

SPECIAL COUNCIL MEETING
CITY OF CROSSLAKE
JANUARY 22, 2001
9:00 A.M. – CITY HALL

The Council for the City of Crosslake met in the Council Chambers of City Hall on Monday, January 22, 2001 at 9:00 A.M. The following Councilmembers were present: Mayor Darrell Swanson, Sandy Eliason, Chuck Miller, Irene Schultz and Dean Swanson. Also present was City Administrator Thomas Swenson, Sheila Haverkamp and Julie Hofius of Brainerd Lakes Area Development Corporation, Lake Country Echo Reporter Betty Ryan and Deputy Clerk Darlene Roach.

Mayor Swanson called the Special Meeting to order at 9:00 A.M.

1. Kathy Allen, Crosslake Charter School - At a previous meeting of the City Council, Kathy Allen, member of the Crosslake Community School Board of Directors, requested Council support on the submission of an application for a federal grant for the Crosslake Charter School. During that meeting, the Council directed Kathy Allen to complete the grant application for presentation at a Special Council meeting set for this date. Kathy Allen completed the six-page grant application which included a project description, project budget and explanation of the need for the grant. The grant requests \$250,000 in funds which would be utilized in seven different projects at the school. MOTION 01S-01-01 WAS MADE BY SANDY ELIASON AND SECONDED BY CHUCK MILLER RECOMMENDING COUNCIL SUPPORT ON THE FEDERAL GRANT APPLICATION SUBMITTED BY THE CROSSLAKE COMMUNITY SCHOOL. MOTION CARRIED WITH ALL AYES.

2. WSN proposal for survey/legal description work for Ivy Lane – The City Council has requested that WSN and the City Attorney prepare an easement description and deed for Ivy Lane in order to obtain a road easement across Corps of Engineers property. A memo dated January 10, 2001 from City Engineer Dave Reese estimated the cost of preparing a legal description and drawing to acquire the easement from the Corps of Engineers in an amount not to exceed \$500. MOTION 01S-02-01 WAS MADE BY CHUCK MILLER AND SECONDED BY DEAN SWANSON TO APPROVE THE PROPOSED ADDITIONAL EXPENSE TO PREPARE THE NECESSARY AN EASEMENT DESCRIPTION REQUIRED FOR A DEED FOR IVY LANE AT AN AMOUNT NOT TO EXCEED \$500. MOTION CARRIED WITH ALL AYES.

3. WSN proposal for Design/Construction Observation for Kimball Road Improvements – Last fall the City Council approved a motion to add Kimball Road Channel Crossing to the 2001 Street Improvement project due to the deterioration of the road by muskrats and other varmints. The estimated cost of engineering design and construction observation services for this project is \$2000. The estimated cost for reconstruction of the road is \$11,208.31. It was noted that this estimate includes rip rapping the sides of the road. MOTION 01S-03-01 WAS MADE BY CHUCK MILLER AND SECONDED BY DEAN SWANSON TO APPROVE

ENGINEERING DESIGN AND CONSTRUCTION OBSERVATION SERVICES FROM WSN FOR KIMBALL ROAD CHANNEL CROSSING AT AN AMOUNT NOT TO EXCEED \$2000. MOTION CARRIED WITH ALL AYES.

4. Pinedale Street Project – The City Engineer was instructed to come back to the Council with a revised cost estimate for improvements to Pinedale Street eliminating Woodland Drive. This change in project scope brings the estimated cost of improving Pinedale Street to \$15,000. (The previous cost for improving Pinedale Street and Woodland Drive was estimated at \$29,240.) A letter dated January 11, 2001 from City Attorney Paul Sandelin stated that since the scope of the project has been reduced in terms of the area to be assessed, the City would be able to proceed with a resolution ordering the improvement eliminating the Woodland Drive portion. The fact that the cost per equivalent lot has now increased slightly, even though the total estimated project cost and area has been reduced, does not require that the City schedule another public hearing. MOTION 01S-04-01 WAS MADE BY CHUCK MILLER AND SECONDED BY DEAN SWANSON TO APPROVE RESOLUTION NO. 01-04 ORDERING IMPROVEMENT AND PREPARATION OF PLANS FOR PINEDALE STREET. MOTION CARRIED WITH ALL AYES. A letter dated January 16, 2001 from WSN estimated the cost of Design Survey, Plans, Specifications and Bidding at a cost not to exceed \$1800 and Construction Staking and Observation at a cost not to exceed \$2000. MOTION 01S-05-01 WAS MADE BY CHUCK MILLER AND SECONDED BY DEAN SWANSON APPROVE THE DESIGN SURVEY, PLANS, SPECIFICATIONS AND BIDDING, CONSTRUCTION STAKING AND OBSERVATION FOR PINEDALE STREET AT A COST NOT TO EXCEED \$3800. MOTION CARRIED WITH ALL AYES.

5. Sewer Committee recommendation regarding approval of Engineering Proposal for Sewer Project Final Design – The minutes of the December 13, 2000 Sewer Committee meeting were provided for Council information. A memo dated January 22, 2001 from the Sewer Committee recommended to the City Council that WSN be given authorization to proceed with the final design phase of the Sewer Project. It was further recommended that the original cost estimate of \$115,000 in the original agreement for completing the work be amended based on a December 13, 2000 memo from City Engineer Mark Hallan addressing the increased scope of the project to an amount not to exceed \$137,000. Councilmember Swanson stated that this is the next step in the process for the Sewer Project. MOTION 01S-06-01 WAS MADE BY DEAN SWANSON AND SECONDED BY CHUCK MILLER TO APPROVE WSN'S PROCEEDING WITH THE FINAL DESIGN PHASE OF THE SEWER PROJECT AT AN AMOUNT NOT TO EXCEED \$137,000. MOTION CARRIED WITH ALL AYES.

6. EDA recommendation for Council Approval for Revolving Loan Fund Loan – General Manager Kevin Larson stated that the Revolving Loan Fund Executive Committee reviewed the application submitted by Cross Tech Manufacturing and recommended review by the Economic Development Authority. At the January 10th meeting of the EDA, a motion was made and approved to recommend to the City

Council that the Revolving Loan Fund Application submitted by Cross Tech Manufacturing be approved for an amount of \$24,400 with business subsidies if required by law, at an interest rate of 5% to be paid back over a period of seven years with stipulations put forth by Lakes State Bank and review and approval of all documents by the City Attorney. MOTION 01S-07-01 WAS MADE BY DEAN SWANSON AND SECONDED BY CHUCK MILLER TO APPROVE THE REVOLVING LOAN APPLICATION SUBMITTED BY CROSS TECH MANUFACTURING AS RECOMMENDED BY THE EDA UPON REVIEW OF ALL DOCUMENTS BY THE CITY ATTORNEY. Councilmember Miller asked what the loan money would be used for and Roger Roy replied that the money would be used for machinery upgrades and building costs. Councilmember Miller commended everyone who worked on this project and thanked BLADC and Lakes State Bank for their involvement. MOTION CARRIED WITH ALL AYES.

7. Bills for Approval – MOTION 01S-08-01 WAS MADE BY IRENE SCHULTZ AND SECONDED BY DEAN SWANSON TO APPROVE THE BILLS FOR PAYMENT AS SUBMITTED IN THE AMOUNT OF \$10,403.39. MOTION CARRIED WITH ALL AYES.

8. Personnel Committee recommendation regarding Community Development Director Probationary Status and Wage Adjustment – MOTION 01S-09-01 WAS MADE BY DEAN SWANSON AND SECONDED BY CHUCK MILLER TO REMOVE PAUL LARSON FROM PROBATIONARY STATUS AND BE GRANTED PERMANENT FULL-TIME STATUS WITH A SALARY ADJUSTMENT TO \$44,000 PER YEAR EFFECTIVE JANUARY 1, 2001. MOTION CARRIED WITH ALL AYES.

MOTION 01S-10-01 WAS MADE BY CHUCK MILLER AND SECONDED BY DEAN SWANSON TO ADJOURN THIS SPECIAL COUNCIL MEETING AT 9:34 A.M. MOTION CARRIED WITH ALL AYES.

Recorded and transcribed by,



Darlene J. Roach
Deputy Clerk

BILLS FOR PAYMENT					
22-Jan-01					
VENDOR		DEPT		AMOUNT	
Uniforms Unlimited - pants		PD		\$113.65	
Martin Communications - Attachment		PD		\$19.17	
Martin Comm - Remote Microphone		PD		\$73.49	
LMCIT - \$250 deductible		Gov't		\$250.00	
Auto Value - spark plugs, wash		PD		\$16.58	
The Office Shop - office supplies		All		\$592.96	
MCFOA Conf - Tom Swenson		Adm		\$200.00	
MCFOA Conf - expenses incl hotel		Adm		\$200.00	
Whitefish Auto - oil, filter, lube		PD		\$21.60	
Chief Supply - emergency blankets	12 blankets	PD		\$58.88	
Chuck Miller, Locksmith	Fenced area keys	PD/PW		\$240.00	
Echo Publishing - window envelopes		Adm		\$59.92	
Echo Publishing - envelopes		PD		\$38.64	
Echo Publishing - letterhead		P&Z/Adm		\$95.06	
Echo Publishing - reg envelopes		P&Z/Adm		\$59.63	
MaSys Corp - maintenance agmt		PD		\$878.63	
Pitney Bowes - postage chart		P&Z/Adm		\$7.99	
Streichers - handcuffs, key, holder		PD		\$42.61	
Culligan - bottled water dispenser		Gov't		\$10.65	
Culligan - bottled water dispenser		PW		\$10.65	
Brandanger - name plate Sandy		Council		\$13.80	
Earl F. Anderson - signs		PW		\$1,143.99	
Echo Publishing - Ord Summary		Gov't		\$22.75	
Echo Publishing - public hearing not		P&Z		\$552.50	
Martin Comm - repair radio		FD		\$92.79	
Martin Comm - repair radio		FD		\$63.52	
Ace Hardware - padlock, keys		Park		\$17.49	
Ace Hardware - deadbolt, keys		Park		\$33.35	
OfficeMax - calendar		Park		\$2.12	
Ehlers & Associates - meeting/sewer		Sewer		\$656.25	
The Office Shop - 11x17 paper		P&Z		\$42.33	
Insty Prints - 4 32" maps		P&Z		\$25.47	
Insty Prints - Applications		P&Z		\$251.16	
Zee Medical - refill medical supplies		FD		\$26.52	
Culligan - bottled water		Gov't		\$44.73	
Walmart - files, cartridges, coffee		Park		\$62.77	
MN Dept of Econ Sec - unemployment		PD/Gov't		\$1,482.16	
Martin Comm - Motorola Radio		PD		\$930.81	
Echo Publishing - Vehicle Bids		PD		\$32.10	
Wastewater Trg Sem - Seminar	March 21,22	PW	T. Strand	\$210.00	
MRWA - Certification Training	March 6-8	PW	T. Strand	\$150.00	
The Light Depot - bulbs		Gov't		\$162.18	
Ace Hardware - charcoal		Cemetery		\$15.41	
United Labs - oil, gear oil, solvent,grease		PW		\$923.99	
United Labs - oil		PW		\$272.98	
Photo Express - photos		PD		\$33.36	

RESOLUTION NO. 01- 4

RESOLUTION ORDERING IMPROVEMENT AND PREPARATION OF PLANS

WHEREAS, a Resolution of the City Council adopted the 20th day of October, 2000, fixed a date for a Council Hearing on the proposed improvement of Woodland Drive from the intersection of Whitefish Avenue to the intersection of Manhattan Point Boulevard and Pinedale Street from the intersection of Manhattan Point Boulevard, East, approximately 300 feet by constructing road and drainage improvements, and

WHEREAS, following input received at the Improvement Hearing, it is the Cities position that Woodland Drive be removed from the proposed project based on the intention of the property owners to petition the District Court to vacate this section of road, and

WHEREAS, ten days' mailed notice and two weeks' published notice of the hearing was given, and the hearing was held thereon on the 28th day of November, 2000, at which all persons desiring to be heard were given an opportunity to be heard thereon,

NOW THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF CROSSLAKE, MINNESOTA;

1. Such improvement is necessary, cost-effective, and feasible as detailed in the Revised Feasibility Report attached to a memo from WSN dated January 10, 2001.
2. Such improvement is hereby ordered as proposed in the Council Resolution adopted the 7th day of August, 2000, less that portion of Woodland Drive described above which is being removed from the project.
3. Widsyth Smith Nolting is hereby designated as the engineer for this improvement. The engineer shall prepare plans and specifications for the making of such improvement.

Adopted by the Council this 22nd day of January, 2001.



Darrell E. Swanson
Mayor



Thomas N. Swenson
City Administrator