

SPECIAL COUNCIL MEETING
CITY OF CROSSLAKE
WEDNESDAY, AUGUST 29, 2007
9:00 A.M. - CITY HALL

Pursuant to due notice and call, the Council for the City of Crosslake met in a Special Session on Wednesday, August 22, 2007 at City Hall. The following Councilmember's were present: Mayor Jay Andolshek, Steve Roe, Irene Schultz, Dean Swanson and Rusty Taubert. Also present was City Administrator Tom Swenson, Community Development Director Ken Anderson, Park and Recreation Director Jon Henke, Public Works Director Ted Strand, Police Chief Bob Hartman, General Manager Paul Hoge and Clerk/Treasurer Darlene Roach.

1. Call to Order – Mayor Andolshek called the Special Meeting to order at 9:00 A.M.
2. Review Ordinance Amendment to Chapter 2 of City Code – An Ordinance Amendment to Chapter 2 of City Code would increase the monthly salary of the Mayor from \$375.00 to \$450.00 and the monthly salary of the Council Members from \$275.00 to \$350.00 and increase the special meeting compensation from \$15.00 to \$20.00 up to a maximum of four meetings per month. If approved the increase would go into effect January 1, 2009. MOTION 08S3-01-07 WAS MADE BY JAY ANDOLSHEK AND SECONDED BY DEAN SWANSON TO APPROVE ORDINANCE AMENDMENT NO. 245 RELATING TO ADMINISTRATION AND GENERAL GOVERNMENT. MOTION CARRIED 4-1 WITH COUNCILMEMBER ROE OPPOSED. There was some discussion regarding whether a five/fifths vote of the Council was required. Staff will review MN Statute and City Ordinance pertaining to voting requirements for Council increases. If only a four/fifths vote is required, MOTION 08S3-02-07 WAS MADE BY JAY ANDOLSHEK AND SECONDED BY DEAN SWANSON TO APPROVE PUBLISHING A SUMMARY OF ORDINANCE AMENDMENT NO. 245. MOTION CARRIED WITH ALL AYES.
3. A memo from Clerk Roach requested Council approval of a Resolution authorizing the City to apply for a federal grant from the State of Minnesota through Crow Wing County to assist with the implementation of the Help America Vote Act. Grant funds are available to pay for actual, physical polling place accessibility improvements for individuals with disabilities and for polling place enhancements. If approved, the funds would be used for the installation of an automatic door opener at Precinct 2 – City Hall. A quote was received from Gull Lake Glass in the amount of \$6,600. This would include installation. MOTION 08S3-03-07 WAS MADE BY STEVE ROE AND SECONDED BY DEAN SWANSON TO APPROVE RESOLUTION NO. 07-12 REQUESTING SUBMISSION OF GRANT TO OBTAIN FUNDS FOR THE PURPOSE OF IMPROVING ACCESS TO POLLING PLACE AT CITY HALL. MOTION CARRIED WITH ALL AYES.
4. At a meeting held on August 27, 2007, the Personnel Committee received a copy of a resignation letter to Chief Hartman from Police Officer Jay Lorch. The

Personnel Committee recommended that the City Council accept the resignation effective August 30, 2007 and to make payment of any vacation hours and benefits which he would be eligible to receive. MOTION 08S3-04-07 WAS MADE BY DEAN SWANSON AND SECONDED BY IRENE SCHULTZ TO ACCEPT THE RESIGNATION OF JAY LORCH EFFECTIVE AUGUST 30, 2007 WITH PAYMENT OF ANY OUTSTANDING VACATION AND BENEFITS EARNED. MOTION CARRIED WITH ALL AYES. The Personnel Committee also recommended Council approval to promote part-time Police Officer Jake Maier to full-time status at an hourly rate of \$16.48 with full-time benefits. MOTION 08S3-05-07 WAS MADE BY DEAN SWANSON AND SECONDED BY IRENE SCHULTZ TO APPROVE THE HIRING OF JAKE MAIER AS A FULL-TIME POLICE OFFICER AT A RATE OF \$16.48 PER HOUR. MOTION CARRIED WITH ALL AYES. Subsequent to this promotion, the Personnel Committee recommended Council approval on the hiring of Garrett Lee as a part-time police officer to fill the vacancy with the promotion of Jake Maier to full-time officer. Mr. Lee is currently a jailer with Crow Wing County. MOTION 08S3-06-07 WAS MADE BY DEAN SWANSON AND SECONDED BY IRENE SCHULTZ TO APPROVE THE HIRING OF GARRETT LEE AS PART-TIME POLICE OFFICER PENDING ALL SATISFACTORY INVESTIGATIONS. MOTION CARRIED WITH ALL AYES.

5. 2008 Department Budget Proposals – The Council reviewed the proposed expenditure budgets for the Fire Department, Police Department and Planning and Zoning Department. Before the review commenced, discussion ensued regarding a request from the Crosslake Community School for a donation in the amount of \$15,000 for the 2007-2008 school year. School Board Chairman Ted Strand was present to answer any questions the Council had regarding this request. The letter from Director Amy LaBarre stated that the Department of Education funds 90% of the \$160,030 annual lease on the building leaving a shortfall of \$15,000. Councilmember Roe asked if all of the students were Crosslake residents and whether funds were being requested from neighboring communities. Strand stated that requests to other communities are in process. City Administrator Swenson questioned what is being requested from the other communities since what is being requested of Crosslake is the entire shortfall. The Council agreed to keep the request in mind as they go through the budget. Park and Recreation Director Jon Henke addressed the Council regarding security for the weight room door. Henke stated that he has people going in and out of the weight room who aren't members and he would like to restrict entrance by installing a card access system. This would require adding \$1,000 to the Park Department Budget. The other item that was overlooked during presentation of the budget was bookshelves for the Library. All of the existing bookshelves have been utilized and the cost for additional shelves would be approximately \$8,700. Henke asked the Council if they would accept a donation for shelves if someone expressed interest in making a donation. It was the consensus of the Council that either funds for bookshelves or donation of bookshelves would be accepted for the Library. Park and Recreation Director Henke stated that he would like to look into a reimbursement program where weight room members can have a portion of their fee returned to them from their insurance company when they participate in an exercise program. There is a cost of \$1,000 for this program, however the

offsetting revenues should offset the program cost. Since Curves is going out of business, there has been a real interest in the Park Department looking into this program. City Administrator Swenson agreed that this would be a neutral generating expense with offsetting revenues. MOTION 08S3-06-07 WAS MADE BY STEVE ROE AND SECONDED BY DEAN SWANSON TO APPROVE \$1,000 FOR EXPENSES ASSOCIATED WITH INSTALLING A CARD ACCESS SYSTEM FOR THE WEIGHT ROOM DOOR OUT OF THE 2007 BUDGET. MOTION CARRIED WITH ALL AYES.

Fire Chief Keith Anderson was present to review the Fire Department Budget which reflected no major changes with the exception of Capital Outlay. Anderson stated that fund raising activities are getting better so, hopefully some of these funds can be used to purchase equipment. In 2008, \$21,000 is being budgeted for capital expenditures to replace turn out gear, replace hose, purchase air bottles, 2 SCBA Units as well as a set aside amount of \$7,000 for vehicle replacement and hovercraft reserve. Anderson stated that 9 of the 16 SCBA Units are non-compliant so the Department has been aggressively pursuing replacement of these items. Mayor Andolshek asked if the SCBA Units should be used if they are non-complaint and Anderson stated that they can be used but the intent is to phase them out by the end of 2008. City Administrator Swenson commented that one unit will be replaced in 2007 and two more will be replaced in 2008. Swenson suggested that the Department contact area service organizations for donations to purchase two additional units. If fund raising money is used to purchase two more units, all sixteen would be compliant. Chief Anderson stated that the Fire Department applied for, and received, a DNR grant in the amount of \$4,000 requiring matching funds from the Department. The Fire Department would like to use the funds for a draft site pump. A quote was received from Foreman Fire Service and Repair in the amount of \$11,915 for a C.E.T. diesel volume pump with control panel. The balance of the cost would be paid by the Fire Relief Association's fund raising activities. City Administrator Swenson suggested using \$4,000 from the 2007 Capital Outlay Budget to fund the Fire Department's portion of the cost. Councilmember Roe asked which truck would be used for the pump and Anderson stated that the pump would be installed on the Chevy pickup truck. Anderson stated that he has been contacted by an individual expressing interest in donating a truck to the department. There was some discussion regarding why a diesel unit was selected and where additional equipment would be stored due to the space shortage. It was the consensus of the Council to put the cost of the pump on the bills for approval for the regular meeting. The City will pay the full cost for the unit with reimbursement from the Fire Relief Association for the balance of the cost not covered by the grant and matching funds. A total of three quotes were received on a pump.

Chief Hartman stated that the biggest increase in his budget was due to wages and benefits. In the Capital Budget, \$22,000 is included for the purchase of a squad with an additional \$7,000 for a radar unit, striping, cage and etc. The 2002 Explorer will be transferred to the Planning and Zoning Department and Chief Hartman is researching various vehicles such as the Dodge Durango, Ford Explorer and Chevy Tahoe. Currently the Chevy Tahoe is the only vehicle that is pursuit rated. The one requirement of the Chief is that the vehicle be four-wheel drive. Hartman commented that the Mission Contract provides enough revenue for a new vehicle each year for

the Department. Other capital items include a third of the cost of a new phone system and an in squad computer.

Community Development Director Ken Anderson stated that first eight or ten items of the budget pertained to wages and benefits. The Capital Outlay items totaled \$9,800 and included \$2,400 for the Arc View Software license, \$2,100 for a large format color printer, \$1,000 for mapping/aerial photo reserve and one third of the cost of a new phone system and copier. Anderson stated that there are no revenues or expenditures budgeted for activity related to adoption of the Minnesota State Building Code or for licensing landscaping firms even though the Planning and Zoning Commission has indicated support of both of these items. A copy of the Minnesota State Building Code Adoption Guide was included in the packet and presented to the Council for their review prior to a meeting being scheduled with the Planning and Zoning Commission. Anderson stated that if the Building Code were adopted, the building permit fees would fund the cost of a building inspector. Anderson stated that his view of the Building Code is that it is a public safety issue as well as a consumer protection issue. Revenues from zoning permits, plat checks, variances, CUP's and septic permits are being reduced in the 2008 budget since construction is down. Councilmember Schultz stated that she thought the Building Code was adopted by the State so cities didn't have to adopt it. Anderson stated that was correct for cities under 2500 in population. Currently the only two items requiring inspection pertain to electrical work and the accessibility requirements. If the City chooses not to adopt the Building Code, the City Code needs to be revised as it pertains to accessibility requirements. There was some discussion regarding where another employee would be situated with the current space constraints. There was discussion regarding the need to review space needs since each department is in need of office space, file storage, space for vehicle storage and etc. Councilmember Schultz felt that the Building Code should have been adopted earlier when all of the construction was underway. Anderson stated that adoption of the Building Code would have prevented numerous problems that are currently being dealt with in the Planning and Zoning Department. Councilmember Roe stated that whether the City adopts the Building Code or not, we need to follow up on permits that have been issued. Councilmember Taubert supported the idea of having a meeting to discuss adoption of the Building Code. Mayor Andolshek agreed that the Planning and Zoning Department has numerous enforcement issues that would have been eliminated had the Building Code been in place. Discussion ensued regarding fee schedules and whether the fees would support the cost of a City employee or contract employee. It was the consensus of the Council to direct Planning and Zoning to set up a meeting at an appropriate time as a first step in reviewing adoption of the Building Code with Mr. Mealhouse of the Department of Labor present at the meeting.

Upon review of all department budgets, City Administrator Swenson presented the 2008 Proposed Operating Budget, Capital Budget and Debt Service Budget for a total 2008 Proposed Budget of \$3,849,392. This represents a 4.7% increase over 2007 when taking into account new construction in the City, which will generate in excess of \$65,000 in new taxes. After this meeting and before the meeting scheduled for September 5th, City Administrator Swenson will lower the proposed budget based on input from the Council during the past two meetings.

Bills for approval – MOTION 08S3-07-07 WAS MADE BY STEVE ROE AND SECONDED BY IRENE SCHULTZ TO APPROVE THE BILLS FOR PAYMENT AS PRESENTED IN THE AMOUNT OF \$82,816.45. MOTION CARRIED WITH ALL AYES.

MOTION 08S3-08-07 WAS MADE BY IRENE SCHULTZ AND SECONDED BY STEVE ROE TO ADJOURN THIS SPECIAL COUNCIL MEETING AT 11:30 A.M. MOTION CARRIED WITH ALL AYES.

Respectfully submitted by,

A handwritten signature in cursive script, appearing to read "Darlene J. Roach".

Darlene J. Roach
Clerk/Treasurer

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RESOLUTION NO. 07-12
CITY OF CROSSLAKE
COUNTY OF CROW WING
STATE OF MINNESOTA

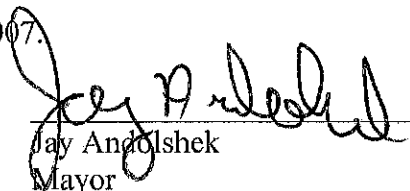
RESOLUTION REQUESTING SUBMISSION OF GRANT TO OBTAIN FUNDS FOR
THE PURPOSE OF IMPROVING ACCESS TO POLLING PLACE AT CITY HALL

The City Council is hereby authorized to:

- a.) Apply for a grant from the Office of the Secretary of State of Minnesota for Federal funds pursuant to Title II, Section 261 of the Help American Vote Act for the sole purpose of improving access to polling places in this City for persons with disabilities;
- b.) Enter into an agreement with the Office of the Secretary of State governing the receipt, expenditure, reimbursement and reporting of such a grant;
- c.) Receive and account separately in a manner sufficient to meet generally accepted government accounting principles sufficient to pass federal audit; and
- d.) Expend any sums received in the manner indicated in the grant application and agreement with the Office of the Secretary of State.

No further action by a City Council meeting is required for actions related to this grant.

Adopted by the Council this 29th day of August 2007.



Jay Andolshek
Mayor

Attest: 

Thomas N. Swenson
City Administrator

BILLS FOR APPROVAL
29-Aug-07

VENDORS	DEPT		AMOUNT
Aarons Painting, partial payment	Gov't		1,000.00
Ace Hardware, drano	Gov't		4.04
Ace Hardware, wallboard saw	P&R		7.98
Ace Hardware, wasp spray	PW		20.18
Crosslake Communications, reimburse for workers comp	Gov't	pd 8-17	265.00
Crosslake Portable Welding, 8" stand off pipe, pipe hangers	Fire		1,955.00
Echo Publishing, public hearing notice of 8-24	P&Z		57.60
Fastenal, acrylic cart, nozzle	PW		114.17
Ginny Hersey, reimburse for library expenses	Library		36.79
Inspections Plus, bleacher compliance inspection	P&R		175.00
Lake Side Glass, windshield	P&R		465.12
League of MN Cities, property insurance	ALL		72,309.00
Mollys Cleaning, office cleaning	Gov't		772.13
Office Max, labels, receipts, ink, folders, tape, board	P&R/Library		215.30
Pequot Auto Parts, air filter, lube	PW		21.74
Pro Shot Basketball, basketball standard	P&R		2,448.44
Quill, paper, tape flags	P&Z/Admin		78.77
Scholastic, books	Library		222.10
Star Tribune, subscription	Library		22.75
Top Health, subscription	Gov't		279.30
Unicel, cell phone charges	Police		401.39
Value Publishing, investment survey subscription	Library		798.00
Viking Industrial North, gloves, reflective tape	PW		197.14
WSN, engineering fees	Corps		879.00
Xcel Energy, gas utilities	ALL		70.51
TOTAL			82,816.45