

SPECIAL COUNCIL SESSION  
CITY OF CROSSLAKE  
TUESDAY, JUNE 16, 1998  
1:00 P.M. – CITY HALL

The Council for the City of Crosslake met in the Council Chambers of City Hall on Tuesday, June 16, 1998. The following Councilmembers were present: Mayor Robert Scott, Donna Keiffer, Charles Miller and Richard Upton. Absent was Raymond Smyth. Also present was City Administrator Thomas Swenson, Deputy Clerk Darlene Roach and Telephone and Cable Company General Manager Kevin Larson. Also attending was Utilities Commission Chairman Helen Fraser, Francis Fraser and Armond Gease.

Mayor Scott called the special meeting to order and stated that the purpose of the meeting was to award Wilderness Park Road bids and review other items.

The meeting was turned over to General Manager Kevin Larson who addressed personnel staffing for the Telephone Company. He stated that with the growth of new services such as Internet, long distance, 800#'s, and VoiceMail, the office personnel have been faced with increased workload and stress. He stated that non-regulated revenue has grown by 77% since 1997 and billing statements have increased by 309 since first quarter, 1997. After reviewing the situation with the Utilities Commission, it was their recommendation to promote Lydia Sasse, the present clerical/receptionist to billing clerk, to advertise for her replacement, and to open up the bookkeeper position, which could be filled internally. The current Kelly temporary person would be dismissed. Larson presented a cost analysis of both the additional costs and possible revenue sources which would be used to fund the position. MOTION 6S1-01-98 WAS MADE BY CHUCK MILLER AND SECONDED BY RICHARD UPTON TO APPROVE THE RECOMMENDATION OF THE UTILITIES COMMISSION TO PROMOTE THE PRESENT CLERICAL/RECEPTIONIST TO BILLING CLERK, OPEN UP THE BOOKKEEPER POSITION AND BID WITHIN THE WORKFORCE AND TO ADVERTISE FOR A FULL-TIME CLERICAL RECEPTIONIST. MOTION CARRIED UNANIMOUSLY. Mayor Scott commended Kevin Larson for laying out the facts so the Council could see where the money was coming from for the additional staff person.

General Manager Larson commented that six contractors picked up plans for the Utilities Company expansion with three companies submitting bids: Hy-Tech Construction bid \$523,622, Crosslake Construction bid \$438,494 and Nor-Son, Inc. bid \$415,000. Two bids were received for furniture: Marco of St. Cloud bid \$61,010.10 and The Office Shop of Brainerd bid \$43,800. A Building Committee meeting has been set for Friday, June 19, 1998 to review each bid. A special Council meeting will be held on Thursday, June 25<sup>th</sup> at 1:00 P.M. to award the bids.

City Administrator Swenson stated that bids were opened at 2:00 P.M. on June 12, 1998 for the blacktopping of Wilderness Road. Bids were received from Anderson Brothers Construction of Brainerd in the amount of \$197,560.25 and from Central Specialties, Inc.

of Alexandria in the amount of \$240,079.35. The Public Works Commission recommended accepting the bid from Anderson Brothers Construction. MOTION 06S1-02-98 WAS MADE BY CHUCK MILLER AND SECONDED BY RICHARD UPTON TO APPROVE RESOLUTION 98-20 AWARDED ANDERSON BROTHERS CONSTRUCTION THE BID FOR IMPROVEMENTS TO WILDERNESS ROAD AT A BASE BID OF \$197,560.25 AND IMPROVEMENTS TO HARBOR LANE AS AN ALTERNATE BID OF \$16,346.50. MOTION CARRIED UNANIMOUSLY.

MOTION 06S1-03-98 WAS MADE BY DONNA KEIFFER AND SECONDED BY RICHARD UPTON TO APPROVE BILLS FOR PAYMENT AS SUBMITTED IN THE AMOUNT OF \$41,934.14. MOTION CARRIED UNANIMOUSLY.

Three businesses submitted liquor license renewals which were reviewed by the Council. MOTION 06S1-04-98 WAS MADE BY CHUCK MILLER AND SECONDED BY DONNA KEIFFER TO APPROVE RESOLUTION 98-19 RENEWING EXISTING LIQUOR LICENSES FOR THE EXCHANGE, CROSSWOODS GOLF AND THE STORE FOR 1998-1999. MOTION CARRIED UNANIMOUSLY.

City Administrator Swenson requested that the Council review a letter which is being sent to the Corp of Engineers requesting a public hearing on the Pine River Dam Rehabilitation Project. No action was required.

MOTION 06S1-05-98 WAS MADE BY RICHARD UPTON AND SECONDED BY DONNA KEIFFER TO ADJOURN THIS SPECIAL COUNCIL MEETING AT 1:30 P.M. MOTION CARRIED UNANIMOUSLY.

Taped and transcribed by:



Darlene J. Roach  
Deputy Clerk

**RESOLUTION 98-19**  
**TO ADOPT FOR RENEWAL EXISTING LIQUOR LICENSE**  
**ESTABLISHMENTS FOR 1998 – 1999**

WHEREAS, the City of Crosslake does hereby resolve to adopt the Liquor License Renewals of establishments licensed in 1997-1998 for the licensing year 1998 – 1999:

ON-SALE (INTOXICATING) \$1000.00

The Exchange Club

OFF-SALE (INTOXICATING) \$100.00

The Exchange Club

SUNDAY (INTOXICATING) \$200.00

The Exchange Club

ON-SALE (NON-INTOX.) \$75.00

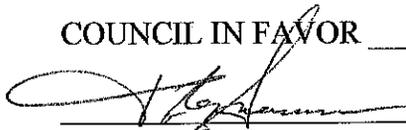
Crosswoods Golf

OFF-SALE (NON-INTOX.) \$25.00

The Store

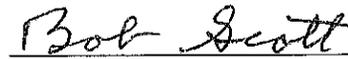
BE IT RESOLVED, that the City Council for the City of Crosslake, Minnesota go on record as renewing the above establishments for liquor/beer licensing for the period of July 1, 1998 – June 30, 1999, at the Council Session on the 16<sup>th</sup> day of June, 1998, after all licensing requirements are met, Police Department background checks completed and approval by the Liquor Control Commission.

COUNCIL IN FAVOR 4



Thomas N. Swenson  
City Administrator

COUNCIL AGAINST 0



Bob Scott  
Mayor

**CITY OF CROSSLAKE  
RESOLUTION 98-20  
ACCEPTING BID**

**WHEREAS, pursuant to an advertisement for bids for the improvement of Wilderness Trail from the entrance of Wilderness Park to Daggett Pine Road, bids were received, opened and tabulated according to law, and the following base bids (and alternate bids) were received complying with the advertisement:**

**BASE BID**

<b>Anderson Brothers Construction, Brainerd MN</b>	<b>\$197,560.25</b>
<b>Central Specialties, Inc., Alexandria, MN</b>	<b>\$240,079.35</b>

**ALTERNATE BID (Harbor Lane)**

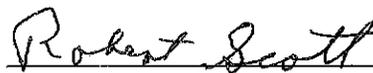
<b>Anderson Brothers Construction, Brainerd MN</b>	<b>\$ 16,346.50</b>
<b>Central Specialties, Inc., Alexandria, MN</b>	<b>\$ 21,902.95</b>

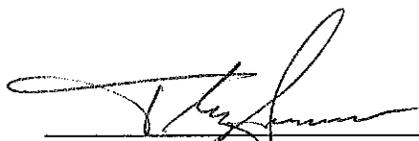
**AND WHEREAS, it appears that Anderson Brothers Construction of Brainerd, Minnesota is the lowest responsible bidder,**

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

- 1. The Mayor and City Administrator are hereby authorized and directed to enter into a contract with Anderson Brothers of Brainerd, Minnesota in the name of the City of Crosslake for the improvement of Wilderness Trail (and Harbor Lane) according to the plans and specifications therefor approved by the City Council and on file in the Office of the Deputy Clerk.**
- 2. The City Administrator is hereby authorized and directed to return forthwith to all bidders the deposits made with their bids, except that the deposits of the successful bidder and the next lowest bidder shall be retained until a contract has been signed.**

**Adopted by the City Council this 16<sup>th</sup> day of June, 1998.**

  
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**Robert Scott, Mayor**

  
\_\_\_\_\_  
**Thomas N. Swenson, City Administrator**

BILLS FOR PAYMENT			
June 16, 1998			
VENDOR	DEPT	CHECK #	PD WITH AMOUNT
Mark Dressel - Baseball refund			
Echo Publishing - P&Z hearing	P&Z		\$104.16
Echo Publishing - Public Hearing Notice	Adm		\$54.84
Auto Value - Mirror/hose/GoJo/brush/cart	PW		\$140.61
Auto Value - Disc, rubber pad	PW		\$22.66
Simonson - 2 x 10's	Park		\$53.20
Bjerga Feed - Lawn Mix	PW		\$172.00
Bjerga Feed - Lawn Mix	Park		\$257.00
Robert Hartman/Erik Lee - Interview & Interrogation	PD		\$423.51
Olsen & Thielen & Co. - 1/2 Cafeteria Plan set up	Adm		\$1,325.00
Culligan - Bottled Water	Govt		\$38.34
Northwood Turf & Power - Filter, blade, belt	PW		\$133.93
Dacotah Paper - stripper, tissue, towels	Park		\$117.66
Carlson Striping Co. - Striping	Park		\$65.05
Office Shop - Diskettes	Park		\$7.44
Minnesota T's - T-shirts, lettering, numbers	Park		\$26.00
Coca Cola - Pop	Park		\$96.26
Coca Cola - Pop	Park		\$46.81
Troy Srock - Contract for Deed - Due July 16	PW		\$20,125.00
Crosslake Construction - Demolition from Reed	PW		\$68.80
Bait Box Marina - Gasoline	PD		\$12.32
Registrar - U OF M - Onsite Sewate Workshop	P&Z		\$115.00
Anderson Bros. - Sand	PW		\$34.35
Fi Tour - Tapes	Park		\$47.40
Donna Keiffer - Aerobics Instruction	Park		\$400.00
Office Shop - Clip Dispense	Adm		\$2.18
Viking Coke - Pop	Govt		\$39.23
Gammello & Sandelin - Legal Fees	All		\$3,249.44
Echo Publishing - Public Hearing Notice	TIF		\$238.30
Mermaid Enterprises - Gasoline	P&Z		\$20.47
Pitney Bowes - Rental on postal machine	Adm/P&Z		\$79.08
Echo Publishing - Umpire Clinic Ad	Park		\$24.20
Echo Publishing - Park & Rec Dir	Park		\$19.40
Echo Publishing Shopper - Umpire Clinic Ad	Park		\$15.40
Bauerly Bros. Companies - Concrete	Park		\$746.00
Reed's Market - Coffe, cups etc.	Park		\$9.89
Walmart - Baseball supplies	Park		\$67.90
Brd Parks & Rec - Lime & sparkle	Park		\$63.90
Office Shop - Ink Cartridge	Park		\$37.22
Martin Communications - Carry Case HI	PD		\$63.90
Gigi Nelson - 3 ballpark signs	Park		\$127.80
Reeds Market - Gasoline	PD		\$216.45
Echo Publishing - Adv for bids	PW		\$58.20
Nisswa Marine - Rope for fence	Govt		\$315.67
Build All Lumber - Split rail posts	Govt		\$124.89
Sportsman Store - Gasoline	PD		\$44.91
Anderson Bros - Rock	PW		\$132.70

Martin Communications - Repeater call out	Fire		\$293.00
Office Shop - Large Clip Dispenser	Admin		\$4.14
The Welding Shop - Repair 1 mower	PW		\$40.00
Viking Coke - Pop	Govt		\$23.00
Widseth Smith Nolting - Eng fees	PW		\$1,140.47
Petty Cash	Park		\$48.83
Anderson Bros - Rock	Park		\$146.71
Widseth Smith Nolting - Eng fees	PW	Wilderness Tr	\$5,551.10
Moonlite Square - Gasoline	PD		\$129.35
Cellular One - Cell service	PD		\$79.19
Starkka Oil - gasoline	FD		\$11.08
Starkka Oil - gasoline	PD		\$53.59
Mermaid Enterprises - Gasoline	PD		\$157.11
Coast to Coast - Misc	PW		\$39.39
Starkka Oil - gasoline	PW		\$28.56
North Country Equipment - JD Parts & shipping	PW		\$286.91
Allyson Stevie - Cleaning	Govt		\$240.00
Simonson - Tarp	Fire		\$21.67
Blue Lakes Disposal - Garbage Svc	PW		\$14.63
Blue Lakes Disposal - Garbage Svc	Park		\$49.73
Brainerd Dispatch - Police Ad	PD		\$48.08
Cuyuna Range Econ Devel -0 Housing Study	P&Z		\$28.00
Ehlers & Associates - Tif District 6 Expenses	TIF		\$3,390.00
Martin Communications - Batt Door	Fire		\$11.93
Uniforms Unlimited - Bob Hartman	PD		\$25.45
Postmaster - newsletter	Adm		\$167.75
Newsletter Printing - 1550 copies	Adm		\$300.00
		Total	\$41,934.14