

**REGULAR COUNCIL MEETING  
CITY OF CROSSLAKE  
MONDAY, JUNE 8, 2020  
7:00 P.M. – VIA ZOOM**

The Crosslake City Council held the Regular Council Meeting on Monday, June 8, 2020 via Zoom. The following Council Members were present: Mayor Dave Nevin, Gary Heacox, John Andrews, Aaron Herzog and Dave Schrupp. Also in attendance were City Administrator Mike Lyonais, City Clerk Char Nelson, Police Chief Erik Lee, Zoning Administrator Jon Kolstad, Park Director TJ Graumann, Public Works Director Ted Strand, Fire Chief Chip Lohmiller, City Engineer Dave Reese, City Attorney Brad Person, Northland Press Reporter Paul Boblett, and Echo Journal Reporter Nancy Vogt. There were approximately ten people in the audience participating via Zoom.

- A. CALL TO ORDER** – Mayor Nevin called the Regular Council Meeting to order at 7:00 P.M. The Pledge of Allegiance was recited. The Mayor read the list of additions to the agenda.

MOTION 06R-01-20 WAS MADE BY JOHN ANDREWS AND SECONDED BY AARON HERZOG TO APPROVE THE ADDITIONS TO THE AGENDA. ROLL CALL VOTE WAS TAKEN AND MOTION CARRIED WITH ALL AYES.

- B. CONSENT CALENDAR** – MOTION 06R-02-20 WAS MADE BY AARON HERZOG AND SECONDED BY JOHN ANDREWS TO APPROVE THE FOLLOWING ITEMS LISTED ON THE CONSENT CALENDAR:

1. Special Council Meeting Minutes of May 11, 2020
2. Regular Council Meeting Minutes of May 11, 2020
3. Special Council Meeting Minutes of May 21, 2020
4. City – Month End Revenue Report dated May 2020
5. City – Month End Expenditures Report dated May 2020
6. Police Report for Crosslake – May 2020
7. Police Report for Mission Township – May 2020
8. Fire Department Report – May 2020
9. Community Center Update – June 3, 2020
10. Planning and Zoning Monthly Statistics
11. Planning and Zoning Commission Meeting Minutes of April 24, 2020
12. Public Works Commission Meeting Minutes of February 3, 2020
13. Waste Partners Recycling Report for April 2020
14. Bills for Approval in the Amount of \$164,881.67
15. Additional Bills for Approval in the Amount of \$8,460.47

ROLL CALL VOTE WAS TAKEN AND MOTION CARRIED WITH ALL AYES.

- C. PUBLIC FORUM** – None.

**D. MAYOR'S REPORT**

- 1.a. Andy Pickar of Hy-tec Construction gave a brief update on City Hall construction and stated that there a few more items to finish in the new building including the installation of sprinkler system for fire protection and receiving furniture for offices. A walk-through will

take place Monday, June 15<sup>th</sup>. MOTION 06R-03-20 WAS MADE BY AARON HERZOG AND SECONDED BY JOHN ANDREWS TO APPROVE PAY APPLICATION #9 FROM HY-TEC CONSTRUCTION IN THE AMOUNT OF \$239,571.86 FOR CITY HALL CONSTRUCTION PROJECT. ROLL CALL VOTE WAS TAKEN AND MOTION CARRIED WITH ALL AYES.

- 1.b. The Council reviewed guidelines for opening City Hall to the public. Mike Lyonais stated that Chip Lohmiller is working on plans for all City buildings and that the Council will need to approve the plan after June 15th but before June 29th, as required by State law. A special meeting will need to be held.
2. The Council reviewed the proposal and plans from Hy-tec Construction for the remodel of the firehall. The quote for the project is \$1,298,769.85. The Council asked questions regarding the contract and costs included in the bid. Mayor Nevin asked about the design of the roof and southside of the existing building. Mayor Nevin said he wants to hold the budget for the project but that there may be extra costs up to \$50,000. Some items were removed from the plans including appliances, furniture, and shades. Andy Pickar explained that there is no line item for retainage on either project. The final bill will not be sent until after staff occupies the buildings.

Dave Schrupp asked specific questions on the pricing and noted that there was a markup of 1.34% on the City Hall project and 1.3692% on the Firehall Remodel. Mr. Schrupp noted that if the percentage remained at 1.34%, the City could save approximately \$30,000. Andy Pickar replied that the increase was due to inflation for 2020 and it was unlikely that Sourcewell/Gordian Group would be able to change the pricing.

MOTION 06R-04-20 WAS MADE BY JOHN ANDREWS AND SECONDED BY AARON HERZOG TO APPROVE THE PROPOSAL AND PLANS FOR THE FIREHALL REMODEL PROJECT AND TO REQUEST SOURCEWELL/GORDIAN GROUP REDUCE MARKUP PERCENTAGE TO 1.34%. ROLL CALL VOTE WAS TAKEN AND MOTION CARRIED WITH ALL AYES.

Park Director TJ Graumann reported that Phase III of the Governor's Stay at Home Orders would allow gyms and fitness centers to open June 10, 2020 with attendance restrictions. He and his staff are working on a plan and will share that with the Council as soon as possible. Gary Heacox stated that the Crosslake Ideal Lions would like to make a donation to the Community Center for a children's program.

3. MOTION 06R-05-20 WAS MADE BY GARY HEACOX AND SECONDED BY DAVE SCHRUPP TO APPROVE RESOLUTION NO. 20-14 ACCEPTING DONATION FROM PAL FOUNDATION FOR COMMUNITY GARDENS, PATIO GARDEN AND LIBRARY EXPENSES. The Mayor thanked PAL for their donation. ROLL CALL VOTE WAS TAKEN AND MOTION CARRIED WITH ALL AYES.

## **E. CITY ADMINISTRATOR'S REPORT**

1. Mike Lyonais noted that the County provided a press release today regarding the 2020 Recycling Program and encouraged cities to adopt a curbside recycling ordinance. Mr.

Lyonais introduced Eric Loge of Waste Partners to talk to the Council about having an ordinance which would license trash haulers and require curbside recycling. With the removal of Crosslake Rolloff from the Council Recycling Program, many residents will have to travel to Ideal Township or Crow Wing County Landfill to dispose of recycling items. Mr. Loge suggested that the City adopt an ordinance to license trash haulers with a requirement that they must provide recycling pickup. Many haulers do not provide recycling pickup. An ordinance will help provide a level playing field for the area haulers. Attorney Person stated that it makes sense to make this change and that the City should establish a license fee. Although most fees cannot generate revenue, the City could initiate a higher fee for trash haulers because the large trucks damage roads over time. Dave Schrupp suggested that the City use Pequot Lakes' ordinance as a template. It was the consensus of the Council to direct staff to bring an ordinance amendment to license trash haulers to the regular meeting in July for adoption.

2. MOTION 06R-06-20 WAS MADE BY DAVE SCHRUPP AND SECONDED BY JOHN ANDREWS TO APPROVE ORDINANCE AMENDMENT NO. 363 INCREASING THE NUMBER OF OFF SALE LIQUOR LICENSES FROM SIX TO SEVEN AND TO APPROVE THE ISSUANCE OF OFF-SALE LICENSE TO YE OLDE WHARF. ROLL CALL VOTE WAS TAKEN AND MOTION CARRIED WITH ALL AYES.

## **F. COMMISSION REPORTS**

### **1. PUBLIC WORKS/CEMETERY/SEWER**

- a. MOTION 06R-07-20 WAS MADE BY DAVE SCHRUPP AND SECONDED BY GARY HEACOX TO APPROVE PAY REQUEST #2 FROM R.L. LARSON FOR THE DAGGETT BAY ROAD AND SEWER EXTENSION PROJECT IN THE AMOUNT OF \$59,508.01. ROLL CALL VOTE WAS TAKEN AND MOTION CARRIED WITH ALL AYES.
- b. The Council reviewed a change order from R.L. Larson for the addition of concrete driveway pavement. The plans called for using blacktop on the driveways, but concrete worked better. MOTION 06R-08-20 WAS MADE BY AARON HERZOG AND SECONDED BY JOHN ANDREWS TO APPROVE CHANGE ORDER NO. 1 FROM R.L. LARSON FOR THE DAGGETT BAY ROAD PROJECT IN THE AMOUNT OF \$5,370.33. ROLL CALL VOTE WAS TAKEN AND MOTION CARRIED WITH ALL AYES.
- c. Ted Strand reported that the City mower damaged four headstones in the cemetery this spring and asked for approval to replace the markers at an estimated cost of \$1,500. An insurance claim has been submitted but has yet to be approved or denied. MOTION 06R-09-20 WAS MADE BY DAVE SCHRUPP AND SECONDED BY GARY HEACOX TO REPLACE THE DAMAGED HEADSTONES IN THE CEMETERY. ROLL CALL VOTE WAS TAKEN AND MOTION CARRIED WITH ALL AYES.
- d. Stuart Swenson of Sundance Ridge Condominiums addressed the Council to ask for relief of the sewer connection charges and park dedication fees for his proposed development of 11 villas at the old school site next to City Hall. Mr. Swenson gave an

overview of the project and stated that the proposed fees were excessive, including the monthly user charges of \$50 per unit per month. Mayor Nevin stated that the proposed development would intensify the use of the property and therefore should be required to pay the fees. Mr. Swenson argued that the school had more use than the villas will have. Dave Schrupp added that once the villas are hooked up to City sewer, the City must take care of the system for ever and that all customers on the system pay a monthly fee whether they use the system or not. The connection charges are used to maintain the plant. The municipal sewer system does not generate revenue. MOTION 06R-10-20 WAS MADE BY DAVE SCHRUPP AND SECONDED BY GARY HEACOX TO DIRECT STAFF TO FOLLOW THE ORDINANCE AND RECOMMENDATIONS OF THE TWO COMMISSIONS REGARDING THE SEWER CONNECTION FEES AND PARK DEDICATION FEES, SHOULD MR. SWENSON'S DEVELOPMENT RECEIVE A VARIANCE FROM PLANNING AND ZONING COMMISSION. ROLL CALL VOTE WAS TAKEN AND MOTION CARRIED WITH ALL AYES.

- G. CITY ATTORNEY REPORT** – The Council reviewed a request from Stephanie Heinen to change the Restrictive Use Agreement for Parcel 14070580 to allow the installation of docks and lifts not to exceed what is reasonable for single family use and to allow seasonal storage for the docks and boat lifts. Attorney Person provided the Council with the history of the Restrictive Use Agreement, noting that a single dock and one boat are all that are allowed to be placed on this parcel by the owner of 12388 Anchor Point Road. Staff provided pictures of the property with three docks, two boats and two jet skis.

Stephanie Heinen addressed the Council and stated that the agreement was made between the City and the former owner of 12388 Anchor Point Road. In exchange for allowing the Heinen's to have more docks and boats, they would allow snowmobilers to cross the land in the winter. Attorney Person stated that the language in the agreement is very clear and that the buyers were well aware of the restrictions when the home was purchased. MOTION 06R-11-20 WAS MADE BY GARY HEACOX AND SECONDED BY AARON HERZOG TO DENY REQUEST FROM STEPHANIE HEINEN TO CHANGE RESTRICTIVE USE AGREEMENT FOR PARCEL 14070580. ROLL CALL VOTE WAS TAKEN AND MOTION CARRIED WITH ALL AYES. It was the consensus of the Council that staff send letter requiring that extra docks and boats be removed within two weeks and to initiate fines as outlined in the land use ordinance if necessary.

- H. NEW BUSINESS** – Aaron Herzog stated that since he has not been able to come to City Hall since City buildings closed due to COVID-19 pandemic, he has been out of the loop on what is happening and that Mike Lyonais should not be having meetings or making decisions on behalf of the Council. Mike Lyonais replied that all information has been provided to the Council and no decisions have been made that were not authorized by the Council. Dave Schrupp noted that Public Works Commission and Park Commission held meetings via Zoom. Mayor Nevin stated that he agreed with Mr. Herzog.

Dave Nevin stated that talks should be held with the Army Corps of Engineers regarding South Bay Park development. Dave Schrupp stated that the City should find out what the Corps will allow on the property. MOTION 06R-12-20 WAS MADE BY DAVE NEVIN AND

SECONDED BY JOHN ANDREWS TO DIRECT TJ GRAUMANN, DAVE SCHRUPP, AND DAVE NEVIN TO MEET WITH CORRINE HODAPP OF THE CORPS OF ENGINEERS TO DETERMINE WHAT THE CORPS WILL ALLOW FOR A PARK ON SOUTH BAY. MOTION CARRIED WITH ALL AYES.

**I. OLD BUSINESS** – None.

**J. ADJOURN** – MOTION 06R-13-20 WAS MADE BY JOHN ANDREWS AND SECONDED BY AARON HERZOG TO ADJOURN THE MEETING AT 8:50 P.M. MOTION CARRIED WITH ALL AYES.

Respectfully submitted by,



Charlene Nelson  
City Clerk  
City Clerk/Minutes/6-8-20

**BILLS FOR APPROVAL**  
**June 8, 2020**

VENDORS	DEPT		AMOUNT
Abra Landscaping, mulch	Park		255.00
Ace Hardware, hardware	Park		93.52
Ace Hardware, roundup, gloves	Park		29.57
Ace Hardware, hardware	Park		21.95
Ace Hardware, measuring cup	PW		13.99
Ace Hardware, great stuff big gap	Sewer		17.94
Ace Hardware, wiring	PW		20.97
Ace Hardware, pintle hook and balland plate, nozzle	PW		334.86
Ace Hardware, plumbing	PW		4.58
Ace Hardware, masks	Gov't		63.98
Ace Hardware, masks	Gov't		31.99
Ace Hardware, hardware	Park		5.58
Ace Hardware, hardware	Gov't		35.48
Ace Hardware, mulch, wasp spray	Park		66.64
Ace Hardware, clamps	PW		47.96
Ace Hardware, roundup	Park		19.99
Ace Hardware, weed be gone	Park		33.98
Ace Hardware, mirror	PW		13.99
Ace Hardware, rakes	PW		33.98
Ace Hardware, lawn and garden	Fire		41.36
Ace Hardware, gloves	Sewer		17.99
Ace Hardware, gloves	Sewer		35.98
Ace Hardware, rainsuit	Sewer		49.95
Ace Industrial Supply, hardware	PW		443.00
Alex Air Apparatus, compressor service	Fire		879.00
Auto Value, fuel pump	PW		62.99
AW Research, water testing	Sewer		316.80
Baker and Taylor, books	Library		506.10
Blue Cross, health insurance	ALL		31,206.00
Bolton & Menk, water quality at CSAH 16 and CSAH 66	PW		7,364.00
Bolton & Menk, moonlite sewer extension	Sewer		17,311.50
Build All Lumber, lumber	PW		42.64
Chemsearch, janitorial supplies	PW		472.70
Chemsearch, face masks	PW		1,273.07
City of Crosslake, sewer utilities	PW/Gov't		50.00
Clean Team, june cleaning	PW/Gov't		1,707.50
Clifton Larson Allen, audit services	Gov't		525.00
Council #65, union dues	Gov't		228.00
Crosslake Communications, phone, fax, internet, cable	ALL		1,523.46
Crosslake Fire Relief Assn, reimburse for thermometers	Gov't		768.07
Crow Wing County, tif annual certification	Gov't		100.00
Crow Wing County Highway Dept, fuel	ALL		1,901.04
Crow Wing County Recorder, filing fees	PZ		92.00
Crow Wing Power, electric service	ALL	pd 5-20	6,759.34
CTC, web hosting	Gov't	pd 5-20	10.00

Culligan, cooler rental and water	PW/Gov't		80.40
Delage Landen Financial Services, copier lease	Park		117.00
Delta Dental, dental insurance	Gov't		1,695.60
Echo Journal, subscription	Gov't		54.08
Elevate Learning, safety training	Gov't		160.00
Fire Instruction & Rescue, simulated response training	Fire		2,000.00
Follett, labels	Library		286.63
Fortis, disability insurance	ALL		785.84
Forum Communications, meeting notice of 5/22	Park		53.13
Galls, uniform	Police		317.94
Guardian Pest Solutions, pest control	ALL		77.60
Hawkins, chemicals	Sewer		1,231.03
Heartland Tire, service call	Fire		270.00
Hytec, firehall design	Gov't		40,000.00
IP Networks, firewall	Gov't	pd 5-27	805.00
Jon Kolstad, mileage reimbursement	PZ		177.79
Mastercard, Amazon, soap dispensers	Park		25.98
Mastercard, Amazon, hand washing station	Park		102.00
Mastercard, Amazon, zip ties	Park		40.00
Mastercard, Amazon, thermometers	Gov't	pd 5-27	475.89
Mastercard, Amazon, mulch color	Park		45.92
Mastercard, Brainerd Floral, memorial	Park		96.95
Mastercard, Brainerd Tools, strobe for jetter	Sewer		175.00
Mastercard, Carhartt, uniform	Park		89.97
Mastercard, CDW, firewall	Police		568.25
Mastercard, Dollar General, disinfectants	Gov't		28.51
Mastercard, Govpaynet, sewer bill	Gov't		51.33
Mastercard, Microsoft, monthly premium	Police		64.43
Mastercard, MNCPA, membership dues	Admin		315.00
Mastercard, Office Max, paper, laminate	Park	pd 5-27	103.34
Mastercard, office supplies	Park		22.78
Mastercard, Uline, gloves	Gov't		147.92
Mastercard, Valvoline, oil change	PW		88.39
Mastercard, Wolverine, boots	Park	pd 5-27	155.00
Mastercard, Zoom, subscription	Gov't		16.09
Midwest Machinery, repair hub	PW		838.02
MN Life, life insurance	ALL		308.60
MN NCPERS, life insurance	ALL		112.00
MR Sign, posts	PW		897.94
MR Sign, address signs	PW		156.90
Napa, battery	PW		131.10
Napa, fuel filter	PW		5.92
Napa, fuel line hose	PW		5.40
Nixon Medical, pulse oximeters	Gov't		680.00
Northland Press, cemetery cleanup notice	Cemetery		38.25
Northland Press, meeting notice of 5/22	PZ		102.00
Northland Septic Maintenance, pump and haul biosolids	Sewer		7,200.00
Premier Auto, oil change, mount and balance tires	Police		110.97
Premier Auto, oil change	Police		62.15
Premier Auto, replace rotors	Police		670.59
Premier Auto, mount and balance tires	Police		80.00

Premier Auto, oil change	Police		58.40
Range Printing, ad in lake country journal magazine	EDA		475.00
Shannons Auto Body, replace door hinges	PW		497.55
Simonson Lumber, fence repair	Park		6.21
Simonson Lumber, lumber	Park		15.06
Specialty Solutions, fertilizer, seed	PW		660.14
Streichers, uniform	Police		29.97
Teamsters, union dues	Police		287.00
The Office Shop, receipt books	PZ		104.40
The Office Shop, thermometer	Gov't		94.43
The Office Shop, receipt books	PZ		69.60
Timber Ridge Electric, retro fit lights	Park		1,085.00
TJ Graumann, mileage reimbursement	Park		34.50
TJ Graumann, uniform reimbursement	Park		24.98
Twin City Seed, seed mixture, dry swale pond mixture	Park		595.56
Ultimate Safety Concepts, calibration	Fire		130.00
US Bank, copier lease	ALL		156.00
Waste Partners, trash removal	ALL		355.46
WSN, water quality project	PW		2,658.76
WSN, perkins road	PW		7,796.90
WSN, daggett bay road	Gov't		2,491.19
WSN, pickleball courts	Park		1,891.63
WSN, general engineering	PW		1,402.50
WSN, wild wind ranch drive	PW		4,275.00
WW Goetsch, repair pump	Sewer		2,190.00
Xcel Energy, gas utilities	ALL		538.36
<b>TOTAL</b>			164,881.67



**ADDITIONAL BILLS FOR APPROVAL**  
**June 8, 2020**

VENDORS	DEPT	AMOUNT
Aspen Mills, uniform	Fire	109.85
AW Research, water testing	Sewer	139.50
Baker & Taylor, books	Library	37.10
Birchdale Fire & Security, quarterly monitoring	Gov't	162.00
Crow Wing County, letg base and mobile fees	Police	3,755.00
CTCIT, may i.t. labor	ALL	900.00
Galls, uniform	Police	45.07
Forum Communications, ads	ALL	345.38
Mastercard, Amazon, webcam, microphones	Gov't	134.96
Mastercard, funeral memorial	Gov't	95.95
Mastercard, CDWG, server software	Gov't	89.54
Mastercard, Messicks, bolts	Park	12.27
MCFOA, membership dues	Admin	50.00
Moonlite Square, fuel	Fire	21.96
Municode, online code hosting	Gov't	800.00
Napa, cable	PW	18.64
Napa, wire, cable, connector	PW	184.81
Napa, rtu ext life gal	PW	8.07
North Memorial, monthly subsidy	Ambulance	1,100.00
Premier Auto, oil change	PW	61.37
Stryker, battery replacement	Police	389.00
<b>TOTAL</b>		<b>8,460.47</b>

City of Crosslake

**RESOLUTION 20-14**

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:

<b>FROM</b>	<b>DONATION</b>	<b>INTENDED PURPOSE</b>
PAL Foundation	\$1,332.52	Community Gardens, Patio Garden and Library Expenses

; 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.

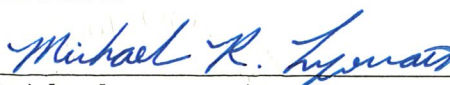
NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Crosslake that the donation(s) as described above are accepted as allowed by law.

Passed this 8th day of June, 2020.



David Nevin  
Mayor

ATTEST:

  
\_\_\_\_\_  
Michael R. Lyonais  
City Administrator  
(SEAL)