

REGULAR COUNCIL MEETING  
CITY OF CROSSLAKE  
MONDAY, SEPTEMBER 8, 2003  
7:00 P.M. – CITY HALL

The Council for the City of Crosslake met in the Council Chambers of City Hall on Monday, September 8, 2003 at 7:00 P.M. The following Councilmembers were present: Mayor Darrell Swanson, Dean Eggena, Chuck Miller, Irene Schultz and Dick Phillips. Also present was City Administrator Tom Swenson, City Attorney Paul Sandelin, City Engineer Dave Reese, Public Works Director Ted Strand, Park and Recreation Director Jon Henke, Sergeant Erik Lee, Operations Manager Jared Johnson, Community Development Director Ken Anderson, Clerk/Treasurer Darlene Roach and Lake Country Echo Reporter Betty Ryan. There were approximately ten individuals in the audience not including Staff.

**A. CALL TO ORDER** – Mayor Swanson called the meeting to order at 7:00 P.M. and asked for a motion to accept the additions to the Agenda. MOTION 09R-01-03 WAS MADE BY IRENE SCHULTZ AND SECONDED BY CHUCK MILLER TO APPROVE THE ADDITIONS TO THE AGENDA AS PRESENTED. MOTION CARRIED WITH ALL AYES.

**B. CRITICAL ISSUES** – None

**C. CONSENT CALENDAR** - MOTION 09R-02-03 WAS MADE BY DEAN EGGENA AND SECONDED BY IRENE SCHULTZ TO APPROVE THE FOLLOWING ITEMS LISTED ON THE CONSENT CALENDAR CONSISTING OF: (1.) MINUTES OF REGULAR COUNCIL MEETING OF AUGUST 11, 2003; (2.) MINUTES OF JOINT LONG RANGE CAPITAL PLANNING/PLANNING AND ZONING/PUBLIC WORKS/PARK AND RECREATION/COUNCIL MEETING OF AUGUST 19, 2003; (3.) MINUTES OF SPECIAL COUNCIL MEETING OF AUGUST 22, 2003; (4.) MINUTES OF SPECIAL COUNCIL MEETING OF AUGUST 28, 2003; (5.) CROSSLAKE COMMUNICATIONS TELEPHONE AND CABLEVISION COMPANY STATISTICAL REPORT DATED JULY 31, 2003; (6.) CITY MONTH END REVENUE REPORT DATED JULY 31, 2003; AND (7) CITY MONTH END EXPENDITURE REPORT DATED JULY 31, 2003. MOTION CARRIED WITH ALL AYES.

**D. PUBLIC FORUM** – None

**E. MAYOR'S REPORT** - None

**F. CITY ADMINISTRATOR REPORT** –

1. Bills for Approval – MOTION 09R-03-03 WAS MADE BY IRENE SCHULTZ AND SECONDED BY DICK PHILLIPS TO APPROVE THE BILLS FOR

PAYMENT AS SUBMITTED IN THE AMOUNTS OF \$91,437.57 AND \$1,245.93. MOTION CARRIED WITH ALL AYES.

2. A letter dated September 4, 2003 from City Attorney Paul Sandelin included a research memo from the League of Minnesota Cities regarding Official Conflict of Interest and was included for Council information.
3. A letter dated August 11, 2003 from the League of Minnesota Cities regarding 2003-2006 Strategic Plan was included for Council information.
4. A letter dated August 7, 2003 from Minnesota Association of Small Cities regarding a vacancy on the Board of Directors for Region #5 was included for Council information.
5. Lakes State Bank Pledge Update dated August 31, 2003 was included for Council information.
6. Lakewood Bank Pledge Update dated August 31, 2003 was included for Council information.
7. Northern National Bank Pledge Update dated August 31, 2003 was included for Council information.

**G. COMMISSION REPORTS –**

1. **PARK AND RECREATION** – Park and Recreation Director Jon Henke presented his Staff Report for September. The next session of aerobics will start October 13<sup>th</sup> and run through November 20<sup>th</sup>. Council approval was requested to contract with Donna Keiffer for this six week course at a cost of \$396.72. MOTION 09R-04-03 WAS MADE BY IRENE SCHULTZ AND SECONDED BY CHUCK MILLER TO APPROVE CONTRACTING WITH DONNA KEIFFER TO TEACH MORNING AEROBICS FROM OCTOBER 13<sup>TH</sup> TO NOVEMBER 20<sup>TH</sup> AT A COST OF \$396.72. MOTION CARRIED WITH ALL AYES. AAA is sponsoring a senior driving class at the Community Center on October 8<sup>th</sup> from 8:30 a.m. – 12:30 p.m. Interested individuals can contact the Community Center for registration information through AAA. The Fall volleyball league will start September 17<sup>th</sup>. This will be a ten week session and will be held every Wednesday evening. The membership cost is \$15.00 with day passes available for \$3.00. Residents were reminded to take advantage of the weight room at the Community Center. There are different tiers of memberships available. The Lions Club will be hosting their Oktoberfest celebration on September 27<sup>th</sup> at the Park. Festivities will begin at noon and end at 6:00 p.m. A soccer program will be held this Fall starting September 9<sup>th</sup> and continuing through October 18<sup>th</sup>. Jeff Wurdeman has volunteered to coach for this program which will be held on Saturdays from 9:30 a.m. – 10:30 a.m. Cost is \$20.00 per child. Park and Recreation Director Jon Henke was pleased to inform the Council that an arrangement has been reached whereby Frank and Sharon Cserpes

have agreed to donate approximately 26 +/- acres of property adjacent to the Park Property to the City. This land located to the north of the Community Center will be used for trail purposes and will be a great asset to the Park system. Henke stated that he has been working with the Cserpes over the past couple of years to assist in finalizing this transfer of property to the City. Items included in the information provided to the Council consisted of: (a.) a letter dated March 14, 2002 from Henke to Frank and Sharon Cserpes; (b.) Widseth Smith Nolting Master Plan sketch for the Park; (c.) Wetlands inventory map of the Cserpes properties and the current City of Crosslake Park; (d.) Comprehensive Park and Recreation Plan recommendations; (e.) Letter from Frank and Sharon Cserpes dated August 11, 2003; (f.) June 2003 Crow Wing County property information for the Cserpes property; (g.) Letter from Planning and Zoning employee Carla Backstrom regarding the future potential for Park Dedication for the Cserpes properties; and (h) Appraisal of the Frank and Sharon Cserpes property. Mr. and Mrs. Cserpes have requested that the City pay to survey off the point that is attached to the park property, that any future park dedication fees be waived on the balance of the Cserpes property if/when it would be developed by them, their siblings or new owners, that the City pay for the appraisal of \$250 along with any attorney fees, County transfer fees and or taxes, and that the City provide the Cserpes with a receipt for the appraised value of \$104,500. City Attorney Sandelin stated that if the Council agreed to the terms, they would be recorded with the lot split so that future Council's are aware of the provisions. MOTION 09R-05-03 WAS MADE BY CHUCK MILLER AND SECONDED BY IRENE SCHULTZ TO ACCEPT THE DONATION OF 26 +/- ACRES OF LAND FROM FRANK AND SHARON CSERPES WITH THE STIPULATION THAT THE CITY PAY SURVEY COSTS, WAIVE ANY FUTURE PARK DEDICATION FEES ON THE BALANCE OF THE CSERPES PROPERTY WHEN DEVELOPED BY THEM, THEIR SIBLINGS OR NEW OWNERS, THAT THE CITY PAY FOR THE APPRAISAL OF \$250 AND ANY ATTORNEY FEES, COUNTY TRANSFER FEES AND OR TAXES AND THAT THE CITY PROVIDE A RECEIPT FOR THE APPRAISED VALUE OF \$104,500 TO THE CSERPES. City Attorney Sandelin stated that the lot split will require the City's signature and that the acquisition is consistent with the Comprehensive Plan. MOTION CARRIED WITH ALL AYES. Park and Recreation Director Henke stated that he will contact Landecker & Associates to do a survey and City Attorney Sandelin and the Planning and Zoning Department will finalize the lot split. Mr. Cserpes addressed the Council and stated that he has been in Crosslake since 1961 and it is nice that they can leave something to the City.

2. SEWER COMMITTEE – City Engineer Dave Reese informed the Council that work on the Treatment Plant is progressing well. Additional concrete work has been completed and equipment is arriving on site that will be installed during the next month. Work on the Collection System is also continuing ahead of schedule with the lift station by the old City Hall building having been installed recently. Work continues along County Road 66. Councilmember Eggena asked if County Road 66 would be blacktopped this year and Reese stated that the base coarse will be put down this Fall. City Administrator Swenson thanked Ted Strand for his work over

the past weekend in watering down the road throughout the weekend to keep the dust down. The sixth pay request for KHC Construction was certified for payment by WSN and it was recommended that the Council approve the payment in the amount of \$240,912. MOTION 09R-06-03 WAS MADE BY CHUCK MILLER AND SECONDED BY IRENE SCHULTZ TO APPROVE PAY REQUEST #6 FOR KHC CONSTRUCTION IN THE AMOUNT OF \$240,192. MOTION CARRIED WITH ALL AYES. An application for pay request No. 3 from Hammerlund Construction was reviewed and certified for payment by WSN and Council approval for payment was requested. MOTION 09R-07-03 WAS MADE BY CHUCK MILLER AND SECONDED BY IRENE SCHULTZ TO APPROVE PAY REQUEST NO. 3 FOR HAMMERLUND COSNTRUCTION IN THE AMOUNT OF \$285,467.27. MOTION CARRIED WITH ALL AYES. At its meeting of August 13, 2003, the Sewer Committee approved a motion to recommend to the City Council that the interest rate on outstanding connection charge balances be set at 5%. MOTION 09R-08-03 WAS MADE BY IRENE SCHULTZ AND SECONDED BY CHUCK MILLER TO SET THE INTEREST RATE ON OUSTANDING CONNECTION CHARGE BALANCES AT 5%. MOTION CARRIED WITH ALL AYES. The minutes of the July 9, 2003 meeting were included for Council information.

3. PUBLIC WORKS – City Engineer Dave Reese presented an update on the Joint Public Works facility. It is the plan to move into the facility on November 1<sup>st</sup>. Regarding the road projects, the grubbers have begun clearing on ABC Drive and will then proceed to Greer Lake Road. The current plan is to pave Wildwood and White Birch by the end of the week. City Attorney Sandelin stated that he has received a copy of the condemnation award for that portion of the Wisemiller property that was condemned by the City. The City will be required to pay a total of \$6,000 in damages to the Wisemillers for the condemnation. The City has deposited \$1,518 previously with the Court leaving a balance of \$4,482 to be paid once the City Attorney finalizes the necessary documents. Councilmember Phillips asked the purpose of the condemnation and City Administrator Swenson stated that it was to allow a 100' section of road to connect through into Old Log Landing in order to have an alternate route for residents to the north of City Hall. The damages will be paid out of the road maintenance fund. MOTION 09R-09-03 WAS MADE BY CHUCK MILLER AND SECONDED BY DICK PHILLIPS TO APPROVE PAYMENT OF THE WISEMILLER CONDEMNATION AWARD NOT TO EXCEED \$6,000. MOTION CARRIED WITH ALL AYES. A letter dated August 27<sup>th</sup> from County Highway Engineer Duane Blanck addressed Fawn Lake Road and some possible options available to the four local municipalities who own this road. Since Fawn Lake Road is a connector road with two County Roads it has the characteristics of a County Road similar to County Road 103 and would have some advantages to being maintained by the County. The purpose of the letter was to inform the City that if there is any desire to pursue this type of arrangement, the local municipalities would need to contact the County for their involvement. Based on a meeting held previously in regards to Greer Lake Road, Rick Nolan of Mission Township will take the lead in contacting the four municipalities. Mayor Swanson

read a portion of the letter from Mr. Blanck for the viewing audience. Councilmember Miller suggested that Commissioner Larsen be involved to also assist in this process.

4. UTILITIES – Operations Manager Jared Johnson presented the August highlights in the absence of General Manager Dennis Leaser. A contract from the current pay-per-view provider, INDEMAND, has been received and the Company will be pursuing other options for this service. A new contract from the Sci-Fi Channel includes some unreasonable terms so this programming will be dropped from the channel lineup. The annual customer survey was mailed out in the August statements and will be tallied by Staff. A report will be brought to the Council at a later date. The Commission has been working on updating the Utilities Commission Management Policy and it will be reviewed at the Joint Utilities/Council meeting scheduled for September 30<sup>th</sup> which will be held at the Community Center. Customers may have noticed problems with their email service recently and the technicians have been busy installing a new firewall system and anti-virus program to assist in blocking the various viruses that have been attacking systems recently. The minutes of the August 26<sup>th</sup> Commission Meeting and the Digital TV Report were included for Council information.
5. PUBLIC SAFETY – Sergeant Erik Lee commented that the Police Department reported 224 calls in Crosslake and 28 calls in Mission Township in August. Lee stated that burglaries and thefts are a major problem again and residents were reminded to report any suspicious activity to the Police Department. Councilmember Miller read an article printed in the personals column of the Lake Country Echo dealing with the unsafe conditions of County Road 66. Miller inquired as to whether there have been any collisions that the Council has not been made aware of and Sergeant Lee stated that there have been a couple of minor vehicle accidents but nothing of a serious nature. Sergeant Lee stated that County Road 66 is one of the most patrolled roads in the City. Councilmember Eggena asked what the impact of the 2:00 a.m. closing has been and Sergeant Lee stated that it's a little too early to tell since there hasn't been a lot of advertising regarding the later closing time. City Administrator Swenson commented that the Fire Department reported 21 medicals and 3 fire calls in August.
6. PLANNING AND ZONING – Community Development Director Ken Anderson updated the Council on the work commencing on the former Starkka property. On September 10<sup>th</sup>, the asbestos and hazardous materials were removed with the demolition of the building to begin September 15<sup>th</sup>. On the following Monday, September 22<sup>nd</sup>, grading for construction will begin. A memo dated September 5<sup>th</sup> from Anderson requested that the Council set the date for a meeting to review the content of the Comp Plan, the Future Land Use Map changes as recommended by the Planning and Zoning Commission and any suggested Council changes to the Comp Plan. MOTION 09R-10-03 WAS MADE BY DEAN EGGENA AND SECONDED BY CHUCK MILLER TO SET THE DATE FOR A SPECIAL MEETING TO REVIEW THE COMPREHENSIVE PLAN FOR SEPTEMBER 30<sup>TH</sup> AT 1:00 P.M. MOTION CARRIED WITH ALL AYES. A letter submitted to the City from Dean Brodin announced his resignation from the Planning and Zoning Commission effective immediately. The Planning and Zoning Commission

accepted Mr. Brodin's resignation and recommend to the Council that Terry Curtis be appointed to fill the vacancy on the Commission for the balance of the unexpired term. MOTION 09R-11-03 WAS MADE BY DEAN EGGENA AND SECONDED BY CHUCK MILLER TO ACCEPT THE RESIGNATION OF DEAN BRODIN WITH APPRECIATION FOR HIS SERVICE AND TO APPOINT TERRY CURTIS AS A PERMANENT MEMBER OF THE COMMISSION TO FILL THE TERM EXPIRING OCTOBER 31, 2005. MOTION CARRIED WITH ALL AYES. The minutes of the June 27<sup>th</sup> and June 28<sup>th</sup> meetings of the Commission were included for Council information.

7. ECONOMIC DEVELOPMENT AUTHORITY – The minutes of the August 6, 2003 meeting were included for Council information.
8. RECYCLING- Councilmember Phillips reported that 30.10 tons of recyclables were collected in August for a year-to-date total of 147.34 tons.
9. LIBRARY – Co-Chair Alden Hardwick reported that a donation of \$300 was received from the City of Fifty Lakes towards the Library Fund. The next event planned by the Library Committee is a kick-off fund raising event including music and hor'doerves. The date will be announced later. Hardwick reported that \$70,000 has been received in pledges and donations towards the library fund. The minutes of the August 18<sup>th</sup> Library Committee meeting were included for Council information.
10. PERSONNEL COMMITTEE – At its meeting of September 4, 2003, the Personnel Committee approved a motion recommending that the Council approve an unpaid educational leave for Carla Backstrom beginning September 18, 2003 and continuing through December 4, 2003 for a maximum of five (5) Thursdays during this period at the discretion of the Community Development Director, excluding Thanksgiving Holiday and utilizing the balance of her vacation hours until exhausted with accumulation of leave (vacation, sick) pro-rated based on the number of hours worked during the leave. MOTION 09R-12-03 WAS MADE BY IRENE SCHULTZ AND SECONDED BY CHUCK MILLER TO APPROVE AN EDUCATION LEAVE FOR CARLA BACKSTROM BASED UPON THE RECOMMENDATION AND STIPULATIONS NOTED BY THE PERSONNEL COMMITTEE. MOTION CARRIED WITH ALL AYES. At a meeting held on September 8<sup>th</sup>, the Personnel Committee approved a motion to recommend Council acceptance on the resignation of Planner-Zoning Coordinator Nancy Vernon and to authorize advertising for a replacement for the position. MOTION 09R-13-03 WAS MADE BY CHUCK MILLER AND SECONDED BY IRENE SCHULTZ TO ACCEPT THE RESIGNATION OF THE PLANNER-ZONING COORDINATOR NANCY VERNON. Mayor Swanson thanked Nancy for her service to the City during her employment. MOTION CARRIED WITH ALL AYES.
11. CHARTER SCHOOL - Councilmember Schultz reported that the director at the Charter School has left and a search is underway for a replacement. Eighty-seven students are enrolled for this school term. Two rooms are set up in the new building with the rest of the classrooms to be completed within a month. The Science Lab donated by the Crosslake Ideal Lions Club is being set up and will be quite an addition to the school.
12. LONG RANGE CAPITAL PLANNING – Community Development Director Ken Anderson advised the Council that the Commission met at the end of last month and

discussed scheduling a meeting and inviting someone from the Minnesota Extension Service to discuss wastewater issues throughout the City. This idea will be discussed again at the September meeting and a date will be set when Ken Olson can attend. Discussion will be held on possibly setting up a Sewer District for the City and areas of the Whitefish Chain. The Committee will also be discussing the use of cluster systems which could be managed and inspected by one individual.

**H. OLD BUSINESS** – None

**I. NEW BUSINESS** – None

**J. PUBLIC FORUM** - None

**K. ADJOURN** – MOTION 09R-14-03 WAS MADE BY CHUCK MILLER AND SECONDED BY DICK PHILLIPS TO ADJOURN THIS REGULAR MEETING AT 8:12 P.M. MOTION CARRIED WITH ALL AYES.

Recorded and transcribed by,



Darlene J. Roach  
Clerk/Treasurer

Shared/REGULAR COUNCIL MEETING – September 8, 2003.doc

**BILLS FOR APPROVAL**  
**8-Sep-03**

VENDORS	DEPT	AMOUNT
Ace Hardware, paint, brush, rope	PW	13.90
Aitkin Implement, spring, o-rings, filters	PW	76.83
Anderson Brothers, class 5 and delivery	PW	1,290.98
Cascade Computers, replace mother board	P&Z/Admin	190.00
Chief Supply, visi-flares	Fire	25.99
Council #65, union dues	ALL	205.10
Crosslake Communications, phone, fax, cable, internet	ALL	1,197.96
Crow Wing Auto Body, window regulator on door	P&Z	124.42
Crow Wing Power, electric utilities	ALL	1,453.50
Deferred Comp	ALL	1,051.96
Delta Dental, dental insurance	ALL	1,192.20
Echo Publishing, public hearing notice	P&R	47.25
Fortis, disability	ALL	177.22
Ikon Office Solutions, fax maintenance agreement	P&Z/Admin	295.00
Ikon Office Solutions, fax machine	P&Z/Admin	1,427.10
Medica, health insurance	ALL	11,084.71
MN Benefits	Admin	100.92
MN Conservation Volunteer, subscription	P&R	49.00
MN Life, life insurance	ALL	198.10
Molly's Cleaning Service, august cleaning	Gov't	745.50
Moonlite Square, fuel	Police	21.80
Moonlite Square motor oil	Fire	19.11
Morrison County Tractor, muffler	PW	250.14
NCPERS-Life Insurance	ALL	128.00
North Ambulance, subsidy	Ambulance	1,103.00
Office Max, toner, cartridge, receipts	P&R	182.00
PERA	ALL	N/A
Pitney Bowes, postage meter rental	P&R/Admin	136.00
Provident Life and Accident, life insurance	Admin	191.47
Quill, pens, diskettes, towels	Admin/Govt	49.54
Reed's Market, hand soap	Gov't	15.36
Reichert Bus Service, fun in the park	P&R	741.00
Sandelin Law Office, legal fees	ALL	10,466.69
Simonson Lumber, 4x8 osb, staples	P&R	115.37
Simonson Lumber, 2x4 all weather, joist hanger	P&R	29.75
State and Federal Taxes	ALL	N/A
Stein's Inc, drive belt	P&R	15.06
Tom Swenson, vehicle allowance	Admin	400.00
USA BlueBook, manhole lid plugs	Sewer	245.31
US Treasury, postage	Police	37.18
Valley Green Companies, sprinkler system	P&R	3,180.82
Viking Coca Cola, pop	P&R	40.90
Viking Coca Cola, pop	Gov't	32.87
Whitefish Auto, replace alternator and flat tire	Police	324.29
WSN, engineering fees	ALL	52,764.27
<b>TOTAL</b>		<b>91,437.57</b>

**ADDITIONAL BILLS FOR APPROVAL**  
**8-Sep-03**

<b>VENDOR</b>	<b>DEPT</b>	<b>AMOUNT</b>
ATD - American, law hydration system	Police	39.03
Blue Lakes Disposal, trash removal	ALL	109.43
County Recorder, variance, subdivision	P&Z	40.00
County Recorder, cups, subdivisions	P&Z	120.00
Culligan, water and cooler rental	PW/Gov't	51.12
Holiday Station, fuel	ALL	117.95
Mastercard, Whitefish Automotive, oil, coolant, brackets	P&Z	354.00
Triangle Oil, unleaded gasoline	PW	414.40
<b>TOTAL</b>		<b>1,245.93</b>