

REGULAR COUNCIL MEETING  
CITY OF CROSSLAKE  
MONDAY, AUGUST 12, 2013  
7:00 P.M. – CITY HALL

The Council for the City of Crosslake met in the Council Chambers of City Hall on Monday, August 12, 2013. The following Council Members were present: Mayor Darrell Schneider, Steve Roe, Gary Heacox, John Moengen and Mark Wessels. Also present were City Administrator/Consultant Dan Vogt, City Clerk Char Nelson, Public Works Director Ted Strand, Park and Recreation Director Jon Henke, General Manager Paul Hoge, Finance Director/Treasurer Mike Lyonais, Community Development Director Ken Anderson, Police Chief Bob Hartman, City Attorney Brad Person, City Engineer Dave Reese, and Echo Publishing Reporter Kate Perkins. There were approximately eight 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 08R1-01-13 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. Cindy Myogeto of the Brainerd Lakes Chamber of Commerce reported that Crosslake Days would take place September 26 – 28, 2013. Festivities will include a treasure hunt, crowning of royalty, chili cook-off, car show, candlelight tour, fire department open house, and artisans fair.

**C. CONSENT CALENDAR** – MOTION 08R1-02-13 WAS MADE BY JOHN MOENGEN AND SECONDED BY MARK WESSELS TO APPROVE THE FOLLOWING ITEMS LISTED ON THE CONSENT CALENDAR EXCLUDING ITEMS #1 AND #2 WHICH WERE REMOVED AT STEVE ROE'S REQUEST: (1.) REMOVED; (2.) REMOVED; (3.) CITY COUNCIL REGULAR MEETING MINUTES OF JULY 22, 2013; (4.) CROSSLAKE COMMUNICATIONS – BALANCE SHEET AND INCOME STATEMENT/DETAIL OF RESERVE BALANCES DATED JUNE 30, 2013; (5.) CROSSLAKE COMMUNICATIONS CHECK REGISTER DATED 6/1/13-6/30/13; (6.) CROSSLAKE COMMUNICATIONS REGULAR MEETING MINUTES OF JULY 30, 2013; (7.) CROSSLAKE COMMUNICATIONS CUSTOMER COUNTS; (8.) PLEDGED COLLATERAL REPORT FROM MIKE LYONAIS AND PLEDGE UPDATES; (9.) CROSSLAKE PARK/LIBRARY COMMISSION MEETING MINUTES OF JUNE 26, 2013; (10.) POLICE REPORT FOR CROSSLAKE – JULY 2013; (11.) POLICE REPORT FOR MISSION TOWNSHIP – JULY 2013; (12.) LETTER DATED JULY 16, 2013 FROM CROW WING COUNTY ATTORNEY RE: 2014 PROSECUTION CONTRACT; (13.) FIRE DEPARTMENT REPORT – JULY 2013; (14.) NORTH MEMORIAL AMBULANCE RUN REPORT – JULY 2013; (15.) CITY-COUNTY-TOWNSHIP ROADWAY MAINTENANCE AND CONSTRUCTION COORDINATION MEETING MINUTES OF JULY 29, 2013; (16.) CROSSLAKE ROLLOFF RECYCLING REPORT FOR JULY 2013; (17.) PLANNING AND ZONING PERMIT SUMMARY FOR JULY 2013; (18.) LAND USE PLANNING WORKSHOPS NOTICE FROM MN GTS; (19.) EDA MEETING MINUTES OF JULY 10, 2013; (20.) CROW WING COUNTY HISTORICAL SOCIETY

NEWSLETTER – SUMMER 2013; (21.) MEMO DATED AUGUST 8, 2013 FROM CHAR NELSON RE: LANDSCAPE CONTRACTORS/EXCAVATORS LICENSE; (22.) BILLS FOR APPROVAL DATED 8/12/13; AND (23.) ADDITIONAL BILLS FOR APPROVAL DATED 8/12/13. MOTION CARRIED WITH ALL AYES.

Steve Roe requested that Items (1.) City – Month End Revenue Report dated July 2013 and Item (2.) City – Month End Expenditure Report dated July 2013 be removed from the Consent Calendar and be open for discussion. Mr. Roe asked why the City is over budget according to the Expenditure Report. Finance Director/Treasurer Mike Lyonais asked for a specific line item to review and suggested that timing of bond payments and capital outlay purchases could affect the overall number. John Moengen sited that the Ambulance Addition project is at a negative balance because there was no budget for that project. Steve Roe stated that he is very concerned about the expenses and revenues for 2013. Mayor Schneider recommended that Mr. Lyonais give a report to the Council at Friday's budget meeting regarding this matter. MOTION 08R1-03-13 WAS MADE BY MARK WESSELS AND SECONDED BY GARY HEACOX TO APPROVE CONSENT CALENDAR ITEMS (1.) CITY – MONTH END REVENUE REPORT DATED JULY 2013 AND (2.) CITY – MONTH END EXPENDITURE REPORTS DATE JULY 2013. MOTION CARRIED 4-1 WITH ROE OPPOSED.

#### **D. MAYOR'S REPORT**

1. A memo dated July 31, 2013 from Minnesota Revenue regarding Local Boards of Appeal and Equalization Trained Member Clarification was included in the packet for review. The memo stated that jurisdiction members must be trained by December 1<sup>st</sup> the prior year and be present at the meeting to avoid losing their certification for 1-2 years. Mayor Schneider stated that he received training earlier in the year and urged the other Council Members to attend training.
2. Mayor Schneider reported that the DNR and WAPOA are researching what can be done to stop the spread of Zebra Mussels and Milfoil.
3. Mayor Schneider requested that an amount be included in the 2014 Budget for reviewing the Land Use Ordinance in order to eliminate unenforceable ordinances.

#### **E. CITY ADMINISTRATOR'S REPORT**

1. Dan Vogt reported that he is in the process of updating the Data Requests and Data Practices Policy and Procedure for the City of Crosslake. He would like to contact the League of MN Cities to determine recent law changes and blend the Crosslake and Little Falls documents to come up with an up-to-date version of the Data Practices Policy and Procedures for future use when such requests are made. The intent is to give staff and the public guidance when more substantial data requests are made. The Council will need to decide whether to charge for data requests. MOTION 08R1-04-13 WAS MADE BY STEVE ROE AND SECONDED BY GARY HEACOX TO APPROVE RESOLUTION NO. 13-14 APPOINTING A RESPONSIBLE AUTHORITY AND DATA PRACTICES COMPLIANCE OFFICIAL AND ASSIGNING DUTIES. MOTION CARRIED WITH ALL AYES. It was the consensus of the Council to appoint Mike Lyonais as Administration Department Designee on page 2 of the City's current Guide for Members of the Public Requesting Information.

2. Dan Vogt reported that he has completed updating the department head job descriptions and that the department heads were satisfied with the language. Ken Anderson told Mr. Vogt before the meeting that he was not satisfied with the updated job description for the Community Development Director and Mr. Vogt requested that the Community Development Director job description be pulled from the agenda for further review. There was some confusion as to whom the department heads report to. Mr. Vogt suggested that the job descriptions read, "Works under the administrative supervision of the City Council or designee." This would clarify that department heads report to Mr. Vogt as long as he is City Administrator/Consultant for the City. Other changes included removing redundancies, eliminating tasks and simplifying the language. Mr. Vogt changed Jon Henke's title to include Director of Library. MOTION 08R1-05-13 WAS MADE BY MARK WESSELS AND SECONDED BY JOHN MOENGEN TO APPROVE JOB DESCRIPTIONS FOR POLICE SERGEANT, POLICE CHIEF/EMERGENCY MANAGEMENT DIRECTOR, DIRECTOR OF PARKS, RECREATION AND LIBRARY, FIRE CHIEF, AND PUBLIC WORKS DIRECTOR AS PRESENTED AND TO ADDITIONALLY CHANGE ALL DEPARTMENT HEAD JOB DESCRIPTIONS TO INCLUDE, "WORKS UNDER THE ADMINISTRATIVE SUPERVISION OF THE CITY COUNCIL OR DESIGNEE." MOTION CARRIED 4-1 WITH ROE OPPOSED.

## **F. COMMISSION REPORTS**

### **1. PARK AND RECREATION/LIBRARY**

- a. Jon Henke gave an update on Community Center activities including the annual book sale, aerobics, senior meals, Silver Sneakers program, attendance, junior golf program, AAA classes, the Chautauqua program, pickleball, tennis court construction and parking lot plans. WSN is working on a plan for the Community Center sidewalk.

### **2. CROSSLAKE COMMUNICATIONS**

- a. Paul Hoge reported that the Crosslake Communications Advisory Board requested that the Council establish a downgrade fee of \$15 for high speed internet service. Some customers want their service turned off and on to coincide when they are at their cabins. Mr. Hoge hopes that the implementation of the fee will discourage this practice. Customers will also be required to have service for a minimum of one month. MOTION 08R1-06-13 WAS MADE BY JOHN MOENGEN AND SECONDED BY MARK WESSELS TO ESTABLISH A DOWNGRADE FEE OF \$15 FOR HIGH SPEED INTERNET AND REQUIRE CUSTOMERS HAVE SERVICE FOR A MINIMUM OF ONE MONTH. MOTION CARRIED WITH ALL AYES.

Crosslake Communications is working with Crow Wing Power to research the feasibility of installing two ducts for the Phase III Fiber project while Crow Wing Power is boring the road. The Customer Open House is scheduled for August 14<sup>th</sup>.

### **3. PLANNING AND ZONING**

- a. The Council considered a recommendation from the Planning and Zoning Commission to initiate enforcement action to require removal of a nonconforming

recreational vehicle at 14095 Norway Trail. The property owners were previously contacted last year about construction of a deck without a permit and removing the camper trailer from the site since it encroached into the septic and road right-of-way setbacks. The camper was removed from the site over the winter and has been returned to the same location. MOTION 08R1-07-13 WAS MADE BY JOHN MOENGEN AND SECONDED BY GARY HEACOX TO DIRECT THE PLANNING AND ZONING DEPARTMENT TO INITIATE ENFORCEMENT ACTION TO REQUIRE OWNERS OF 14095 NORWAY TRAIL TO REMOVE NONCONFORMING RECREATIONAL VEHICLE. MOTION CARRIED WITH ALL AYES.

- b. The Council reviewed an ordinance amendment to allow fences 96 inches in height between the road right-of-way structure setback and no closer than 10 feet to the road right-of-way versus the current standard which allows a fence no greater than 36 inches in height and split rail fences no greater than 48 inches in height. The revised language applies to fences in nonresidential zoning districts only. Existing fences would be grandfathered in. MOTION 08R1-08-13 WAS MADE BY MARK WESSELS AND SECONDED BY JOHN MOENGEN TO APPROVE ORDINANCE NO. 314 REGARDING FENCE HEIGHTS IN NONRESIDENTIAL DISTRICTS, MOTION CARRIED WITH ALL AYES.

MOTION 08R1-09-13 WAS MADE BY MARK WESSELS AND SECONDED BY JOHN MOENGEN TO APPROVE THE PUBLICATION OF ORDINANCE 314 IN SUMMARY FORM IN THE OFFICIAL NEWSPAPER. MOTION CARRIED WITH ALL AYES.

#### **4. PERSONNEL**

- a. MOTION 08R1-10-13 WAS MADE BY MARK WESSELS AND SECONDED BY JOHN MOENGEN TO MOVE MELISSA LARSON OF CROSSLAKE COMMUNICATIONS FROM STEP 2 TO STEP 3 ON THE IBEW UNION CONTRACT EFFECTIVE MAY 7, 2013 FOLLOWING A SATISFACTORY PERFORMANCE REVIEW. MOTION CARRIED WITH ALL AYES.
- b. MOTION 08R1-11-13 WAS MADE BY STEVE ROE AND SECONDED BY MARK WESSELS TO NAME HARLAN JOHNSON AS AGENT OF RECORD FOR THE CITY OF CROSSLAKE EMPLOYEE BENEFITS AT A COST OF \$19 PER EMPLOYEE PER MONTH. MOTION CARRIED WITH ALL AYES.
- c. MOTION 08R1-12-13 WAS MADE BY GARY HEACOX AND SECONDED BY STEVE ROE TO APPROVE RESOLUTION NO. 13-15 DESIGNATING ALL CITY OWNED BUILDINGS, VEHICLES, AND EQUIPMENT AS SMOKE FREE. MOTION CARRIED WITH ALL AYES.

#### **G. CITY ATTORNEY REPORT**

1. The Council reviewed an ordinance amendment of the administration rules of the City relating to boards and commissions. MOTION 08R1-13-13 WAS MADE BY MARK WESSELS AND SECONDED BY JOHN MOENGEN TO APPROVE ORDINANCE NO. 315 RELATING TO BOARDS AND COMMISSIONS AS PRESENTED WITH THE FOLLOWING CHANGES: REMOVE THE SECOND SENTENCE IN ITEM (i) REFERRING TO CITY COUNCIL MINUTES AND CLARIFY THAT MINUTES ARE

REQUIRED FOR ALL CITY BOARDS AND COMMISSIONS, MOTION CARRIED WITH ALL AYES.

H. **OLD BUSINESS** – None.

I. **NEW BUSINESS** – None.

J. **PUBLIC FORUM** – Cyndi Perkins of Crosslake Communications addressed the Council and requested that the City provide her a written response on its position of the comparison of the Finance Director/Treasurer and Crosslake Communications Accountant positions. Ms. Perkins also stated that the City Clerk job description names the Clerk as the Responsible Authority.

K. **ADJOURN** – MOTION 08R1-14-13 WAS MADE BY MARK WESSELS AND SECONDED BY DARRELL SCHNEIDER TO ADJOURN THE MEETING AT 8:30 P.M. MOTION CARRIED WITH ALL AYES.

Respectfully submitted by,



Charlene Nelson  
City Clerk

Deputy Clerk/Minutes/8-12-13

CROSSLAKE COMMUNICATIONS  
Accounts Payable  
Check Register  
06/01/2013 To 06/30/2013

Check / Tran	Date	Vendor Name	Reference	Amount
948	06/03/2013	FRANDSEN BANK AND TRUST	APRIL VISA CHARGES-P HOGE WASH D.C.	845.02
962	06/07/2013	INTERNAL REVENUE SERVICE	FED, FICA MEDICARE	6,963.64
963	06/07/2013	PERA	PERA EE & ER	3,886.92
964	06/07/2013	MINNESOTA DEPT OF REVENUE	MN WITHHOLDING	1,187.82
965	06/07/2013	ING-DEFERRED COMP	DEFERRED COMP EE & ER	2,261.92
966	06/10/2013	CITY OF CROSSLAKE (SEWER)	MAY 2013 SEWER	37.00
967	06/28/2013	INTERNAL REVENUE SERVICE	JUNE EXCISE TAX	1,396.49
982	06/21/2013	INTERNAL REVENUE SERVICE	FED, FICA, MEDICARE	7,848.19
983	06/21/2013	PERA	PERA EE & ER	3,893.85
984	06/21/2013	MINNESOTA DEPT OF REVENUE	MN WITHHOLDING	1,368.24
985	06/21/2013	ING-DEFERRED COMP	DEFERRED COMP	2,211.92
986	06/26/2013	MINNESOTA DEPT OF REVENUE	JUNE SALES & USE TAX	13,852.00
987	06/26/2013	CROW WING POWER	ELECTRIC SERVICE	4,862.40
28794	06/10/2013	PAUL BUNYAN COMMUNICATIONS	JUNE CHANNEL TRANSPORT	800.00
28795	06/10/2013	BRAINERD DAILY DISPATCH	PEQUOT GRAD AD	47.00
28796	06/10/2013	MINNESOTA DEPT OF COMMERCE	1ST QTR 2014 INDIRECT ASSESSMENT	507.87
28797	06/10/2013	REEDS MARKET	DONUTS FOR ADV BOARD MEETING	13.20
28798	06/10/2013	CROSSLAKE ROLLOFF	DIRECTORY RECYCLE MAY-JUNE	110.00
28799	06/10/2013	GOPHER STATE ONE CALL	APRIL LOCATES	234.90
28800	06/10/2013	ONVOY VOICE SERVICES	6264 PROGRAM, OPR SERV, LAKES LD, SS7	11,287.57
28801	06/10/2013	MOSS & BARNETT	SPRINT TOWER LEASE AMENDMENT	622.50
28802	06/10/2013	UNITED PARCEL SERVICE	WEEKLY SERVICE & MISC SHIPPING	118.68
28803	06/10/2013	CROSSLAKE COMMUNICATIONS	PHONE SERVICE, COMM CTR VOICE MAIL	1,085.72
28804	06/10/2013	DEBORAH FLOERCHINGER	CAFE PLAN REIMBURSE-BAL 0	400.00
28805	06/10/2013	CITY OF CROSSLAKE	JUNE OPERATING TRANSFER	22,083.33
28806	06/10/2013	CITI LITES INC	LOCATES	1,305.15
28807	06/10/2013	THE OFFICE SHOP INC.	TISSUE, PAPER TOWELS, ENVELOPES, INK	212.50
28808	06/10/2013	XCEL ENERGY	METER CHARGES-SUNRISE & 16, NAT'L GAS	174.25
28809	06/10/2013	AMERIPRIDE LINEN & APPAREL	RUG & TOWEL SERVICE	87.77
28810	06/10/2013	LYDIA SASSE	COMPUTER REPAIR II TUITION REIMBURSE	624.98
28811	06/10/2013	MINNESOTA 9-1-1 PROGRAM	911, TAP & TAM	1,667.26
28812	06/10/2013	NCPERS MINNESOTA	JUNE LIFE PREMIUM	48.00
28813	06/10/2013	BRAINERD LAKES AREA CHAMBER	EGGS -N- ISSUES-PAUL HOGE	20.00
28814	06/10/2013	NATIONAL CABLE TELEVISION COOP	VARIOUS CONNECTORS, DCX3510, DCX700	1,216.51
28815	06/10/2013	CENTRAL TRANSPORT GROUP LLC	4 EA DS1'S	2,332.32
28816	06/10/2013	NENA	CO IDENTIFIER RENEWAL	250.00
28817	06/10/2013	ASSURANT EMPLOYEE BENEFITS	JUNE LONG TERM DISABILITY	450.33
28818	06/10/2013	PINNACLE	TELEPHONE DIRECTORY-10	1,044.62
28819	06/10/2013	UNIVERSAL SERVICE ADMIN CO.	MAY FUSC	2,765.34
28820	06/10/2013	SHOWTIME NETWORKS INC	AFFILIATE PAYMENT	301.20
28821	06/10/2013	FOX SPORTS NET NORTH	AFFILIATE PAYMENT	10,168.65
28822	06/10/2013	TOWER DISTRIBUTION COMPANY	AFFILIATE PAYMENT	375.13
28823	06/10/2013	AZAR COMPUTER SOFTWARE SERVICES	SOFTWARE SUPPORT JULY-DEC	2,250.00
28824	06/10/2013	TV GUIDE NETWORK	AFFILIATE PAYMENT	538.75
28825	06/10/2013	JOHNSON KILLEN & SEILER PA	RE: EARLY RETIREMENT INCENTIVE	92.50
28826	06/10/2013	CROW WING COUNTY HIGHWAY DEPT.	APRIL UNLEAD & DIESEL FUEL	943.72
28827	06/10/2013	7SIGMA SYSTEMS INC	MAY CONSULTING	2,000.00
28828	06/10/2013	CORNERSTONE PUBL GROUP INC.	JUNE NEWSLETTER	2,351.11
28829	06/10/2013	ARROW-ASSET RECOVERY	ELECTRONIC RECYCLING-617 LBS	215.95
28830	06/10/2013	CROSSLAKE ACE	TOOLS, STARTING FLUID, PAINT BATTERIES	139.99
28831	06/10/2013	NATIONAL CABLE TEL COOP INC	AFFILIATE PAYMENT	36,668.07
28832	06/10/2013	KARE GANNETT CO., INC	AFFILIATE PAYMENT	2,312.14
28833	06/10/2013	PAUL HOGE	CAFE PLAN REIMBURSE - BAL 1844.10	655.90
28834	06/10/2013	CALIX NETWORKS INC	CMS SOFTWARE C7 ANNUAL MAINTENANCE	1,188.00
28835	06/10/2013	WASTE PARTNERS INC.	MAY TRASH REMOVAL	76.62

28836	06/10/2013	DISCOVERY COMMUNICATIONS INC.	AFFILIATE PAYMENT	195.13
28837	06/10/2013	WEATHER CENTRAL, LP	JUNE DATA FEED	214.50
28838	06/10/2013	GE CAPITAL	COPIER LEASE 40 OF 60	378.97
28839	06/10/2013	NORTHLAND PRESS	WORLD @ FINGERTIPS AD	147.20
28840	06/10/2013	CHARTER COMMUNICATIONS	JUNE INTERNET FEED	1,500.00
28841	06/10/2013	4M FUND F.B.O. 35373-101	FUND DEBT SERVICE RESERVE	37,825.83
28842	06/10/2013	HUB TELEVISION NETWORKS, LLC	AFFILIATE PAYMENT	31.10
28843	06/10/2013	ONLINE COLLECTIONS	COLLECTION COMMISSION	119.42
28844	06/10/2013	ARIN	ANNUAL RENEWAL FOR ISP REGISTRATION	2,000.00
28845	06/10/2013	BIG 10	AFFILIATE PAYMENT	2,223.75
28846	06/10/2013	TIME COMMUNICATIONS	JUNE/JULY ANSWERING SERVICE	336.24
28847	06/10/2013	VERIZON WIRELESS	CELL PHONES	250.55
28848	06/10/2013	AQUARIUS WATER CONDITIONING INC.	JUNE WATER SOFTENER RENTAL	44.89
28849	06/10/2013	NISC	MAY LICENSE FEES & TRAINING	2,446.98
28850	06/10/2013	BUSINESS CARD	LARRY POWER LIMITED LICENSE RENEWAL	94.80
28851	06/10/2013	FOX TELEVISION STATIONS, INC.	AFFILIATE PAYMENT	2,771.84
28852	06/10/2013	CBS TELEVISION STATIONS	AFFILIATE PAYMENT	1,588.95
28853	06/10/2013	METRO SALES, INC.	COPIER MAINTENANCE 5/23-6/23	163.52
28854	06/21/2013	IBEW LOCAL UNION 949	UNION DUES	441.96
28855	06/25/2013	EMILY COOPERATIVE TELEPHONE	MAY INTERNET USAGE-50 MBPS	2,000.00
28856	06/25/2013	RONALD J. SCHMIDT	2 PAIR JEANS	57.00
28857	06/25/2013	OLSEN THIELEN CO LTD	499Q, TARIFF NEEDS & TRA SERV CONSULT	1,889.00
28858	06/25/2013	POWER & TELEPHONE SUPPLY	2 METER JUMPERS	43.82
28859	06/25/2013	THE OFFICE SHOP INC.	TRASH BAGS, PENCILS,ETC	89.30
28860	06/25/2013	XCEL ENERGY	METER CHARGES - SUNRISE & 16	54.76
28861	06/25/2013	DELTA DENTAL PLAN OF MINNESOTA	JULY DENTAL PREMIUM	940.55
28862	06/25/2013	WILLIAM GORDON	AMT DUE TO EMPLOYEE FOR OVERPAYMENT	22.62
28863	06/25/2013	LYDIA SASSE	CAFE PLAN REIMBURSE - BAL 279.05	12.00
28864	06/25/2013	NATIONAL CABLE TELEVISION COOP	20 EA HIGH PASS FILTERS, DTA'S, CONN.	3,879.77
28865	06/25/2013	CDW DIRECT LLC	WIRELESS ROUTERS	674.70
28866	06/25/2013	NEUSTAR INC.	SOW M-10654795 LNP M-10654796	138.38
28867	06/25/2013	MINNESOTA LIFE INSURANCE CO	JULY LIFE PREMIUM	197.40
28868	06/25/2013	UNIVERSAL SERVICE ADMIN CO.	JUNE FUSC	2,765.34
28869	06/25/2013	VANTAGE POINT	MAY TTP SERVICE	210.00
28870	06/25/2013	AT&T - DALLAS TX	PARS 4-1-13 BAN 1499	492.90
28871	06/25/2013	CYNTHIA PERKINS	CAFE PLAN REIMBURSEMENT	27.00
28872	06/25/2013	NORTH AM NUMBERING PLAN	NUMBERING PLAN ADMIN 2013 ID 807783	29.38
28873	06/25/2013	TIGER DIRECT	HARD DRIVES FOR RESALE	399.55
28874	06/25/2013	CHERI E. AYD	JUNE OFFICE CLEANING	689.34
28875	06/25/2013	HUBBARD BROADCASTING, INC.	AFFILIATE PAYMENT	662.20
28876	06/25/2013	AVNET INC	REPAIR DVRS	641.28
28877	06/25/2013	FIRST CHOICE COMMUNICATIONS	KTECH RECEIVER FOR PBS	443.76
28878	06/25/2013	COOPERATIVE NETWORK SERV LLC	LOCAL CHANNEL TRANSPORT	500.00
28879	06/25/2013	NTCA GROUP HEALTH PLAN	JULY LIFE & HEALTH PREMIUM	14,230.53
28880	06/25/2013	DQ TECHNOLOGY	25 EA DSL ROUTERS	1,461.80
28881	06/25/2013	NISC	JUNE BILLING	4,044.66
28882	06/25/2013	METRO SALES, INC.	COPIER MAINTENANCE 6/23-7/23	163.52
28883	06/25/2013	MIDWEST FAMILY EYE CENTER	SAFETY GLASSES - BILL GORDON	162.00
28884	06/25/2013	JAMES GALLAWAY	CREDIT REFUND	9.39
28885	06/25/2013	RICHARD B SCHMIDT ESTATE	CREDIT REFUND	63.96
28886	06/25/2013	GALEN PAUL	CREDIT REFUND	36.62
28887	06/25/2013	BRET SMITH	CREDIT REFUND	57.80
28888	06/25/2013	MARY MCGREGOR	CREDIT REFUND	99.23
28889	06/25/2013	BRENDA ANDERSON	CREDIT REFUND	25.80
28890	06/25/2013	NANCY M JAHNKE	CREDIT REFUND	86.91
28891	06/25/2013	GARY WELSH	CREDIT REFUND	20.05
			Total for General Account:	250,500.89
331	06/25/2013	GENBAND US LLC	C15 SWITCH	242,882.00
			Total for Investment Account:	242,882.00
			Grand Total:	\$ 493,382.89

**BILLS FOR APPROVAL**  
**August 12, 2013**

VENDORS	DEPT		AMOUNT
Ace Hardware, hooks, flagging tape	P&R		14.81
Ace Hardware, slot angle, shelf, bracket	PW		76.42
Ace Hardware, push brooms, squeegees	Fire		397.25
Ace Hardware, air filters	P&R		13.88
Ace Hardware, hardware	P&R		3.51
Ace Hardware, blade, battery, oil	P&R		30.42
Ace Hardware, bushings, adapter	P&R		15.25
Ace Hardware, clamps, adapters	P&R		29.91
Ace Hardware, wire, clamps, adapters	P&R		48.29
Ace Hardware, hardware	Police		16.34
Ace Hardware, valves	P&R		9.61
Ace Hardware, funnel, filter	P&R		21.35
Ace Hardware, bug spray	P&R		3.20
Ace Hardware, hose	P&R		20.33
Ace Hardware, hose, sprinkler	P&R		73.70
Advanced Diesel Service, replace belts and solenoids	PW		987.27
American Welding, conduit	PW		34.91
AW Research, water testing	Sewer		392.40
Batteries Plus, batteries	Gov't		42.93
Bolton & Menk, professional services for tennis courts	P&R		270.00
Brainerd Hydraulics, hose, ties	PW		55.90
Brainerd Overhead Door, switch, cord	PW		146.59
Breen and Person, legal fees	ALL		1,650.00
Breen and Person, filing fee	P&Z		46.00
Brock White, curlex, staples	P&R		823.68
Budget Lighting, wall pack	PW		832.26
City of Crosslake, sewer utilities	PW/Gov't		74.00
Clean Team, august cleaning	Gov't		756.14
Clifton Larson Allen, tif reporting	Gov't		500.00
Council #65, union dues	ALL		500.00
Country Flags, flags	Gov't		167.79
Crosslake Communications, 50% pera aid	Gov't		744.75
Crosslake Communications, phone, fax, cable, internet	ALL		1,565.73
Crosslake Communications, reimburse for ups fees	Police		8.54
Crosslake Rolloff, recycling	Gov't		2,695.00
Crow Wing County Highway Dept, fuel, trash removal	ALL		4,328.54
CWC Land Services, e911 address	Gov't		25.00
CWC Sanitary Landfill, trash removal	Library		48.46
Dacotah Paper, janitorial supplies	P&R		336.56
Darrell Schneider, reimburse mileage	Council		19.77
Deferred Comp	ALL		226.92
Delta Dental, dental insurance	ALL		1,511.30
DJV Consulting, consulting services	Admin		2,580.00
Donna Keiffer, aerobics and silver sneakers July	P&R	pd 7-23	572.00
Donna Keiffer, aerobics and silver sneakers August	P&R		704.00



**ADDITIONAL BILLS FOR APPROVAL**  
**August 12, 2013**

VENDORS	DEPT	AMOUNT
Anderson Brothers, class 5	PW	288.29
AW Research, water test	Sewer	131.40
Crow Wing Power, electric service	ALL	6,992.85
Culligan, water and cooler rental	PW/Gov't	43.25
Fyles, portable restrooms	Fire	160.31
Herculift, annual inspection	PW/Gov't	146.42
Johnson Killen & Seiler, legal fees	Gov't	2,665.00
Northwood Turf and Power, pallet pin	PW	801.56
RDJ Specialties, scratch pads	Fire	454.01
The Office Shop, paper, ink	P&Z/Admin	226.50
Uniforms Unlimited, uniform	Police	145.15
Ziegler, repair drive shaft	PW	365.06
<b>TOTAL</b>		<b>12,419.80</b>

**RESOLUTION NO. 13-14**

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

**RESOLUTION APPOINTING A RESPONSIBLE AUTHORITY AND DATA  
PRACTICES COMPLIANCE OFFICIAL AND ASSIGNING DUTIES**

WHEREAS, Minnesota Statutes, Section 13.02, Subdivision 16, as amended, requires that the City of Crosslake appoint one person as the Responsible Authority to administer the requirements for collection, storage, use and dissemination of data on individuals, within the City; and

WHEREAS, Minnesota Statutes, Section 13.05, Subdivision 13, as amended, requires that the City of Crosslake appoint one person as the Data Practices Compliance Official to respond to questions or concerns from persons who are attempting to access data or enforce their rights under the Minnesota Government Data Practices Act; and

WHEREAS, the Crosslake City Council shares concern expressed by the Legislature on the responsible use of all City data and wishes to satisfy this concern by immediately appointing an administratively qualified Responsible Authority and Data Practices Compliance Official as required under the statute.

BE IT RESOLVED, the City Council of Crosslake appoints Charlene Nelson, City Clerk, as the Responsible Authority and Data Practices Compliance Official for the purposes of meeting all requirements of Minnesota Statutes, Chapter 13 as amended, and with rules as lawfully promulgated by the commissioner of Administration.

FURTHER, BE IT RESOLVED, that the City of Crosslake adopts the attached MN Government Data Practices Act Procedures setting forth the rights of data subjects pursuant to Minnesota Statute Section 13.04 and the specific procedures for access by the data subject to public or private data on the individuals.

ADOPTED BY the Crosslake City Council on this 12th day of August, 2013.



Darrell Schneider  
Mayor

Attest:



Charlene Nelson  
City Clerk

**RESOLUTION NO. 13-15**

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

**DESIGNATING ALL CITY OWNED BUILDINGS, VEHICLES, AND EQUIPMENT AS  
SMOKE FREE**

WHEREAS, studies by the Surgeon General of the United States, The National Academy of Sciences and other health organizations have linked passive exposure to tobacco smoke (second hand smoke) to a variety of negative health conditions in nonsmokers, and

WHEREAS, the Council for the City of Crosslake seeks to promote a safe and healthy environment for its employees and citizens who use City owned buildings and vehicles;

NOW, THEREFORE, BE IT RESOLVED: That all City buildings, vehicles, and equipment with an enclosed cab, in their entirety, shall be designated as smoke free, meaning that no person will smoke tobacco including pipes, cigars and cigarettes (including electronic smoking products) while in a City facility, vehicle or while operating a piece of City equipment that has an enclosed cab at any time.

Dated this 12<sup>th</sup> day of August, 2013.

  
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Darrell Schneider, Mayor

  
\_\_\_\_\_  
Charlene Nelson, City Clerk