

**REGULAR COUNCIL MEETING  
CITY OF CROSSLAKE  
MARCH 10, 1997  
7:00 P.M. AT CITY HALL**

**The Council for the City of Crosslake met in the Council Chambers of City Hall on Monday, March 10, 1997. The following Councilmembers were present: Mayor Robert Scott, Donna Keiffer, Charles Miller and Richard Upton. Absent was Raymond Smyth. Also present was City Clerk Ariene Buchite, City Attorney Paul Sandelin, City Surveyor Don Coulter and approximately 20 residents.**

**Mayor Scott called the meeting to order at 7:00 P.M.**

**CRITICAL ISSUES -**

**Sheila Haverkamp from Brainerd Lakes Area Development Corporation was present to request financial support from the City for 1997. They have been involved with Reeds Country Market, spent a significant amount of time in trying to obtain an RUS loan for the Community Center and are currently working on other projects which are still in the planning stage.**

**MOTION 03-01-97 WAS MADE BY CHUCK MILLER AND SECONDED BY DONNA KEIFFER TO CONTRACT WITH BLADC IN 1997 IN THE AMOUNT OF \$1500. MOTION CARRIED UNANIMOUSLY.**

**CONSENT CALENDAR -**

**Dick Upton, who recently returned from Japan, greeted the Council and residents in Japanese. He explained that his absence from the Council meetings the past three months was due to a prior commitment he had made to teach English and give lectures to Japanese physicians. He presented the City with a gift of Japanese art made of precious metals to hang in City Hall.**

**MOTION 03-02-97 WAS MADE BY CHUCK MILLER AND SECONDED BY RICHARD UPTON TO APPROVE ALL ITEMS ON THE CONSENT CALENDAR CONSISTING OF (1) MINUTES OF FEBRUARY 10, 1997 MEETING; AND (2) MINUTES OF FEBRUARY 3, 1997 SPECIAL COUNCIL SESSION. MOTION CARRIED UNANIMOUSLY.**

**CLERK'S REPORT -**

**MOTION 03-03-97 WAS MADE BY RICHARD UPTON AND SECONDED BY CHUCK MILLER TO APPROVE ALL BILLS FOR PAYMENT AS SUBMITTED. (COPY ATTACHED) MOTION CARRIED UNANIMOUSLY.**

**Correspondence -**

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**The annual Loss Prevention Workshop sponsored by the League of Minnesota Cities Insurance Trust will be held April 10<sup>th</sup> in St. Cloud. Department heads and Councilmembers are encouraged to attend.**

**The Board of Review will be held April 24, 1997 at City Hall.**

**Ten applications have been returned to date for the position of City Administrator. Mayor Scott indicated that hiring a City Administrator would bring stability. The Council would set policy and the City Administrator would carry out this policy.**

**The renewal of current liquor licenses was reviewed.**

**MOTION 03-04-97 WAS MADE BY CHUCK MILLER AND SECONDED BY DONNA KEIFFER TO APPROVE THE LIQUOR LICENSES FOR 1997 AS PRESENTED. MOTION CARRIED UNANIMOUSLY.**

**Terry Pederson addressed the Council and requested approval for a Chamber of Commerce sponsored street dance and beer and setup license for July 3, 1997. The dance will be held at the old Reed's store parking lot. She also requested approval for fireworks on Sand Island on Saturday, July 5, 1997.**

**MOTION 03-05-97 WAS MADE BY CHUCK MILLER AND SECONDED BY RICHARD UPTON TO APPROVE OF THE CHAMBER HAVING A BEER LICENSE FOR THEIR CELEBRATE AMERICA DANCE ON JULY 3, 1997. MOTION CARRIED UNANIMOUSLY.**

**The Pequot Lakes School and Pine River/Backus School submitted a requested for a donation to their 1997 Graduation Parties (Grad Blasts).**

**MOTION 03-06-97 WAS MADE BY RICHARD UPTON AND SECONDED BY CHUCK MILLER TO DONATE \$100 EACH TO PINE RIVER AND PEQUOT GRAD BLASTS. MOTION CARRIED UNANIMOUSLY.**

#### **MAYOR'S REPORT -**

**A request was received from Tom Mezzenga for Tax Increment Financing for development of the lots he purchased in the Eugene Gendreau Addition. A meeting will be held on Thursday, March 27, 1997 at 1:30 P.M. with the Economic Development Authority, Sid Inman of Ehlers and Associates and the City Council.**

**MOTION 03-07-97 WAS MADE BY RICHARD UPTON AND SECONDED BY CHUCK MILLER TO REMAND THIS ISSUE TO THE ECONOMIC DEVELOPMENT AUTHORITY TO SET THE POLICY AND GUIDELINES AND TO ESTABLISH A PUBLIC HEARING. MOTION CARRIED UNANIMOUSLY.**

**A letter from Bob Russek of Bonestroo Rosene Anderlik and Associates regarding the leaking roof at the Emergency Services Center was read by Mayor Scott. Mr. Everett Sobania of Gopher State Contracting inspected the roof and reported back to the architect that a substantial amount of roof insulation was displaced in the lower roof area during the recent addition and not replaced which allowed a substantial amount of heat leakage into the attic resulting in an ice dam. He also indicated there was a problem with the attic ventilation.**

**Cindy Kulzer commented that one inspection performed when she was present indicated that no flashing had been installed in the valley.**

**PLANNING AND ZONING -**

**The Commission recommended preliminary approval on Nelson's East Shore Landing Planned Unit Development.**

**Doug Nelson and Daniel Brewer of Advance Architectural Group presented the development concept to the Council. The project will be done in four phases with a total of forty units upon completion. The commercial use of the property will be eliminated upon completion and sale of the first six buildings. The number of mooring spaces was discussed briefly since the location currently has existing docks. Erosion in the channel was mentioned and there was some discussion from the audience regarding neighboring property and the possible need for rip-rapping beyond Mr. Nelson's property. Mr. Nelson did not feel he had the authority to do anything with property he did not own. The City Attorney also commented that the City could not put this type of stipulation on Mr. Nelson since he is not the owner of the neighboring properties. Two items were noted, namely, that there is no requirement by the DNR to rip-rap the shoreline and, secondly, that three public meetings have been held, and the 120 day requirement met, for the public to express any concerns they may have.**

**MOTION 03-08-97 WAS MADE BY RICHARD UPTON AND SECONDED BY CHUCK MILLER TO GIVE PRELIMINARY APPROVAL TO THE PROPOSED NELSON EAST SHORE LANDING IF THE TEN STIPULATIONS PRESENTED BY THE PLANNING AND ZONING COMMISSION ARE MET. MOTION CARRIED UNANIMOUSLY.**

**The Planning and Zoning Commission meetings will begin at 9:00 A.M. instead of 9:30 A.M., as is presently done, starting with the April 21<sup>st</sup> meeting.**

**PUBLIC SAFETY -**

**The new rescue sled has arrived and the old sled will probably be donated to Emily.**

**The need for street signs for the new E911 system is under consideration by the Commission.**

**The Police Department will be purchasing one set of porcupine spikes for use in apprehending vehicles going at a high rate of speed. The cost of the spikes is \$499.00 and will be paid from the Police Department budget.**

**PUBLIC WORKS -**

**Chairman Dean Swanson commented that the Ordinance for house numbering should be handled by the Planning and Zoning Commission.**

**The appraisal for Wilderness Road has been completed.**

**MOTION 03-09-97 WAS MADE BY CHUCK MILLER AND SECONDED BY RICHARD UPTON TO PAY RUNBERG APPRAISAL SERVICE \$2,100 FOR THE WILDERNESS ROAD REPORT. MOTION CARRIED UNANIMOUSLY.**

**MOTION 03-10-97 WAS MADE BY CHUCK MILLER AND SECONDED BY RICHARD UPTON TO TURN THE WILDERNESS APPRAISAL OVER TO THE CITY ATTORNEY TO PREPARE CONTRACTS WITH THE INDIVIDUALS FOR PURCHASE OF THE RIGHT-OF-WAY. MOTION CARRIED UNANIMOUSLY.**

**It was requested that Widseth Smith Nolting be present at the Public Works Commission meetings due to the number of items under consideration at this time. It was noted that the Planning and Zoning Commission also has a need for their attendance at meetings.**

**MOTION 03-11-97 WAS MADE BY CHUCK MILLER AND SECONDED BY RICHARD UPTON TO TABLE THE REQUEST FROM WIDSETH SMITH NOLTING TO LET THEM KNOW WHAT MEETINGS THE COUNCIL WOULD LIKE TO HAVE THEM ATTEND. MOTION CARRIED UNANIMOUSLY.**

**PARK AND RECREATION -**

**Ray Smyth had suggested that the Council approve removing Rob Larson from his probationary status based on his exemplary performance.**

**MOTION 03-12-97 WAS MADE BY CHUCK MILLER AND SECONDED BY DONNA KEIFFER TO REMOVE ROB LARSON FROM PROBATIONARY STATUS AND PLACE HIM ON PERMANENT STATUS. MOTION CARRIED UNANIMOUSLY.**

A petty cash fund for the Park and Recreation Department was requested. During this discussion, it was suggested that a policy be written to address how money is receipted in the Park and Recreation Department.

**MOTION 03-13-97 WAS MADE BY CHUCK MILLER AND SECONDED BY DONNA KEIFFER TO APPROVE OF A PETTY CASH FUND FOR ROB LARSON AT THE COMMUNITY CENTER. MOTION CARRIED UNANIMOUSLY.**

Council approval was requested on the contracting of services for aerobics for the period of February 24<sup>th</sup> through April 10<sup>th</sup>.

**MOTION 03-14-97 WAS MADE BY CHUCK MILLER AND SECONDED BY RICHARD UPTON TO APPROVE THE AEROBICS CONTRACT WITH DONNA KEIFFER. MOTION CARRIED WITH DONNA KEIFFER ABSTAINING.**

A number of donations have been received over the past month at the park. The acknowledgment of the following was requested: (1) Lois McCallum's donation of a Kirby vacuum cleaner; (2) Carl Halverson's donation of a "Friday" personal office receptionist machine; (3) Ted Silva and Helen Sherve Silva for donating the gymnasium clock and protective guard; (4) Max and Judy Maas for donating the materials to build weight lifting equipment for the exercise room and to Jerry Barrato and the Pequot Lakes High School welding class for constructing the equipment.

**MOTION 03-15-97 WAS MADE BY RICHARD UPTON AND SECONDED BY DONNA KEIFFER TO ACCEPT THE GIFTS AS LISTED FOR THE COMMUNITY CENTER WITH THANK YOU LETTERS FROM THE MAYOR. MOTION CARRIED UNANIMOUSLY.**

The installation of tile on the walls in the gymnasium was requested as a means of improving the acoustics. The cost for 3000 square feet of acoustical tile and installation is \$11,500. Leo Fraser and Dean Swanson both commented that they recall from meetings with the architect it was assured that the acoustics would be taken care of. Mayor Scott read a letter from Councilmember Smyth regarding his recollection of meetings with the Community Center committee and the architect where acoustics were addressed. It was Mr. Smyth's recommendation that approval be given to proceed with the installation of the acoustical tile.

**MOTION 03-16-97 WAS MADE BY RICHARD UPTON AND SECONDED BY CHUCK MILLER TO TABLE THE ISSUE OF GYMNASIUM ACOUSTICS UNTIL RAY SMYTH IS BACK. MOTION CARRIED UNANIMOUSLY.**

**Rob Larson requested that he be allowed to arbitrate with the fencing companies to get the best possible price on fencing with the money being donated. In February, a motion was passed to go out for bids, however, after further consideration it was felt a better price could be obtained through the arbitration process. The cost of the fence is under the amount which requires bids.**

**MOTION 03-17-97 WAS MADE BY CHUCK MILLER AND SECONDED BY DONNA KEIFFER TO ALLOW ROB LARSON TO NEGOTIATE FOR FENCING AND REPORT BACK TO THE COUNCIL. MOTION CARRIED UNANIMOUSLY.**

**UTILITIES -**

**Commission Member Jay Andolshek reported on highlights of the February Utilities Commission Meeting. Some of these items are: (1) The Telephone Company is testing long distance service and advertising will begin later this month to notify customers of this service. (2) Commission members met with CC&I Engineering and are preparing to order equipment and materials for the rebuilding project this summer. (3) Kevin Larson has begun investigating the processes needed to secure a loan for the potential shortfall of \$650,000 in 1998 due to the five year plan update. (4) The Commission's policies are being revised and will be presented to the Council for approval; (5) Olson & Thielen is close to completing the audit and a meeting will be held at City Hall at 9:00 A.M. on April 3<sup>rd</sup> to review the results.**

**The bonus for Dene Carney, tabled from the previous month's meeting, was discussed. Information received from the League of Minnesota Cities prevents the City from paying additional compensation after the fact.**

**MOTION 03-18-97 WAS MADE BY CHUCK MILLER AND SECONDED BY RICHARD UPTON TO NOT APPROVE THE BONUS FOR DENE CARNEY. MOTION CARRIED UNANIMOUSLY.**

**LONG RANGE CAPITAL PLANNING -**

**MOTION 03-19-97 WAS MADE BY CHUCK MILLER AND SECONDED BY DONNA KEIFFER TO APPROVE MATT ENGEN AS A PERMANENT MEMBER OF THE LONG RANGE CAPITAL PLANNING COMMISSION. MOTION CARRIED UNANIMOUSLY.**

**PERSONNEL - Nothing**

**ECONOMIC DEVELOPMENT AUTHORITY - Nothing**

**RECYCLING -**

**In February, 4.79 tons of recyclables were collected for a year to date total of 13.40 tons.**

**OLD BUSINESS -**

**City Engineer Dave Reese suggested that the Council consider holding a special meeting with the grant writer for the sewer project. The date of the meeting will be set later.**

**NEW BUSINESS - Nothing**

**PUBLIC FORUM -**

**Don Engen, on behalf of the Crosslake Historical Society, addressed the Council. He handed out a packet of information regarding activities they are involved in.**

**MOTION 03-20-97 WAS MADE BY CHUCK MILLER AND SECONDED BY DONNA KEIFFER TO ADJOURN THE MEETING AT 9:55 P.M. MOTION CARRIED UNANIMOUSLY.**

**Transcribed and edited by:**



**Arlene A. Buchite  
City Clerk/Treasurer**

MARCH BILLS FOR PAYMENT	
VENDOR	AMOUNT
Gov't Obligation Bond Payment	\$27,712.50
Firemen's Relief Fund for 1996 Members	10,725.00
North Memorial Medical Center	
First Responder Refresher 10 @\$65	\$650.00
Don Coulter, Wilderness Road Encroachment	
Preliminary Location Survey	\$620.00
Gammello & Sandelin - Retainer	\$500.00
Police Dept (Data Privacy)	\$60.00
Planning & Zoning	\$63.75
Nelson's East Shore Landing	\$161.50
McClintock Road Vacation	\$678.00
Crosslake Telephone Company (City Phones)	\$772.11
Gary McMullen - Repair City Hall Furnace	\$57.16
Gambler's Press - Newsletter	\$103.52
Ray Kullhem - Sunrise Island Bridge	\$5,000.00
Government Training - Teri, Nancy K and Dick U	\$15.00
Greg Larson Sports - D-DLX Lat Machine	\$422.17
Dacotah Paper Company	\$3.11
Joe Ulschmid Mileage - CCC	\$28.00
NSP - Warming House	\$59.87
- Emergency Services Center	\$640.86
Echo Publishing	\$231.18
North Pine River Tire	\$40.00
Cellular Telephone - Police	\$33.81
Reed's Sporting Goods - Boots for E. Lee	\$123.99
Reed's Market - Police Gas	\$312.07
Crosslake Auto - Police Car Service	\$27.39
Kack Drug - Police Photo Finishing	\$32.81
Mermaid Enterprise - Police Gas	\$230.23
Simonson Lumber - Park & Rec	\$23.10
Office Supply - Park	\$59.92
Office Shop - All Departments	\$567.60
Delta Dental ( 2 Months)	\$962.20
Medica - Hosp Ins - 1 month	\$2,566.95
Business Forms Plus - Vendor Check Printing	\$310.62
- Payroll Check	\$250.83
Custom Metal Fab - Repair Snowblower	\$245.00
Mudek's Hardware - Public Works	\$73.14
Arnold's Equipment	\$147.63
Pat Hoag - Expenses to take truck to Mpls	\$53.68
North EMS - D. Henderson EMT refresher	\$200.00
Kack Drug - TB Shots for Firemen	\$70.35
Martin Communications - Battery	\$46.19
Starkka Oil - Fire Dept Gas	\$45.92
Custom Metal Fab - Work on Rescue Sled	\$45.00
Crosslake TV - Cables to Connect VCR (FD)	\$16.09

Brainerd Medical Supply - First Responder Items		\$31.00
Frontline Plus - Hose		\$177.00
Ranger Fire Protection - Test SCBA's & Parts		\$572.34
Recycling - Feb		\$1,500.00
- Jan additional		\$550.00
Starkka Oil - Park & Rec		\$12.00
Rohlfing Supply		\$343.80
Mick Justin - Computer Assistance		\$1,556.00
Cellular One - Police Phone		\$41.56
Crosslake TV - Microtapes		\$10.50
Martin Communications - Microphone for 381		\$85.20
		\$59,867.65