

SPECIAL COUNCIL MEETING  
CITY OF CROSSLAKE  
WEDNESDAY, DECEMBER 22, 2010  
9:00 A.M. – CITY HALL

The Council for the City of Crosslake met in the Council Chambers of City Hall on Wednesday, December 22, 2010. The following Council Members were present: Mayor Jay Andolshek, Steve Roe, John Moengen, Dean Swanson and Rusty Taubert. Also present were City Administrator Tom Swenson, Clerk/Treasurer Jenny Max, Community Development Director Ken Anderson, Police Chief Bob Hartman, Public Works Director Ted Strand, Park and Recreation Director Jon Henke, General Manager Paul Hoge, Chad Connor from WSN and Mayor-Elect Darrell Schneider. There were approximately five people in the audience.

1. Call to Order – Mayor Andolshek called the Regular Council Meeting to order at 9:00 A.M.
  
2. Ken Anderson addressed the Council regarding Ordinance Amendment 2010-005 that the Planning and Zoning Commission initiated in Chapter 8, Section 8.28, Subd. 3 of the City Code to delete the one, two, three and four unit buildings only limitation for a residential Planned Unit Development (PUD) in the R-4, Urban Residential District. Mr. Anderson gave the Council a general overview of Homestead Cooperative of Crosslake which currently has one lot of record and twenty apartments. Each apartment has shares in the Coop. The property owners would like to convert the coop to a condominium development where each unit would have its own lot of record and then share common elements and joint spaces. The amendment is intended to eliminate the restriction that a PUD in the R-4, Urban Residential zoning district currently has. If the amendment is approved, the maximum densities will be limited by the overall lot size, setbacks and impervious coverage maximums. Various discussion was held by the Council including future planning and zoning questions and potential benefits of adding a multi-family zoning district to the City's Comp Plan. After review, MOTION 12S2-01-10 WAS MADE BY RUSTY TAUBERT AND SECONDED BY JOHN MOENGEN TO ADOPT ORDINANCE AMENDMENT NO. 293 AMENDING CHAPTER 8 OF THE CITY CODE AS REVISED BY THE PLANNING AND ZONING COMMISSION. MOTION CARRIED WITH ALL AYES.

MOTION 12S2-02-10 WAS MADE BY JAY ANDOLSHEK AND SECONDED BY JOHN MOENGEN TO PUBLISH ORDINANCE AMENDMENT NO. 293 IN SUMMARY FORM IN THE LEGAL NEWSPAPER. MOTION CARRIED WITH ALL AYES.

3. Mr. Anderson addressed the Council regarding Zoning Map Amendment 2010-002 to rezone one parcel of property from R-1, Low Density Residential to R-4, Urban Density Residential and review Subdivision 2010-006 for Common Interest Community No. 1118, A Condominium, Evergreen Villas Condominium. The amendment is intended to change the existing zoning classification for the Homestead

Cooperative property from R-1 to R-4. This proposed change is consistent with the adopted Comprehensive Plan and will allow the Homestead Cooperative to convert from a cooperative to a condominium development with 20 residential condominium units and one common element for their property at 14362 Daggett Pine Road. Regarding park dedication, both the Park and Recreation Commission and Planning and Zoning Commission are recommending that no park dedication be required for this conversion from a cooperative to a condominium since there is no expansion to the existing building and park dedication was paid at the time the project was approved in 1996. MOTION 12S2-03-10 WAS MADE BY JAY ANDOLSHEK AND SECONDED BY STEVE ROE TO APPROVE ZONING MAP AMENDMENT NO. 294 FOR HOMESTEAD COOPERATIVE AND SUBDIVISION 2010-006 FOR CIC NO. 1118, A CONDOMINIUM, EVERGREEN VILLAS CONDOMINIUMS, SUBJECT TO THE CONDITIONS OF APPROVAL AS SET BY THE PLANNING AND ZONING COMMISSION INCLUDING WAIVING PARK DEDICATION FEES. MOTION CARRIED WITH ALL AYES.

4. Approve Bills for Payment – MOTION 12S2-04-10 WAS MADE BY JOHN MOENGEN AND SECONDED BY RUSTY TAUBERT TO APPROVE THE BILLS FOR PAYMENT AS SUBMITTED IN THE AMOUNT OF \$10,041.52. MOTION CARRIED WITH ALL AYES.
5. Retroactive Approval of Bills for Payment – Tom Swenson requested approval for payment of all invoices received between December 23<sup>rd</sup> and December 31<sup>st</sup> with retroactive Council approval. In order to pay for products and services obtained in 2010 with 2010 budgeted funds, it is necessary to continue paying bills through year-end. A listing of all bills paid during this time would be given to the Council for approval at the first Council Meeting in January. MOTION 12S2-05-10 WAS MADE BY JOHN MOENGEN AND SECONDED BY DEAN SWANSON TO APPROVE THE PAYMENT OF ALL INVOICES RECEIVED BETWEEN DECEMBER 23, 2010 AND DECEMBER 31, 2010 WITH RETROACTIVE COUNCIL APPROVAL IN JANUARY 2011. MOTION CARRIED WITH ALL AYES.
5. A letter dated December 13, 2010 from Bruce Peck regarding his resignation from the Park and Recreation/Library Commission was included in the packet for Council review. MOTION 12S2-06-10 WAS MADE BY DEAN SWANSON AND SECONDED BY JOHN MOENGEN TO ACCEPT THE RESIGNATION FROM BRUCE PECK AS A MEMBER OF THE PARK AND RECREATION/LIBRARY COMMISSION EFFECTIVE IMMEDIATELY. MOTION CARRIED WITH ALL AYES.
6. A memo dated December 17, 2010 from City Administrator Swenson included a list of twenty items to be considered for year-end fund transfers. Each item was reviewed by the Council and after review of all items, MOTION 12S2-07-10 WAS MADE BY JOHN MOENGEN AND SECONDED BY RUSTY TAUBERT TO APPROVE THE YEAR END FUND TRANSFERS AS LISTED IN THE DECEMBER 17, 2010

MEMO (COPY OF WHICH IS ATTACHED TO THESE MINUTES) FROM CITY ADMINISTRATOR SWENSON. MOTION CARRIED WITH ALL AYES.

7. A memo from Park Director Jon Henke regarding a Year-End Transfer Recommendation for the Tennis Court Construction was included in the packet for Council review. Mr. Henke noted the City has been setting aside capital to rebuild the Park Tennis Courts since 2005. The estimated cost for the project is \$159,303.88. As of November 2010 the Reserve account has \$42,661.50 for construction costs. In the previous motion the Council also approved a recommendation to transfer \$10,000 that was included in the 2010 Park Capital Outlay Budget to the Tennis Court Reserve Account. The PAL Foundation and the "Raise the Nets" Committee have worked very hard in 2010 to raise an additional \$9,287.49. In the spring of 2010 the Park Department was successful in writing a grant to the USTA Northern Section which resulted in the City being awarded \$10,000 to be utilized in the reconstruction of the tennis courts. The grant came with the stipulation that the project must be started before the end of 2011 or the money would be required to be sent back to the USTA. To date, the volunteer efforts, grant writing and allocated City Funds towards this project total \$81,948.99. The ultimate goal of the Parks Department is to raise enough capital to qualify for an additional grant from the USTA National Office. This grant specifies 80% of the required funding be raised before the grant application will be considered. This means that allocated funds for the project would need to total \$127,443.11. The Parks Department is recommending that an additional \$20,000 be transferred into the tennis court reserve fund. This transfer would be made possible from three sources. The first source would be the \$18,299 in excess revenues from the 2010 Park budget, the second source would be \$3,049 in unused funds from the 2010 Park expenditure budget and the third source would be from \$4,413 which is the unused portion of the Library Coordinator position budgeted for 2010. The addition of the \$20,000 would bring the combined total towards the rebuilding of the courts to \$101,948.99. This would create a new fund raising goal of \$25,494.12. Reaching 80% of the estimated project cost would allow the Park Department to complete the National Grant application and possibly build the courts in 2011 if the grant was awarded. Mr. Henke also noted that the estimated life of a tennis court is approximately 20 years and the current courts are 36 years old. The Council reviewed the fundraising flyer that has been used by the "Raise the Nets" Committee which shows approximately 1,191 feet of cracks on three courts. The width of the largest crack is over 2 ½ inches and poses a major liability for the City if someone was to get hurt. Councilmember Moengen expressed his concern over the project and the public perception of moving forward when there are other projects that aren't being completed. Councilmember Taubert noted that it doesn't cost the City anything to move the money over for the time being and it helps give Mr. Henke more leverage in getting the additional grant funding. Mr. Henke noted the City staff is going to do a lot of the prep work in-house to save money and help keep costs down. City Administrator Swenson also noted that the City may be able to obtain the fill for this project after Sunrise Island Bridge is completed which will save money as well. Mr. Swenson noted the Park Department is consistently under budget and the City should capitalize on every opportunity to utilize other people's money through donations or grants. The additional \$20,000 transfer does not alter the 2011 budget as

approved by the Council. After considerable discussion, MOTION 12S2-07-10 WAS MADE BY DEAN SWANSON AND SECONDED BY JOHN MOENGEN TO APPROVE THE TRANSFER OF \$20,000 TO THE TENNIS COURT RESERVE ACCOUNT. MOTION CARRIED WITH ALL AYES.

8. Tom Thelen, Field Representative for the League of Minnesota Cities was present and addressed the Council about a variety of topics. Mr. Thelen noted the discussion that the Council held on the tennis court project is the same type of issue that all Cities are dealing with. Mr. Thelen noted that Cities are doing a good job of dealing with so many budget cuts and problems at the state level. With these difficult times it's important to try to preserve what is there and to try to enlist as many volunteers as possible. Mr. Thelen stated the League will be holding a Leadership Conference on January 7<sup>th</sup> and 8<sup>th</sup> at Grand View Lodge and it will be a great opportunity for the Council to learn and also network with other Cities. Mr. Thelen thanked the Council for their hard work considering what limited resources Cities are faced with today. Councilmember Swanson reiterated Mr. Thelen's comments and expressed his appreciation to Mayor Andolshek for his service to the City of Crosslake.

There being no further business, MOTION 12S2-08-10 WAS MADE BY JAY ANDOLSHEK AND SECONDED BY JOHN MOENGEN TO ADJOURN THIS SPECIAL COUNCIL MEETING AT 10:51 A.M. MOTION CARRIED WITH ALL AYES.

Respectfully submitted by,



Jennifer Max  
Clerk/Treasurer

Deputy Clerk/Minutes/12-22-10.doc

**BILLS FOR APPROVAL**  
**December 22, 2010**

<b>VENDORS</b>	<b>DEPT</b>	<b>AMOUNT</b>
Ace Hardware, ground receptable	P&R	1.26
Ameripride, mats, paper towels	PW	171.66
AW Research, water test	Sewer	113.40
AW Research, water test	Sewer	113.40
Business Forms and Accounting, w2's	Admin	109.49
Crosslake Communications, 7 computers	Library	5,878.91
Crow Wing County Landfill, trash removal	PW	32.20
Dale Melberg, 4th quarter meetings	P&Z	50.00
DG Towing, tow nissan sentra	Police	197.72
Eric Swanson, reimburse for uniform	Police	8.00
Fastenal, sensor	Fire	161.92
Gary Heacox, 4th quarter meetings	P&Z	50.00
Holiday, propane	Cemetery	102.58
Marco, copier lease	ALL	396.42
Mastercard, CalibrePress, street survival seminar	Police	215.00
Mastercard, Hewlett Packard, printer	Fire	267.18
Mastercard, U of MN, institute for building officials	P&Z	450.00
Mastercard, U of MN, ostp continuing education	P&Z	200.00
Mike Winkels, 4th quarter meetings	P&Z	50.00
Nancy Addington, 4th quarter meetings	P&Z	50.00
Roach's Lawn and Marine, replace spark plugs and fuel line	PW	89.75
Ron Hagen, 4th quarter meetings	P&Z	50.00
Squad Pro, install camera system	Police	1,023.36
USA Bluebook, waterproof pH/temp	Sewer	121.26
Viking Coca Cola, pop	Gov't	116.01
Volunteer Firefighters Benefit Assn, membership dues	Fire	22.00
<b>TOTAL</b>		<b>10,041.52</b>

MEMO TO: Mayor and City Council

FROM: Tom Swenson  
City Administrator

DATE: December 17, 2010

SUBJECT: Year-End Fund Transfers

I recommend the following fund/account transfers:

1. \$2,600 from Capital Outlay Fund Ordinance Codification Account to General Fund Ordinance Codification Account.
2. \$1,950 from General Fund Emergency Management Expense Account to Capital Outlay Fund Emergency Management Account.
3. \$10,000 from General Fund General Government Capital Outlay to Capital Outlay Fund Municipal Building Reserve Account per the 2010 budget.
4. \$500 from General Fund Animal Control Account to Capital Outlay Fund Animal Control Reserve Account.
5. \$5,300 from Capital Outlay Fund Bridge Reserve to General Fund to reimburse General Fund for Sunrise Island Bridge Engineering/Design Costs.
6. \$7,650 from Capital Fund Public Works Equipment Replacement Account to General Fund Public Works Capital Outlay to reimburse the balance of the cost of John Deere tractor.
7. \$1,500 from General Fund Planning and Zoning Mapping account to Capital Outlay Fund Mapping/Comprehensive Plan Reserve Account.
8. \$3,100 from General Fund to Capital Outlay Fund Legal (Labor) Reserve Account
9. \$7,241 from Sewer Project Fund to Sewer Operating Fund per the 2010 budget.
10. \$8,000 from General Fund to Capital Outlay Fund Police Equipment Reserve Account per the 2010 budget.
11. \$10,968.60 from General Fund Police Forfeiture Account to Capital Outlay Fund Police Forfeiture Reserve Account. (Breakdown of Forfeiture Revenues and Expenditures attached)

12. \$288 from General Fund to Capital Outlay Fund Police Restitution Account. (Breakdown attached)
13. \$11,685 from General Fund Park Dedication Account to Library Project Fund to reduce the outstanding project balance for the Community Center Expansion costs included in the Library Project Fund.
14. \$17,192.34 from General Fund to Capital Outlay Fund Library Donation Reserve Account plus any Library Donations received between December 22<sup>nd</sup> and 31<sup>st</sup>. (See attached breakdown of Library Revenues and Expenditures)
15. \$20,284.44 from Capital Outlay Fund Employee Reserve Account to General Fund to reimburse the 2010 cost of the Library Coordinator Position (\$15,871.54) and return the unused reserve (\$4,412.90) to the General Fund.
16. \$5,000 from the General Fund Park Capital Outlay to Capital Outlay Fund Fitness Equipment Reserve Account per the 2010 budget.
17. \$10,000 from General Fund Park Capital Outlay to Capital Outlay Fund Garage East Reserve Account per 2010 budget.
18. \$800 from General Fund Park 80 Acre Account to Capital Outlay Fund 80 Acre Reserve Account.
19. \$10,000 from General Fund Park Capital Outlay Account to Capital Outlay Fund Tennis Court Reserve Account per the 2010 budget.
20. \$10,000 from General Fund Recreation-Miscellaneous Receipts Account to the Capital Outlay Fund Tennis Court Reserve to place USTA Grant in Reserve Account.

City of Crosslake  
 Forfeiture Receipts/Payments 2010

<b>BALANCE</b>	12/31/2009	-	
Equipment Expense ('09 c/o)		(169.99)	12/28/2009 Computer Monitor
Equipment Expense ('09 c/o)		(599.96)	12/28/2009 Computer Monitors
		(96.19)	1/20/2010 DG Towing
		(80.16)	4/29/2010 DG Towing - Chev Pickup
		(20.00)	5/3/2010 Brainerd Lic Office - Mustang Reg
		(176.34)	5/5/2010 X-Treme Detail - 08 Mustang
		(116.47)	5/30/2010 Whitefish Auto - 08 Mustang battery
		(109.22)	6/7/2010 Echo - Mustang Ad
		(28.60)	6/7/2010 Echo - Mustang Ad
		(32.40)	6/7/2010 Northland Press - Mustang Ad
		(28.80)	6/15/2010 Northland Press - Mustang Ad
		(5.54)	6/22/2010 Remote Battery - Mustang
Sparrow Bid - 08 Mustang		18,026.00	6/30/2010
Anderson Forfeit - 08 Mustang		72.36	6/30/2010
		(3,516.18)	8/9/2010 Crow Wing County - 20%
		(1,758.09)	8/9/2010 State Treasurer - 10%
		(132.98)	9/14/2010 W. Brainerd Auto - 07 Ford Focus
		(96.10)	9/14/2010 Turner Towing - Monte Carlo
Strobel Forfeiture		581.00	11/5/2010
Shaw Forfeiture		1,346.00	11/5/2010
Vacinek Forfeiture		76.00	11/5/2010
		(396.60)	12/13/2010 Crow Wing County - 20%
		(198.30)	12/13/2010 State Treasurer - 10%
		(120.77)	12/14/2010 Turner Towing - Chevy Lumina
		(197.72)	12/15/2010 DG Towing - Nissan Sentra
Hastad Forfeiture		71.00	12/17/2010
Conrad Forfeiture		56.00	12/17/2010
Eichacker Buyback		3,632.98	12/17/2010
Buyback - Chevy Lumina		120.77	12/17/2010
		(25.40)	12/22/2010 Crow Wing County - 20%
		(12.70)	12/22/2010 State Treasurer - 10%
As of 12/16/10		16,043.60	
Equipment Expense:			
		5,075.00	12/14/2010 Digital Ally, Squad Camera
As of 12/16/10		5,075.00	
Revenues over Expenses:		10,968.60	
Y-E transf to/(from) Cap Fund		10,968.60	
<b>BALANCE</b>	12/31/2010	-	



City of Crosslake  
 Restttution Receipts/Payments 2010

BALANCE	12/31/2009	<u>-</u>	
	Vest Reimburse	1,189.49	3/31/2010 Dept of Justice
	Vest Reimburse	1,694.00	9/30/2010 State of MN
	Vest Reimburse	810.51	9/29/2010 Dept of Justice
	As of 12/16/10	<u>3,694.00</u>	
	Equipment Expense:		
	Uniforms Unlimited	1,649.65	7/13/2010 Vests for BH and EL
	Uniforms Unlimited	878.35	8/11/2010 Vest for BW
	Uniforms Unlimited	878.00	9/2/2010 Vest for ES
	As of 12/16/10	<u>3,406.00</u>	
	Y-E transf to/(from) Cap Fund	288.00	
BALANCE	12/31/2010	<u><u>-</u></u>	

City of Crosslake  
Library Year-End Report  
2010

Expenses

Expense total from 12/16/10 Month End Report 11,904.45

Additional Bills:

Expense Total 11,904.45

2010 City Budgeted Funds for operation of the Library 7,700.00

Excess Expenses over Budget 4,204.45

Revenues

Revenue Total from 12/16/10 Month End Revenue Report 21,375.79

Additional Deposits:  
12/17/10 Deposit 21.00

Revenue Total 21,396.79

Surplus (Deficit) Funds to be Deposited (Refunded) in the  
Library Reserve Fund 17,192.34

Library Coordinator Wages YTD from 12/16/10 Month End Report 12,488.42  
Plus: December wages, taxes, etc 3,383.12  
Total Wages 2010 15,871.54

## PARK REVENUES AS OF 12/16/10

<u>BUDGET</u>	<u>ACTUAL</u>	<u>OVER/(UNDER)</u>	<u>ACCOUNT</u>
2,000	3,492	1,492	Park Donations
0	1,566	1,566	Taxable Merchandise/Rentals
700	560	(140)	Park Concessions
4,500	3,223	(1,277)	CCC/Park User Fees
300	250	(50)	Shelter/Beer/Wine Fees
0	4,971	4,971	PAL Foundation Donation
1,600	2,210	610	Tennis Fees
200	630	430	Recreational - Program
1,700	1,815	115	Softball/Baseball Fees
200	128	(72)	Recreation - Miscellaneous Receipts
3,700	5,151	1,451	Aerobics Fees
27,000	29,965	2,965	Weight Room Fees
700	726	26	Volleyball Fees
400	1,806	1,406	Soccer Fees
0	4,806	4,806	Soil and Water Rain Garden Grant
<u>43,000</u>	<u>61,299</u>	<u>18,299</u>	Estimated Revenues Over Budget

## PARK EXPENDITURES AS OF 12/16/10

48,629	Park Expenditure Budget Balance as of 12/16/10
(25,800)	2010 Budgeted Transfers to Reserve Accounts
(19,780)	Estimated December 2010 Wages/Benefits
<u>3,049</u>	Estimated Amount Under 2010 Expenditure Budget Including Unbudgeted Expenditures Reimbursed by PAL, Grants, and Donation

## 2010 LIBRARY COORDINATOR EXPENSES

20,284.44	Capital Outlay Fund Employee Reserve Account as of 11/30/10
(12,488.42)	Library Coordinator Wages/Benefits Thru 12/16/10
(3,383.12)	December Wages/Benefits
<u>4,412.90</u>	Amount Under Budget in 2010 for Library Coordinator

## ESTIMATED SUMMARY OF 2010 PARK BUDGET

18,299	Amount Over Revenue Budget
3,049	Amount Under Expenditure Budget
4,413	Amount Under Budget for Library Coordinator
<u>25,761</u>	