

COUNCIL PROCEEDINGS
CITY OF CROSSLAKE, MINNESOTA
SPECIAL COUNCIL SESSION
April 16, 1987 at the Community Center

The City Council and the Park Board of Crosslake, Minnesota met in a special session on April 16, 1987 at 7:00 p.m. in the Community Center. The following members were present: Mayor Oliver Courts, Councilmembers Elizabeth Andolshek, Lyle Arends, Diana Gallaway and Oliver Yates as well as Park Board members Avery Hoff, Chairman, Bill Heisserer, Bill Souther, Vickey Leonard and Art Holth and Park Director Patricia Felber.

Mayor Courts called this special meeting to order at 7:00 p.m. saying that the Park Board had requested this meeting for approximately a year and that he was confident many decisions could be reached.

Mayor Courts began the meeting by reading from an article which stated some of the functions of the Park Board. The article stated in part: The Park Commission shall consist of seven members; those members will be residents of Crosslake; the term of office for each member shall be three years; the election of officers shall occur in January of each year and term of office shall be for one year; if a member is unable to serve his or her three year term a new member will be appointed to full-fill that three year term; if an officer is unable to full-fill his or her one-year term a new officer shall be elected; the Mayor shall name a council liaison to the Park and Recreation Department; it shall be the duty of the liaison to bring the recommendations of the Board to the Council meetings; the regular meeting of the Board shall be on the second Tuesday of each month in the Community Center Board Room; public notice will be made for each meeting; these meetings are open to the public and public input is encouraged; four members of the Board including the Chairman or vice chairman are needed to constitute a quorum; board members shall notify the Park Director or Chairman if they cannot be present; the member of the City Council designated as liaison shall have no vote on board decisions shall be informed of dates of meetings and the Board shall look to that person to assist in matters requiring City Council attention; Robert Rules of Order shall govern at all meetings; the chairperson and director shall prepare and distribute a written agenda prior to each meeting; the director or secretary shall have the responsibility to see that the minutes are typed and filed in an orderly manner; meetings shall be on tape and the tape given to the City Clerk after the minutes are typed; special meetings of the Board may be called at any time by the director or chairperson with five days notice giving time, place and purpose of such meeting.

Duties and responsibilities of the Board include: Work in cooperation with the park director to insure the smooth operation of the Park and Community Center and all activities therein; assist the park director in preparation of the annual budget; the budget shall be prepared and finalized no later than the July regular meeting in order that it may be submitted to the City Council two months prior to its budget session; the proposed budget shall include all normal operating expenses of the Park and Community Center and shall include estimates for personnel, maintenance and capitol improvements.

Mayor Courts continued to read the article with authorization to sign checks and withdrawals: All checks drawn on the funds dedicated to the Park and Recreation Department by the City Council for operation of all park facilities shall be signed and countersigned by the Mayor and City Clerk/Treasurer or a third person designated by the Mayor in the absence of either of the above; all invoices or request for payments from the recreation department funds shall have prior approval of the director; assist the Park Director in establishing policies and regulations for use of all park and recreation facilities; such policies shall be reviewed periodically by the Park Board and changed when necessary; establish and maintain a current fee schedule for use on park and community center facilities recognizing that special emphasis is placed on minimal charges for youth activities; attempt to have at least one member of the Park Board attend City Council meetings regular or other wise to assist the Council liaison as needed in dealing with the City Council. Mayor Courts ended this article by saying he would see that all members of the Board received copies of it.

Vickey Leonard said the Board no longer taped the minutes because they all agreed it was a waste of money.

Avery Hoff asked if there was something the Council wanted to Board to do to work better together or something special the Council wanted to have done. Mayor Courts said the Council liaison should be able to help them with that.

Mayor Courts indicated he would like to discuss hours for employees. Discussion ensued regarding having an employee at the Park at all times when the Park is scheduled to be open.

Ms. Felber was asked about the schedule and hours maintained at present. Her response was that someone is always there between 8 a.m. and 8:30 a.m. She comes in at 9 a.m. or noon depending on the days she works maintenance. Opening of the building has been left up to maintenance personnel because they need to clean up from the activities the night before according to Ms. Felber. Ms. Felber indicated a typical week is: Girl Scouts and Brownies on Tuesdays and Thursdays; Vickey has aroebics on Mondays and Thursdays and she is responsible for locking up on those two nights: park is open until 9:00 p.m. on Wednesdays and 6:00 p.m. on Fridays if no activity is planned; Saturday is usually noon until 6 in the winter.

Employees time available to cover the hours was stated as Park Director at 40 hours a week, Green Thumb employee at 22 hours per week and if approved, the two CETA youths at approximately 30 hours per week each for a total of 122 hours. Ms. Felber stated that the CETA youth were supposed to be supervised but could possibly be left alone for office or none machinery type job. Hours for scheduling were suggested as 77 hours per week which would be 11 hours a day and approximately 122 man hours to cover it.

Councilmember Arends suggested that there should be an age limit on kids who are dropped off at the Park because the Park is really not supposed to be a day care center.

Mayor Courts asked about keys and who had them and who should be allowed to have them. It was the consensus of everyone present that possibly only employees have them, that great discretion be used in giving them out.

Ms. Felber indicated that a previous Council thought some of the groups like the American Legion for instance, should be responsible enough to lock up after their Bingo nights.

Scheduling was again brought up and it was the determination of the Council that a schedule should be set before employee hours could be discussed. The idea of having the Greed Thumb worker close up a couple nights a week or the CETA youths be given some evening hours so the Park Director would not have to be there all the time was discussed. The possibility of having the police officer on duty occasionally locking up at night was mentioned. Setting a schedule and posting it on the door was suggested so everyone would know when the Park was open and it would help to reduce complaints as to why the Park was not open at a given time.

It was suggested that the larger city parks do not open their doors until noon and maybe Crosslake should consider this. Ms. Felber indicated that some of the craft clubs and bridge clubs meet in the morning and it could pose problems for them. She indicated having an employee to work some evenings and in the winter having a warming house attendant would be very helpful. Setting an evening closing hour was discussed and how to close at a given time if a group has a special speaker of something special going on was also considered. Setting events for week-ends was mentioned as the Park and Community Center was stated as mainly for the benefit of the children.

Mr. Heisserer said he did not feel that the Park Director should be doing maintenance. He said he felt that her job should be scheduling and supervision. Mayor Courts said he agreed that maintenance was not in her job description and that her job was to run the Park and Community Center and run it efficiently. Ms. Felber stated that if Crosslake was a large park with several employees, she would not have to do so much maintenance but in a small business you must be multifunctional.

Fees and funding were discussed with Mayor Courts saying that in the general description of the Park funds for operating, maintenance and improvements of all park facilities come from the Crosslake General Fund and are supplemented to a small degree with proceeds from a modest fee schedule. In addition, Mayor Courts said the Crosslake Park Boosters contribute funds to the Park and Community Center which it uses solely for Park and Community Center improvements and development. Mr. Courts said the general description also stated it shall be the philosophy of the Crosslake City Council, the Crosslake Park and Recreation Board, the Park and Recreation Director and the Crosslake Park Boosters to insure that the Park and Community Center is properly funded, maintained, developed and staffed as necessary to provide for the citizens of Crosslake.

It was the consensus of the Board and Council present that nominal fees should be charged to cover maintenance and cleanup. Ms. Felber indicated that the cost to resurface the tennis court a few years ago was \$3,000.

If fees should be dedicated strictly for the Park or used to reduce the tax levy was also discussed. Mayor Courts stated he felt that the money should be turned over to the City Clerk as soon as received and placed in the general fund because it was the duty of the Council to see that needed expenses were paid by the general fund. Daily receipts for summer tennis and summer programs to be deposited daily either with the City Clerk or dropped off at the Telephone company night depository were considered to be of the utmost importance since the Park does not have a safe place in which to leave the funds. Councilmember Andolshek was to talk to Telephone Manager Mayer for permission to deposit the funds overnight.

Councilmember Gallaway suggested that the Park Commission should be looking at the budgets soon and request the amounts that would be needed for any extra personnel.

Some of the other suggestions mentioned were to send a questionnaire to Crosslake residents to see if they are aware of what is being offered at the Park and Community Center or what they would like to see offered. The denial of alcoholic beverages was discussed as possibly one reason why there are not too many ball games played on the ball diamonds and why not many wedding receptions or parties are held.

Mr. Hoff read a letter to the Council he had received which stated that the Pequot-Crosslake Youth Hockey Association appreciated very much that the hockey rink was maintained for the 1986-87 hockey season. The letter stated that even with the weather conditions not conducive to ice skating and rink maintenance, Ms. Felber and her crew did a tremendous job of maintaining the ice. The letter was signed by Don Snyder, President.

Councilmember Gallaway suggested that the Park Commission set up a policies manual such as the Telephone Commission has so when Councils change the Park Director will have guidelines to go by.

Mayor Courts indicated that he felt that that would be a good idea and a good job for the Park Board. Mayor Courts also suggested that the Park Board set up a fee schedule either by per person usage or per room or per month or per time and also set an hourly schedule if possible. It was requested to have it back to the Council in time to review before bringing to a Council meeting for action.

Mr. Hoff said the Park Commission will have a special meeting on Monday, April 27, 1987 at 4:00 p.m. at the Community Center to start working on some of the ideas as presented dealing with fee schedules, hour schedules, ways of handling receipts and any other items they determine essential to running the Park and Community Center.

Ms. Felber said she wanted to remind all present that Saturday, April 25, 1987 was designated as Keep American Beautiful day and that crews would be out cleaning up and picking up. She also stated that trucks and volunteers were needed. MOTION NO. 4S3-02-87 WAS MADE BY COUNCILMEMBER ANDOLSHEK AND SECONDED BY COUNCILMEMBER GALLAWAY TO APPROVE THE USE OF THE CITY TRUCK FOR THE ANNUAL CLEAN UP ON SATURDAY, APRIL 25, 1987. MOTION PASSED UNANIMOUSLY.

MOTION NO. 4S3-01-87 WAS MADE BY COUNCILMEMBER ANDOLSHEK AND SECONDED BY COUNCILMEMBER GALLAWAY TO APPROVE THE HIRING OF TWO CETA YOUTHS FOR THE PARK FOR THE SUMMER. MOTION PASSED UNANIMOUSLY.

Mr. Hoff thanked the Council for their participation and their insight to Park activities and for their willingness to give of their time for this special meeting.

MOTION NO. 4S3-03-87 WAS MADE BY COUNCILMEMBER GALLAWAY AND SECONDED BY COUNCILMAN ARENDS TO ADJOURN THIS SPECIAL COUNCIL AND PARK COMMISSION MEETING. MOTION PASSED UNANIMOUSLY.

Recorded and transcribed by:



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