

SPECIAL COUNCIL MEETING  
CITY OF CROSSLAKE  
MONDAY, DECEMBER 18, 2023  
9:00 A.M. – CITY HALL

1. Call to Order
2. Memo dated 12/6/23 from TJ Graumann Re: Personnel Recommendations (Council Action-Motion)
3. Recommendation to Hire Heavy Equipment / Sewer Operator (Council Action-Motion)
4. Discuss Proposed Wage Range for Zoning Administrator (Council Action-Motion)
5. Approval to Advertise to Fill Vacancy of Zoning Administrator (Council Action-Motion)
6. Approval of Fire Department Officers (Council Action-Motion)
7. Approval of Earned Sick and Safe Time Policy (Council Action-Motion)
8. Approval of Earned Sick and Safe Time Employee Notice (Council Action-Motion)
9. Discuss Office Assistant Position in Administration and Planning & Zoning
10. Adjourn

Crosslake Community Center 14126 Daggett Pine Rd Crosslake, MN 56442

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MEMO TO: City Council  
FROM: TJ Graumann  
DATE: 12/6/2023  
SUBJECT: Personnel Recommendations

With Jane retiring in February, I have a few personnel recommendations.

Recommendation #1: To not fill Jane's current position, Manager of Parks and Recreation/Library. Rather, it is best for both departments to go back to the previous organizational structure.

Recommendation #2: Approve changes to the Program and Facilities Coordinator job description and to advertise for hire with the range set at \$20.36 - \$23.62 per hour (Step 1 – Step 6).

Recommendation #3: Approve the Library Coordinator job description and to advertise for hire at \$25 per hour.

I have three personnel recommendations to address Jane's retirement

**Job Title:** Program and Facilities Coordinator  
**Department:** Parks and Recreation  
**Supervisor:** Parks and Recreation/Library Director  
**Effective Date:** ~~August 1, 2007~~

## DESCRIPTION OF WORK

General Statement of Duties: ~~Under the direction of the Parks and Recreation/Library Director,~~ assists in the daily operation of the parks department including the community center and library. ~~Performs responsible work in planning, organizing and assisting various recreation programs. Plans, organizes, coordinates, and directs assigned recreation programs, activities, and special events.~~ Work includes responsibility for the cleanliness, maintenance and safe operation of the community center and library. ~~Greets public in a friendly and courteous manner.~~

Supervision Received: Works under the general and administrative supervision of the Parks and Recreation/Library Director.

Supervision Exercised: None

## TYPICAL DUTIES PERFORMED

- Responsible for opening and closing of the community center including the library and also checking all doors, windows, lights, bathrooms, and activating and disarming the security system.
- ~~Prepares rosters, contact information, facility, and equipment for instructors, staff, and partner organizations.~~
- Assist the Director in working with other cities coordinating youth sports including but not limited to scheduling, compiling records, ordering rule books, forms and schedules.
- ~~Recommends and develops recreation programs based on community desires and needs.~~
- ~~Communicates pertinent information to registered participants.~~
- ~~Oversees program data collection and analysis and collaborates with schools and community organizations through effective partnerships~~
- ~~Greets public in a friendly and courteous manner.~~
- Assists in arranging and coordinating special tournaments, exhibitions and public events for all activities to coincide with local or community wide programs.
- Clerical duties including but not limited to; typing, computer applications, taking registrations and scheduling user groups, receiving payments, invoicing user groups or individuals, filing, and answering a wide variety of questions from the public either in person, ~~or~~ over the telephone, ~~or via email.~~
- ~~Responds to citizen complaints, concerns, and feedback regarding the programs and services; works to resolve situations in a timely manner~~
- ~~Train, direct, schedule, and evaluate part-time staff.~~

- Assists the Park Director in preparing and/or organizing information for the annual cabin calendar. ~~City Newsletter to meet deadline requirements of Crosslake Communications and the printer.~~
- ~~Compiling information and prepare the activities page to be included in the school districts Community Education Brochure, communicating with the community education staff to meet deadlines and promote activities.~~
- Updates information on the city's website ~~for both~~ the parks and recreation department. ~~and the Library.~~
- Instruct and assist users in the operation of the audio visual equipment. ~~and public computer.~~
- Performs other work as required.

### KNOWLEDGE, SKILLS AND ABILITIES

- Considerable ability to communicate in a friendly tactful and professional manner with citizens, city staff, and volunteers ~~and the general public.~~
- Knowledge of a variety of recreational and cultural activities for children, youth and adults.
- Ability to lead and instruct children, teenagers and adults in a variety of recreational activities.
- Ability to be creative and energetic when creating new programs, activities and events for youth, adults, and seniors.
- Ability to adhere to general program standards and objectives and to innovate, when necessary, to meet specific situations.
- Ability to use office programs and equipment used to administer programs.
- Ability to assist part time and volunteer personnel in recreational work.
- Ability to maintain order within the park and recreation facilities in a professional manner and to resolve disciplinary problems that may arise.
- Ability to work odd hours including mornings, afternoons, evenings and weekends and to adjust hours to respond to the needs of the department.
- Ability to operate various office equipment including but not limited to, computer and related software, telephone, city radio, copier, calculator, and audio/visual equipment ~~and fax machine.~~
- Ability to maintain confidentiality as needed.
- ~~Ability to operate various power equipment including but not limited to mowers, blowers, maintenance and/or touring carts, and hand tools.~~

### MINIMUM QUALIFICATIONS

- Valid Minnesota Class D driver's license or equivalent.
- One year of previous customer service experience involving public contact.
- College education, with major course work in a recreation field and or experience in recreation leadership, preferred but not required.
- Two years previous customer service experience involving public interaction.

**Job Title:** Library Coordinator  
**Status:** Non-exempt, Part-time  
**Department:** Library  
**Supervisor:** Parks and Recreation/Library Director

### **DESCRIPTION OF WORK**

General Statement of Duties: Coordinates and oversees the daily activities in the library, providing daily direction, oversight and guidance to volunteers. Performs customer service duties and other clerical work for the library.

Supervision Received: Works under the general and administrative supervision of the Parks and Recreation/Library Director.

Supervision Exercised: Library volunteers.

### **TYPICAL DUTIES PERFORMED**

- Assisting and instructing patrons in locating library materials and information resources.
- Answering reference questions, placing holds, requesting inter-library loan materials, using library equipment, registering patrons, assisting patrons with technology, circulating library materials, sending out library notices, shelving, weeding, withdrawing materials, shelf-reading, and filling holds.
- Recruit, train, direct, schedule, and motivate volunteer staff.
- Maintains and updates the library portion of the city website.
- Serves patrons at the circulation desk.
- Completes cash deposits as assigned.
- Implements, monitors, evaluates, and revises policies and procedures as needed.
- Attends monthly commission meetings.
- Provides reference and referral services.
- Researches and recommends library materials.
- Catalogs and maintains library collections.
- Develop and implement youth programs.
- Check, process, and organize donated books.
- Perform other duties as required

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of the objectives and principles of public library services.
- Considerable ability to communicate in a friendly tactful and professional manner with citizens, city staff, and volunteers.
- Ability to operate various office equipment including but not limited to, computer and related software, telephone, copier, calculator, and audio/visual equipment.
- Ability to maintain confidentiality as needed.
- Ability to develop and foster positive working relationships with staff, volunteers, patrons and community organizations.
- Ability to lift up to 20 pounds.

### **MINIMUM QUALIFICATIONS**

- Valid Minnesota Class D driver's license or equivalent.
- One year of experience in library operations, preferred but not required.

## PLANNING AND ZONING ADMINISTRATOR

The City of Crosslake is seeking qualified applicants for the position of Planning and Zoning Administrator. The starting salary range is \$XXXXXXXXXXXX with an excellent benefit package. Minimum qualifications include Associate's Degree in an environmentally related discipline such as environmental studies, earth sciences, land use planning, or natural resources management, or equivalent work experience in the field of land use regulation. Application and job description are available at City Hall, 13888 Daggett Bay Road, Crosslake, MN 56442 or online at [www.cityofcrosslake.org](http://www.cityofcrosslake.org). Application deadline is XXXXXXXXXX. EOE.



6.

*City of Crosslake, Minnesota*  
**FIRE DEPARTMENT**

December 18, 2023

Memo

**RE: Crosslake Fire Department Officer Appointments**

To: Mayor, City Council Members

The Fire Department accepted applications for officer positions on October 20, 2023. After reviewing the applications, the candidates were interviewed by a 5 - person interview committee.

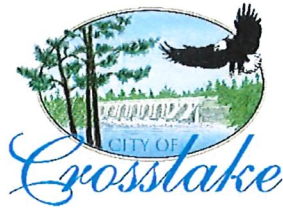
The Interview Committee recommends the following Individuals for Officer Positions on the Crosslake Fire Department as of January 1, 2024.

Deputy Chief: Jory Danielson  
Battalion Chief: Corey Ledin

Captain 1: Neil Luzar  
Captain 2: Seth Wannebo  
Captain 3: Ryan Gruba  
Captain 4: Reed Nelson  
Captain 5: Joel Carlton

**Chip Lohmiller**  
**Chief**  
**Crosslake Fire Department**





**Earned Sick and Safe Leave Time Policy**

This Policy defines the City of Crosslake’s compliance with the Minnesota Earned Sick and Safe Time (ESST) law outlined in Minnesota Statutes, §§ 181.9445 to 181.9448, effective January 1, 2024. “Earned Sick and Safe Time” is paid time off earned at one hour of ESST for every 30 hours worked by an employee, up to a maximum of 48 hours of ESST per year. The hourly rate of paid ESST is the same hourly rate an employee earns from employment with the City.

This ESST Policy applies to employees who work in the State of Minnesota as an employee of the City for at least eighty (80) hours in a year, including seasonal, temporary, paid on-call, and all full-time and part-time employees.

For purposes of ESST compliance, the leave year is defined as the calendar year – January 1 through December 31.

**FOR FULL-TIME EMPLOYEES:**

Full-time employees are covered by the City’s traditional paid sick leave program. For purposes of satisfying ESST, the City has previously negotiated paid sick leave which meets or exceeds ESST minimum requirements under the law for full-time employees.

The **first 48 hours** of paid sick leave used **will be cross-designated as ESST.** If the employee chooses to use paid sick leave for reasons other than those outlined in this policy as ESST eligible hours, the employee will **not** be provided with additional ESST hours. While an employee may use paid sick leave hours for an ESST purpose, the employee will **not** be provided with additional ESST hours once available hours have been exhausted.

Once an employee has used their yearly 48 hours of ESST (or up to a maximum of 80 hours if an employee has any ESST carry over from prior years), none of their remaining paid sick leave they subsequently accrue or use in that year will be designated as ESST. Accordingly, the provisions of Minn. Stat. §§ 181.9445 – 181.9448 or this policy do not apply to paid sick leave taken after an employee has used their yearly ESST entitlement.

**FOR PART-TIME, SEASONAL, TEMPORARY AND PAID ON-CALL EMPLOYEES:**



All part-time, seasonal and temporary and paid on-call employees are eligible to earn ESST when at least 80 hours of work are performed in a calendar year (January 1 – December 31), with the exception of elected officials.

An employee who works at least 80 hours in a calendar year will earn one (1) hour of ESST leave for every 30 hours worked, up to a maximum accrual of 48 hours per calendar year. Employees begin accruing ESST on their first day of employment. Employees may roll over unused ESST to the next year up to a maximum accrual of 80 ESST hours. For the purposes of this policy, ESST leave used by an employee does not count towards hours worked.

Accrued and unused Earned Sick and Safe Time will not be paid out to part-time, seasonal, temporary, and paid on-call employees upon separation from employment.

### **Earned Sick and Safe Leave Use**

The leave may be used as it is accrued in the smallest increment of time tracked by the City's payroll system for the following circumstances:

- An employee's own:
  - Mental or physical illness, injury or other health condition
  - Need for medical diagnosis, care or treatment, of a mental or physical illness
  - injury or health condition
  - Need for preventative care
  - Closure of the employee's place of business due to weather or other public emergency
  - The employee's inability to work or telework because the employee is prohibited from working by the City due to health concerns related to the potential transmission of a communicable illness related to a public emergency, or seeking or awaiting the results of a diagnostic test for, or a medical diagnosis of, a communicable disease related to a public emergency and the employee has been exposed to a communicable disease or the City has requested a test or diagnosis.
  - Absence due to domestic abuse, sexual assault, or stalking of the employee provided the absence is to:
    - Seek medical attention related to physical or psychological injury or disability caused by domestic abuse, sexual assault, or stalking
    - Obtain services from a victim services organization
    - Obtain psychological or other counseling
    - Seek relocation or take steps to secure an existing home due to domestic abuse, sexual assault or stalking
    - Seek legal advice or take legal action, including preparing for or participating in any civil or criminal legal proceeding related to or resulting from domestic abuse, sexual assault, or stalking
  - Care of a family member:
    - With mental or physical illness, injury or other health condition
    - Who needs medical diagnosis, care or treatment of a mental or physical illness, injury or other health condition

- Who needs preventative medical or health care
- Whose school or place of care has been closed due to weather or other public emergency
- When it has been determined by health authority or a health care professional that the presence of the family member of the employee in the community would jeopardize the health of others because of the exposure of the family member of the employee to a communicable disease, whether or not the family member has actually contracted the communicable disease
- Absence due to domestic abuse, sexual assault or stalking of the employee's family member provided the absence is to:
  - Seek medical attention related to physical or psychological injury or disability caused by domestic abuse, sexual assault, or stalking
  - Obtain services from a victim services organization
  - Obtain psychological or other counseling
  - Seek relocation or take steps to secure an existing home due to domestic abuse, sexual assault or stalking
  - Seek legal advice or take legal action, including preparing for or participating in any civil or criminal legal proceeding related to or resulting from domestic abuse, sexual assault, or stalking

**For Earned Sick and Safe Leave purposes, family member includes an employee's:**

- Spouse or registered domestic partner
- Child, foster child, adult child, legal ward, child for whom the employee is legal guardian, or child to whom the employee stands or stood in loco parentis
- Sibling, step sibling or foster sibling
- Biological, adoptive or foster parent, stepparent or a person who stood in loco parentis when the employee was a minor child
- Grandchild, foster grandchild or step grandchild
- Grandparent or step grandparent
- A child of a sibling of the employee
- A sibling of the parent of the employee or
- A child-in-law or sibling-in-law
- Any of the above family members of a spouse or registered domestic partner
- Any other individual related by blood or whose close association with the employee is the equivalent of a family relationship
- Up to one individual annually designated by the employee

**Advance Notice for use of Earned Sick and Safe Leave**

If the need for ESST is foreseeable, the City requires seven days' advance notice. However, if the need is unforeseeable, employees must provide notice of the need for ESST as soon as practicable.

When an employee uses ESST for more than three consecutive days, the City may require appropriate supporting documentation (such as medical documentation supporting medical leave, court records or related documentation to support safety leave).

However, if the employee or employee's family member did not receive services from a health care professional, or if documentation cannot be obtained from a health care professional in a reasonable time or without added expense, then reasonable documentation may include a written statement from the employee indicating that the employee is using, or used, Earned Sick and Safe Leave for a qualifying purpose. The City will not require an employee to disclose details related to domestic abuse, sexual assault, or stalking or the details of the employee's or the employee's family member's medical condition.

The City will not require an employee using Earned Sick and Safe leave to find a replacement worker to cover the hours the employee will be absent.

### **Carry Over of Earned Sick and Safe Leave**

Employees are eligible for carry over accrued but unused Earned Sick and Safe time into the following year, but accrued and available ESST hours may not exceed 80 hours at any time.

An employee's earnings statement will reflect an employee's accrued, used and remaining paid sick leave accrual.

### **Benefits and Return to Work Protections**

During an employee's use of ESST, an employee will continue to receive the City's employer insurance contribution as if they were working, and the employee will be responsible for any share of their insurance premiums.

An employee returning from time off using accrued Earned Sick and Safe Leave is entitled to return to their City employment at the same rate of pay received when their leave began, plus any automatic pay adjustments that may have occurred during the employee's time off. Seniority during Earned Sick and Safe Leave absences will continue to accrue as if the employee has been continually employed.

When there is a separation from employment with the City and the employee is rehired again within 180 days of separation, previously accrued ESST that had not been used will be reinstated. An employee is entitled to use and accrue ESST at the commencement of reemployment.

### **Retaliation Prohibited and Complaint Procedure**

The City strictly prohibits retaliation or discrimination against employees who request or use ESST. Any employee who believes that they have been wrongfully denied ESST, retaliated, or discriminated against for requesting or using ESST must immediately notify the City Administrator.

The use of ESST will not be factored into any attendance point system the City may use. An employee has the right to file a complaint or bring a civil action if ESST is denied by the City or if the employee is retaliated against for requesting or using ESST. It is unlawful to report or

threaten to report a person or a family member's immigration status for exercising a right under Earned Sick and Safe Leave.

An employee injured by a violation of this policy pursuant to sections §§181.9445 - 181.9448 may file a complaint with the Minnesota Department of Labor and Industry and bring a civil action to recover any and all damages recoverable by law.

Questions regarding ESST or this City policy should be directed to the City Administrator. Employees may contact the Minnesota Department of Labor and Industry's Labor Standards Division at 651-284-5075 or [dli.laborstandards@state.mn.us](mailto:dli.laborstandards@state.mn.us) or visit the department's earned sick and safe time webpage at [dli.mn.gov/sick-leave](http://dli.mn.gov/sick-leave).

### **Notice**

The City of Crosslake will provide all employees a copy of this policy upon City approval prior to January 1, 2024. The City of Crosslake will provide all employees a copy of this policy upon the start of an employee's employment after January 1, 2024.

### **Disclaimer**

This policy is not a contract for employment. The City periodically may update this policy and reserves the right to interpret the policy as well as replace, modify, or revoke it at any time, upon reasonable notice.



## Earned sick and safe time employee notice

Employees in Minnesota are entitled to earned sick and safe time, a form of paid leave. Employees must accrue at least one hour of earned sick and safe time for every 30 hours they work, up to at least 48 hours in a year. A year for purposes of the employee's earned sick and safe time accrual is January 1 to December 31.

The earned sick and safe time hours the employee has available, as well as those that have been used in the most recent pay period, must be indicated on the employee's earnings statement that they receive at the end of each pay period. Earned sick and safe time must be paid at the same hourly rate employees earn from employment. Employees are not required to seek or find a replacement for their shift to use earned sick and safe time. They may use earned sick and safe time for all or part of a shift, depending on their need.

Earned sick and safe time can be used for:

- an employee's mental or physical illness, treatment or preventive care;
- the mental or physical illness, treatment or preventive care of an employee's family member;
- absence due to domestic abuse, sexual assault or stalking of an employee or their family member;
- closure of an employee's workplace due to weather or public emergency or closure of their family member's school or care facility due to weather or public emergency; and
- when determined by a health authority or health care professional that an employee or their family member is at risk of infecting others with a communicable disease.

## Notifying employer, documentation

An employer can require their employees to provide up to seven days of advance notice when possible (for example, when an employee has a medical appointment scheduled in advance) before using sick and safe time. An employer can also require their employees to provide certain documentation regarding the reason for their use of earned sick and safe time if they use it for more than three consecutive days.

If an employee plans to use earned sick and safe time for an appointment, preventive care or another permissible reason they know of in advance, inform your supervisor as far in advance as possible, but at least two days in advance. In situations where an employee cannot provide advance notice, the employee should contact their supervisor as soon as they know they will be unable to work.



**THIS IS WHAT WAS PREPARED FOR AND GIVEN TO MICHELLE SOLDO****CITY OF CROSSLAKE  
Position Description**

Job Title: Office Assistant  
Department:  
Supervisor:  
Effective Date:

**DESCRIPTION OF WORK**

General Statement of Duties: Assists in the offices of Administration and Planning & Zoning

Supervision Received:

Supervision Exercised: None.

**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.

- Assists with processing timecards, payroll, payroll deductions, payroll records and unemployment reports including the filing of required documentation to State and Federal agencies as necessary.
- Assists with municipal sewer system monthly billing.
- Prepares and/or assists in the preparation of agendas and agenda packets; maintains various City files official minutes, ordinances and resolutions for the City Council and various Boards and Commissions.
- Prepares applications and notifications for the annual renewal of licenses issued by the City and upon Council approval, prepares and issues licenses.
- Prepares/posts legal publications such as ordinances and meeting notices for newspaper in compliance with state statutes and local ordinances regarding public notification.
- Assists with administration of local elections in accordance with State and County requirements.
- Assists in updating and maintaining information on City webpage.
- Orders office supplies.
- Provides general receptionist support for City Hall offices and clerical support for the City Council, Finance Director/Treasurer, Police Chief, Fire Chief and Public Works Director.
- Maintains address database.
- Coordinates calendars, meetings and appointments for various City functions.

- Assists with preparation of staff reports for Council Action packets, including required resolutions, exhibits and forms.
- Assists with preparation of staff reports for review by the Planning & Zoning Commission.
- Assists with providing guidance to the public on zoning inquiries, platting requirements and on each of the various planning and zoning procedures.
- Furnishes copies of City Ordinances to the public upon request.
- Offers assistance to the public in the preparation of applications and accepts applications for plats, subdivisions, variances, conditional use permits, zoning changes, land use permits, land alteration, lot line adjustments, lot consolidation, and park dedication fees.
- Responds either by letter, email or phone to inquiries for information.
- Assists in maintaining land management files.
- Assists with maintaining filing, retention and retrieval systems including electronic media, scan data and hard files in a manner that ensures effective retention and retrieval of all assigned materials.
- Tracks septic compliance inspections.
- Provides administrative support for all assigned meetings including required notices, scheduling, room arrangements, supplies, materials, minutes and other related duties as assigned.
- Keeps handouts and website information for Planning and Zoning department up to date with forms, applications, fact sheets, fee schedule, septic list and survey list.
- Prepares public hearing notices and meeting notices for local newspaper; send notices to adjacent property owners within statutory timelines.
- Copies and maintains all applications and handouts for the public.
- Prepares and mails property transfer letters.
- Assists in maintaining spreadsheets for land use permits, septic designs, septic compliance, variances, conditional use permits, lot line adjustments, lot line consolidations, winter window septic compliance, winter window wetland compliance, property transfers, Minnesota Pollution Control Agency data, individual septic installers and land use amendments.
- Scans and sends information to City Engineer needed for new GIS Platform Development
- Performs such other duties as may be assigned.