

SPECIAL COUNCIL MEETING
CITY OF CROSSLAKE
FRIDAY, JULY 24, 1998
9:00 A.M. - CITY HALL

The Council for the City of Crosslake met in the Council Chambers of City Hall on Friday, July 24, 1998. The following Councilmembers were present: Mayor Robert Scott, Donna Keiffer, Charles Miller and Raymond Smyth. Councilmember Richard Upton was absent. Also present was City Administrator Thomas Swenson, Deputy Clerk Darlene Roach, Police Chief John Backdahl, Interim Park and Recreation Director Dennis Palm, General Manager Kevin Larson and American Legion Commander Bob Garin.

Mayor Scott called the special meeting to order at 9:05 A.M.

1. American Legion Commander Bob Garin requested a waiver of the \$50.00 charge for the one day temporary on sale beer license approved by the Council at the July 13th Regular Council Meeting. He was concerned with the Legion not selling enough beer to offset the cost of the license. He felt that organizations such as the Chamber of Commerce, American Legion, Lions Club and Firemen's Relief Association donating money to the City should be exempt from this charge. The American Legion donates a portion of their gambling proceeds to the City each year. MOTION 07S-01-98 WAS MADE BY CHUCK MILLER AND SECONDED BY RAY SMYTH TO EXEMPT THOSE ORGANIZATIONS WHO HISTORICALLY DONATE FUNDS TO THE CITY FROM THE \$50.00 TEMPORARY LIQUOR LICENSE FEE. MOTION CARRIED UNANIMOUSLY.

2. City Administrator Swenson reported that the warning siren located in the area of Ye Olde Wharf did not go off on Monday night, July 20th due to a power outage prior to the sirens being set off. Three of the four sirens have underground electrical wiring, however, the siren located in the area of Ye Olde Wharf has above ground wiring. The City chose AC type sirens opposed to DC operated sirens which contain four batteries with a 120 volt trickle charge. A DC type siren would only sound for approximately fifteen to twenty minutes and the batteries would be run down. The trickle charge would not allow the batteries to recover fast enough. City Administrator Swenson also stated that AC/DC units are available, however, testing comes off of the 120 volt current and the condition of the batteries are not known. City Administrator Swenson and Chief Backdahl recommended that once the current sirens are paid off, the City could look at installing additional sirens in areas where underground wires are in place and possibly replacing the sirens currently installed in the area of Ye Olde Wharf and at the Telephone Company. It was noted that it would cost approximately \$4000 - \$5000 to convert an existing siren to DC. Councilmember Miller suggested that the City Administrator find out how much the AC/DC units cost and consider budgeting one for next year.

Chief Backdahl complimented the Fire Department, Ambulance Crew, City Crew and his officers for how well everyone responded to the storm and how quickly clean up was handled. He stated that by 12:15 A.M. all trees had been removed from the City streets and by midday seventy Boy Scouts from Cuyuna Camp participated in clean up along the City streets.

3. Bills for Payment – MOTION 07S-02-98 WAS MADE BY RAY SMYTH AND SECONDED BY DONNA KEIFFER TO APPROVE BILLS FOR PAYMENT AS SUBMITTED IN THE AMOUNT OF \$10,382.18. MOTION CARRIED UNANIMOUSLY.

4. MOTION 07S-03-98 WAS MADE BY CHUCK MILLER AND SECONDED BY RAY SMYTH TO APPROVE THE MINUTES OF THE JUNE 8, 1998 PUBLIC HEARING AND REGULAR COUNCIL MEETING AND THE MINUTES OF THE JUNE 25, 1998 SPECIAL COUNCIL MEETING. MOTION CARRIED UNANIMOUSLY.

5. MOTION 07S-04-98 WAS MADE BY RAY SMYTH AND SECONDED BY CHUCK MILLER TO APPROVE THE HIRING OF SUSAN COLTER-MUNYER AS PARK AND RECREATION DIRECTOR WITH THE COMPENSATION PACKAGE LISTED ON THE ADDENDUM. Councilmember Smyth reported that of the seventeen applications received for the position, seven individuals were invited to participate in an oral interview. Of these seven individuals, three were selected as finalists. Susan Colter-Munyer currently is Program Director with the Roseville Park and Recreation Department and has the most complete experience and training background of those interviewed. MOTION CARRIED UNANIMOUSLY.

The Council discussed relocation expenses up to \$1500 requested by Ms. Colter-Munyer. MOTION 07S-05-98 WAS MADE BY RAY SMYTH AND SECONDED BY CHUCK MILLER TO APPROVE RELOCATION EXPENSES UP TO \$1500 IN ACTUAL COSTS WITH RECEIPTS PROVIDED TO THE CITY. MOTION CARRIED UNANIMOUSLY.

6. Reclassification of Park and Recreation Building and Registration Coordinator –Rose Stimac has requested that the duties which she has been performing be evaluated in comparison to the job classification which she is currently assigned. It was the recommendation of Councilmember Smyth, City Administrator Swenson and Interim Director Dennis Palm that Rose Stimac be reclassified to Park and Recreation Assistant. MOTION 07S-05-98 WAS MADE BY RAY SMYTH AND SECONDED BY DONNA KEIFFER TO APPROVE THE RECLASSIFICATION OF ROSE STIMAC TO PARK AND RECREATION ASSISTANT RETROACTIVE TO JUNE 1, 1998. There was discussion among the Council as to what duties the assistant position entailed, what

responsibilities Rose has absorbed and whether the promotion should wait until the new director is on board. MOTION CARRIED UNANIMOUSLY. It was suggested by the Council that Dennis Palm work with Rose to enroll her in seminars to enhance her communication skills.

7. Tax Increment Financing Reimbursement – City Administrator Swenson requested approval to reimburse 90% of the incremental tax revenues received from first half tax payments to the developers. MOTION 07S-06-98 WAS MADE BY RAY SMYTH AND SECONDED BY DONNA KEIFFER TO APPROVE THE REIMBURSEMENT OF TAX INCREMENT FINANCING MONEY TO THE DEVELOPERS. MOTION CARRIED UNANIMOUSLY.

8. A petition for improvement to Cross Avenue was received and verified. MOTION 07S-07-98 WAS MADE BY DONNA KEIFFER AND SECONDED BY CHUCK MILLER TO APPROVE RESOLUTION 98-27 DECLARING ADEQUACY OF PETITION AND ORDERING PREPARATION OF REPORT FOR CROSS AVENUE. MOTION CARRIED UNANIMOUSLY.

9. Engineering proposals for feasibility of road construction projects - Widseth Smith Nolting submitted engineering proposals for conducting feasibility studies for Lake Shore Drive, Staley/Jason Lane, Ox Lake Road and Cross Avenue. MOTION 07S-08-98 WAS MADE BY CHUCK MILLER AND SECONDED BY RAY SMYTH TO APPROVE THE COST OF FEASIBILITY STUDIES FOR LAKE SHORE DRIVE, STALEY/JASON LANE, OX LAKE ROAD AND CROSS AVENUE NOT TO EXCEED \$6000. MOTION CARRIED UNANIMOUSLY.

10. The Council was reminded to let the City Hall Staff know whether they would be attending the MN Association of Small Cities 1998 Annual Conference in Detroit Lakes on August 13 – August 14.

11. General Manager Kevin Larson requested Council approval to order an upgrade to the Telephone Company's digital switch from Release 19 to Release 21. This upgrade will include additional features such as ISDN, CIDCW, CIDS Toll Restrict PIN, and etc. Hardware is also included in this upgrade to integrate the two new AFC's into the current network. The upgrade was included in the five year plan and has been budgeted. Mr. Larson felt the upgrade was spending money appropriately allowing the Company to buy time to see what was happening in the industry. The upgrade would allow the Company to remain competitive by offering more features, hence, more sales. There was some discussion by the Council whether the Telephone Company was required to bid for this equipment. A letter from Attorney Eric Westphal to Kevin Larson stated that it was not necessary for the City to advertise for bids for the DCO Switch, however, the Council

would need to adopt a finding that the DCO Switch upgrade is a non-competitive product. MOTION 07S-09-98 WAS MADE BY RAY SMYTH AND SECONDED BY CHUCK MILLER TO ADOPT THE FINDING THAT THE DCO SWITCH UPGRADE IS A NON-COMPETITIVE PRODUCT. MOTION CARRIED UNANIMOUSLY.


MOTION 07S-10-98 WAS MADE BY DONNA KEIFFER AND SECONDED BY RAY SMYTH TO APPROVE THE PROPOSAL FROM SIEMENS TELECOM NETWORKS FOR RELEASE 21 NETWORK UPGRADE IN THE AMOUNT OF \$273,000. MOTION CARRIED UNANIMOUSLY.

12. Councilmember Smyth reported that the Library Committee is working on plans to establish a regional library in Crosslake and in order to get the process started a Letter of Intent to Kitchigami Library is required. Councilmember Smyth asked the Council to consider various items and make a determination whether they were in favor of supporting a Letter of Intent.

An initial cost of \$20,000 is needed to supply books and equipment to stock the library. Once the Letter of Intent is in place, the Kitchigami Library will put aside part of their budget each year so the \$20,000 is available when needed. Annual operating costs need to be considered, property purchased or identified to construct a building and costs associated with operating and maintaining the building taken into consideration. The Council expressed their support for the library, so Councilmember Smyth will draft a Letter of Intent for the August Council Meeting.

MOTION 07S-11-98 WAS MADE BY CHUCK MILLER AND SECONDED BY DONNA KEIFFER TO ADJOURN THIS SPECIAL MEETING AT 10:37 A.M. MOTION CARRIED UNANIMOUSLY.

Taped and transcribed by:


Darlene J. Roach
Deputy Clerk

ADDITIONS TO BILLS FOR PAYMENT				
24-Jul-98				
VENDOR		DEPT	CHECK #	AMOUNT
Gammello & Sandelin P.A. - 1/2 city fines		Law/Legal		\$205.09
Great Plains Graphics - T shirts for Tennis Tourn		Park		\$561.50
Office Shop - Labor for copier system		Park		\$66.00
The Office Shop - Toner for Copier		Park		\$61.24
Echo Publishing - postcards		P&Z		\$33.15
Northern National Bank - Dump Truck Pymt	semi-ann	PW		\$4,696.88
MN Recreation & Park Assoc - Job posting		Park		\$50.00
Greg Larson Sports - 36 medals & neck ribbons		Park		\$152.59
Coast to Coast -		Park		\$8.51
Coast to Coast - key		Park		\$1.34
Coast to Coast - squeegy		Govt		\$5.85
Coast to Coast - keys and dishpan		Park		\$5.58
Mills Ford - brake work and reseal trans case		PW		\$964.74
George Riches - meeting expenses		P&Z		\$85.00
Jack Webster - meeting expenses		P&Z		\$85.00
Be Gunelson - meeting expenses		P&Z		\$85.00
Darrell Swanson - meeting expenses		P&Z		\$85.00
Andy Anderson - meeting expenses		P&Z		\$50.00
James Trautman - meeting expense		P&Z		\$10.00
Reed's Market - sponge, pail, gloves		Govt		\$15.49
Reed's Market - sponge, pail, gloves		Govt		\$4.78
Dacotah Paper Co - tissue, liners, towels		Park		\$177.49
Reed's Market - bread, peanut butter, juice etc		Park		\$9.56
Reed's Market - Cups, napkins, sponges, windex		Park		\$11.75
The Office Shop - 8 1/2 x 11 paper		Park		\$40.36
Walmart - metal shelving, tap n go		Park		\$35.54
Viking Coca Cola - pop		Park		\$109.45
Paul Winkelman - Grey partitions & toilet paper holders		Park		\$1,860.26
Rose Stimac - Expenses		Park		\$21.70
Rose Stimac - Expenses		Park		\$38.75
Donna Keiffer - Aerobics Instruction 4 wk		Park		\$152.00
Ehlers - Prepare State TIF Reports		TIF		\$210.00
Echo Publishing - Public Hearing legal		P&Z		\$70.99
Echo Publishing - Tax Increment Legal Notice		TIF		\$49.75
Viking Coke - pop		Govt		\$21.60
Viking Coke - pop		Govt		\$30.67
Gary McMullen Plumbing - Service Call		Govt		\$50.00
Dacotah Paper - 6 cases paper, 1 case contin		Adm/P&Z		\$213.76
Cellular One - cell service		PD		\$45.83
Mindy Brill - Tennis Instruction				
				\$10,382.18

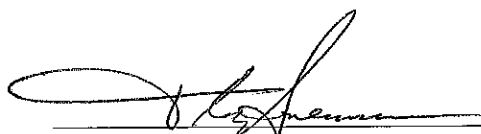
RESOLUTION 98-27

RESOLUTION DECLARING ADEQUACY OF PETITION AND ORDERING PREPARATION OF REPORT


BE IT RESOLVED BY THE CITY COUNCIL OF CROSSLAKE, MINNESOTA:

1. A certain petition requesting the improvement of Cross Avenue, located West of Lake Street within the plat of Bower's Point, filed with the Council on July 24, 1998 is hereby declared to be signed by the required percentage of owners of property affected thereby. This declaration is made in conformity to Minnesota Statutes, Section 429.035.
2. The petition is hereby referred to Dave Reese of Widseth, Smith & Nolting and that person is instructed to report to the Council with all convenient speed advising the Council in a preliminary way as to whether the proposed improvement is necessary, cost-effective, and feasible and as to whether it should best be made as proposed or in connection with some other improvement, and the estimated cost of the improvement as recommended.

Adopted by the Council this 24th day of July, 1998



Thomas N. Swenson
City Administrator



Bob Scott
Mayor