

SPECIAL COUNCIL MEETING
CITY OF CROSSLAKE
WEDNESDAY, DECEMBER 20, 2006
3:00 P.M. – CITY HALL

Pursuant to due notice and call, the Council for the City of Crosslake met in a Special Session on Wednesday, December 20, 2006 at 3:00 P.M. at City Hall. The following Councilmember's were present: Mayor Jay Andolshek, Dick Phillips and Dean Swanson. Councilmember's Terry Curtis and Dean Eggena were absent. Also present was City Administrator Tom Swenson, Community Development Director Ken Anderson, Public Works Director Ted Strand, Police Chief Bob Hartman, Park Director Jon Henke and Clerk/Treasurer Darlene Roach. Also present were Council Member's Elect Irene Schultz and Steve Roe.

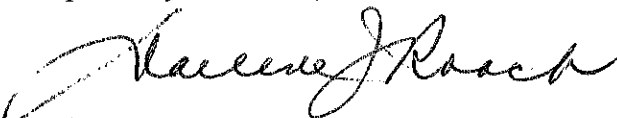
1. Call to Order - Mayor Andolshek called the special meeting to order at 3:00 P.M.
2. Review Animal Control Contract with Crow Wing County – City Administrator Tom Swenson stated that this issue was tabled from the Regular Council Meeting of December 11th in order that additional information could be obtained from the County whether any other charges would be billed to the City over and above the contract price of \$4,732.50. Since that meeting, it has been confirmed with the County that there are no additional charges to the City once the City enters into an agreement with the County. For example, if there would be any veterinarian bills incurred, the City would not be liable for these charges. Based on the information received, Staff is recommending that the City enter into the Animal Control Contract with Crow Wing County. Chief Hartman commented that the only individuals who should be authorized to call the Animal Control Officer should be Police Department Officers or City Staff. MOTION 12S1-01-06 WAS MADE BY DEAN SWANSON AND SECONDED BY JAY ANDOLSHEK TO AUTHORIZE CONTRACTING WITH CROW WING COUNTY ANIMAL CONTROL SERVICES EFFECTIVE JANUARY 1, 2007 AT A COST OF \$4,732.50. MOTION CARRIED WITH ALL AYES.
3. Bills for Approval - MOTION 12S1-02-06 WAS MADE BY DEAN SWANSON AND SECONDED BY JAY ANDOLSHEK TO APPROVE THE BILLS FOR PAYMENT AS SUBMITTED IN THE AMOUNT OF \$19,522.90. MOTION CARRIED WITH ALL AYES.
4. Approval to pay bills received December 20th through the 31st with retroactive approval by the City Council in January was requested. MOTION 12S1-03-06 WAS MADE BY DEAN SWANSON AND SECONDED BY DICK PHILLIPS TO APPROVE STAFF PAYING BILLS RECEIVED BETWEEN DECEMBER 20TH AND DECEMBER 31ST FOR DECEMBER SERVICES WITH RETROACTIVE APPROVAL IN JANUARY. MOTION CARRIED WITH ALL AYES.
5. A memo dated December 18, 2006 from City Administrator Swenson recommends various year-end fund transfers. The twenty-one line items were

read by City Administrator Swenson and involved the General Fund (101), the Capital Improvement Fund (401) and the Sewer Project Fund/Sewer Operating Fund. These transfers are typically done each year at the last meeting of the City Council since they involve monies expended or budgeted and unspent in the current year's budget. After each item was reviewed, discussion ensued regarding Items #5, #16, #19 and #21. After discussion, the Council agreed that Item #5, which was the transfer of funds into the Comprehensive Plan Reserve Account, was an acceptable transfer. Item #16 involved the installation of a second well in the Fire Hall which would serve domestic water in City Hall. After discussion, it was agreed that this transfer was valid since the Council approved the quote authorizing the drilling of the well. The other two items involved considerable discussion. Park Director Jon Henke stated that his Staff has reviewed what items are more important in their department and they have come to the conclusion that they would like to take the monies that have not been expended in the Park Department Budget for use for the purchase of audio/visual equipment in the new meeting rooms. If this money is transferred into the Capital Fund, it could be used for park improvements provided Council approval is received on the expenditure. Regarding Item #21, the Sewer Operating Fund has exceeded expenditures over and above revenues. During the 2006 budget meetings in 2005, it was anticipated that the Sewer Operating Fund would need a transfer of \$14,509 from the Sewer Project Fund in order to meet expenses. Upon review in December, this amount was underestimated and an additional \$14,891 is needed to fund the operating expenses. MOTION 12S1-04-06 WAS MADE BY DICK PHILLIPS AND SECONDED BY DEAN SWANSON TO APPROVE ALL FUND TRANSFERS AS PRESENTED IN THE MEMO DATED DECEMBER 18, 2006 FROM CITY ADMINISTRATOR SWENSON (COPY ATTACHED TO THESE MINUTES) WITH THE EXCEPTION OF ITEMS #19 AND #21. MOTION CARRIED WITH ALL AYES.

MOTION 12S1-05-06 WAS MADE BY JAY ANDOLSHEK AND SECONDED BY DEAN SWANSON TO APPROVE FUND TRANSFERS #19 AND #21 AS RECOMMENDED BY STAFF. MOTION CARRIED 2-1 WITH COUNCILMEMBER PHILLIPS OPPOSED.

MOTION 12S1-06-06 WAS MADE BY DICK PHILLIPS AND SECONDED BY DEAN SWANSON TO ADJOURN THIS SPECIAL COUNCIL MEETING AT 3:38 P.M. MOTION CARRIED WITH ALL AYES.

Respectfully submitted,



Darlene J. Roach
Clerk/Treasurer

**BILLS FOR APPROVAL
20-Dec-06**

VENDOR	DEPT	AMOUNT
Abra, bushings, nipple, coupler	PW	9.18
Ace Hardware, lockwash, hex nuts	PW	8.29
Ace Hardware, safety goggles	P&R	7.01
Ameripride, mats	PW	111.59
Beaman Woodworking, fireplace mantel	Library	500.00
Brainerd Hydraulics	PW	167.62
Brainerd Hydraulics	PW	143.03
Brothers Motorsports, blade sharpening	PW	25.00
Brownells, end plate adapter, spring	Police	78.95
Budget Lighting, bulbs	PW	425.60
Business Form & Accounting, w2 forms	Admin	108.04
Cascade Computers, set up computer, add printer	ALL	158.75
County Recorder, filing fees	P&Z	138.00
Crosslake Communications, phone, fax, dsl, cable	ALL	1,500.00
Crosslake Sheetmetal, hook up thermostat to subbase	PW	75.00
Crow Wing County Highway Dept, fuel	ALL	2,384.88
Crow Wing County Recorder, filing fees	P&Z	506.00
Crow Wing County Recorder, filing fees	P&Z	230.00
Dacotah Paper, tissue, towels	P&R	208.05
East Side Oil, oil recycling	Gov't	50.00
Ehlers & Associates, continuing disclosure reporting	Gov't	1,550.00
Evergreen Equipment, blade kit, pin, bolt, shim	PW	146.16
Fastenal, resp carts	PW	25.07
Holiday Station, propane refill	Cemetery	18.09
Lakeland Fireplace Plus, fireplace	Library	1,681.38
League of MN Cities Insurance, deductible	Police	250.00
Menards, unions, impact sockets	PW	32.66
Mollys Cleaning, december cleaning	Gov't	772.13
MR Sign, posts, snowplow marker	PW	1,274.54
Office Max, pens, clips, folders, files	Sewer	24.89
Office Shop, desks	P&R	1,010.69
P&Z Commissioners, 4th quarter meetings	P&Z	850.00
Pepsi, pop	PW	45.48
Pequot Auto Parts, oil, air filter, tape	PW	119.91
Pequot Auto Parts, oil, air filter	PW	109.61
Quill, report covers	Admin	29.00
Quill, fireproof file cabinets	P&Z/Admin	2,537.68
Streichers, ear muffs, turtlenecks, rain coats	Police	232.30
Streichers, cuff holder	Police	16.00
Thelen Heating, repair furnace	PW	114.00
Walker Display, molding, end caps	P&R	115.77
Whitefish Auto, oil change	P&R	32.55
Xcel Energy, gas utilities	ALL	1,700.00
TOTAL		19,522.90

SEPARATE MOTION - APPROVAL TO PAY BILLS FOR ITEMS PURCHASED
BETWEEN 12/20/06 AND 12/31/06 - RETRO ACTIVE APPROVAL WILL BE
REQUESTED AT REGULAR COUNCIL MEETING IN JANUARY

MEMO TO: City Council
FROM: City Administrator *TNS.*
DATE: December 18, 2006
SUBJECT: Year-End Fund Transfers

I recommend the following fund/account transfers:

- 1.) \$1,000 from General Fund Fire Department Capital Outlay Account to Capital Outlay Fund Hovercraft Reserve Account per the 2006 Budget.
- 2.) \$500 from General Fund Ordinance Codification Account to Capital Outlay Fund Ordinance Codification Account.
- 3.) \$2,000 from General Fund Emergency Management Account to Capital Outlay Fund Emergency Management Reserve Account.
- 4.) \$1,400 from General Fund Animal Control Account to Capital Outlay Animal Control Reserve Account.
- 5.) \$1,000 from General Fund Healthy Community Program Account to Capital Outlay Fund Comprehensive Plan Reserve Account.
- 6.) \$2,000 (\$1,000) from General Fund Administration Capital Outlay and (\$1,000) from Planning and Zoning Capital Outlay to Capital Outlay Fund Copier Replacement Reserve per the 2006 Budget.
- 7.) \$130,000 from Capital Outlay Fund West Shore Drive Reserve Account to West Shore Drive Project Fund.
- 8.) \$20,000 from General Fund Public Works Capital Outlay to Capital Outlay Fund Public Works Equipment Reserve Account to be used for payment of the Dump/Plow Truck.
- 9.) \$20,000 from General Fund (Wastewater Management District) to Capital Outlay Fund Public Works Equipment Reserve Account to be used for payment of the Dump/Plow Truck.
- 10.) \$74,225.11 from General Fund Park Dedication Fees to Capital Outlay Fund Park Dedication Fees.
- 11.) \$216,430 from Capital Outlay Fund Park Dedication Fees to General Fund to reimburse Community Center Expansion Project Expenses paid by the General Fund.

- 12.) \$3,000 from General Fund Police Capital Outlay to Capital Outlay Fund Police Equipment Reserve Account for future computer office upgrade per the 2006 Budget.
- 13.) \$3,689.59 from General Fund to Capital Outlay Fund Police Restitution Account.
- 14.) \$16,500 from General Fund General Government Capital Outlay (\$3,000 Generator, \$3,500 Council Room Carpet, \$10,000 Siding) to Capital Outlay Fund Municipal Building Reserve Account.
- 15.) \$3,088.10 from Capital Outlay Fund Cemetery Reserve Account to General Fund to reimburse the cost of a well budgeted in 2005 and drilled in 2006.
- 16.) \$3,482.35 from the Capital Outlay Fund Municipal Building Reserve Account to General Fund to reimburse the cost of a well budgeted in 2005 and drilled in 2006.
- 17.) \$10,000 from General Fund to Capital Outlay Fund Tennis Court Replacement Reserve Account.
- 18.) \$2,200 from General Fund 80 Acre Development Expense Account to Capital Outlay Fund Park 80 Acre Reserve Account for improvements budgeted in 2006 but not completed do to Community Center Expansion time commitments.
- 19.) \$5,500 from General Fund Park Capital Outlay to Capital Outlay Fund Park Office Reserve Account. This was money budgeted for Capital Improvements in the 2006 Budget that was not spent that would now be used for the audio/visual improvements to the meeting rooms.
- 20.) \$3,000 from General Fund Public Works Bridge Account to the Capital Outlay Fund Public Works Bridge Repair Reserve Account.
- 21.) \$29,400 from Sewer Project Fund to Sewer Operating Fund. The 2006 Budget included a transfer of \$14,509. It is estimated that actual revenues will exceed budgeted revenues by \$9,000 and actual expenditures will exceed budgeted expenditures by \$23,900. Therefore, I have increased the recommended budget transfer by \$14,891. ($\$14,509 - \$9,000 + \$23,900 = \$29,409$)