

SPECIAL COUNCIL MEETING
CITY OF CROSSLAKE
WEDNESDAY, JUNE 28, 2000
2:00 P.M. – CITY HALL

The Council for the City of Crosslake met in City Hall on Wednesday, June 28, 2000 at 2:00 P.M. The following Councilmembers were present: Mayor Darrell Swanson, Irene Schultz, Dean Swanson, Charles Miller (who arrived at 2:42 P.M.), and Richard Upton. Also present was City Administrator Thomas Swenson, City Attorney Paul Sandelin and Deputy Clerk Darlene Roach.

Mayor Swanson called the special meeting to order at 2:02 P.M.

1. Approval to Purchase Copier – Over the past month City Staff has tested two demo copiers. The first copier was a Canon Image Runner 400E Digital System from Ikon Office Solutions and the second copier was a Sharp AR-405 Digital Imager System from Marco. It was the consensus of the staff that the Marco copier out performed the Ikon copier. Purchase quotes were received from each of the vendors. The Marco Sharp AR-405 Digital Imager System quote including a trade-in of \$500 for the old copier was \$10,506.60. The Ikon Canon Image Runner 400E Digital System quote was \$10,686.00. It was noted that the Marco price is the State bid price for this type copier. The 2000 budget includes \$7,000 for the purchase of a new copier split between Planning and Zoning and Administration. The balance of the cost (\$3506.60) would be paid out of the Planning and Zoning Capital Improvement Fund Reserve. Included with the Marco copier is a 25" Sharp Television which will be used for training purposes. MOTION 06S2-01-00 WAS MADE BY RICHARD UPTON AND SECONDED BY IRENE SCHULTZ TO PURCHASE THE MARCO SHARP AR-405 DIGITAL IMAGER SYSTEM AT A COST OF \$10,506.60 AND TO AUTHORIZE THE TRANSFER OF \$3506.60 FROM THE PLANNING AND ZONING CAPITAL OUTLAY FUND TO THE GENERAL FUND. There was some discussion regarding the cost of maintenance on each of the systems. City Administrator Swenson stated that a separate budget exists for maintenance, however, some negotiations with the vendor spread the maintenance costs out. A savings will be realized in the office supply budget since printing to the copier costs approximately 1.3 cents per copy, whereas, printing to the printer costs approximately 9 cents per page. MOTION CARRIED WITH ALL AYES.
2. Bills for Payment – MOTION 062-02-00 WAS MADE BY RICHARD UPTON AND SECONDED BY DEAN SWANSON TO APPROVE THE BILLS FOR PAYMENT AS SUBMITTED IN THE AMOUNT OF \$74,909.10. MOTION CARRIED WITH ALL AYES.
3. Proposed Changes to Agreements between the City and Crosswoods Development LLC – City Attorney Sandelin reviewed the legal options as they pertain to the documents. He stated that there is a General Implementation Plan and a Specific Implementation Plan and through meetings held with the Developer, City

Administrator Swenson and himself, a discussion ensued regarding changing the Park Dedication Fee from a donation of land, as was originally specified, to a cash payment. Gerry Brine, Attorney for the Developer, submitted comments in writing as to what verbage needed to be revised in the GIP and SIP. A First Amended GIP and SIP was prepared by City Attorney Sandelin and the changes to the document were noted with strike-through's. City Attorney Sandelin stated that park dedication fees can only be used for Parks. The City's bond counsel was contacted for an interpretation of whether land donated to the City in lieu of park dedication fees could be used for a library. The Bond Counsel indicated that MN Statute does not indicate that a library would be excluded. Mike Stone addressed the Council and stated that it would be difficult to maintain the Town Square to adapt to retailers if a library was constructed in that area. Based on this, a request was made to revise the GIP and SIP whereas park dedication fees could be paid to the City for Phase 1 of the development in lieu of land. Mayor Swanson asked the Council if they had any questions regarding this change. Councilmember Swanson stated that he could appreciate the developer's position and understood their concept, however, he still felt that after visiting with the Library Committee there was a way that a library could work in the area of Town Square. He felt it would be an asset to the development, an asset to the community and a good location for the library. He felt that a library park in the development would be beneficial. There was some discussion among the Council as to the need for a site for the library. Mike Stone stated that they needed to get Phase 1 wrapped up and that a location for the library could be looked at later. He stated that he worked with the Library Committee last year on some of the lots by the Catholic Church and in Outlot A. Councilmember Swanson asked if the City could take some land out of the other phases. Mike Stone replied that they needed the land and it would not even be a financial consideration to give up that much land to the City. He stated that the issue with the library is holding up their whole development. Mayor Swanson asked if land versus cash was an option and City Attorney Sandelin stated that it was an option. It was noted that the City took land from M&D Addition adjacent to the cemetery. Mayor Swanson asked if the land given had to be in the plat being developed and City Attorney Sandelin stated that it had to be within the subdivision. Councilmember Upton felt that if the Stone's want to take 37,000 square feet back and pay the park dedication fee, the City should authorize and then possibly look at a library site based on Outlot A or Outlot F. Mike Stone stated that they would still be maintaining an acre of open space and hoped that the Council takes that into consideration. Councilmember Upton stated that he could understand their desire to move ahead providing a discussion and a resolution could come later. Mike Stone stated that he felt they could come up with a win/win solution for all. Mike Stone stated that besides the City getting the 10% park dedication fee they would also be getting a park in the Town Square which would be maintained by the Town Square Association.

Councilmember Miller arrived at the meeting.

Mayor Swanson stated that the options for the Council would be to take the ½ acre, take the cash or consider Councilmember Upton's option and in future platting determine

if land would be available for a library. Councilmember Swanson asked if land could be taken as a credit and City Attorney Sandelin stated that it could be. Mike Stone stated that a library would be difficult to incorporate with the rest of the development since the development allows for zero space lot lines. Councilmember Miller asked if that meant sharing walls and Mike Stone stated that it did provided TIF requirements and fire codes were met. Councilmember Swanson stated that he was willing to give the Stone's Phase 1, however, he would be asking for land in the future phases. Councilmember Miller stated that Phase 1 was the issue today and the library needed to be taken out of the scenario and only the land or cash dealt with. Mayor Swanson asked the Council to think about their decision while the road issue was discussed.

4. Review/approve agreements dealing with construction of Swann Drive and Pioneer Drive - City Attorney Sandelin stated that what the developer is looking at is the construction of private roads with private sidewalks. Swann Drive, however, would be a public road due to the City's participation in the cost of construction. This change, from publicly constructed roads to the construction of privately constructed roads, requires changes in the GIP and SIP. These changes were annotated in the GIP and SIP by the City Attorney and provided to the Council for their review. Based on these changes, there were several questions. City Administrator Swenson asked who was going to maintain the sidewalks on Swann Drive. It was agreed that if they are in the public right-of-way, the City will maintain the sidewalks along Swann Drive. All interior roads will be the responsibility of the Town Square Association and will not be accepted as city streets even though they are built to city specifications. City Administrator Swenson asked about snow storage since easements for Outlot snow storage would no longer be given and whether the City needed to worry about easements for power. The snow will be plowed into the ditch and hauled out by the City as needed along Swann Drive. Regarding the power easements, Mike Stone stated that they needed to have a meeting with Crow Wing Power but felt this would be covered under the utility easement. City Administrator Swenson inquired as to whether the City would need an easement to maintain the sewer system should the developer hook up to the system. Normally the lines get turned over to the City at that time. City Attorney Sandelin stated that an easement could be given at the time of acceptance of the lines. Mayor Swanson asked that the Utilities Master Plan referenced on page 4 of the GIP be included as an exhibit with the final document.

Returning to the issue of cash versus land for park dedication, Mike Stone asked the Council if they would accept the cash. He stated that when the time comes to develop other phases, they will go to the Council with plans based on what has transpired in 1997, 1998, 1999 and 2000.

MOTION 06S2-02-00 WAS MADE BY RICHARD UPTON AND SECONDED BY CHUCK MILLER TO ACCEPT THE OFFER OF MONEY IN LIEU OF LAND IN PHASE 1 OF CROSSWOODS DEVELOPMENT AND TO APPROVE THE FIRST AMENDMENT TO THE GIP AND SIP AS REVISED BY THE CITY ATTORNEY

BASED ON COUNCIL DISCUSSION AND TO APPROVE THE DEVELOPMENT AGREEMENT FOR SWANN DRIVE. MOTION CARRIED WITH ALL AYES.

5. Personnel Issues – Memo dated June 23, 2000 from Personnel Committee regarding management wage increases for calendar year 2000. MOTION 06S2-03-00 WAS MADE BY DEAN SWANSON AND SECONDED BY RICHARD UPTON TO APPROVE THE DEPUTY CLERK'S SALARY OF \$30,000, THE OFFICE MANAGER'S SALARY OF \$40,000, THE CITY ADMINISTRATOR'S SALARY OF \$58,000 AND THE GENERAL MANAGER'S SALARY OF \$76,000 INCLUDING A YEAR END INCENTIVE PLAN OF UP TO \$5500 AS OUTLINED WITH ALL INCREASES EFFECTIVE JANUARY 1, 2000. MOTION CARRIED WITH ALL AYES.

A memo from Public Works Employee Mike Amsden requested the carry over of 11 hours of accrued compensatory time into the second half of the year due to his being the only employee in the Public Works Department at this time. MOTION 06S2-04-00 WAS MADE BY DEAN SWANSON AND SECONDED BY CHUCK MILLER TO APPROVE THE CARRY OVER OF 11 HOURS OF COMPENSATORY TIME FOR MIKE AMSDEN WITH THE CONDITION THAT THE TIME BE USED BY OCTOBER 1ST OR A CHECK WILL BE ISSUED. MOTION CARRIED WITH ALL AYES.

City Administrator Swenson requested approval authorizing Eric Swanson to work in the Public Works Department under a Letter of Understanding to do mowing, address signs and other Public Works activities at a rate of \$8.00 per hour with the understanding that all of the hours worked in this department would be at time and a half. The 40 hours will be earned under his regular position in the police department. MOTION 06S2-05-00 WAS MADE BY DEAN SWANSON AND SECONDED BY CHUCK MILLER TO AUTHORIZE A LETTER OF UNDERSTANDING FOR ERIC SWANSON TO WORK IN THE PUBLIC WORKS DEPARTMENT AT AN HOURLY RATE OF \$8.00 PER HOUR FROM JULY 1ST THROUGH OCTOBER 1ST. MOTION CARRIED WITH ALL AYES.

A letter and proposal dated June 25, 2000 from Sherrie Le of Minnesota Human Resource Consultants to assist in the recruitment and hiring of a Public Works Director for the City was reviewed. A job description for this position will be completed by City Administrator Swenson. The minimum qualifications for this position will require that the individual possess a Class B Sewer Operator's License, have road experience and be a safety officer. MOTION 06S2-06-00 WAS MADE BY DEAN SWANSON AND SECONDED BY CHUCK MILLER TO ACCEPT THE PROPOSAL FROM SHERRIE LE OF MINNESOTA HUMAN RESOURCE CONSULTANTS NOT TO EXCEED \$4500. MOTION CARRIED WITH ALL AYES.

Update on AFSCME Contract – The contract was received from the Union on June 27th. The contract requires the signature of Union Steward Mike Amsden, the Union Business Agent Cheryl Jones and the Mayor.

Resolution for Safe and Sober – Approval was requested to participate in the County Safe and Sober Program from the period of October 1, 2000 through September 30, 2001. MOTION 06S2-07-00 WAS MADE BY RICHARD UPTON AND SECONDED BY IRENE SCHULTZ TO APPROVE RESOLUTION 00-27 AUTHORIZING EXECUTION OF AGREEMENT FOR SAFE AND SOBER. MOTION CARRIED WITH ALL AYES.

6. Other Business – Councilmember Swanson stated that one of two pieces of property adjacent to the Community Center is on the market and available for purchase. Councilmember Swanson has talked with Bruce Larson of Shores & More Realty and indicated that there may be some interest by the City in purchasing both parcels due to their close proximity with the Park property. Currently there is a cabin on Parcel B and a garage on Parcel A. Bruce Larson indicated that he would be willing to contact the party who owns the second parcel if the City would be interested in pursuing. Councilmember Upton felt that, based on where the property is located, the option should be pursued. Councilmember Miller concurred. MOTION 06S-08-00 WAS MADE BY RICHARD UPTON AND SECONDED BY CHUCK MILLER TO AUTHORIZE COUNCILMEMBER SWANSON TO COMMENCE A NEGOTIATION PROCESS ON EITHER OR BOTH PROPERTIES LOCATED IN THE AREA OF THE COMMUNITY CENTER. MOTION CARRIED WITH ALL AYES.

MOTION 06S-09-00 WAS MADE BY CHUCK MILLER AND SECONDED BY IRENE SCHULTZ TO ADJOURN THIS SPECIAL MEETING AT 4:07 P.M. MOTION CARRIED WITH ALL AYES.

Recorded and transcribed by,



Darlene J. Roach
Deputy Clerk/Treasurer

| BILLS FOR PAYMENT | | | | |
|--|------|----------|------------|-------------|
| 28-Jun-00 | | | | |
| VENDOR | | DEPT | CHECK # | AMOUNT |
| Habitat for Humanity - fence posts & rails | | Park | | \$36.00 |
| LMC - Affordable housing Symposium | | P&Z | | \$95.00 |
| Leech Lake Distributors - boots | | PD | | \$135.00 |
| Lakes Printing - gun permits | | PD | | \$53.25 |
| Walmart - tennis balls, fan, batteries, bug spray | | Park | | \$166.13 |
| Paul Larson - reimburse expenses | | P&Z | | \$21.78 |
| Northwood Turf & Power - blade | | PW | | \$60.13 |
| Northwood Turf & Power - mower repair | | PW/Park | | \$391.46 |
| Frontline Plus Fire & Rescue - turn out cleaner | | FD | | \$34.08 |
| Holiday - gasoline | | P&Z | | \$30.50 |
| Echo Publishing - public hearing notice | | PW | | \$20.40 |
| Gigi Nelson Signs - concession trailer signs | | Park | | \$120.00 |
| Fyles Portables - rental & cleaning of portables | | Park | | \$172.21 |
| Metro Sales - toner | | Park | | \$277.65 |
| Viking Coke - pop | | Park | | \$17.12 |
| Crosslake Sheetmetal - repair gas leaks | | Gov't | | \$45.00 |
| Viking Coke - pop | | Gov't | | \$24.28 |
| BLADC - first payment for services | | Gov't | | \$750.00 |
| Don Henderson - cd purchased at fire conf | | FD | | \$5.00 |
| Whitefish Auto - oil, filter, lube, | | Park | | \$20.53 |
| Nortrax - loader repair | | PW | | \$1,485.14 |
| The Office Shop - paper, ink cartridges, cassettes | | Adm/P&Z | | \$69.97 |
| The Office Shop - deposit stamp | | Adm | | \$22.90 |
| Steve Fecker - legal services | | Legal | | \$492.00 |
| Russell Martin - miracle juice hose/gear cleaner | | FD | | \$199.00 |
| Firststar - G.O. Bond pymt 1999 B Series | | ESC | | \$15,090.00 |
| Norwest Investment Svcs - G.O. Bond Payment | | Park | | \$15,342.50 |
| Troy Srock - contract for deed payment | | PW | | \$18,813.00 |
| Northern Nat'l Bank - bond payment | 1998 | Debt Svc | Wild Trail | \$2,658.50 |
| Lakewood Bank - bond payment 1999 A Series | | Debt Svc | | \$5,866.25 |
| Lakes State Bank - bond pymt 1999 A Series | | Debt Svc | | \$5,880.00 |
| Northern Nat'l Bank - bond pymt 1999 A Series | | Debt Svc | | \$5,302.50 |
| American Planning Assoc - dues | | P&Z | | \$189.00 |
| Pat Hoag - uniform allowance reimbursement | | PW | | \$79.96 |
| Dave Markgraf - soils class reimbursement | | P&Z | | \$51.63 |
| Dave Markgraf - 1st responder reimbursement | | FD | | \$105.65 |
| Paul Larson - reimburse expenses | | P&Z | | \$45.02 |
| Holiday Inn - Tom Swenson expenses at Conf | | Adm | | \$269.00 |
| Crosslake Sheetmetal - svc call, fittings, freon | | Gov't | | \$383.12 |
| Greg Larson Sports - ball bag | | Park | | \$17.02 |
| Crow Wing County - computer reports/diskette | | P&Z | | \$71.42 |
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| | | | Total | \$74,909.10 |
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