

SPECIAL COUNCIL MEETING
CITY OF CROSSLAKE
WEDNESDAY, SEPTEMBER 17, 2003
6:00 P.M. - CITY HALL

Pursuant to due notice and call, the Council for the City of Crosslake met in a special session on Wednesday, September 17, 2003 at 6:00 P.M. at City Hall. The following Councilmembers were present: Mayor Darrell Swanson, Dean Eggena, Dick Phillips and Irene Schultz. Councilmember Miller was absent. Also present was City Administrator Tom Swenson and Clerk/Treasurer Darlene Roach. There were eight individuals in the audience.

Mayor Swanson called the Special Meeting to order at 6:00 P.M.

City Administrator Swenson stated that a memo dated September 16, 2003 from Clerk Roach requested approval to transfer the On Sale/Off Sale/Sunday and 2:00 A.M. Closing liquor licenses from Norland Corporation to Valere Group, Inc. Clerk Roach explained that all necessary State and local documents were completed along with a check for the pro-rated amount of the license fees for the period of October 1, 2003 to June 30, 2004. Staff has conducted the necessary background and financial investigations, which resulted in satisfactory findings. The Liquor Liability Insurance Certificate has been received by the City with the appropriate levels of coverage. The Workers Compensation Insurance remains outstanding and it the recommendation of Clerk Roach that the transfer of all licenses be approved contingent upon receipt of the Workers Compensation Insurance and the successful closing on the property. Once all of the required information is received, the documents will be sent to Liquor Control for final approval. MOTION 09S5-01-03 WAS MADE BY DEAN EGGENA AND SECONDED BY DICK PHILLIPS TO GRANT THE TRANSFER OF THE LIQUOR LICENSES FROM NORLAND CORPORATION TO VALERE GROUP, INC. CONTINGENT UPON RECEIPT OF THE NECESSARY DOCUMENTS AND THE SUCCESSFUL CLOSING OF THE PROPERTY. MOTION CARRIED WITH ALL AYES.

George Riches and Todd Eggena addressed the Council to discuss the various options available for the roof on the rear of the municipal building to prevent the potential of a snow slide due to the accumulation of ice and snow. George Riches stated that although the rear is used very little, it only takes one occurrence to have a problem. The solution to the problem depends on what the City sees for the future of the building. One option would be to rope the area off and declare the rear entrance as an emergency access only rather than to try and monitor the conditions on the roof on a daily basis. Riches stated that if an expansion to the building is needed, the back of the building would be the least disruptive and parking could be accommodated further East. If the City doesn't think they will be doing anything within ten years, the Council may want to consider the full canopy. In a conversation prior to this meeting, George Riches and Councilmember Eggena discussed the option of adding a wood/shingled canopy to the rear of the building and it was agreed that if this option is considered it would be highly unlikely that the snow and ice would slide off causing an uneven weight load. In an effort to save costs, however, a cheap metal roofed canopy could be installed with wood posts. Councilmember Phillips asked how this would alter the price. Todd Eggena stated that there would be a savings of about \$2,000 between the cheap metal and the good metal.

This option would not have the boards installed under the roof. City Administrator Swenson asked what you would see when you looked up and Todd Eggena stated white metal. Councilmember Eggena stated that you could leave the underside unfinished, but you'd have exposed wiring. Eggena also asked if any work has been done on the number of parking spaces versus what is required. George Riches stated that for the square footage of City Hall, not counting the Council Chambers at capacity, the requirement is for 30 cars, which is about right counting the parking spaces to the North and to the rear of the building. Councilmember Eggena stated that he feels the useable space for expansion is on the North end of the building and possibly moving the Police Department and Fire Department to a different facility.

Councilmember Phillips asked where the money was coming from to do this work and City Administrator Swenson stated that it would come out of reserves. Councilmember Eggena stated that only \$60,000 from the sale of the Public Works Facility was used to buy down the levy, so there is money remaining to do the roof. Councilmember Schultz commented that we can shut the rear entrance off and it won't cost the City anything. Councilmember Eggena stated that once the ice and snow comes off the building and lands on the sidewalk, it will be very difficult to remove and you've lost your emergency exit. Councilmember Phillips inquired who shovels the walks currently and City Administrator Swenson stated that Public Works shovels a single path when they plow the lot and then come back later after the roads have been plowed to finish up.

Councilmember Phillips suggested doing the "dog house" approach which would be the minimum fix but the least costly. Todd Eggena stated that he would price out the various options. Councilmember Eggena stated that if we don't do the job right now, we will be spending more money later.

Councilmember Eggena suggested that a property expansion study be done to determine what direction would be affected later. City Administrator Swenson stated that the property has been surveyed so George Riches should be able to calculate this for a future meeting.

MOTION 09S5-02-03 WAS MADE BY DICK PHILLIPS AND SECONDED BY DEAN EGGENA TO DIRECT GEORGE RICHES TO COME UP WITH A PLAN FOR FUTURE EXPANSION OF THE BUILDING. MOTION CARRIED WITH ALL AYES.

MOTION 09S5-03-03 WAS MADE BY IRENE SCHULTZ AND SECONDED BY DEAN EGGENA TO APPROVE THE BILLS FOR PAYMENT AS PRESENTED IN THE AMOUNT OF \$3,986.76. MOTION CARRIED WITH ALL AYES.

MOTION 09S5-04-03 WAS MADE BY DICK PHILLIPS AND SECONDED BY DEAN EGGENA TO ADJOURN THIS SPECIAL MEETING AT 6:42 P.M. MOTION CARRIED WITH ALL AYES.

Recorded and transcribed by,


Darlene J. Roach
Clerk/Treasurer

SHARED: SPECIAL COUNCIL MEETING – September 17, 2003

BILLS FOR APPROVAL
17-Sep-03

VENDORS	DEPT	AMOUNT
Ace Hardware, trigger start torch	PW	35.67
Ace Hardware, seed, marking spray	PW	28.71
Ace Hardware, keys	PW	21.09
Ace Hardware, seed	PW	19.15
Crow Wing County Treasurer, e911 addresses	Gov't	175.00
Fastenal, safety glasses	PW	111.68
Jon Henke, reimburse petty cash ck# 34371	P&R	65.94
Martin Communications, intermitten page decode repair	Fire	156.65
Mastercard, Fleet Farm, salt block, rags, bait, tips, strainer	PW	309.40
Mastercard, Menards, handgun safe	Police	95.84
Northern Lakes Nursery, landscaping	Gov't	300.00
Pine River - Backus Youth Sports, bronco boys toum. ck#34377	P&R	99.60
QPR, cold patch asphalt	PW	370.08
The Office Shop, message pads, minute paper, envelopes	Gov't	119.25
The Office Shop, audio cassettes, erasers	Admin	51.97
Whelen Engineering, repair power supply	PW	55.00
Ziegler Cat, repair bucket control valve	PW	1,971.73
TOTAL		3,986.76