

SPECIAL COUNCIL MEETING
CITY OF CROSSLAKE
TUESDAY, MAY 25, 1999
9:00 A.M. – CITY HALL

The Council for the City of Crosslake met in the Council Chambers of City Hall on Tuesday, May 25, 1999 at 9:00 A.M. The following Councilmembers were present: Acting Mayor Charles Miller, Councilmembers Donna Keiffer, Dean Swanson and Richard Upton. Absent was Mayor Darrell Swanson and City Administrator Thomas Swenson. Also present was Deputy Clerk Darlene Roach. Present from Widseth Smith Nolting was Kevin Donnay, Steve Stahlberg and Dave Reese.

Acting Mayor Chuck Miller called the special meeting to order at 9:00 A.M and commented that a change would be made in the agenda to allow the City Engineer's to present their proposal early in the meeting due to their having another commitment.

1. Payment of Bills – MOTION 05S2-01-99 WAS MADE BY DEAN SWANSON AND SECONDED BY RICHARD UPTON TO APPROVE THE PAYMENT OF BILLS AS SUBMITTED IN THE AMOUNT OF \$7966.08. MOTION CARRIED WITH ALL AYES.

2. 5/21/99 Proposal from WSN for architectural services for Joint Maintenance Facility – City Engineer Dave Reese introduced Kevin Donnay, architect from WSN, who presented a proposal to the City Council for the study of a Joint City/County Maintenance Facility. The same proposal was presented to the Crow Wing County Board at an earlier meeting and it was their decision that any action taken would be contingent on what the City of Crosslake approves. Various aspects of the study were reviewed as follows: (1) Space Programming; (2) Use of Proposed Building Site; (3) Building Type Options; (4) Building Methods; (5) Funding/Cost Share; (6) Presentation of Final Study; and (7) Schedule/Fees. WSN would be able to start the study immediately with completion within thirty days. An hourly rate would be used for the study at a cost not to exceed \$7250. Councilmember Upton asked if the County would be willing to share in the cost of the study and Councilmembers Miller and Swanson stated that both Crow Wing County Engineer Duane Blanck and County Commissioner Ed Larsen attended the Public Works Commission Meeting when the joint facility was discussed. They stated that the County is very interested in a base at this end of the County and would be willing to share in the cost of the study. Based on space and need by each entity, a decision by the Board would be made at a later date. Councilmember Miller stated that a lot of questions remain, however, the study needs to be done first. MOTION 05S2-02-99 WAS MADE BY DEAN SWANSON AND SECONDED BY RICHARD UPTON TO ACCEPT THE PROPOSAL SUBMITTED BY WIDSETH SMITH NOLTING TO CONDUCT A PLANNING STUDY FOR A JOINT MAINTENANCE FACILITY AT A COST NOT TO EXCEED \$7250. MOTION CARRIED WITH ALL AYES.

3. Approve final plat for Pineview Development – Zoning Administrator Teri Hastings stated that the preliminary plat for Pineview Addition to Crosslake was approved in December of 1998. The final plat was submitted to the City Attorney and City Surveyor for their review. A letter from Don Coulter dated May 20, 1999 states that the plat is in substantial agreement with Minnesota Statutes 505.02 and the MSPS Plat Manual. All other requirements for this plat have been met including payment of the park dedication fee, payment of the developer's deposit and development agreement. MOTION 05S2-03-99 WAS MADE BY RICHARD UPTON AND SECONDED BY DONNA KEIFFER TO APPROVE THE FINAL PLAT OF PINEVIEW ADDITION TO CROSSLAKE. MOTION CARRIED WITH ALL AYES.

Common Interest Community Number 1030, Pine View A Condominium Final Plat – The City Attorney and City Surveyor were sent a copy of the final plat. Revised association documents have been completed and provided to the City Attorney. The development contract has been reviewed for compliance and the only outstanding item is some landscaping and blacktopping. Weather permitting, these items should be completed in the next few weeks. The developer does have outstanding professional fees that are not covered in the developer's deposit, however, more professional fees will be incurred and a final bill prepared later. It was the recommendation of the Planning and Zoning Commission to approve The CIC 1030, Pine View A final plat with the condition that the attorney does not have any outstanding issues, that the performance bond not be released until the landscaping is completed and that all professional fees be paid. MOTION 05S2-04-99 WAS MADE BY RICHARD UPTON AND SECONDED BY DEAN SWANSON TO APPROVE CIC 1030, PINE VIEW WITH THE CONDITION THAT THE LANDSCAPING AND BLACKTOPPING BE COMPLETED AND THAT THE PERFORMANCE BOND NOT BE RELEASED UNTIL APPROVED BY THE PLANNING AND ZONING SURVEYOR. MOTION CARRIED WITH ALL AYES.

4. MOTION 05S2-05-99 WAS MADE BY RICHARD UPTON AND SECONDED BY DEAN SWANSON TO APPROVE RESOLUTION 99-27 CALLING FOR A PUBLIC HEARING ON TUESDAY, JULY 6, 1999 AT 6:00 P.M. FOR THE PURPOSE OF THE MODIFICATION TO THE DEVELOPMENT PROGRAM FOR DEVELOPMENT DISTRICT NO. 1, AND THE PROPOSED ESTABLISHMENT OF TAX INCREMENT FINANCING DISTRICT NO. 1-7 THEREIN AND THE PROPOSED TAX INCREMENT FINANCING PLAN THEREFOR. MOTION CARRIED WITH ALL AYES.
5. Memo from City Administrator regarding MN Department of Labor and Industry inspection of City – An OSHA inspection of City operations occurred on April 16, 1999 by the MN Department of Labor. The inspection resulted in six citations totaling \$600.00. This fine will be reduced to \$420 if the settlement agreement is executed and the penalty paid within 20 days. Several of the items have been corrected and the Public Works Department is continuing its work on correcting the remaining items. The City Administrator did not feel that any of the citations should

be contested. MOTION 05S2-06-99 WAS MADE BY RICHARD UPTON AND SECONDED BY DONNA KEIFFER TO APPROVE THE EXPEDITED INFORMAL SETTLEMENT AGREEMENT AND TO AUTHORIZE THE CITY ADMINISTRATOR EXECUTING THE AGREEMENT AND MAKING PAYMENT IN THE AMOUNT OF \$420.00 MOTION CARRIED WITH ALL AYES.

6. 4/28/99 Memo from City Administrator and Fire Chief regarding Application for Display of Fireworks/Pyrotechnic Special Effects - MOTION 05S2-07-99 WAS MADE BY DONNA KEIFFER AND SECONDED BY DEAN SWANSON TO APPROVE THE APPLICATION FROM MELROSE NORTH PYROTECHNICS, INC. FOR THE PROPOSED FIREWORKS. MOTION CARRIED WITH ALL AYES.
7. 5/24/99 Memo from Zoning Administrator regarding computer quotes – Teri Hastings requested approval for the purchase of a new computer and digital camera for the Planning and Zoning Department. The new computer would enable the department to be networked with other computers in City Hall. The Department budgeted \$2000 for a new computer in 1999 and the balance was included in the Crow Wing County and WAPOA on-site sewer inspection grant. With the grant, specifications were drawn up for a computer that would be large enough to handle Arc View Software, a data base with mapping capabilities. The digital camera will be used while doing compliance inspections and the pictures will be stored on compact discs. The Department is working with a graduate student from the University of Minnesota who is putting the specifications together and reviewing the three quotes which were received. The Zoning Administrator recommended the purchase of a computer from Computer 1 at a price of \$3234 excluding tax and to purchase a Kodak DC210 digital camera at a price of \$468 excluding tax. MOTION 05S2-08-99 WAS MADE BY RICHARD UPTON AND SECONDED BY DONNA KEIFFER TO AUTHORIZE THE PURCHASE OF A COMPUTER, MONITOR, PRINTER AND DIGITAL CAMERA UTILIZING THE GRANT MONEY FOR 50% OF THE PURCHASE AND NOT EXCEEDING \$2000 IN CITY FUNDS INCLUDING TAX. MOTION CARRIED WITH ALL AYES. It was noted that the on-site warranty was not recommended for approval.
8. Tower Lease Agreement between Crosslake Communications and Access Plus - General Manager Larson – It was requested that the Council approve the Communications Facility Site Lease Agreement which would allow the leasing of tower space to Access Plus, a PCS company. The agreement was reviewed by the City Attorney and, if approved, would be in effect beginning June 1, 1999 for a period of three years. Access Plus will be required to provide a completed Exhibit A, which is a drawing showing where they will place the “hut” on the tower and pay the first years tower rent. General Manager Larson stated that the FCC requires Telephone Company’s to make this available. Approximately \$7000 to \$8000 in revenue will be generated for the cable fund. MOTION 05S2-09-99 WAS MADE BY DONNA KEIFFER AND SECONDED BY RICHARD UPTON TO APPROVE

THE COMMUNICATIONS FACILITY SITE LEASE WITH ACCESS PLUS.
MOTION CARRIED WITH ALL AYES.

9. 5/24/99 Memo from City Administrator regarding personnel items –
- a. Letter of Understanding – The Personnel Committee recommended the hiring of Erik Lee on a part time basis to perform septic inspections. Erik Lee is in the process of completing his ISTS certification and has expressed an interest in working as a part time employee of the Planning and Zoning Department to perform septic inspections. A Letter of Understanding outlining the terms of this temporary position was prepared by the City Attorney. MOTION 05S2-10-99 WAS MADE BY DEAN SWANSON AND SECONDED BY RICHARD UPTON TO ADOPT THE LETTER OF UNDERSTANDING BETWEEN ERIK J. LEE AND THE CITY OF CROSSLAKE AS A TEMPORARY PART TIME EMPLOYEE IN THE PLANNING AND ZONING DEPARTMENT. MOTION CARRIED WITH ALL AYES.
 - b. It was the recommendation of the Personnel Committee to approve adjusted comparable worth points of 314 and a salary adjustment to \$38,500 for the Office Manager of the Telephone Company. MOTION 05S2-11-99 WAS MADE BY DEAN SWANSON AND SECONDED BY RICHARD UPTON TO CHANGE THE COMPARABLE WORTH POINTS TO 314 AND A SALARY ADJUSTMENT TO \$38,500 FOR THE OFFICE MANAGER EFFECTIVE JULY 1, 1999. MOTION CARRIED WITH ALL AYES.
 - c. It was the recommendation of the Personnel Committee to approve comparable worth points of 353 and a salary range of \$50,000 to \$60,000 plus benefits comparable management employees for the Operations Manager at the Telephone Company. MOTION 05S2-12-99 WAS MADE BY DEAN SWANSON AND SECONDED BY DONNA KEIFFER TO APPROVE COMPARABLE WORTH POINTS OF 353 AND A SALARY RANGE OF \$50,000 TO \$60,000 PLUS BENEFITS COMPARABLE TO OTHER MANAGEMENT EMPLOYEES FOR THE OPERATIONS MANAGER. MOTION CARRIED WITH ALL AYES. It was noted that this is a new position.
 - d. The Personnel Committee recommended approving the revised job description dated April 14, 1999 for the bookkeeper position at the Telephone Company and to adjust comparable worth points to 198. This position is covered under the bargaining unit for wages and benefits. MOTION 05S2-13-99 WAS MADE BY DEAN SWANSON AND SECONDED BY DONNA KEIFFER TO APPROVE THE REVISED JOB DESCRIPTION AND COMPARABLE WORTH POINTS OF 198 FOR THE BOOKKEEPER POSITION WITH BENEFITS AND WAGES COVERED BY THE EXISTING UNION CONTRACT. MOTION CARRIED WITH ALL AYES.
 - e. A review of the monthly salary's and meeting allowances for the Mayor and City Council members by the Personnel Committee resulted in a request to the City Attorney to prepare an Ordinance Amendment. The Personnel Committee proposed a change to the monthly salary for Council members from \$200.00 to \$275.00 and a \$15.00 compensation paid to the Mayor and Councilmembers for

attendance at special meetings or public hearings called by the Council, commission meetings where the Mayor or Council Member is the liaison or a meeting in which the Council Member or Mayor is representing the City in an official capacity. The increase would be effective January 1, 2001. MOTION 05S2-14-99 WAS MADE BY RICHARD UPTON AND SECONDED BY CHUCK MILLER TO APPROVE ORDINANCE NO. 110, THIRD SERIES, AMENDING CHAPTER 2 RELATING TO ADMINISTRATION AND GENERAL GOVERNMENT. Discussion ensued regarding the Mayor's salary. It was the consensus of the Council members present that the Mayor should also receive an increase. MOTION WAS AMENDED BY RICHARD UPTON AND SECONDED BY CHUCK MILLER TO INCREASE THE MAYOR'S SALARY FROM \$300.00 TO \$375.00. MOTION CARRIED WITH ALL AYES. MOTION 05S2-15-99 WAS MADE BY RICHARD UPTON AND SECONDED BY CHUCK MILLER TO APPROVE THE PUBLISHING OF A SUMMARY OF THE ORDINANCE AMENDMENT. MOTION CARRIED WITH ALL AYES.

OTHER BUSINESS - City Engineer Dave Reese gave an update on the 1999 street improvement projects. He stated that all contracts have been executed. The next step in the process is for the City to enter into an agreement with the contractor.

Paul Renneke addressed the Council and stated that he appreciated the Council's support of Pineview Development and thanked the Council for the special meeting.

MOTION 05S2-15-99 WAS MADE BY RICHARD UPTON AND SECONDED BY DONNA KEIFFER TO ADJOURN THIS SPECIAL MEETING AT 9:50 A.M. MOTION CARRIED WITH ALL AYES.

Recorded and transcribed by:



Darlene J. Roach
Deputy Clerk

SPECIAL COUNCIL MEETING MAY 25, 1999

BILLS FOR PAYMENT				
25-May-99				
VENDOR		DEPT	CHECK #	AMOUNT
Ace Hardware - clamps, elbow, coupler/bushing		PW		\$30.43
Alma Christenson - instructor for Wild Edibles		Park		\$25.00
Anderson Bro's - Class 5		PW		\$217.69
Anderson Bro's - Class 5, topsoil, sand		PW		\$772.06
Blue Lakes - trash		Gov't		\$29.26
Blue Lakes Disposal - trash		Park		\$99.46
Brainerd Med Ctr - collection fee/lab		PW		\$20.29
C&C Consultants - Rural Deve Appl expenses		Sewer		\$358.35
Chief Supply - fire gloves		FD		\$124.97
Coast to Coast - door stop		Park		\$9.05
Complete Title - easements		Rd Proj		\$1,350.00
Culligan - bottled water		Gov't		\$57.51
Culligan - dispenser rent		Govt		\$21.30
Dacotah paper - mop, towels, paper, bags		Park		\$189.85
Don Coulter - review final plats Pineview		P&Z		\$465.00
Echo Publishing - Fun in the Park ad		Park		\$24.00
Echo Publishing - garage/warehouse for sale		PW		\$58.20
Echo Publishing - Public Hearing Notice		P&Z		\$65.35
Echo Publishing - subscription		Gov't		\$24.00
Echo Publishing - Umpire ad		Park		\$14.00
Echo Publishing 2000 envelopes		Park/P&Z/Adm		\$85.89
Ehlers & Associates - research 4 year draft forms		TIF		\$270.00
Holiday - gas		P&Z		\$21.82
Kustom Signals - Eagle radar unit		PD		\$1,610.28
Landecker & Assoc - maps		Gov't		\$60.00
Landsburg Landscape - 3 scoops		PW		\$28.76
Light Depot - bulbs		PW		\$53.21
Municipal Clerks & Finance Officers Assoc	Tom/Dar	Adm		\$60.00
Northwood Turf - cotter pin, cleaner, lynch pin		Park		\$9.37
Northwood Turf - quick lock, lynch pin		Park		\$3.92
Reed's Market - playtex gloves/dish soa;		Park		\$6.08
Rohlfing - cups/towels		Gov't		\$42.79
Russell Martin Ind - hose gear cleaner, wash & wax		FD		\$199.00
St. Joseph's Family Clinics - pre employ physyc		PW		\$61.00
Starkka Oil - squad oil change & gasoline		PD		\$76.96
The Office Shop - toner for fax machine		Adm/P&Z		\$133.13
Uniforms Unlimited - infection control kit		PD		\$29.29
Uniforms Unlimited - radio holder, outlet box		PD		\$39.69
Uniforms Unlimited - vehicle partition		PD		\$873.30
Whitefish Automotive - replace plugs		PD		\$178.53
Whitefish Automotive - water pump		PD		\$167.29
			TOTAL	\$7,966.08

CITY OF CROSSLAKE, MINNESOTA

RESOLUTION NO. 27

RESOLUTION CALLING FOR A PUBLIC HEARING BY THE CITY ON THE PROPOSED ADOPTION OF THE MODIFICATION TO THE DEVELOPMENT PROGRAM FOR DEVELOPMENT DISTRICT NO. 1, AND THE PROPOSED ESTABLISHMENT OF TAX INCREMENT FINANCING DISTRICT NO. 1-7 THEREIN AND THE PROPOSED TAX INCREMENT FINANCING PLAN THEREFOR.

BE IT RESOLVED by the City Council (the "Council" for the City of Crosslake, Minnesota (the "City", as follows:

Section 1. Public Hearing. This Council shall meet on Tuesday, July 6, 1999, at approximately 6:00 p.m., to hold a public hearing on the proposed adoption of the Modification to the Development Program for Development District No. 1, the proposed establishment of Tax Increment Financing District No. 1-7, (an economic development district), and the proposed adoption of a Tax Increment Financing Plan therefor, all pursuant to and accordance with Minnesota Statutes, Sections 469.124 through 469.134, inclusive, as amended, and Minnesota Statutes, Sections 469.174 through 469.179, inclusive, as amended, in an effort to encourage the development and redevelopment of certain designated areas within the City; and

Section 2. Notice of Public Hearing, Filing of Program and Plan. City staff is authorized and directed to work with Ehlers and Associates, Inc., to prepare the Modification to the Development Program and the Tax Increment Financing Plan (the "Program and Plan") and to forward documents to the appropriate taxing jurisdictions including Crow Wing County and Independent School District No. 186. The Deputy Clerk/Treasurer is authorized and directed to cause notice of the hearing, together with an appropriate map as required by law, to be published at least once in the official newspaper of the City not later than 10, nor more than 30, days prior to July 6, 1999, and to place a copy of the Program and Plan on file in the Office of the Deputy Clerk/Treasurer at City Hall and to make such copy available for inspection by the public.

Adopted this 25th Day of May, 1999


Charles Miller
Acting Mayor

ATTEST:


Thomas N. Swenson
City Administrator

STATE OF MINNESOTA, COUNTY OF CROW WING
CITY OF CROSSLAKE

ORDINANCE NO. 110, THIRD SERIES,
AMENDING CHAPTER 2 OF THE CROSSLAKE CITY CODE
RELATING TO ADMINISTRATION AND GENERAL GOVERNMENT

The City Council of the City of Crosslake does ordain as follows:

Section 1. Purpose and Intent. The purpose and intent of this ordinance is to amend the City Code to provide for an increase in City Council salaries effective January 1, 2001.

Section 2. Amendments. The following sections of the City Code for the City of Crosslake shall be amended as follows (amended language is shaded):

SECTION 2.06. SALARIES OF MAYOR AND COUNCIL MEMBERS. Effective January 1, 2001, the salaries of the Mayor and Council members are hereby fixed as follows, which amounts are deemed reasonable:

Subd. 1. The monthly salary of the Mayor shall be \$375.00 and the monthly salary of each Council member shall be \$275.00. There shall be \$15.00 compensation paid to every member of the Council in attendance at special meetings or public hearings called by the Council, commission meetings where the Mayor or Council member is the liaison, or a meeting in which the Council member or Mayor is representing the City in an official capacity.

Subd. 2. One-half of said salary shall be paid from General Revenue Funds and the remaining half shall be paid from Crosslake Communication funds.

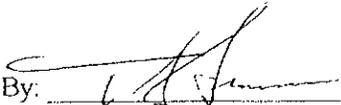
Section 3. Effective Date. This ordinance shall become effective upon its passage and publication as provided by law.

Section 4. Repeal. This Ordinance shall repeal all ordinances or sections of the City Code inconsistent herewith.

Passed by the City Council this 25th day of May, 1999 by the statutorily required 4/5ths vote of said City Council.

By: 
Darrell Swanson, Mayor
City of Crosslake

ATTEST:

By: 
Thomas Swenson, City Administrator
City of Crosslake