

REGULAR COUNCIL MEETING
CITY OF CROSSLAKE
MONDAY, MARCH 10, 2014
7:00 P.M. – CITY HALL

The Council for the City of Crosslake met in the Council Chambers of City Hall on Monday, March 10, 2014. The following Council Members were present: Mayor Darrell Schneider, Gary Heacox, John Moengen and Mark Wessels. Council Member Steve Roe was absent. Also present were City Administrator/Consultant Dan Vogt, City Clerk Char Nelson, Public Works Director Ted Strand, General Manager Paul Hoge, Finance Director/Treasurer Mike Lyonais, Police Chief Bob Hartman, Fire Chief Chip Lohmiller, City Attorney Brad Person, City Engineer Dave Reese, Crow Wing County Land Service Supervisor Chris Pence, and Echo Publishing Reporter Chelsey Perkins. There were approximately seventeen people in the audience.

A. CALL TO ORDER – Mayor Schneider called the Regular Council Meeting to order at 7:00 P.M. The Pledge of Allegiance was recited. MOTION 03R-01-14 WAS MADE BY JOHN MOENGEN AND SECONDED BY GARY HEACOX TO APPROVE THE ADDITIONS TO THE AGENDA. MOTION CARRIED WITH ALL AYES.

B. CRITICAL ISSUES –

1. Chris Pence gave a brief update regarding the most current changes and comments received from the Minnesota Department of Natural Resources in reference to the Land Use Ordinance Revision. Included in the Council packets was a draft copy of the Ordinance with red, blue and green changes from the public, Planning and Zoning Commission and DNR. The draft floodplain management section is in compliance with Statewide Standards and Criteria for Management of Floodplain Areas of Minnesota. The Council reviewed the proposed changes from the Planning and Zoning Commission.

Tim Horvath appealed a decision from the Planning and Zoning Commission and requested that the Council consider the manufacturing of furniture in the downtown district an allowed use. Mark Wessels replied that the Chapter 26 Ordinance will be changeable and that Mr. Horvath's request could be considered after the Ordinance Revisions have been adopted.

MOTION 03R-02-14 WAS MADE BY MARK WESSELS AND SECONDED BY GARY HEACOX TO APPROVE ORDINANCE 319 RE: THE NEW CHAPTER 26 LAND USE ORDINANCE AS PRESENTED AND WITH THE PROPOSED DNR CHANGES. MOTION CARRIED WITH ALL AYES.

MOTION 03R-03-14 WAS MADE BY JOHN MOENGEN AND SECONDED BY MARK WESSELS TO APPROVE THE PUBLICATION OF ORDINANCE 319 IN SUMMARY FORM. MOTION CARRIED WITH ALL AYES.

2. MOTION 03R-04-14 WAS MADE BY MARK WESSELS AND SECONDED BY JOHN MOENGEN TO APPROVE THE PROPOSED ZONING MAP AND PROPOSED COMPREHENSIVE PLAN LAND USE DISTRICT DEFINITIONS. MOTION CARRIED WITH ALL AYES.

3. MOTION 03R-05-14 WAS MADE BY JOHN MOENGEN AND SECONDED BY MARK WESSELS TO APPROVE ORDINANCE 320, AMENDING CHAPTER 44, THE SUBDIVISION ORDINANCE, TO COORDINATE WITH CHANGES TO CHAPTER 26, THE ZONING ORDINANCE. MOTION CARRIED WITH ALL AYES.

Chris Pence reported that the Initiative Foundation has approved a grant for the City of Crosslake in the amount of \$5,000 to be used towards the cost of the Chapter 26 Land Use Ordinance Revisions.

Chris Pence gave a brief update on Planning and Zoning activities for February 2014.

C. CONSENT CALENDAR -- MOTION 03R-06-14 WAS MADE BY MARK WESSELS AND SECONDED BY JOHN MOENGEN TO APPROVE THE FOLLOWING ITEMS LISTED ON THE CONSENT CALENDAR:

- (1.) REGULAR COUNCIL MEETING MINUTES OF FEBRUARY 10, 2014;
- (2.) CITY MONTH END REVENUE REPORT DATED FEBRUARY 2014;
- (3.) CITY MONTH END EXPENDITURE REPORT DATED FEBRUARY 2014;
- (4.) FEBRUARY 2014 BUDGET TO ACTUAL ANALYSIS;
- (5.) PLEDGED COLLATERAL REPORT FROM MIKE LYONAI;
- (6.) FEBRUARY 2014 POLICE REPORT FOR CROSSLAKE;
- (7.) FEBRUARY 2014 POLICE REPORT FOR MISSION TOWNSHIP;
- (8.) FEBRUARY 2014 FIRE DEPARTMENT REPORT;
- (9.) FEBRUARY 2014 NORTH AMBULANCE RUN REPORT;
- (10.) EDA MEETING MINUTES OF FEBRUARY 5, 2014;
- (11.) PLANNING AND ZONING COMMISSION MEETING MINUTES OF JANUARY 24, 2014;
- (12.) APPLICATION FROM WHITEFISH AREA LIONS CLUB FOR GROUP TRANSIENT MERCHANT PERMIT TO CONDUCT FLEA MARKET AT THE INTERSECTION OF COUNTY ROAD 66 AND SWANN DRIVE;
- (13.) STAFF REPORT DATED MARCH 5, 2014 FROM JON HENKE RE: COMMUNITY CENTER UPDATES INCLUDING THE HIRING OF MICHELLE BECKER AS A PART-TIME EMPLOYEE FOR THE COMMUNITY CENTER;
- (14.) JANUARY 2014 WASTEWATER TREATMENT DISCHARGE MONITORING REPORT;
- (15.) EMAIL DATED MARCH 6, 2014 FROM ROB HALL RE: CSAH 3 COST SHARE AGREEMENT;
- (16.) INVITATION TO PRE-CONSTRUCTION MEETING FOR CSAH 3 ON APRIL 1, 2014;
- (17.) CITY-COUNTY-TOWNSHIP ROADWAY MAINTENANCE AND CONSTRUCTION COORDINATING MEETING AGENDA FOR APRIL 7, 2014;
- (18.) MEMO DATED MARCH 6, 2014 FROM CROW WING COUNTY LAND SERVICES DEPARTMENT RE: TIMBER AUCTION & APPOINTMENT PROCEDURE FOR "SHOW ME THE TIMBER";
- (19.) WASTE PARTNERS RECYCLING REPORTS FOR JANUARY AND FEBRUARY 2014;
- (20.) \$100 DONATION TO PINE RIVER-BACKUS HIGH SCHOOL GRAD BLAST;

(21.) BILLS FOR APPROVAL IN THE AMOUNT OF \$82,744.54;
(22.) CROSSLAKE ROLLOFF RECYCLING REPORT FOR FEBRUARY 2014; AND
(23.) ADDITIONAL BILLS FOR APPROVAL IN THE AMOUNT OF \$67,021.35.
MOTION CARRIED WITH ALL AYES.

D. MAYOR'S REPORT – MOTION 03R-07-14 WAS MADE BY MARK WESSELS AND SECONDED BY JOHN MOENGEN TO APPROVE RESOLUTION NO. 14-01 SUPPORTING LEGISLATION ALLOWING CITIES TO DESIGNATE THEIR CITY WEBSITE TO PUBLISH PUBLIC NOTICES. MOTION CARRIED WITH ALL AYES.

E. CITY ADMINISTRATOR'S REPORT

1. The Council reviewed a Political Activity Policy that could be added to the Employee Handbook allowing employees to support candidates for federal, state, county, or other local office outside of work hours and outside the scope of their employment. Dan Vogt reported that Political Activity Policies are common in other cities. MOTION 03R-08-14 WAS MADE BY MARK WESSELS AND SECONDED BY GARY HEACOX TO APPROVE THE POLITICAL ACTIVITY POLICY AS PRESENTED. MOTION CARRIED WITH ALL AYES.

MOTION 03R-09-14 WAS MADE BY MARK WESSELS AND SECONDED BY JOHN MOENGEN TO DIRECT CITY ADMINISTRATOR/CONSULTANT DAN VOGT TO REVIEW THE EMPLOYEE MANUAL AND BRING PROPOSED CHANGES TO THE CITY COUNCIL FOR REVIEW. MOTION CARRIED WITH ALL AYES.

2. Dan Vogt reported that the Council approved the use of a Complaint Form by the Planning and Zoning Department in October 2013. Mark Wessels stated that the form should be used by all City Departments. MOTION 03R-10-14 WAS MADE BY JOHN MOENGEN AND SECONDED BY MARK WESSELS TO DIRECT ALL CITY DEPARTMENTS TO USE THE PROPOSED COMPLAINT FORM FOR ALL COMPLAINTS RECEIVED FROM THE PUBLIC. MOTION CARRIED WITH ALL AYES.

3. The Council reviewed a memo dated March 6, 2014 from the City Clerk regarding the outstanding Planning and Zoning reimbursement fees and directed staff to review the applicable invoices to determine whether or not the property owner is responsible for the charges. Pat Netko of 36084 County Road 66 stated that the Council should have given the citizens more time to pay the outstanding fees.

4. MOTION 03R-11-14 WAS MADE BY JOHN MOENGEN AND SECONDED BY GARY HEACOX TO APPROVE ORDINANCE NO. 321 AMENDING CHAPTERS 26 AND 50 REGARDING THE ASSESSMENT OF UNPAID CHARGES. MOTION CARRIED WITH ALL AYES.

Dan Vogt reported that all performance reviews with the exception of one will be completed by Tuesday and reported that all department heads are performing well.

F. COMMISSION REPORTS – None.

G. CITY ATTORNEY REPORT – None.

H. OLD BUSINESS – None.

I. NEW BUSINESS – None.

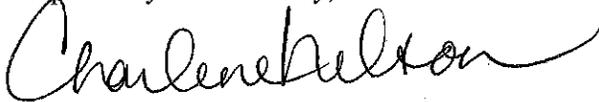
J. PUBLIC FORUM – Cora Mitchell of the Whitefish Areas Lions thanked all those involved in the success of the Flea Market and reported that proceeds have been used for the training of mobility assistance dogs.

Roger Roy of Cross Tech manufacturing reported that fire destroyed part of his company and commended the Fire Departments of Crosslake, Fifty Lakes, Ideal Township, Mission Township and Pequot Lakes for saving the new portion of the business and their wonderful work in fighting the fire. Mr. Roy also thanked the Crosslake Police Department and First Responders.

Cindy Myogeto of the Chamber of Commerce reported that preparations for the St. Patrick's Day celebration are completed and they are ready for the parade. Ms. Myogeto thanked Ted Strand and the Public Works Department for removing the snow along the parade route.

K. ADJOURN – MOTION 03R-12-14 WAS MADE BY JOHN MOENGEN AND SECONDED BY GARY HEACOX TO ADJOURN THE MEETING AT 7:58 P.M. MOTION CARRIED WITH ALL AYES.

Respectfully submitted by,



Charlene Nelson
City Clerk

Deputy Clerk/Minutes/3-10-14

BILLS FOR APPROVAL
March 10, 2014

VENDORS	DEPT		AMOUNT
Ace Hardware, grout, brush	P&R		17.86
Ace Hardware, antifreeze	P&R		7.98
Ace Hardware, snow blower	PW		769.99
Ace Hardware, roof melt tablets	PW		47.98
Ace Hardware, cleaner	P&R		7.58
Ace Hardware, door bottom	P&R		6.49
Ace Hardware, transmission fluid	P&R		5.99
Ace Hardware, fuse	P&R		8.98
Ace Hardware, hardware	P&R		0.60
Ace Hardware, bulbs, bar	PW		41.94
Ace Hardware, battery	Police		5.99
Ace Hardware, hose, hose hanger	Police		16.98
Ace Hardware, gloves	PW		28.47
Ace Hardware, faucet, nozzle, wet/dry vac	Fire		137.96
Ace Hardware, hardware	PW		2.20
Ace Hardware, ballast, light	PW		74.44
Ace Hardware, spring, snap link	Fire		35.32
Advanced Diesel, repair fuel leak	PW		169.86
Aspen Mills, artwork	Fire		60.00
AW Research, water testing	Sewer		345.60
Banyon, backup storage	Admin/Sewer		129.00
Blakeman Pumping Service, pump and clean sand traps	PW/Gov't		350.00
Breen & Person, legal fees	ALL		1,487.50
Chip Lohmiller, reimburse for office supply	Fire		62.27
City of Crosslake, sewer utilities	PW/Gov't		111.00
Clean Team, march cleaning	Gov't		756.14
Clifton Larson Allen, government training academy	Admin	pd 3-4	100.00
Corey Ledin, reimburse travel expenses	Fire	pd 2-19	416.39
Council #65, union dues	ALL		385.00
Crosslake Auto Body, towing of vehicle	Police		77.48
Crosslake Auto Body, towing of vehicle	Police		68.75
Crosslake Communications, phone, fax, cable, internet, service	ALL		2,926.66
Crosslake Firefighters Relief Assn, city contribution	Fire	pd 2-19	14,462.50
Crosslake Portable Welding, plow repair	PW		130.00
Crosslake Rolloff, recycling	Gov't		2,695.00
Crow Wing Auto Body, stripe squad	Police		182.00
Crow Wing County Attorney, forfeiture proceeds	Police		238.60
Crow Wing County Hwy Dept, cutting edges, fuel	ALL		5,104.12
Dacotah Paper, janitorial supplies	Gov't		159.47
Dacotah Paper, janitorial supplies	P&R		179.98
Darrell Schneider, reimburse travel expenses	Council		287.55
Deferred Comp	ALL		150.00
Delta Dental, dental insurance	ALL		1,303.60
DJV Consulting, february/march services	Gov't		1,218.75
Don Kosloski, reimburse mileage	Fire	pd 2-19	373.96

Fire Instruction & Rescue, live house burn	Fire		1,500.00
Fire Instruction & Rescue, chimney fire class	Fire		600.00
First Supply, urinal kit	P&R		95.67
Follett, barcode labels	Library		361.49
Fortis, disability	ALL		496.22
Grafix Shoppe, striping kit	Police		333.61
Grand Forks Fire Equipment, msa and voice amp	Fire		1,990.00
Guardian Pest Solutions, pest control	ALL		77.60
Hawkins, chemicals	Sewer		702.32
Heiman, traffic signs, storage bags	Fire		698.15
Holden Electric, replace ceiling fan	PW		480.76
Johnson, Killen & Seiler, personnel matters	Gov't		512.50
Jon Henke, reimburse travel expenses	P&R		114.80
Keepers, uniform	Police		175.56
Marco, copier lease	ALL	pd 2-25	414.62
Marsden, office cleaning	PW		633.00
Mastercard, Fleet Farm, light, tie downs	PW		57.42
Mastercard, JCP, uniform	Sewer		119.99
Mastercard, MN Juvenile Officers Assn, training	Police	pd 2-25	185.00
Mastercard, Spa Partners, gym equipment wipes	P&R	pd 2-25	233.63
Mastercard, NWTC, taser training	Police	pd 2-25	175.00
Mastercard, travel expense	Police	pd 2-25	15.00
Mastercard, travel expense	Police		26.67
Mastercard, travel expense	P&R		183.08
MCFOA, 2014 clerk conference	Admin		200.00
Medica, health insurance	ALL		22,705.30
MES, structural gloves	Fire		721.35
MES, structural gloves	Fire		366.24
Midwest Machinery, part	PW		2,370.00
Midwest Machinery, repair shaft	PW		420.46
Midwest Machinery, freight	PW		130.00
Mike Lyonais, reimburse for ink cartridges	Admin		117.66
Mike Lyonais, reimburse petty cash	ALL		55.81
MN Board of Peace Officer Standards and Training, renewals	Police		270.00
MN Fire Service Certification Board, fire officer 1	Fire		75.00
MN Life, life insurance	ALL		303.90
MN Society of CPA's, membership dues	Admin		259.00
Moonlite Square, fuel	Fire		49.18
MPCA, renewal of annual sewer permit	Sewer	pd 2-25	1,450.00
Napa, bulb	Police		3.43
Napa, airchuck	PW		25.38
Napa, bulb	Police		34.98
NCPERS-Life Insurance	ALL		144.00
Northland Press, 2/28 meeting notice	P&Z		53.95
Northland Press, 2/28 meeting notice	P&Z		41.50
People's Security, fix fire alarm	Gov't		91.25
Scott Johnson, reimburse travel expenses	Fire	pd 2-19	427.66
SCR Northern, furnace repair	P&R		270.50
Squad Pro, decals	Fire		120.00
Star Tribune, subscription	Library		345.80
State of MN, forfeiture proceeds	Police		119.30

ADDITIONAL BILLS FOR APPROVAL
March 10, 2014

VENDORS	DEPT	AMOUNT
BSN Sports, volleyballs, basketballs	P&R	118.79
Chemsearch, janitorial supplies	PW	268.00
Crow Wing Power, electric service	ALL	9,950.00
Culligan, cooler rental and water	PW/Gov't	43.25
Donna Keiffer, silver sneakers	P&R	368.00
Emergency Medical Products, educational supplies	Fire	891.59
Follett, online software renewal maintenance	Library	1,000.00
Holiday Station, propane, fuel	PW/Fire	86.17
League of MN Cities, workers comp insurance	ALL	44,613.00
Mastercard, Belnick, literature organizer	P&R	149.99
Mastercard, Chets, boot repair	Sewer	20.99
Mastercard, Office Max, office supplies	P&R	247.04
Mastercard, Office max, ink	P&R	74.05
Mastercard, Office Max, office supplies	Library	88.51
Mastercard, travel expense	Sewer	423.95
Mike Lyonais, reimburse mileage	Admin	123.20
North Country Plumbing, repairs	Gov't	530.18
Northland Press, employment ad	P&R	33.00
The Office Shop, envelopes	Police	20.49
The Office Shop, binders, labels	Admin	46.00
Verizon, cell phone charges	PW/Police	541.07
Viking Coca Cola, pop	P&R	148.34
WW Goetsch, pumps	Sewer	5,245.74
Ziegler, blower rental	PW	1,990.00
TOTAL		67,021.35

RESOLUTION NO. 14-01

**CITY OF CROSSLAKE
COUNTY OF CROW WING
STATE OF MINNESOTA**

**RESOLUTION SUPPORTING LEGISLATION ALLOWING CITIES TO DESIGNATE
THEIR CITY WEBSITE TO PUBLISH PUBLIC NOTICES**

WHEREAS, cities are currently required by law to publish public notices in a designated official newspaper for the city (Minn. Stat. § 331A); and

WHEREAS, cities are committed to providing information to citizens and increasing access to information about city operations and business; and

WHEREAS, citizens expect and demand information in an immediate format; and

WHEREAS, cities have limited resources and must utilize tax dollars in the most efficient way possible; and

WHEREAS, cities should have the authority to determine the best and most efficient method of communicating information to citizens based on citizen expectations; and

WHEREAS, cities are continuously improving and investing in technology to reach more citizens in a timely manner; and

WHEREAS, utilizing city websites to publish public notices would eliminate the time and costly burden of publishing in newspapers; and

WHEREAS, city websites are increasingly the first place citizens look for information about their cities; and

WHEREAS, the ability of city websites to provide citizens with up-to-date, detailed information exceeds that of print media

NOW THEREFORE BE IT RESOLVED, that the City Council of the City of Crosslake supports HF 1286 and SF 1152, legislation now before the 2014 legislature that would allow cities to publish certain public notices on their websites instead of, or in addition to, in an official newspaper.

Adopted by the City Council of the City of Crosslake this 10th day of March, 2014.



Darrel Schneider
Mayor



Charlene Nelson
City Clerk