

**REGULAR COUNCIL MEETING
CITY OF CROSSLAKE
TUESDAY, NOVEMBER 13, 2018
7:00 P.M. – CITY HALL**

The Crosslake City Council met in the Council Chambers of City Hall on Tuesday, November 13, 2018. The following Council Members were present: Mayor Patty Norgaard, Dave Nevin, Dave Schrupp, and Gary Heacox. Brad Nelson was absent. Also present were City Administrator Mike Lyonais, City Clerk Char Nelson, Police Chief Erik Lee, Fire Chief Chip Lohmiller, Public Works Director Ted Strand, Park Director TJ Graumann, City Attorney Brad Person, City Engineer Phil Martin, Northland Press Reporter Bill Monroe, and Echo Publishing Reporter Erin Bormett. 2019 Council Member Elect John Andrews was also in attendance. There were approximately ten people in the audience.

A. CALL TO ORDER – Mayor Norgaard called the Regular Council Meeting to order at 7:00 P.M. The Pledge of Allegiance was recited. MOTION 11R-01-18 WAS MADE BY DAVE SCHRUPP AND SECONDED BY GARY HEACOX TO APPROVE THE ADDITIONS TO THE AGENDA. MOTION CARRIED WITH ALL AYES.

B. CONSENT CALENDAR – MOTION 11R-02-18 WAS MADE BY DAVE NEVIN AND SECONDED BY GARY HEACOX TO APPROVE THE FOLLOWING ITEMS LISTED ON THE CONSENT CALENDAR:

1. Special Council Meeting Minutes of October 8, 2018
2. Regular Council Meeting Minutes of October 8, 2018
3. Special Council Meeting Minutes of October 22, 2018
4. City – Month End Revenue Report dated October 2018
5. City – Month End Expenditures Report dated October 2018
6. October 2018 Budget to Actual Analysis
7. Police Report for Crosslake –October 2018
8. Police Report for Mission Township – October 2018
9. Fire Department Report – October 2018
10. North Ambulance Run Report – September and October 2018
11. Planning and Zoning Monthly Statistics
12. Planning and Zoning Commission Meeting Minutes of September 28, 2018
13. Public Works Meeting Minutes of October 1, 2018
14. EDA Meeting Minutes of October 4, 2018
15. Crosslake Park/Library Commission Minutes of September 26, 2018
16. Crosslake Roll-Off Recycling Report for October 2018
17. Waste Partners Recycling Report for September 2018
18. Resolution No. 18-33 Approving Membership in the Minnesota Environmental Science and Economic Review Board
19. Resolution No. 18-34 Accepting Donations
20. Request for Refund of Fee for Withdrawn P&Z Permit Application
21. Memo dated November 2, 2018 from City Clerk Re: Repurchase Cemetery Lots
22. Letter dated October 18, 2018 from Crow Wing Power Re: Municipal Meter Relief Program
23. Bills for Approval in the Amount of \$240,869.89
24. Additional Bills for Approval in the Amount of \$22,650.87

MOTION CARRIED WITH ALL AYES.

C. CRITICAL ISSUES

1. A memo from Char Nelson dated November 7, 2018 included a Certification of Election Results which requires action by the City Council as the Canvassing Board for the City for the election that was held on November 6, 2018. The combined number of votes cast in the two precincts was 1,460 with 64 new registrations. For the office of Mayor, Patty Norgaard received 676 votes and Dave Nevin received 729 votes. For City Council R. Clay Porter received 229 votes, John Andrews received 758 votes, Aaron S. Herzog received 419 votes and David H. Schrupp received 864 votes. MOTION 11R-03-18 WAS MADE BY GARY HEACOX AND SECONDED BY DAVE SCHRUPP TO APPROVE THE CERTIFICATION OF ELECTION RESULTS AS PRESENTED. MOTION CARRIED WITH ALL AYES.

D. PUBLIC FORUM – None.

- E. **MAYOR'S REPORT** – Mayor Norgaard reported that staff at all city buildings has safety concerns in light of the recent mass shooting in California and told the Council that security needs to be a priority. Chief Lohmiller gave council members information regarding the safety of firefighters. Police Chief Lee stated that Sergeant Swanson has taken training so that he can teach Alert, Lockdown, Inform, Counter, Evacuate (ALICE) to the staff.

F. CITY ADMINISTRATOR'S REPORT

1. MOTION 11R-04-18 WAS MADE BY GARY HEACOX AND SECONDED BY DAVE SCHRUPP TO CLOSE ALL CITY FACILITIES ON MONDAY, DECEMBER 24, 2018. Mike Lyonais explained that this would include City Hall, Community Center and Public Works (except in the case of a snowstorm). Employees would be required to use either a personal day, vacation time, or compensatory time. If an employee does not have any available time to use, they will have the option to take the day off without pay or come into work with their Department Head's approval. This closing would not include the Police Department. MOTION CARRIED WITH ALL AYES.
2. MOTION 11R-05-18 WAS MADE BY DAVE SCHRUPP AND SECONDED BY DAVE NEVIN TO CHANGE THE FEE FOR A TRANSIENT PERMIT MERCHANT TO \$50 PER DAY AND LIMIT SALES TO 14 DAYS PER CALENDAR YEAR. MOTION CARRIED WITH ALL AYES.
3. MOTION 11R-06-18 WAS MADE BY PATTY NORGAARD AND SECONDED BY DAVE SCHRUPP TO APPROVE THE ENGAGEMENT LETTER BETWEEN THE CITY OF CROSSLAKE AND CLIFTON LARSON ALLEN FOR THE COMPLETION OF 2018 FINANCIAL STATEMENTS. MOTION CARRIED WITH ALL AYES.

G. COMMISSION REPORTS

1. PARK AND RECREATION/LIBRARY

MOTION 11R-07-18 WAS MADE BY DAVE NEVIN AND SECONDED BY GARY HEACOX TO CHANGE THE BACKGROUND CHECK POLICY FOR ALL COACHES AND VOLUNTEERS THAT WORK DIRECTLY WITH CHILDREN TO HAVE COMPLETE CRIMINAL HISTORY CHECK DONE EVERY YEAR BY THE

MINNESOTA BUREAU OF CRIMINAL APPREHENSION. Chief Erik Lee stated that this is a more thorough background check than he can run. MOTION CARRIED WITH ALL AYES.

Park Director TJ Graumann reported that he has found, after much research, an ice rink kit for the park. The rink is 72' x 128' and costs \$3,600. Staff will keep the ice in good condition so that it can be used the whole season. PAL will pay 50% of the cost. MOTION 11R-08-18 WAS MADE BY DAVE NEVIN AND SECONDED BY DAVE SCHRUPP TO APPROVE THE PURCHASE OF AN ICE RINK KIT AT A COST OF \$3,600. MOTION CARRIED WITH ALL AYES.

TJ Graumann requested permission to build a wall in the women's locker room to create a storage room for books for the library book sales. Staff will complete the project. The only cost will be supplies. MOTION 11R-09-18 WAS MADE BY DAVE NEVIN AND SECONDED BY DAVE SCHRUPP TO APPROVE THE BUILDING OF A BOOK STORAGE ROOM WITHIN THE WOMEN'S LOCKER ROOM. MOTION CARRIED WITH ALL AYES.

MOTION 11R-10-18 WAS MADE BY DAVE SCHRUPP AND SECONDED BY GARY HEACOX TO APPROVE THE SALE OF SURPLUS CHAIRS. MOTION CARRIED WITH ALL AYES.

TJ Graumann gave a brief update on the dog park. The Babinski Foundation donated fence and labor valued at over \$6,000. The dog park still needs a security camera system before it can open to the public.

2. PUBLIC WORKS/CEMETERY/SEWER

- a. MOTION 11R-11-18 WAS MADE BY DAVE SCHRUPP AND SECONDED BY GARY HEACOX TO INCREASE SEWER USAGE FEES TO \$50 PER ERU EFFECTIVE WITH JANUARY 2019 BILLS. MOTION CARRIED WITH ALL AYES.
- b. The Lake Foundation requested that a portion of their sewer usage fees be refunded because their sprinkler system was connected to the wrong side of the meter. David Schrupp stated that he was at the school at the time the meter was installed and could verify that the sprinkler water went through the meter but not to the sewer system. MOTION 11R-12-18 WAS MADE BY DAVE NEVIN AND SECONDED BY DAVE SCHRUPP TO REFUND THE LAKE FOUNDATION \$1,104 IN SEWER USAGE FEES. MOTION CARRIED WITH ALL AYES.
- c. Included in the packet for Council review was a draft ordinance amendment related to improvement project assessments. Dave Nevin stated that he would like to see a flat dollar amount in the ordinance for assessments rather than the cost changing based on the project. Dave Schrupp and Ted Strand stated that they could bring different scenarios with costs to the next meeting.

Ted Strand reported that staff repaired pieces of siding on City Hall this week and that much of the siding is held on with only caulk.

3. PERSONNEL

- a. TJ Graumann reported that the Personnel Committee interviewed three candidates for the position of Manager of Parks, Recreation and Library and that the committee unanimously recommended that Jane Monson be hired for the job. Starting wage for this full-time position is \$43,300. This employee will float between the park and library. MOTION 11R-13-18 WAS MADE BY DAVE SCHRUPP AND SECONDED BY PATTY NORGAARD TO APPOINT JANE MONSON AS MANAGER OF PARKS, RECREATION AND LIBRARY WITH A SALARY OF \$43,300. MOTION CARRIED WITH ALL AYES.

H. PUBLIC FORUM – Dan Heggersten of 35533 Sand Pointe Drive asked the status of the task force working on the city hall upgrades. Mike Lyonais replied that a committee is being established.

I. OLD BUSINESS – None.

J. NEW BUSINESS – None.

K. CITY ATTORNEY REPORT

1. MOTION 11R-14-18 WAS MADE BY GARY HEACOX AND SECONDED BY DAVE SCHRUPP TO APPROVE ORDINANCE 355 GAS FRANCHISE WITH NORTHERN STATES POWER COMPANY. SUMMARY TO BE PRINTED IN OFFICIAL NEWSPAPERS. MOTION CARRIED WITH ALL AYES.
2. Attorney Person reported that a resident wishes to appeal an administrative fine imposed on him by Planning and Zoning. Attorney Person stated that this is the first appeal since the ordinance was put in place. The City will need to hire an attorney to conduct a mini trial, which is less expensive than taking the matter to court. It was the consensus of the Council to move forward with the appeal.
3. Pursuant to M.S. 13D, Subd. 3b subject to attorney client privilege to discuss pending litigation/settlement information, MOTION 11R-15-18 WAS MADE BY DAVE SCHRUPP AND SECONDED BY GARY HEACOX TO MOVE INTO CLOSED SESSION AT 7:45 P.M. MOTION CARRIED WITH ALL AYES.

L. ADJOURN - The Council resumed the open session and the Mayor adjourned the meeting at 8:30 P.M.

Respectfully submitted by,



Charlene Nelson
City Clerk
City Clerk/Minutes/11-13-18

RESOLUTION 18-33

CITY OF CROSSLAKE
COUNTY OF CROW WING
STATE OF MINNESOTA

RESOLUTION APPROVING MEMBERSHIP IN THE MINNESOTA ENVIRONMENTAL
SCIENCE AND ECONOMIC REVIEW BOARD (MESERB)

WHEREAS, the Minnesota Environmental Science and Economic Review Board (MESERB) is a joint powers organization made up of cities, public utilities commissions, sanitary sewer districts, and business associates committed to using established principles of science, law, and engineering to advocate for sound and cost-effective environmental regulations; and

WHEREAS, MESERB is dedicated to using these principles in the research, study, and analysis of environmental issues impacting the provision of wastewater treatment services in the State of Minnesota; and

WHEREAS, MESERB actively monitors environmental activities at a federal, state, and local levels, and provides up to date information and analysis to MESERB members regarding the provision of wastewater services and the impacts of proposed environmental regulation thereon; and

WHEREAS, MESERB uses these principles of science, law, and engineering to analyze water quality standards, rules, and mandates imposed by the Environmental Protection Agency and the Minnesota Pollution Control Agency, to ensure accountability for agency activities and to ensure that imposed regulations are justified and will result in measurable improvements to water quality and public health; and

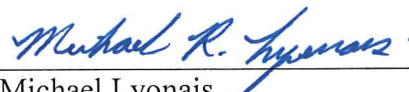
WHEREAS, MESERB implements these principles of science, law, and engineering to evaluate new or reissued NPDES Permits of MESERB members to ensure that environmental requirements contained in such permits are appropriate and consistent with applicable rules and regulations; and

WHEREAS, MESERB takes collective action and works with environmental interests and federal and state regulators to communicate the comments, concerns, and recommendations of wastewater treatment facility operators and aid in the development of scientifically justified and effective environmental rules and standards.

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Crosslake hereby agrees to join the Minnesota Environmental Science and Economic Review Board (MESERB), hereby directs and authorizes the Mayor and City Administrator to sign the MESERB Joint Powers Agreement and any other associated documentation needed to effect membership in MESERB, and hereby directs and authorizes payment of the membership assessment required to participate in MESERB.

Adopted by the Crosslake City Council this 13th day of November, 2018.


Patty Norgaard
Mayor


Michael Lyonais
City Administrator

City of Crosslake

RESOLUTION 18-34

RESOLUTION ACCEPTING DONATION(S)

WHEREAS, the City of Crosslake encourages public donations to help defray costs to the general public of providing services and improving the quality of life in Crosslake; and

WHEREAS, the City of Crosslake is generally authorized to accept donations of real and personal property pursuant to Minnesota Statutes Section 465.03 for the benefit of citizens; and

WHEREAS, said Statute 465.03 requires that all gifts and donations of real or personal property be accepted only with the adoption of a resolution approved by two-thirds of the members of the City Council; and

WHEREAS, the following person/persons and/or entity/entities has/have donated real and/or personal property as follows:

FROM	DONATION	INTENDED PURPOSE
Park & Library Foundation	\$246.22	Halloween Party
Simonson Lumber	\$300.00	Fire Department
Crosslake Firefighters Relief Association	\$1,553.46	Backup Cameras

; and

WHEREAS, the City of Crosslake will strive to use the donation as intended by the donor; and

WHEREAS, the City Council finds that it is appropriate to accept said donation(s) as offered.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Crosslake that the donation(s) as described above are accepted as allowed by law.

Passed this 13th day of November, 2018.



Patty Norgaard
Mayor

ATTEST:



Michael R. Lyonais
City Administrator
(SEAL)

BILLS FOR APPROVAL
November 13, 2018

VENDORS	DEPT		AMOUNT
Ace Hardware, hardware	PW		9.67
Ace Hardware, lumber tite, hinges	PW		68.96
Ace Hardware, batteries	Park		13.99
Ace Hardware, hardware	Park		2.59
Ace Hardware, mouse traps, gloves	Park		29.73
Ace Hardware, trash can, thermometers	PW		57.95
Ace Hardware, lights	Park		16.99
Ace Hardware, entry juno	PW		31.99
Ace Hardware, square	PW		9.99
Ace Hardware, marking spray, caulk, great stuff	PW		40.14
Ace Hardware, blades, saw horse, cord	PW		83.96
Ace Hardware, office supplies	PW		11.27
Ace Hardware, batteries	PW		9.59
Ace Hardware, bulbs, electrical, brace	Park		52.56
Ace Hardware, hardware	Fire		24.17
Ace Hardware, gloves	Sewer		17.99
American Steel, supplies	PW		108.90
AW Research, water testing	Sewer		698.50
Baker and Taylor, books	Library		131.24
Bills Gun Shop, battery, range time	Police		186.42
Blue Cross Blue Shield, health insurance	ALL		20,634.50
Breen and Person, legal fees	ALL		788.25
Build All Lumber, gaf weather watch	PW		62.31
Build All Lumber, lumber	Sewer		238.40
Build All Lumber, lumber	Sewer		72.14
Build All Lumber, lumber	Gov't		63.24
Char Nelson, reimburse mileage	Election		78.48
City of Crosslake, sewer utilities	PW/Gov't		96.00
Clean Team, november cleaning	PW/Gov't		1,082.50
Clement Plumbing, remove water fountain	Gov't		86.00
Corey Ledin, reimburse travel expenses	Fire		74.65
Corey Nelson, reimburse uniform expense	Park	pd 10-22	18.99
Council #65, union dues	Gov't		385.00
Crosslake Communications, phone, fax, cable, internet	ALL		1,473.15
Crosslake Rolloff, recycling	Gov't		2,695.00
Crow Wing County Highway Dept, fuel	ALL		1,283.96
Crow Wing County Highway Dept, pump repairs	PW		3,541.33
Crow Wing Trucking, hauling material	Fire		240.00
CTC I.T., october i.t. labor	ALL		900.00
Culligan, water and cooler rental	PW/Gov't		41.50
Dacotah Paper, janitorial supplies	Park		308.13
David Drown Associates, financial consulting services	Gov't		6,500.00
David Hughes, head coach	Park		500.00
Delta Dental, dental insurance	ALL		950.35

Election Judge Services	Election		2,000.00
Fastenal, first aid kit refill	PW		162.67
Fastenal, drill, grease gun	PW		425.72
Fire Instruction & Rescue, pre-incident planning	Fire	pd 10-29	600.00
Fire Instruction & Rescue, emr refresher	Police	pd 10-29	180.00
Fortis, disability	ALL		649.39
Forum Communications, publications	Gov't		80.75
Freightliner, steering ujoints, dot inspection	PW		731.64
Fyles, portable restrooms	Park		432.00
General Election Costs	Gov't		2,500.00
Greenheck Auto Glass, windshield	PW		270.65
In Control, fan, lamp	PW		363.20
Jake Maier, reimburse uniform expense	Police	pd 10-29	86.28
Jobs HQ, employment ad	Park		42.00
John Deere, gator	Park		21,965.65
Knife River, concrete	Park		299.25
Lakes Area Rental, frost blanket	PW		169.95
Lakes Area Rental, spark plug, air filter	PW		46.75
Little Falls Machine, snow plow	PW		10,793.75
Marco, copier lease	Park		237.99
Mastercard, Costco, trash bags, coffee	Gov't	pd 10-29	196.24
Mastercard, DG, pop	Gov't		43.49
Mastercard, Everblades, heated wiper blades	PW		154.00
Mastercard, Flag House, footballs	Park		45.10
Mastercard, Fleet Farm, uniform	Park		509.96
Mastercard, Fleet Farm, muck boots	Sewer		109.99
Mastercard, Holiday Inn, travel expense	Fire	pd 10-29	552.32
Mastercard, MPCA, wastewater operator exam	Sewer	pd 10-29	55.00
Mastercard, Napa, auto supplies	Fire		26.82
Mastercard, Office Max, ink	PW		145.60
Mastercard, Office Max, paper	Park		35.59
Mastercard, Reeds Market, volunteer meeting	Library		12.80
Mastercard, Reeds Market, staff meeting	Park		8.80
Mastercard, Walmart, gloves, halloween party	Park		176.73
Mastercard, barbell	Park		28.97
Mastercard, file cabinet	Park		89.11
Mastercard, general election	Election		157.54
Mastercard, travel expenses	Fire		59.33
Mastercard, travel expenses	Sewer		320.97
Mastercard, travel expenses	Police		153.20
Menards, orange fence, steel posts	Park		109.84
Menards, orange fence, cleaners	PW/Park		192.97
MESERB, membership dues	Sewer		178.12
Mike Lyonais, reimburse petty cash	Park		18.33
Mike Lyonais, reimburse petty cash	Gov't		33.70
Mills Motors, liner package	PW		120.00
MN Life, life insurance	ALL		242.40
Moonlite Square, fuel	Fire		73.00

ADDITIONAL BILLS FOR APPROVAL
November 13, 2018

VENDORS	DEPT	AMOUNT
Baker & Taylor, books	Library	65.46
Birchdale Fire & Security, fire inspection, replace batteries	Gov't	414.00
Birchdale Fire & Security, software update	Park	63.75
Crow Wing County Recorder, recording fees	PZ	138.00
Crow Wing Power, electric services	ALL	6,672.09
Fastenal, gloves	PW	183.51
Ferguson, meters	Sewer	1,197.22
Forum Communications, meeting notice	PZ	51.00
Great Northern Environmental, sensor	Sewer	1,918.04
Life Fitness, fitness equipment	Park	1,388.98
Holiday Station, fuel	Fire	61.92
Menards, sewer project	Sewer	1,031.90
MN Dept of Agriculture, tree care registry	PW	25.00
North Central Lawn Care, irrigation system	Park	9,440.00
TOTAL		22,650.87