4.C-1.

Job Title: Maintenance Technician
Departments: Parks, Public Works
Supervisors: Parks Director, Public Works Director
Status: Full time
Effective Date:

DESCRIPTION OF WORK

General Statement of Duties: Participates in the maintenance, care and preparation of city parks, trails, roads, cemetery and city facilities. Assures grounds, roads, and facilities are maintained in a safe condition for public use and reflect a well maintained appearance.

Supervision Received: Works under the direction of the Parks Director and Public Works Director.

Supervision Exercised: None.

TYPICAL DUTIES PERFORMED

- ♦ Completes tasks associated with the maintenance and care of city parks, cemetery and building grounds including but not limited to; mowing and edging lawns, trimming trees and shrubs; cleaning, removing trash, controlling weeds, fertilizing lawns and snow removal.
- ♦ Maintains city owned properties including but not limited to: Pinewood Cemetery, community center, city hall and fire hall.
- ♦ Completes daily work logs, emergency call out forms, commercial vehicle inspection checklists, etc.
- ♦ Keeps work areas clean and organized for safe performance of daily work.
- ♦ Patching potholes.
- ♦ Operates equipment including but not limited to; mower, UTV, street sweeper, and compact tractor
- ♦ Operates road and street equipment in a safe and productive manner.
- ♦ Operates a variety of power tools and equipment including but not limited to; blowers, chain saws, weed-whip, and a wide variety of hand tools.
- ♦ Performs routine servicing, lubrication, greasing and general equipment maintenance prior to operation.
- ♦ Keeps a running inventory of maintenance equipment and supplies
- ♦ Maintains safe working practices.
- ♦ Performs such other duties as are consistent with the tasks of the position and may be assigned and/or required to provide timely response to the community.
- ♦ Performs general facility construction and repairs including minor building construction, roofing, fencing, masonry, painting and framing.
- ♦ Performs other work as required.

KNOWLEDGE, SKILLS AND ABILITIES

- ♦ Considerable ability to perform heavy manual labor requiring continuous use of large motor skills, standing for long periods, and frequent bending, stooping, twisting, turning, crouching, stretching, climbing ladders and reaching to perform the work.
- ♦ Working ability to use sight, smell and hearing to analyze problems and to determine appropriate solutions.
- ♦ Working ability to see, hear and manipulate objects requiring fine motor coordination to perform the work.
- ♦ Ability to work with exposure to loud noises from operating equipment.
- ♦ Ability to regularly lift and carry objects weighing 50-60 pounds and occasionally lift and carry objects weighing 80-120 pounds.
- ♦ Ability to work in inclement weather conditions, including both extremely cold, warm, rainy, icy and stormy situations.
- ♦ Considerable ability to work and communicate effectively with the general public, salesman and city staff in a professional and polite manner.
- ♦ Working ability to practice teamwork and to add value to city operations consistent with department goals.
- ♦ Ability to work independently across all phases of the job.
- ♦ Ability to operate various office equipment, including but not limited to computer, computer software, and copier.
- ♦ Ability to make decisions in accordance with established practices and procedures.
- ♦ Ability to maintain maintenance records.
- ♦ Working knowledge of grounds maintenance.
- ♦ Ability to operate various lawn mowing equipment and various hand tools.
- ♦ Ability to operate a two-way radio and other department equipment.
- ♦ Considerable skill to expertly drive a motor vehicle with trailer.

QUALIFICATIONS

Minimum qualifications:

- ♦ High School Diploma or GED Equivalent.
- ♦ One year of experience in building maintenance and/or grounds keeping.
- ♦ Possess and maintain a Minnesota Class D driver's license.