

CONTINUATION OF REGULAR COUNCIL MEETING OF MARCH 11, 2013
CITY OF CROSSLAKE
TUESDAY, MARCH 19, 2013
3:00 P.M. – CITY HALL

The Crosslake City Council held a Continuation of the Regular Meeting of March 11, 2013 in the Council Chambers of City Hall on Tuesday, March 19, 2013. The following Council Members were present: Mayor Darrell Schneider, Steve Roe, Gary Heacox, John Moengen and Mark Wessels. Also present were Clerk/Treasurer Jenny Max, Community Development Director Ken Anderson, Police Chief Bob Hartman, General Manager Paul Hoge, and Dan Vogt of DJV Consulting. There were approximately six people in the audience.

Mayor Schneider called the Continuation Council Meeting to order at 3:00 P.M. Dan Vogt reported that he compiled job description and employee benefit information of other Minnesota cities for the Council but requested that the Council provide him a direction regarding the structure of the Administration Department before he does more research. There are many options for the Council to consider for the Administration positions including Clerk and Treasurer, Clerk and Administrator/Treasurer, Administrator/Clerk and Treasurer, Clerk/Treasurer and Administrator, or Clerk/Treasurer and Deputy Clerk. Mr. Vogt suggested that the Crosslake Administration Department consist of 2 to 2 ½ people.

Dan Vogt reported that at the last meeting the Council directed him to search for a temporary accountant to help in City Hall until the Council decided what the positions of the Administration Department should be and until someone could be hired. Since then Mr. Vogt met with staff, Mayor Schneider and Councilmember Moengen to discuss the option of having the accountants at Crosslake Communications help with financial issues in the interim because these employees already have access to the City bank accounts. Paul Hoge stated that his employees would not be familiar with the accounting software of the City, but could help out as needed.

A discussion ensued regarding the types of positions the Council would like to establish for the Administration Department. Mark Wessels stated that he researched cities that have no administrator and suggested that the City hire a Clerk/Treasurer. John Moengen stated that he would like to see a Clerk position and a Finance Manager who could also act as the point person for employees. Dan Vogt stated that a city is required to have a clerk and a treasurer. Crosslake has a Certified Municipal Clerk and could just add a treasurer position. Steve Roe questioned the possibility of having a Deputy Clerk. Mr. Vogt replied that the City could not have a Deputy Clerk without also having a City Clerk. Mark Wessels asked if Char Nelson was interested in the position of City Clerk and suggested that an audit firm could perform the duties of the Treasurer. Mr. Vogt replied that audit firms prefer to have a segregation of duties. Steve Roe stated that the City of Crosslake received criticism from its auditors for a lack of segregation of duties when there were three employees in the Administration Department and now the department is being reduced to two employees. Mr. Vogt replied that the City of Brainerd

also received this criticism from auditors and suggested that Crosslake could hire a third part-time person so that those duties could be spread out. Steve Roe suggested that the Council appoint a City Clerk today and continue discussion of job titles at a future meeting. Char Nelson stated that she would accept the position of City Clerk and Interim Treasurer until another employee could be hired.

Mayor Schneider noted that Char Nelson is currently a union employee and that the City received a memo from the labor attorney regarding the issues of changing her job title and removing her from the union. A discussion ensued regarding the ability of the Council to take action at this meeting regarding the status of changing Nelson from a union employee to a non-union employee. Jenny Max stated that she could contact Labor Attorney Steve Fecker to determine how the City should proceed.

MOTION 03R-37-13 WAS MADE BY MARK WESSELS AND SECONDED BY DARRELL SCHNEIDER TO APPOINT CHARLENE NELSON AS CITY CLERK AND INTERIM TREASURER EFFECTIVE MARCH 23, 2013 AND TO SEEK ADVICE FROM LABOR ATTORNEY STEVE FECKER AND CONSULTANT DAN VOGT REGARDING UNION STATUS AND COMPENSATION OF CHARLENE NELSON.

Steve Roe suggested making separate motions so that each part is clear and easy to change if necessary. Dan Vogt questioned the need to have two department heads in the Administration Department. Gary Heacox stated that the Council is making this matter more difficult than it needs to be. John Moengen stated that compensation for Char Nelson needs to be discussed and determined when she takes the position and suggested Mr. Vogt obtain information regarding compensation and report to the Council at its next meeting on March 25, 2013. MOTION 03R-37-13 WAS REVISED BY MARK WESSELS AND SECONDED BY DARRELL SCHNEIDER TO INCLUDE THAT CHARLENE NELSON ACCEPT THE CITY CLERK POSITION SUBJECT TO FINAL AGREEMENT WITH COUNCIL REGARDING COMPENSATION. MOTION CARRIED WITH ALL AYES.

Dan Vogt asked that the labor attorney be in attendance at the next meeting so that questions regarding the union could be answered immediately. Mark Wessels requested that Attorney Person also be involved in the matter. Jenny Max will contact Labor Attorney Fecker to see if he is available for a meeting on March 25, 2013 at 7:00 P.M. and have him contact Attorney Person if he cannot attend the meeting.

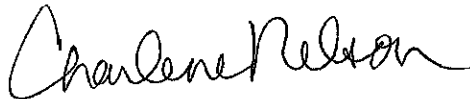
MOTION 03R-38-13 WAS MADE BY JOHN MOENGEN AND SECONDED BY STEVE ROE TO CHANGE THE APPOINTMENT OF SIGNATORIES TO THE CITY BANK ACCOUNTS TO MAYOR, ACTING MAYOR, CITY CLERK AND GENERAL MANGER AND CHANGE THE APPOINTMENT OF SIGNATORIES TO CROSSLAKE COMMUNICATIONS BANK ACCOUNTS TO MAYOR, ACTING MAYOR, GENERAL MANAGER, CITY CLERK AND OFFICE MANAGER. MOTION CARRIED WITH ALL AYES.

Jenny Max asked the Council to consider reducing the hours of the Administration Department until another person is hired. It will be difficult for one person to handle constant interruptions with phone calls and persons at the counter while trying to complete financial information, compile packets, write minutes, etc. John Moengen suggested that a part-time employee from the Park and Recreation Department help in City Hall to answer phones and perform other tasks as needed.

Mark Wessels stated that he was contacted by an individual asking the Council to review and consider approving the Guest Quarters Ordinance. Mr. Wessels asked that this matter be added to the agenda for March 25, 2013.

There being no further business at 4:10 P.M., MOTION 03R-39-13 WAS MADE BY DARRELL SCHNEIDER AND SECONDED BY STEVE ROE TO ADJOURN THE MEETING. MOTION CARRIED WITH ALL AYES.

Respectfully submitted by,



Charlene Nelson
Deputy Clerk

Deputy Clerk/Minutes/3-19-13