

REGULAR COUNCIL MEETING
CITY OF CROSSLAKE
MONDAY, JANUARY 13, 2014
7:00 P.M. – CITY HALL

The Council for the City of Crosslake met in the Council Chambers of City Hall on Monday, January 13, 2014. The following Council Members were present: Mayor Darrell Schneider, Steve Roe, Gary Heacox, John Moengen and Mark Wessels. Also present were City Administrator/Consultant Dan Vogt, City Clerk Char Nelson, Public Works Director Ted Strand, Park and Recreation Director Jon Henke, General Manager Paul Hoge, Finance Director/Treasurer Mike Lyonais, Police Chief Bob Hartman, City Attorney Brad Person, City Engineer Dave Reese, Crow Wing County Land Service Supervisor Chris Pence, Northland Press Reporter Paul Boblett, and Echo Publishing Reporter Kate Perkins. There were approximately sixteen people in the audience.

A. CALL TO ORDER – Mayor Schneider called the Regular Council Meeting to order at 7:05 P.M. The Pledge of Allegiance was recited. MOTION 01R-01-14 WAS MADE BY JOHN MOENGEN AND SECONDED BY STEVE ROE TO APPROVE THE ADDITIONS TO THE AGENDA. MOTION CARRIED WITH ALL AYES.

B. CRITICAL ISSUES –

1. Crow Wing County Highway Engineer Tim Bray appeared before the Council to answer questions or address issues related to county road projects or maintenance. Mr. Bray gave a brief update on the County Road 3 project that will take place in 2014. Bids for the project are going out approximately February 18th and construction could begin in April, depending on the weather. Crosslake's cost share for the project will be approximately 10% lower than anticipated. Mr. Bray gave the Council Members survey cards to fill out and return and suggested that they wait until the next snow storm to give comments regarding plowing issues.
2. Brent Christensen of the Minnesota Telecom Alliance appeared before the Council to discuss the issue of dropped calls. Mr. Christensen reported that dropped calls have been a nation-wide problem for the last 4-5 years. Small, unregulated companies such as Vonage are causing the problems. The problem is happening to cell phones as well as landline phones. Even though Crosslake Communications is a small company, the unregulated companies have an obligation to locate it so that calls can be completed. Mr. Christensen stated that small, regulated companies are important to rural Minnesota.

C. ORGANIZATIONAL MEETING APPOINTMENTS

1. MOTION 01R-02-14 WAS MADE BY DARRELL SCHNEIDER AND SECONDED BY MARK WESSELS TO APPOINT JOHN MOENGEN AS ACTING MAYOR. MOTION CARRIED WITH ALL AYES.
2. MOTION 01R-03-14 WAS MADE BY STEVE ROE AND SECONDED BY JOHN MOENGEN TO APPOINT THE MAYOR AND FINANCE DIRECTOR/TREASURER AS EX-OFFICIOS TO THE FIRE RELIEF ASSOCIATION.
3. MOTION 01R-04-14 WAS MADE BY STEVE ROE AND SECONDED BY JOHN MOENGEN TO SET THE SCHEDULE FOR THE REGULAR COUNCIL MEETINGS

ON THE SECOND MONDAY OF EVERY MONTH AT 7:00 P.M. MOTION CARRIED WITH ALL AYES.

4. Northland Press and Echo Publishing submitted 2014 publishing rates. The Council discussed whether the City should have two official newspapers. The consensus of the Council was to have Echo Publishing submit rates during the budget process in August. MOTION 01R-05-14 WAS MADE BY MARK WESSELS AND SECONDED BY STEVE ROE TO APPOINT THE OFFICIAL NEWSPAPER AS NORTHLAND PRESS. MOTION CARRIED WITH ALL AYES.

5. MOTION 01R-06-14 WAS MADE BY JOHN MOENGEN AND SECONDED BY GARY HEACOX TO APPROVE THE RATE INCREASE FOR CONSULTANT DAN VOGT FROM \$60 PER HOUR TO \$65 PER HOUR EFFECTIVE 1/1/14. MOTION CARRIED WITH ALL AYES.

6. MOTION 01R-07-14 WAS MADE BY MARK WESSELS AND SECONDED BY STEVE ROE TO APPROVE THE FOLLOWING LIAISON APPOINTMENTS:
BUILDING AND GROUNDS: STEVE ROE
COMMUNICATIONS: JOHN MOENGEN
ECONOMIC DEVELOPMENT AUTHORITY: STEVE ROE

MARK WESSELS

EMERGENCY MANAGEMENT DIRECTOR: BOB HARTMAN

FIRE DEPARTMENT: JOHN MOENGEN

PARK&RECREATION/LIBRARY: MARK WESSELS

PERSONNEL COMMITTEE: DARRELL SCHNEIDER

JOHN MOENGEN

FINANCE DIRECTOR/TREASURER

GENERAL MANAGER

PLANNING AND ZONING COMMISSION: GARY HEACOX

PUBLIC SAFETY: DARRELL SCHNEIDER

FIRE CHIEF

POLICE CHIEF

CITY ADMINISTRATOR/CONSULTANT

PUBLIC WORKS/CEMETERY/SEWER: JOHN MOENGEN

RECYCLING: STEVE ROE

MOTION CARRIED WITH ALL AYES.

7. MOTION 01R-08-14 WAS MADE BY JOHN MOENGEN AND SECONDED BY GARY HEACOX TO APPROVE THE FOLLOWING COMMISSION APPOINTMENTS:

PLANNING AND ZONING COMMISSION:

AARON HERZOG – APPOINTMENT TO 1ST-3 YEAR TERM TO EXPIRE 1/31/17

JOEL KNIPPEL – APPOINTMENT TO 1ST-3 YEAR TERM TO EXPIRE 1/31/17

PARK/LIBRARY COMMISSION:

RONALD LESSARD – APPOINTMENT TO 2ND-3 YEAR TERM TO EXPIRE 1/31/17

PUBLIC WORKS COMMISSION:

TIM BERG – APPOINTMENT TO 1ST-3YEAR TERM TO EXPIRE 1/31/17

UTILITY ADVISORY BOARD:

ANN SCHRUPP - APPOINTMENT TO 1ST-3YEAR TERM TO EXPIRE 1/31/17

GORDON SIEMERS - APPOINTMENT TO 1ST-3YEAR TERM TO EXPIRE 1/31/17

MOTION CARRIED WITH ALL AYES.

D. CONSENT CALENDAR – MOTION 01R-09-14 WAS MADE BY JOHN MOENGEN AND SECONDED BY GARY HEACOX TO APPROVE THE FOLLOWING ITEMS LISTED ON THE CONSENT CALENDAR:

- (1.) REGULAR COUNCIL MEETING MINUTES OF NOVEMBER 18, 2013;
- (2.) PUBLIC INFORMATION MEETING MINUTES OF DECEMBER 3, 2013;
- (3.) REGULAR COUNCIL MEETING MINUTES OF DECEMBER 9, 2013;
- (4.) CITY MONTH END REVENUE REPORT DATED DECEMBER 2013;
- (5.) CITY MONTH END EXPENDITURE REPORT DATED DECEMBER 2013;
- (6.) DECEMBER 2013 BUDGET TO ACTUAL ANALYSIS;
- (7.) PLEDGED COLLATERAL REPORT FROM MIKE LYONAS;
- (8.) JOBZ PROJECT SUMMARY AND RECOMMENDATION TO CLOSE FUND;
- (9.) LETTER DATED DECEMBER 10, 2013 FROM LEAGUE OF MN CITIES INSURANCE TRUST RE: 2013 PROPERTY/CASUALTY DIVIDEND;
- (10.) OFFICIAL DEPOSITORIES – (FRANDSEN BANK, BLACKRIDGE BANK, LAKES STATE BANK, 4M FUND, RIVERWOOD BANK AND MERRILL LYNCH);
- (11.) DESIGNATE SIGNATORIES ON CITY CHECKING AND SAVINGS ACCOUNTS – (MAYOR, ACTING MAYOR, FINANCE DIRECTOR/TREASURER, GENERAL MANAGER AND CITY CLERK);
- (12.) DESIGNATE SIGNATORIES ON UTILITIES CHECKING AND SAVINGS ACCOUNTS – (MAYOR, ACTING MAYOR, FINANCE DIRECTOR/TREASURER, GENERAL MANAGER, CITY CLERK AND OFFICE MANAGER);
- (13.) APPOINTMENT OF CITY ENGINEER – (WIDSETH SMITH NOLTING);
- (14.) APPOINTMENT OF LEGAL SERVICES (CIVIL-BREEN AND PERSON, LABOR-JOHNSON KILLEN & SEILER, PROSECUTING-MALLIE, AND BOND COUNSEL-BRIGGS AND MORGAN);
- (15.) APPROVE 2014 MILEAGE REIMBURSEMENT RATE OF \$0.56;
- (16.) APPROVE WEED INSPECTOR (MAYOR SCHNEIDER);
- (17.) APPROVE ASSISTANT WEED INSPECTOR (TED STRAND);
- (18.) CROSSLAKE COMMUNICATIONS HIGHLIGHTS REPORT FOR DECEMBER 2013;
- (19.) CROSSLAKE COMMUNICATIONS REGULAR MEETING MINUTES OF DECEMBER 31, 2013;
- (20.) CROSSLAKE COMMUNICATIONS CUSTOMER COUNTS;
- (21.) DECEMBER 2013 POLICE REPORT FOR CROSSLAKE;
- (22.) DECEMBER 2013 POLICE REPORT FOR MISSION TOWNSHIP;
- (23.) 2013 ANNUAL POLICE REPORT FOR CROSSLAKE;
- (24.) 2013 ANNUAL POLICE REPORT FOR MISSION TOWNSHIP;
- (25.) CROW WING COUNTY SHERIFF'S OFFICE COMMUNITY UPDATE;
- (26.) DECEMBER 2013 FIRE DEPARTMENT REPORT;
- (27.) DECEMBER 2013 NORTH AMBULANCE RUN REPORT;
- (28.) NOVEMBER 2013 WASTEWATER TREATMENT DISCHARGE MONITORING REPORT;
- (29.) EDA MEETING MINUTES OF DECEMBER 4, 2013;

- (30.) PLANNING AND ZONING COMMISSION MEETING MINUTES OF NOVEMBER 22, 2013;
 - (31.) CROW WING COUNTY WATER PLAN NEWSLETTER;
 - (32.) CROSSLAKE ROLL-OFF RECYCLING REPORT FOR DECEMBER 2013;
 - (33.) WASTE PARTNERS RECYCLING REPORT FOR NOVEMBER 2013;
 - (34.) MEMO DATED JANUARY 3, 2014 FROM CHARLENE NELSON RE: GROUP TRANSIENT MERCHANT PERMIT;
 - (35.) APPLICATION FOR PERMIT FOR DISPLAY OF FIREWORKS FROM ZAMBELLI FIREWORKS DURING WINTERFEST ON JANUARY 31, 2014;
 - (36.) BILLS PAID FROM 12/10/13 TO 12/31/13;
 - (37.) BILLS FOR APPROVAL IN THE AMOUNT OF \$4,451,481.44; AND
 - (38.) ADDITIONAL BILLS FOR APPROVAL IN THE AMOUNT OF \$41,018.65.
- MOTION CARRIED WITH ALL AYES.

E. MAYOR'S REPORT – None.

F. CITY ADMINISTRATOR'S REPORT

1. MOTION 01R-10-14 WAS MADE BY STEVE ROE AND SECONDED BY JOHN MOENGEN TO APPROVE ORDINANCE 318 PERTAINING TO CHAPTER 12, ARTICLE III OF THE CROSSLAKE CITY CODE DELETING DIVISION 1 ENTITLED "GENERALLY" IN ITS ENTIRETY. MOTION CARRIED WITH ALL AYES.
2. Dan Vogt read a letter dated January 9, 2014 from Labor Attorney Steven Fecker regarding a Separation Agreement, Waiver and Release for Kenneth R. Anderson and a Settlement Agreement, Waiver and Release for AFSCME Council 65 and Bryan Hargrave. A lengthy discussion ensued regarding the agreement terms and whether the City is setting a president by negotiating severance packages with former employees and whether the City should pay these employees more than what they have paid already. Dan Vogt replied that the labor attorney negotiated in good faith but that the City could request renegotiations. MOTION 01R-11-14 WAS MADE BY JOHN MOENGEN AND SECONDED BY STEVE ROE TO APPROVE THE SEPARATION AGREEMENT, WAIVER AND RELEASE FOR KENNETH R. ANDERSON AS PRESENTED. MOTION CARRIED WITH ALL AYES.

MOTION 01R-12-14 WAS MADE BY JOHN MOENGEN AND SECONDED BY STEVE ROE TO APPROVE THE SETTLEMENT AGREEMENT, WAIVER AND RELEASE FOR AFSCME COUNCIL 65 AND BRYAN HARGRAVE AS PRESENTED. MOTION CARRIED WITH ALL AYES.

3. Dan Vogt informed the Council that he could not be present at the next regular meeting of February 10, 2014.

G. COMMISSION REPORTS

1. PLANNING AND ZONING

- a. Chris Pence presented the year end permit summary for 2013.No action was required. Mr. Pence gave a brief summary of the two public comment meetings that took place

on January 6th and January 13th regarding the land use ordinance revision. Staff will respond to all comments made. The comment period ends January 31st; however, Mr. Pence stated he would accept additional comments after that date. Mr. Pence handed out a brief summary of proposed ordinance revisions compared to the existing ordinance.

2. PARK AND RECREATION/LIBRARY

- a. Jon Henke gave the Council an update on the library, aerobics, senior meals, fitness room/Silver Sneakers/Silver & Fit, December attendance, AAA classes, pickleball, and surplus equipment sales. It was the consensus of the Council to direct department heads to compile lists of surplus supplies that could be sold if the City decided to hold a sale at the Community Center. MOTION 01R-13-14 WAS MADE BY MARK WESSELS AND SECONDED BY GARY HEACOX TO ACCEPT THE FOLLOWING DONATIONS: \$2,855.35 FROM THE CROSSLAKE PARK AND LIBRARY FOUNDATION FOR THE LIGHT UP THE DAM PROJECT, \$200 FROM AN ANONYMOUS DONOR FOR THE LIBRARY, AND \$35 FROM CROSSWOODS GOLF COURSE FOR THE GOLF AND PIZZA LEAGUE. MOTION CARRIED WITH ALL AYES.

Jon Henke announced that Linda Guertin Henning retired from the Community Center effective January 12th. She will be greatly missed. MOTION 01R-14-14 WAS MADE BY JOHN MOENGEN AND SECONDED BY MARK WESSELS TO ACCEPT LINDA GUERTIN HENNING'S RESIGNATION. MOTION CARRIED WITH ALL AYES.

MOTION 01R-15-14 WAS MADE BY DARRELL SCHNEIDER AND SECONDED BY STEVE ROE TO DIRECT STAFF TO RESEARCH OPTIONS FOR FILLING THE VACANT POSITION AND ADVERTISING FOR THE BUILDING ASSISTANT POSITION IF NECESSARY. MOTION CARRIED WITH ALL AYES.

Jon Henke reminded the Council that Winterfest would take place January 30th to February 1st. Activities at the Community Center will include fireworks, ice skating, sleigh rides and smores.

H. CITY ATTORNEY REPORT – None.

- I. OLD BUSINESS** – Mark Wessels asked for an update on the reimbursement of Planning and Zoning fees dating back to 2011. Char Nelson replied that approximately \$6,000 has been reimbursed to the City so far.

J. NEW BUSINESS –

- K. PUBLIC FORUM** – Cindy Mygeto of the Brainerd Lakes Chamber of Commerce thanked several people including city employees involved with the organization of Winterfest, especially committee chair Jess Eide.

**L. ADJOURN - MOTION 01R-16-14 WAS MADE BY JOHN MOENGEN AND
SECONDED BY GARY HEACOX TO ADJOURN THE MEETING AT 8:40 P.M.
MOTION CARRIED WITH ALL AYES.**

Respectfully submitted by,



Charlene Nelson
City Clerk

Deputy Clerk/Minutes/1-13-14.

BILLS FOR APPROVAL
12/10/2013 to 12/31/13

VENDORS	DEPT		AMOUNT
Ace Hardware, light switch	Police	pd 12-26	7.47
Ace Hardware, shovel, extension cord	PW	pd 12-30	48.07
Ace Hardware, tape, fan	PW	pd 12-26	65.15
Ace Hardware, kerosene	PW	pd 12-26	6.94
Ace Hardware, mason jars	PW	pd 12-26	12.81
Ace Hardware, hooks	PW	pd 12-26	2.98
Ace Hardware, extension cord	PW	pd 12-26	12.81
Ace Hardware, wheel	P&R	pd 12-26	19.22
Ace Hardware, bungee	P&R	pd 12-26	7.36
Ace Hardware, plumbing supplies	Police	pd 12-31	21.68
Ace Hardware, floodlights, extension cord	PW	pd 12-31	28.82
Award a Memory, plaque	Fire	pd 12-23	15.56
AW Research, water testing	Sewer	pd 12-26	226.80
Brian Johnson, transport hovercraft	Fire	pd 12-30	500.00
Chip Lohmiller, reimburse for fire store printing	Fire	pd 12-31	46.99
City of Crosslake, sewer utilities	PW/Gov't	pd 12-30	148.00
Crosslake Communications, computers	P&Z/Admin	pd 12-23	4,600.97
Crosslake Communications, reimburse for olsen thielen bill	Admin	pd 12-20	75.00
Crosslake Communications, reimburse PERA aid	Gov't	pd 12-30	744.75
Crosslake Communications, phone, fax, cable, internet	ALL	pd 12-30	1,286.03
Crosslake Portable Welding, plow and sweeper repairs	P&R	pd 12-26	150.00
Crosslake Portable Welding, mail boxes	PW	pd 12-30	95.00
Crow Wing County Attorney, forfeiture proceeds	Police	pd 12-20	104.20
Crow Wing County Recorder, recording fees	P&Z	pd 12-23	46.00
Crow Wing County Recorder, recording fees	P&Z	pd 12-31	46.00
Crow Wing Power, electric services	ALL	pd 12-26	6,058.24
Granite Electronics, replace fuse	PW	pd 12-26	93.14
Granite Electronics, install radio in grader	PW	pd 12-26	523.74
Guardian Pest Solutions, pest control	ALL	pd 12-23	82.94
Hawkins, chemicals	Sewer	pd 12-26	844.63
Herculift, replace fuel pump	PW	pd 12-26	535.19
Holiday, diesel fuel	PW	pd 12-26	112.00
Holiday, diesel fuel	PW	pd 12-26	83.52
Holiday, propane refill	PW	pd 12-26	18.99
Holiday, diesel fuel	PW	pd 12-26	135.87
Houston Ford, oil change	Police	pd 12-20	22.43
Johnson, Killen & Seiler, labor attorney fees	Gov't	pd 12-20	4,237.00
Jon Henke, reimburse petty cash	P&R	pd 12-26	7.49
Lakes Gas, refill	P&R	pd 12-26	951.76
Marco, copier lease	ALL	pd 12-23	443.13
Mastercard, Best Buy, exchange tvs	P&R	pd 12-26	206.14
Mastercard, Fleet Farm, wiper blades	PW	pd 12-26	46.55
Menards, heater	PW	pd 12-26	51.53
Mike Amsden, reimburse uniform expense	PW	pd 12-20	138.65
Moonlite Square, diesel fuel	Fire	pd 12-31	23.05

BILLS FOR APPROVAL
January 13, 2014

VENDORS	DEPT	AMOUNT
Alexandria Tech, conference registration	Fire	700.00
Anderson Insurance, workers comp management fee	Gov't	5,000.00
Avenet, website maintenance	Gov't	450.00
Breen & Person, legal fees	ALL	1,233.50
Clean Team, january cleaning	Gov't	756.14
Council #65, union dues	ALL	500.00
Crosslake Communications, 2014 random testing fee	Gov't	37.50
Crow Wing County Attorney, 4th quarter fees and fines	Gov't	1,268.10
Crow Wing County Highway Department, fuel	ALL	3,122.44
Deferred Comp	ALL	226.92
Delta Dental, dental insurance	ALL	1,533.25
Donna Keiffer, aerobics and silver sneakers	P&R	644.00
DVS, license tabs	ALL	252.00
Essentia Health, flu vaccines	Fire	490.00
Fortis, disability	ALL	539.60
Granite Electronics, radio repair	Fire	29.00
Heartland Tire, tires	PW	1,964.86
Holiday, diesel fuel	PW	166.30
Lakes Area Rental, replace oil lines	PW	89.03
League of MN Cities, leadership conference	Council	225.00
Marsden, office cleaning	PW	654.08
Mastercard, Amazon.com, uniform	Police	40.36
Mastercard, Office Max, office supplies	PW/P&R	335.35
Mastercard, Office Max, printer, ink	Police	167.45
Medica, health insurance	ALL	28,100.86
MMUA, 1st quarter safety management program	Gov't	2,400.00
MN Chiefs of Police Assn, membership dues	Police	165.00
MN Life, life insurance	ALL	335.00
MN Rec & park Assn, membership dues	P&R	264.00
MN Rural Water Assn, membership dues	Sewer	225.00
MN State Fire Chiefs Assn, membership dues	Fire	345.00
Napa, battery, fuel additive	PW	192.64
Napa, power surge charger	PW	665.31
Napa, batteries	Fire	545.00
NCPERS-Life Insurance	ALL	128.00
Neopost, ink cartridge	Gov't	133.59
Northland Press, public comment notice	P&Z	33.20
Northland Trust, refunding bond payment	Gov't	327,921.25
Northland Trust, improvement bond payment	Gov't	9,115.00
PERA	ALL	N/A
RDJ Specialities, lites	Fire	225.77
State and Federal Taxes	ALL	N/A
Sumption Environmental, ordinance update plus mileage	Gov't	10,288.15
Teamsters Local Union #346, union dues	Police	187.00
The Office Shop, index tabs	Admin	19.19

ADDITIONAL BILLS FOR APPROVAL
January 13, 2014

VENDORS	DEPT	AMOUNT
AW Research, water testing	Sewer	453.60
Birchdale Fire & Security, 1 quarter monitoring	PW	90.00
Bob Hartman, reimburse mileage	Police	32.92
Brainerd Hydraulics, parts	PW	142.52
Crosslake Rolloff, recycling	Gov't	2,695.00
Crosslake Sheetmetal, service call	PW	82.00
Crow Wing Power, electric services	ALL	9,503.00
Culligan, water and cooler rental	PW/Gov't	89.45
Hawkins, chemicals	Sewer	702.32
Hildi, actuarial disclosure reporting	Gov't	480.00
John Reid & Associates, interview and interrogation course	Police	380.00
Johnson, Killen & Seiler, labor attorney fees	Gov't	2,138.95
Keepers, uniform	Police	237.57
Lakes Gas, propane	PW	593.70
League of MN Cities, patrol subscription	Police	510.00
Mastercard, Brainerd Medical Supply, gloves	Sewer	114.00
Mastercard, MN Chiefs of Police Assn, annual conference	Police	385.00
Mastercard, Office Max, receipts, paper, tape	P&R/Library	78.97
Mikes electric, install ceiling fans	Library	470.00
MN Backyard Birds, clean and refill birdfeeders	P&R	300.00
MN Board of FF Training and Ed, membership dues	Fire	225.00
MN Dept of Agriculture, pesticide applicator license renewal	P&R	15.00
MN Dept of Employment, unemployment insurance wages	Gov't	2,476.50
MN Rural Water Assn, technical conference	Sewer	200.00
MN State Fire Chiefs Assn, fire officers school	Fire	175.00
Napa, antifreeze	P&R	27.06
Napa, power service diesel	Fire	89.65
Northland Press, meeting notice of 1/24	P&Z	66.40
PNC Equipment Finance, firetruck payment	Fire	16,341.93
Premier Auto, oil change	Police	26.99
Reeds Market, office supplies	Gov't	15.57
Squad Pro, install emergency lights on four wheeler	Fire	1,426.94
Star Tribune, subscription	Library	65.60
Triangle Oil, hydraulic fluid	PW	209.93
Viking Coca Cola, pop	Gov't	55.58
Ziegler, bolt, nut	PW	122.50
TOTAL		41,018.65