

REGULAR COUNCIL MEETING
CITY OF CROSSLAKE
MONDAY, OCTOBER 9, 2000
7:00 P.M. – CITY HALL

The Council for the City of Crosslake met in the Council Chambers of City Hall on Monday, October 9, 2000. The following Councilmembers were present: Mayor Darrell Swanson, Charles (Chuck) Miller, Irene Schultz, Dean Swanson and Richard Upton. Also present was City Administrator Thomas (Tom) Swenson, City Attorney Paul Sandelin, City Engineer Dave Reese, Deputy Clerk Darlene Roach and Lake Country Echo Reporter Betty Ryan. There were approximately twelve individuals in the audience.

A. CALL TO ORDER - Mayor Swanson called the Regular Council Meeting to order at 7:00 P.M.

B. CRITICAL ISSUES – None

C. CONSENT CALENDAR - MOTION 10R-01-00 WAS MADE BY RICHARD UPTON AND SECONDED BY CHUCK MILLER TO APPROVE THE FOLLOWING ITEMS LISTED ON THE CONSENT CALENDAR CONSISTING OF: (1) MINUTES OF THE AUGUST 28, 2000 SPECIAL COUNCIL MEETING; (2) MINUTES OF THE AUGUST 28, 2000 PUBLIC INFORMATION MEETING; (3) MINUTES OF THE SEPTEMBER 7, 2000 SPECIAL COUNCIL MEETING; (4) MINUTES OF THE SEPTEMBER 11, 2000 PUBLIC HEARING AND REGULAR COUNCIL MEETING; (5) CROSSLAKE COMMUNICATIONS TELEPHONE FINANCIAL REPORT FOR AUGUST 31, 2000; (6) CABLE COMPANY FINANCIAL REPORT FOR AUGUST 31, 2000; (7) CITY MONTH END REVENUE REPORT FOR AUGUST, 2000; AND (8) CITY MONTH END EXPENDITURE REPORT FOR AUGUST, 2000. MOTION CARRIED WITH ALL AYES.

D. MAYOR'S REPORT – None

E. CITY ADMINISTRATOR'S REPORT –

1. Approval of Bills for Payment – MOTION 10R-02-00 WAS MADE BY DEAN SWANSON AND SECONDED BY IRENE SCHULTZ TO APPROVE THE BILLS FOR PAYMENT AS SUBMITTED IN THE AMOUNT OF \$32,672.84 AND \$7,325.05. MOTION CARRIED WITH ALL AYES.
2. A letter dated September 19, 2000 from Head Election Judge Geri Sawatzke expressed positive feedback from the election judges regarding the use of the precinct counter during the Primary Election. This was the first year the City has utilized this type of ballot box in an election. City Administrator Swenson stated that County Auditor Roy Luukkonen was also pleased with the City's use of the counter since it saves considerable time, not only for the local judges, but for his staff in the Auditor's Office.

3. The fall edition of the Small Cities Update was included for Council information.
4. A pledge update from Lakes State Bank dated September 30, 2000 was included for Council information.
5. A pledge update from Lakewood Bank dated September 30, 2000 was included for Council information.
6. A pledge update from Northern National Bank dated September 30, 2000 was included for Council information.

F. COMMISSION REPORTS –

1. PUBLIC WORKS –

- a. Mayor Swanson welcomed Ted Strand who was hired October 2, 2000 in the position of Public Works Director. Ted Strand addressed the Council and expressed his appreciation for having been given the opportunity to work for the City in this capacity. Ted Strand's previous experience included working for the City's of Buffalo and Wadena. In both of these cities, Ted was responsible for the operation of the wastewater treatment facilities and was recognized by the State as having operated award winning plants. Ted's responsibilities in these cities also included road maintenance. Mayor Swanson stated that Ted Strand will be working with the City Engineer on the implementation of the sewer facility in Crosslake as well as being responsible for the Public Works Department.
- b. The minutes of the August 21, 2000 and September 18, 2000 Public Works Commission meetings were included for Council information.
- c. A letter dated September 19, 2000 from City Attorney Paul Sandelin stated that he has received the Owner and Encumbrance report for the Chatham Park property. An easement deed has been prepared for Aspen Drive and Aspen Court which will be forwarded to the Winecki's for signature. Once the deed is received, the City can proceed with the acceptance of the two roads.
- d. A letter from Reverend Dennis Hoffman of Immaculate Heart Church stated that Landecker & Associates has determined that there is an encroachment on the east line of the property which was recently acquired by the Church. The encroachment is the Wildwood Trail (formerly known as Red Oak Trail) cul-de-sac which should end at the boundary of the church's property but overlaps in a partial circle and is used as a turnaround by the City. Public Works Director Ted Strand was advised to keep this information in mind should the road be paved in the future. The City will need to ensure that the cul-de-sac or "T" does not encroach on the Church property.
- e. A memo dated September 19, 2000 from City Administrator Swenson included a memo from City Engineer Dave Reese regarding the estimated cost to reconstruct a wetland crossing on Kimball Road. The Public Works Commission is recommending that this reconstruction be included in the 2001 road projects. Councilmember Miller, City Administrator Swenson and City Engineer Dave Reese looked at the area and have concluded that muskrats or other varmints have gotten in around the culvert and caused considerable road deflection in this area. WSN is recommending that the surface be removed, that new base be added, a new culvert installed and wire mesh and rip rap be installed along both

sides of the wetland edge to prevent undermining of the road bed by animals. The estimated cost for this repair is \$11,208.31. MOTION 10R-03-00 WAS MADE BY CHUCK MILLER AND SECONDED BY RICHARD UPTON TO APPROVE THE RECONSTRUCTION OF THE WETLAND CROSSING ON KIMBLE ROAD IN THE 2001 ROAD PROJECTS AT A COST OF \$11,208.31. MOTION CARRIED WITH ALL AYES.

- f. A letter from Will Hoyt of Landecker & Associates requested that the City accept the public roads in the Pine Vista plat now that they have been completed. It was also requested that the one-year warranty period for these roads be set from September 27, 2000 to September 27, 2001. City Engineer Dave Reese stated that he has reviewed the road with the developer and their engineer and does concur that the roads have been built to City standards. He recommended that the City accept the roads. Councilmember Miller stated that the Public Works Commission should have reviewed the request and made a recommendation to the Council. City Administrator Swenson concurred, but felt that due to the timing of the Commission meeting, the Council would not be able to act on this request until the next Regular Council Meeting which would be in November. MOTION 10R-04-00 WAS MADE BY CHUCK MILLER AND SECONDED BY IRENE SCHULTZ TO APPROVE THE REQUEST FROM LANDECKER & ASSOCIATES TO ACCEPT THE PUBLIC ROADS IN THE PINE VISTA PLAT WITH THE ONE YEAR WARRANTY PERIOD TO COMMENCE ON SEPTEMBER 27, 2000, BUT TO REQUIRE A RECOMMENDATION FROM THE CITY ENGINEER PRIOR TO RELEASE OF THE SECURITY DEPOSIT AFTER THE ONE YEAR PERIOD. MOTION CARRIED WITH ALL AYES.

2. LIBRARY COMMISSION –

- a. Chairperson Sandy Eliason informed the Council that a book sale will be held on October 21st from 9:00 A.M. to 3:00 P.M. at the Community Center. Donated books can be dropped off on Friday, October 20th.
- b. An updated listing of grant requests and replies was included for Council information.
- c. Alden Hardwick stated that a \$2500 library grant was approved by the Brainerd Lakes Area Community Foundation contingent on the City receiving \$250,000 in State funding. Upon receipt of the State funding, a request for the \$2500 can be submitted to the Foundation.
- d. Alden Hardwick requested Council approval to submit a grant request to AOL. MOTION 10R-05-00 WAS MADE BY IRENE SCHULTZ AND SECONDED BY RICHARD UPTON TO PROCEED WITH A GRANT REQUEST TO AOL. MOTION CARRIED WITH ALL AYES.
- e. Alden Hardwick and Sandy Eliason presented a sketch of a proposed stand-a-lone library building prepared by George Riches. The 5000 square foot building design includes a high ceiling, overhang, benches, bike racks and an area in the back capable of adding on an additional 4000 square feet. The sketch will be placed in various businesses around town. A smaller version of the design will be included with grant applications that are submitted. Marge Bundgaard is working on a fund raising pamphlet which will include the sketch of the building. Mayor

Swanson commented that it is the City's intent that the proposed library be built with private funds, not public funds.

2. PLANNING AND ZONING --

- a. Community Development Director Paul Larson presented the Permit Summary for September. There were 68 permits issued in September as compared to 48 permits in September, 1999. A total of 448 permits have been issued year-to-date as compared to 364 in 1999. The 2000 valuation is \$13,277,354 as compared to a valuation of \$12,304,350 in 1999. The WAPOA project of inspecting septic systems on the Whitefish Chain is almost complete. In 1999, 508 septic systems were inspected by City Staff. Of this amount, 136 systems were found to be non-conforming. In 2000, a total of 763 systems were inspected with 191 non-conforming. Of the 136 non-conforming systems in 1999, 62.5% of the systems have been upgraded. It was noted that the deadline for upgrades for those inspected in 1999 is November 30, 2000. Letters will be sent to the property owners in January, 2001 for those systems that were inspected in 2000. Councilmember Miller commented that of the 1271 systems inspected, 75% of the systems were conforming. Mayor Swanson thanked everyone who has upgraded their system and encouraged the rest of the residents with non-conforming systems to update.
- b. The minutes of the August 18, 2000 Commission meeting were included for Council information.
- c. A letter dated September 11, 2000 from Robert Rasmus, regarding his non-conforming septic system, was included for Council information along with a reply that was sent to Mr. Rasmus from the Planning and Zoning Staff.
- d. The Planning and Zoning Staff requested approval to name a road, located off of Sandy Shores Road, as Sandy Shores Court. Letters were sent to property owners abutting the subject road explaining the Uniform Addressing System requirements and requesting any road name suggestions. Wayne Brandt, on behalf of Sandy Shores Association, requested the road be named Sandy Shores Court. All property owners abutting the subject road were given at least 14 days written notice of the hearing on the proposed name change before the October 9th Council meeting. The road currently serves five property owners. MOTION 10R-05-00 WAS MADE BY RICHARD UPTON AND SECONDED BY DEAN SWANSON TO DIRECT THE CITY ATTORNEY TO PREPARE ORDINANCE AMENDMENT #131 TO ADD SANDY SHORES COURT TO THE MASTER ROAD NAME INDEX. Councilmember Upton requested clarification regarding the need for an Ordinance Amendment since the City currently has an Ordinance naming roads. City Attorney Sandelin stated that State Statute requires the naming of roads by Ordinance. The current City Ordinance provides for a petition process by property owners or a naming of a road by the City Council, but to name a road an Ordinance Amendment is required. MOTION CARRIED WITH ALL EYES

3. LONG RANGE CAPITAL PLANNING COMMISSION --

- a. The minutes of the August 23, 2000 meeting were included for Council information.
4. PUBLIC SAFETY – Sergeant Erik Lee commented that 169 incidents were reported in Crosslake in September and 17 incidents were reported in Mission Township. This brings the year-to-date calls for Crosslake to 1460 which is an increase over the previous year. He also commented on the change in the reports due to the new computer and MASYS software which was recently installed in the Department. He thanked the Council for their approval of this computer along with the various organizations making donations to the Department. The Fire Department report was accepted as received due to the absence of the Fire Chief.

5. PARK AND RECREATION –

- a. Park and Recreation Director Jon Henke was congratulated on the birth of his son on October 3rd. The Park Advisory Commission recommended that Mary Miller, who is currently an alternate member of the Commission, be approved as a regular member of the Commission to fill the term previously held by Carl Halvorson who has stepped down. MOTION 10R-06-00 WAS MADE BY IRENE SCHULTZ AND SECONDED BY RICHARD UPTON TO APPROVE MARY MILLER AS A REGULAR MEMBER OF THE PARK AND RECREATION COMMISSION TO FILL THE TERM PREVIOUSLY HELD BY CARL HALVORSON. MOTION CARRIED WITH ALL AYES.

The annual Halloween Party will be held on Saturday, October 28th from 1:00 – 3:00 P.M. at the Community Center. Volunteers are needed to assist with the decorations and games and anyone interested should contact the Community Center. The next morning aerobics class will start on October 16th at 9:00 A.M. This will be a five-week class with four classes held each week. The cost for the class is \$45.00. The evening aerobics class will start on October 17th at 5:30 P.M. and will be held on Tuesdays and Thursdays and will run for five weeks. A Mall of America trip is scheduled for Monday, December 11th. The luxury coach will leave the Community Center west parking lot at 7:30 A.M. and will leave the Mall of America at 4:30 P.M. The cost for the trip is \$23.00.

6. SEWER/WATER COMMITTEE –

- a. A letter dated September 19, 2000 from City Attorney Paul Sandelin stated that he has spoken with John Aho, of Aho Appraisals regarding the easements for the sewer project. Mr. Aho was looking for a survey on the property, however, City Attorney Sandelin told him that the City was only interested in a rate per acre value at this time. If a more formal appraisal was required, it could be done at a later date. The Council concurred that at this time only a market value price was needed. Mr. Aho will be completing the appraisal within the next couple of weeks.

7. RECYCLING – Councilmember Miller reported that 23.61 tons of recyclables were collected in September. This brings the year-to-date total to 146.07 tons.

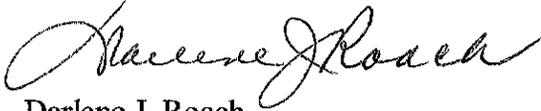
General Manager Kevin Larson explained the similarities in weights from month-to-month in the various items as being the weight of the containers when full when they are delivered to the recycling plant.

8. ECONOMIC DEVELOPMENT AUTHORITY – An information meeting was held on Wednesday, October 4th, however, no action was taken due to lack of a quorum. Walt Bruins and Sheila Haverkamp were present at the meeting.
9. UTILITIES -
 - a. The minutes of the September 26, 2000 Utilities Commission meeting and the September 26, 2000 Investment Committee meeting were included for Council information.
 - b. General Manager Kevin Larson presented the Highlights Report. Interest in DSL continues to grow for both residential and commercial businesses. It has been determined that removing and replacing the standby generator to gain needed floor space is not the appropriate way to proceed, so a meeting was held with George Riches and Bob Reef of CC&I to review the situation. A recommendation will be reviewed at the next Utilities Commission meeting. Phase 1 construction of the CATV upgrade plan has been completed. The staff is reviewing the entire project and planning the next phase along with analyzing programming options. Approval was requested to amend the existing project. MOTION 10R-07-00 WAS MADE BY CHUCK MILLER AND SECONDED BY RICHARD UPTON TO APPROVE THE ADOPTION OF THE PROPOSED EXTENSION AND EXPANSION OF THE THREE YEAR PLAN. MOTION CARRIED WITH ALL AYES. Negotiations have been held with RCC Cellular regarding lease of tower space. RCC would like to install booster antennas to improve the signal quality within the surrounding area. The Utilities Commission recommended approval of this lease. MOTION 10R-08-00 WAS MADE BY CHUCK MILLER AND SECONDED BY DEAN SWANSON TO APPROVE THE LEASE AGREEMENT WITH RCC FOR TOWER SPACE AUTHORIZING THE MAYOR, CITY ADMINISTRATOR AND GENERAL MANAGER TO SIGN THE LEASE AGREEMENT. MOTION CARRIED WITH ALL AYES. This will bring additional revenue to the Telephone Company and improve quality of service to customers. Internet service has 607 customers, Voice Mail has 278 customers, there are 20 DSL customers, Crosslake long distance customers number 1635 and 348 Crosslake travel cards have been issued.
10. CHARTER SCHOOL - Councilmember Schultz reported that the school is experiencing a financial struggle due to not having received any State funds. Another teacher has been hired to replace the teacher who left. There are currently 42 students enrolled in the school. The next Community meeting will be held on October 16th at the school.
11. PERSONNEL – None

12. OLD BUSINESS – Councilmember Swanson reported that construction has begun on Swann Drive and Pioneer Drive. The wear course will be put on this fall with the final coat to be put on next spring.
13. NEW BUSINESS – City Administrator Swenson proposed scheduling a Special Council Meeting to set the dates for the final assessment hearings and improvement. hearings. A Special Council Meeting was scheduled for October 20th at 1:30 P.M.
14. PUBLIC FORUM – None

MOTION 10R-09-00 WAS MADE BY CHUCK MILLER AND SECONDED BY RICHARD UPTON TO ADJOURN THIS REGULAR COUNCIL MEETING AT 7:57 P.M. MOTION CARRIED WITH ALL AYES.

Recorded and transcribed by,



Darlene J. Roach
Deputy Clerk/Treasurer

REGULAR COUNCIL MEETING – September 11, 2000

