

SPECIAL COUNCIL MEETING  
CITY OF CROSSLAKE  
TUESDAY, JULY 27, 2004  
11:00 A.M. – CROSSLAKE COMMUNICATIONS

Pursuant to due notice and call, the Council for the City of Crosslake met in a Special Session on Tuesday, July 27, 2004 at Crosslake Communications. The following Councilmember's were present: Mayor Swanson, Dean Eggena, Bettie Miller, Irene Schultz and Dick Phillips. Also present was City Administrator Tom Swenson, Community Development Director Ken Anderson, Park and Recreation Director Jon Henke, General Manager Dennis Leaser, City Engineer Dave Reese and Clerk/Treasurer Darlene Roach. There were two individuals in the audience namely Dean Swanson and Cindy Holden.

1. Mayor Swanson called the special meeting to order at 12:00 A.M.
2. Deanna Engen of the Crosslake Historical Society was present to request approval on a temporary wine license for a wine tasting that will take place on the site of the museum on Thursday, August 19<sup>th</sup> during a kickoff of the publication and sale of a Historical Book recently completed by Society members. MOTION 07S1-01-04 WAS MADE BY DICK PHILLIPS AND SECONDED BY IRENE SCHULTZ TO APPROVE THE TEMPORARY WINE LICENSE APPLICATION FOR THE CROSSLAKE HISTORICAL SOCIETY. Deanna Engen stated that the book, A Taste of History, is the result of five years of work. A copy of the book was presented to Mayor Swanson to be kept at City Hall. The books are on sale for \$40.00 each and are currently available at the Historical Society and at Judy's House of Gifts. An open house will be held at the village from 6:30 –8:00 P.M. on August 19<sup>th</sup>. MOTION CARRIED WITH ALL AYES.
3. City Engineer Dave Reese was present to review the traffic control and detour plan for Daggett Pine Road. The Council commented that drivers are confused with the detour signs and questioned why the detour off of County Road 66 wasn't re-routed in its entirety through Old Log Landing onto Tall Timber Trail to Backdahl Road to Daggett Pine Road. The Council also felt the sign should be moved to the center of the roadway allowing for traffic on both sides of the road. This would require placing a narrower sign on the roadway. Park and Recreation Director Jon Henke inquired if the project would be completed before the Art Show and the Library Fundraiser and Reese stated that the contractor is aware of these functions and will make every effort to make the road passable. The substantial completion date is set for September 3<sup>rd</sup>.
4. Review/approve proposed parking lot expansion at Community Center – Park and Recreation Director Jon Henke stated that a plan has been in place since 2001, when the Master Plan was completed, to enlarge the parking lot at the Community Center when Daggett Pine Road is improved. A memo from WSN estimates the construction cost at \$38,000 including a 10% contingency based on contract costs associated with the 2004 road improvements being completed by Anderson Brothers Construction. This estimate takes into account removing the additional elevation of dirt, which should be considered if any future expansion is planned in

this area. In reviewing the estimated costs, the excavation of the 8,000 cubic yards needed to level the area would cost approximately \$15,700. Councilmember Eggena inquired if there was any other property that could use the fill to lower the cost and Henke stated that he could use the fill in the area of the proposed soccer field. In this case, removal would only require moving the dirt from one location to another in the same vicinity. It was the consensus of the Council that this portion of the project could be bid by any contractor including Anderson Brothers in order to do the least expensive way. Councilmember Eggena stated his company would be interested in providing a quote for this work as would probably other local companies. Henke stated that he would be concerned about the elevation if the fill were not removed as it would pertain to ADA requirements and runoff issues associated with the higher elevation. Councilmember Eggena agreed that the parking lot should drain well and sit at the proper level. City Administrator Swenson asked if the Council was looking at WSN doing the elevations and coordinating the drainage with retention ponds. Councilmember Eggena felt WSN should also propose how many yards of dirt need to be removed. The City should then contract with someone to move the dirt from one location to another. City Administrator Swenson asked if we were splitting the project into two projects with one being the removal of dirt and the other adding Class 5 and paving. Councilmember Eggena felt that enlarging the retention pond should also be a part of the road project. Henke commented that he feels a culvert should be installed across the trail and inquired whether the Council felt the sidewalk should be extended. The Council did not support extending the sidewalk. MOTION 07S1-02-04 WAS MADE BY DEAN EGGENA AND SECONDED BY DICK PHILLIPS TO DIRECT THE PUBLIC WORKS DIRECTOR TO OBTAIN QUOTES ON EXCAVATION OF THE PROPOSED PARKING LOT AREA ON THE PARK PROPERTY; TO DIRECT THE CITY ENGINEER TO SET ELEVATIONS; AND TO DIRECT THE PARK AND RECREATION DIRECTOR TO ESTABLISH THE DUMP SITES FOR THE EXCAVATED MATERIAL. City Administrator Swenson asked if a permit was required to move this amount of dirt and Community Development Director Anderson stated that a CUP is required for any grading over 100 cubic yards. Henke asked if the permit issued for the trail system would suffice for this work and it was the consensus of the Council that it be considered as part of the same project as this parking area is the designated parking lot for the trail system. Jon Henke noted that one entrance has been eliminated on the proposed plan for safety reasons and to gain additional retention pond space. MOTION CARRIED WITH ALL AYES. Following this motion, MOTION 07S1-03-04 WAS MADE BY DEAN EGGENA AND SECONDED BY BETTIE MILLER TO AUTHORIZE WSN TO DO THE NECESSARY ENGINEERING FOR THE PARKING LOT EXPANSION AT A COST NOT TO EXCEED \$5,000. MOTION CARRIED WITH ALL AYES. Following this motion, MOTION 07S1-04-04 WAS MADE BY DEAN EGGENA AND SECONDED BY BETTIE MILLER TO AUTHORIZE ANDERSON BROTHERS CONSTRUCTION TO CLEAR, GRUB AND PAVE THE COMMUNITY CENTER PARKING LOT AT A COST OF UP TO \$25,000 BASED ON THE SAME UNIT PRICES QUOTED FOR THE 2004 ROAD PROJECTS. MOTION CARRIED WITH ALL AYES. Councilmember Eggena asked if the cost for this project would be paid for out of park dedication fees or out of the road project. City Administrator

Swenson stated that the excavating costs may need to be paid out of park dedication fees, but he would look at the reimbursement resolution to see if a portion of the cost could be paid for out of the bond proceeds that will be issued for the road projects.

5. Approve release of TIF funds – Clerk Roach requested approval to release 90% of the tax increment for Brian Bittner of Daggett Brook Villas which were paid to the City from the County on July 7, 2004. All first half taxes have been paid on the nineteen parcels within the district. MOTION 07S1-05-04 WAS MADE BY IRENE SCHULTZ AND SECONDED BY BETTIE MILLER TO RELEASE \$9,100.65 IN TAX INCREMENT TO BRIAN BITTNER OF DAGGETT BROOK VILLAS FOR THE FIRST HALF TAX INCREMENT. MOTION CARRIED WITH ALL AYES.
6. Sewer Chair Dean Swanson requested Council approval on the construction cost estimate and engineering agreement to extend a sewer line down Cross Lake Avenue. This sewer line was missed during initial project design and construction and upon review by the Sewer Committee, it was agreed that the line should be extended. This road services six parcels and is adjacent to the Chenowert property, which could potentially be subdivided into additional parcels. A quote was received from Hammerlund Construction to construct the sewer line and a proposal was received from WSN for engineering services. The cost for this work would come out of the \$272,000 remaining in the contingency fund. MOTION 07S1-06-04 WAS MADE BY BETTIE MILLER AND SECONDED BY IRENE SCHULTZ TO APPROVE THE DESIGN AND COST OF CONSTRUCTION OF A SEWER LINE ALONG CROSS LAKE AVENUE. City Administrator Swenson asked if this would be included as a change order and City Engineer Dave Reese stated that it would be a change order. MOTION CARRIED WITH ALL AYES.
7. Review/Approve outstanding claims between the City and Hammerlund Construction – The Sewer Committee met with Todd Hammerlund on July 9<sup>th</sup> to discuss various outstanding claims between the City and Hammerlund Construction. A subsequent meeting was held on July 14<sup>th</sup> and the Committee recommends approval of claims totaling \$19,758.76. The total amount of claims submitted by the contractor totaled \$48,617.83. City Engineer Dave Reese presented a breakdown of sewer project costs through July 2004 for Council information. If approved by the Council, the \$19,758.76 will be added to the final pay estimate. MOTION 07S1-07-04 WAS MADE BY DEAN EGGENA AND SECONDED BY IRENE SCHULTZ TO APPROVE PAYMENT OF \$19,758.76 TO HAMMERLUND CONSTRUCTION TO SETTLE OUTSTANDING CLAIMS. Councilmember Eggena congratulated the Sewer Committee on a good job. MOTION CARRIED WITH ALL AYES.
8. Approval of bills for payment – MOTION 07S1-08-04 WAS MADE BY IRENE SCHULTZ AND SECONDED BY BETTIE MILLER TO APPROVE THE BILLS FOR PAYMENT AS SUBMITTED IN THE AMOUNT OF \$35,739.47. City Administrator Swenson stated that a portion of the payment to Wannebo Excavating in the amount of \$15,495 will be reimbursed to the City by Crosslake Communications and the EDA. MOTION CARRIED WITH ALL AYES.
9. A pay request from Hammerlund Construction for work consisting of restoration items was reviewed and recommended for payment by WSN. The amount certified for payment is \$33,977.94. This leaves \$27,362.45 in retainage.

MOTION 07S1-09-04 WAS MADE BY DEAN EGGENA AND SECONDED BY BETTIE MILLER TO APPROVE PAY ESTIMATE NO. 10 FOR HAMMERLUND CONSTRUCTION IN THE AMOUNT OF \$33,977.94. MOTION CARRIED WITH ALL AYES.

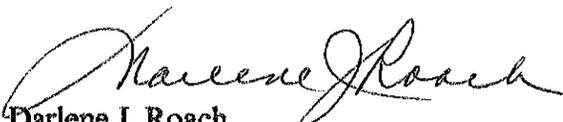
10. Community Development Director Ken Anderson requested approval to schedule a Special Council meeting with the Council, Planning and Zoning Commission and Sewer Committee to review a concept plan with the purchaser of the Silva property. The developer would like to obtain approval to include this property in the Phase I Sewer Area to construct a senior housing development on the approximately 29 acres of land. The Planning and Zoning Commission recommended Tuesday, August 3<sup>rd</sup> as a tentative date for the meeting. Councilmember Eggena stated that he does not hold the imaginary sewer line as sacred and that the City needs to do what's logical in regards to adding users to the sewer project. Eggena stated that each case needs to be looked at individually until the capacity is max'ed out. Councilmember Phillips stated that he is opposed to holding such a meeting. He feels the developer should approach the Sewer Committee first and go through the normal steps. A meeting was scheduled for August 3<sup>rd</sup> at 9:30 A.M. at City Hall.

Councilmember Eggena left the meeting at 1:10 P.M.

Community Development Director Ken Anderson stated that a public hearing is scheduled for August 17<sup>th</sup> at 5:15 P.M. prior to the road assessment hearings. This hearing is being held for the purpose of taking public comments regarding a proposed ordinance amendment relating to nonconforming uses and structures.

MOTION 07S-10-04 WAS MADE BY BETTIE MILLER AND SECONDED BY IRENE SCHULTZ TO ADJOURN THIS SPECIAL COUNCIL MEETING AT 1:15 P.M. MOTION CARRIED WITH ALL AYES.

Recorded and transcribed by,

  
Darlene J. Roach  
Clerk/Treasurer

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**BILLS FOR APPROVAL  
27-Jul-04**

VENDOR	DEPT	AMOUNT
Ace Hardware, adapters, plumbing and heating	P&R	15.66
Ace Hardware, air filters, pipe	PW	22.00
Ace Hardware, wasp spray	PW	5.30
Ace Hardware, nuts, bolts	PW	12.12
Ace Hardware, nozzle, trash bags	PW	25.01
Ace Hardware, batteries, line	PW	22.12
Ace Hardware, cable ties	Fire	28.72
Ace Hardware, files, calculator	PW	18.62
Ace Hardware, elbows, pipe, bushing	P&R	2.12
Ace Hardware, ball valve, pipe, adapter	P&R	33.75
Ace Hardware, adapter, torch, grease	P&R	27.87
Ace Hardware, marking spray	PW	14.35
Anderson Brothers, parking lot	PW	8,536.00
A W Research, water testing	Sewer	132.00
A W Research, water testing	Sewer	132.00
A W Research, water testing	Sewer	132.00
A W Research, water testing	Sewer	90.00
Blue Lakes Disposal, trash removal	ALL	132.28
Brandanger Office Suuply, colored paper	PW	25.52
Cellular One, cell phone charges	PW	28.35
Cellular One, cell phone charges	Police	192.22
Chad Costello, tennis lessons	P&R	1,165.00
Chief, eyeshield, tape, q/release	Fire	230.92
Crow Wing Power, electric service	ALL	3,241.09
Echo Publishing, variance hearing 7-23	P&Z	87.50
Echo Publishing, public hearing 7-12	P&Z	18.75
Echo Publishing, ordinance 197	Gov't	25.00
Hawkins Water Treatment, pump	Sewer	633.30
Infratech, televised line	Sewer	170.00
Krause Lock & Key, rekey building	PW	108.00
Makit Drafting Service, small city maps	P&Z	339.24
Mastercard, Best Buy, vhs tapes	Police	27.67
Mastercard, Fleet Farm,	PW	128.95
Menards, landscape, nails, roundup, paper	PW	426.22
Metro Fire, turbo jet nozzle	Fire	592.13
Midwest Voice Mail and Paging, pager service	Police	41.57
Mills Motors, brakes, oil change	Police	219.10
MWOA, annual conference registration	PW	225.00
Office Max, invitations and envelopes	PW	18.62
Pitney Bowes, refill postage meter	ALL	1,705.00
Postmaster, stamps	Library	370.00
Quill, ink cartirdges	Admin	58.71
Quill, paper, envelopes, batteries, message book	Gov't	73.25
Reed's Market, sentence to serve	P&R	12.98
Reed's Market, sentence to serve	Fire	74.41
Reed's Market, distilled water	PW	3.57

Reed's Market, sentence to serve	Fire	48.21
Simonson Lumber, cable ties	PW	3.40
Simonson Lumber, 2x10 and 2x6	P&R	18.62
Stephanie Thurlow, refund baseball registration	P&R	40.00
Streichers, s and w training	Police	172.05
Streichers, uniform	Police	24.95
USA Bluebook, lockout station	Sewer	108.10
U.S. Diary, 2005 monthly planners	ALL	69.30
Viking Electric, ballast	P&R	135.85
Wannebo Excavating, sewer connections	ALL	15,495.00
<b>TOTAL</b>		<b>35,739.47</b>