

REGULAR COUNCIL MEETING  
CITY OF CROSSLAKE  
MONDAY, OCTOBER 11, 1999  
7:00 P.M. – CITY HALL

The Council for the City of Crosslake met in the Council Chambers of City Hall on Monday, October 11, 1999 at 7:00 P.M. The following members were present: Mayor Darrell Swanson, Councilmembers Charles Miller, Irene Schultz, Dean Swanson and Richard Upton. Also present was City Administrator Thomas Swenson, City Attorney Paul Sandelin, City Engineer Dave Reese and Deputy Clerk Darlene Roach.

Mayor Swanson called the regular meeting to order at 7:00 P.M.

**CRITICAL ISSUES** – Mayor Swanson welcomed Irene Schultz who was formally appointed to the City Council at a special meeting held September 27 1999. This appointment was made by unanimous vote after an extensive interview process was conducted. Irene Schultz will serve on the City Council until December 31, 2000.

**CONSENT CALENDAR** – MOTION 10R-01-99 WAS MADE BY DEAN SWANSON AND SECONDED BY CHUCK MILLER TO APPROVE ALL ITEMS LISTED ON THE CONSENT CALENDAR CONSISTING OF (1) MINUTES OF THE SEPTEMBER 2, 1999 SPECIAL COUNCIL MEETING; (2) MINUTES OF THE SEPTEMBER 8, 1999 SPECIAL COUNCIL MEETING; (3) TELEPHONE COMPANY FINANCIAL REPORT FOR AUGUST, 1999; (4) CABLE COMPANY FINANCIAL REPORT FOR AUGUST, 1999; (5) CITY MONTH END EXPENDITURE REPORT FOR AUGUST, 1999; AND (6) CITY MONTH END REVENUE REPORT FOR AUGUST, 1999. MOTION CARRIED WITH ALL AYES.

**MAYOR'S REPORT** – Mayor Swanson commented on a 1999 report received from Brainerd Lakes Area Development Corporation (BLADC) which shows the market value of Crosslake at \$330,397,200 which is the highest valuation in Crow Wing County. This compares to Baxter at \$258,295,000 and Brainerd at \$292,608,600.

**CITY ADMINISTRATOR REPORT** –

1. Jim Berg of the Crosslake/Ideal Lions Club was present to request renewal of the Lions Gambling License at six locations. MOTION 10R-02-99 WAS MADE BY CHUCK MILLER AND SECONDED BY DEAN SWANSON TO APPROVE RESOLUTION NO. 99-51 RENEWING THE PREMISES PERMIT APPLICATION FOR THE CROSSLAKE/IDEAL LIONS CLUB TO CONDUCT GAMBLING AT HOLIDAY OF CROSSLAKE, MOONLITE BAY, RIVERSIDE INN, ECHO RIDGE SUPPER CLUB, OX LAKE TAVERN AND YE OLDE WHARF. MOTION CARRIED WITH ALL AYES.

2. Payment of Bills – MOTION 10R-03-99 WAS MADE BY RICHARD UPTON AND SECONDED BY DEAN SWANSON TO APPROVE PAYMENT OF BILLS AS SUBMITTED IN THE AMOUNT OF \$24,655.96. MOTION CARRIED WITH ALL AYES.
3. Lakes State Bank Pledge Update was included for Council information.
4. Northern National Bank Pledge Update was included for Council information.
5. September 16, 1999 Letter from Lisa Paxton, Executive Director, of the Brainerd Lakes Area Chamber of Commerce acknowledged the City's \$2000 contribution for operation of the Chamber's information center in Crosslake.
6. Letter dated September 15, 1999 from MN Association of Small Cities acknowledged the City's membership for 1999-2000.
7. Letter dated September 24, 1999 from State of Minnesota Board of Government Innovation and Cooperation was included for Council information.
8. A reimbursement of \$395.10 from Celebrate America for half the cost of electrical work done at the Emergency Services Center was included for Council information.
9. City Administrator Swenson requested that the Council schedule a Special Council Meeting for Wednesday, October 13, 1999 to set the dates for the final assessment hearings for the 1999 road projects. The meeting will be held at 1:00 P.M. at City Hall.

**COMMISSION REPORTS –**

1. Planning and Zoning –
  - a. A September 15, 1999 letter from Crow Wing County Planning and Zoning Administrator included a check for \$20,000 in Challenge Grant Monies for the septic inspections being conducted in Crosslake. Additional funding will be received at a later date.
  - b. The September 1999 Permit Summary shows 364 zoning permits were issued through September with a valuation of \$12,304,350 compared with 338 permits issued in 1998 at a valuation of \$10,589,403.
  - c. The minutes of the Planning and Zoning Commission Meeting held on August 20, 1999 were included for Council information.
  - d. The minutes of the Planning and Zoning Commission Meeting held on September 17, 1999 were included for Council information.

2. Public Works –

- a. The minutes of the August 16, 1999 Public Works Commission Meeting were included for Council information.
- b. The minutes of the September 20, 1999 Public Works Commission Meeting were included for Council information.
- c. City Engineer Dave Reese gave an update on the 1999 road projects. All roads are paved and a draft punch list was given to Public Works Foreman Pat Hoag this date. A correction to the drainage problem on Rushmoor Boulevard will begin this week.
- d. Pay Estimate #3 for Tri City Paving has been reviewed by the City Engineer and is recommended for payment. The amount includes 5% retainage and covers work completed through October 1 1999. A portion of the core sampling has been completed and tested, however more sampling will be done. MOTION 10R-04-99 WAS MADE BY CHUCK MILLER AND SECONDED BY DEAN SWANSON TO APPROVE PAY REQUEST #3 FOR TRI CITY PAVING IN THE AMOUNT OF \$472,780.56. Mayor Swanson stated there is a one-year warranty on all of the road projects and that the City will not accept completion until approval is recommended by the City Engineer. MOTION CARRIED WITH ALL AYES.
- e. Letter dated October 11, 1999 from Widseth Smith Nolting requested a re-allocation of budgeted money for work to be done on the road projects. A total of \$20,277.58 remains in the budget from feasibility studies, design and construction observation. With the construction schedule being longer than expected, in order to complete the remaining work this Fall, prepare the assessment rolls, hold hearings and finish any remaining punch item lists, the City Engineer requested that remaining funds be re-allocated to Construction Observation. MOTION 10R-05-99 WAS MADE BY CHUCK MILLER AND SECONDED BY DEAN SWANSON TO APPROVE THE RE-ALLOCATION OF ROAD FUNDS INTO THE CONSTRUCTION OBSERVATION BUDGET. MOTION CARRIED WITH ALL AYES.
- f. City Engineer Dave Reese noted that Change Order No. 2 for 1999 road improvements was approved by the contractor, Tri City Paving on October 11, 1999.

3. Library Committee –

- a. Minutes of September 20, 1999 Library Committee meeting were included for Council information.

4. Park and Recreation – Mayor Swanson introduced Jon Henke as the new Park and Recreation Director. Jon is working on a part time basis until October 25<sup>th</sup> when he will begin his duties on a full time basis.

- a. Jon Henke addressed the Council and expressed his appreciation to be given the opportunity to be the new Park and Recreation Director who will direct activities at the Community Center and Park into the new millenium. Jon is originally from Blue Earth, graduating from Mankato State University in 1993. He interned at Madden's Resort and was subsequently hired on a full time basis.
  - b. Jon Henke then presented his staff report to the Council. He stated the damage done to the picnic shelter, due to the cold temperatures, will be assessed by the insurance adjuster this week. A landscape plan has been received from North Wedge Nursery and work will begin this fall. Plans were designed to protect the drainfield area adjacent to the parking lot. The baseball scoreboard was received on September 3<sup>rd</sup> and Gigi Nelson will design a thank you sign denoting the businesses' who contributed towards the scoreboard. Work on constructing cabinets and counters in the kitchen area will be done in conjunction with the Lioness Club. The Park and Recreation Advisory Commission met with George Riches to discuss possible future options for the Community Center and Park area. Crow Wing Coop will be installing Security Lights at the Park in the next two weeks.
  - c. Approval was requested to contract with Donna Keiffer for aerobics for a six week period beginning November 2, 1999. MOTION 10R-06-99 WAS MADE BY DEAN SWANSON AND SECONDED BY IRENE SCHULTZ TO APPROVE THE RECOMMENDATION TO CONTRACT WITH DONNA KEIFFER FOR AEROBICS FROM NOVEMBER 2, 1999 TO DECEMBER 16, 1999. MOTION CARRIED WITH ALL AYES.
  - d. Crosslake Communications donated \$1000 towards the purchase of a baseball scoreboard at the Park. MOTION 10R-07-99 WAS MADE BY DEAN SWANSON AND SECONDED BY IRENE SCHULTZ TO ACCEPT WITH THANKS THE DONATION FROM CROSSLAKE COMMUNICATIONS FOR THE SCOREBOARD. MOTION CARRIED WITH ALL AYES.
  - e. The minutes of the September 27, 1999 Park and Recreation Commission Meeting were included for Council information.
5. PUBLIC SAFETY –
- a. Chief Hartman reported that the Police Department handled 113 calls in Crosslake and 15 calls in Mission Township in September.
  - b. North Ambulance reported 53 call outs in July and 39 call outs in August.
  - c. The Fire Department handled 4 medical calls and 2 fire calls in September for a year-to-date number of calls at 111.

6. SEWER/WATER COMMITTEE –

- a. The Sewer/Water Committee met October 5, 1999 following an informational meeting with property owners located mainly within the proposed Phase I Sewer Area. A motion was approved to recommend that the City Council hold a Public Hearing on October 30, 1999 at 9:00 A.M. at the Community Center to present the proposed Sewer/Water Project and to receive public input. MOTION 10R-08-WAS MADE BY DEAN SWANSON AND SECONDED BY IRENE SCHULTZ TO SCHEDULE A PUBLIC HEARING FOR OCTOBER 30<sup>TH</sup> AT 9:00 A.M. AT THE COMMUNITY CENTER REGARDING THE PROPOSED SEWER/WATER PROJECT. MOTION CARRIED WITH ALL AYES.
- b. Also discussed at the October 5<sup>th</sup> meeting was how the City should handle required upgrades to non-conforming septic systems within the proposed Phase I Sewer Area. A motion was made by the Committee to recommend to the City Council that non-conforming, but working septic systems, be extended until either, further notice by the City Council or until municipal sewer becomes available. It is also recommended that failing systems be required to either upgrade or to have a holding tank and provide the Planning and Zoning Department with a pumping schedule. The City Attorney has prepared an Amendment to the Ordinance dealing with holding tanks. Because this section of the Ordinance is contained in the Zoning Ordinance, a public hearing is required. MOTION 10R-09-99 WAS MADE BY DEAN SWANSON AND SECONDED BY RICHARD UPTON TO REFER THE MATTER TO THE PLANNING AND ZONING COMMISSION. MOTION CARRIED WITH ALL AYES.
- c. A letter dated September 30, 1999 from Mr. and Mrs. Jack Canfield requested a waiver in updating their septic system until Phase I is implemented.

7. RECYCLING –

- a. A total of 51,990 pounds of recyclables was collected in September.

8. LONG RANGE PLANNING COMMISSION – Nothing

9. ECONOMIC DEVELOPMENT AUTHORITY –

- a. The meeting scheduled for Wednesday, September 1, 1999 was cancelled due to lack of a quorum. Mayor Swanson encouraged business owners to use the Revolving Loan Fund.

10. UTILITIES –

- a. Minutes of the September 28, 1999 Utilities Commission Meeting were included for Council information.
- b. General Manager Kevin Larson presented the September Highlight Report. Construction on Phase IV of the five-year plan is estimated to be completed the week of October 25<sup>th</sup>. ISDN, an enhanced digital service, is now being offered to customers. This service can be used to connect to the Internet or to other business main frame computers. Plans for an optional extended calling area is still being researched with TDS. The Strategic Planning Sessions are scheduled for October 12<sup>th</sup> at 5:30 P.M. and October 13<sup>th</sup> at 8:00 A.M. at the Community Center. A new character generator has been installed for Channel 12. This new computer will

give more options to provide advertising and information to customers. A digital camera was purchased to be used along with the character generator to provide pictures of recent events. The outside plant construction is occurring jointly with the telephone construction and should be completed the week of October 25<sup>th</sup>. The tower has been repainted as part of ongoing maintenance.

There are currently 394 Internet subscribers, 218 Voice Mail customers, 1215 long distance customers and 246 travel card customers.

11. PERSONNEL –

- a. On September 28<sup>th</sup>, Councilmember Miller, Teri Hastings and City Administrator Swenson interviewed three candidates for the position of Planning and Zoning Assistant. On October 8<sup>th</sup>, the Personnel Committee reviewed a recommendation from the Interview Committee. It was the recommendation of the Personnel Committee that David Markgraf be offered the position and be placed on Step 1 of the Union Contract at \$11.25 with applicable benefits as covered by the contract. He would serve a six month probation period. MOTION 10R-10-99 WAS MADE BY DEAN SWANSON AND SECONDED BY RICHARD UPTON TO APPROVE THE HIRING OF DAVID MARKGRAF AS PLANNING AND ZONING ASSISTANT ON STEP 1 OF THE UNION CONTRACT. MOTION CARRIED WITH ALL AYES.
- b. The Personnel Committee reviewed a recommendation from City Administrator Swenson and Public Works Foreman Pat Hoag that Nathan Watt be removed from probationary status and placed on Step 5 of the Union Contract. MOTION 10R-11-99 WAS MADE BY DEAN SWANSON AND SECONDED BY CHUCK MILLER TO REMOVE NATHAN WATT FROM PROBATIONARY STATUS AND THAT HE BE PLACED ON STEP 5 OF THE UNION CONTRACT. MOTION CARRIED WITH ALL AYES.

G. OLD BUSINESS – Nothing

H. NEW BUSINESS – Nothing

I. PUBLIC FORUM – Nothing

MOTION 10R-12-99 WAS MADE BY CHUCK MILLER AND SECONDED BY IRENE SCHULTZ TO ADJOURN THIS REGULAR MEETING AT 7:48 P.M. MOTION CARRIED WITH ALL AYES.

Recorded and transcribed by;



Darlene J. Roach

Deputy Clerk

BILLS FOR PAYMENT				
11-Oct-99				
VENDOR		DEPT	CHECK #	AMOUNT
Ace Hardware - elect tape, dipit, tie downs		PW		\$27.34
Ace Hardwaer - keys		Park		\$4.98
Ace Hardware - flood light		Gov't		\$11.46
Ace Hardware - glue		FD		\$8.50
Ace Hardware - mail box letters		Gov't		\$10.37
Blue Lakes - garbage		PW		\$14.63
Blue Lakes - garbage		Park		\$50.48
Career Clothes - glag, patchs, shirt		PD		\$62.10
Career Clothes - shirt, flag, patch		PD		\$46.10
Coast to Coast - broom, couplings, elc box, bolts		PW		\$41.97
Council # 65 - union dues		All		\$148.95
Council Payroll		Council		N/A
Crosslake Auto - tire repair		PW		\$6.00
Crosslake Communications - phone/fax		All		\$852.64
Crosslake Communications - REA loan		Rea Loan		\$925.93
Crosslake Rolloff - recycling		Recycle		\$1,600.00
Crosslake TV - recopy p&Z minutes for resident		P&Z		\$9.59
Crow Wing Coop - computer reports		Gov't		\$33.45
Crow Wing County - disc of road projects		PW		\$31.36
Custom Fire Apparatus - bulbs		FD		\$51.00
Dacotah paper - cleaning suplies, office supplies		Gov't Park		\$108.68
Dacotah Paper - mop, handle		Gov't		\$22.10
Dacotah Paper - rolls, toilet paper, tissue		Park		\$167.26
Dean Swanson - travel expenses		Council		\$54.22
Delta Dental -		All		\$849.30
Echo Publishing - advertising		P&R		\$46.20
Echo Publishing - advertising		P&R		\$72.60
Echo Publishing - envelopes		P&Z/Adm		\$74.69
Echo Publishing - letterhead		Adm/P&Z		\$84.56
Echo Publishing - PD letterhead		PD		\$77.83
Echo Publishing - Public Hearing Notices		P&Z		\$25.00
Echo Publishing - Public Hearing Notices		P&Z		\$53.13
Echo Publishing - Public Hearing Notices		P&Z		\$75.00
Federal/State Withholding		All		N/A
Foreman Fire Svc - pump recertification		FD		\$800.00
Gammello & Sandelin - legal fees		Legal		\$3,458.76
Granite City Ready Mix - concrete		Park		\$862.65
Great West - defered comp		All		\$325.00
Holiday - gasoline		P&Z		\$28.38
Holiday - gasoline		P&Z		\$19.01
Holiday - gasoline		PW		\$40.00
Holiday - gasoline		FD		\$108.50
Holiday - gasoline		PD		\$174.73

L&M Steel - supplies for scoreboard		Park		\$153.21
LMC - dues		Gov't		\$1,086.00
Medica		Adm		N/A
MN Benefit - employee pay insurance		Adm		\$94.98
MN Child Support		All		\$166.12
MN Dept of Revenue - sales tax		All		\$49.19
MN Mutual - deferred comp		All		\$220.00
MN Mutual - life insurance (includes teleco)		All		N/A
MN Ncpers - employee pay insurance		All		\$96.00
MN State Retirement - deferred comp		All		\$100.00
Moonlite Square - gasoline		FD		\$29.90
Moonlite Square - gasoline		PD		\$153.13
National Fire & Rescue subscription		FD		\$20.00
North Memorial - Ambulance subsidy		Amb		\$1,103.00
Northern Lakes Nursery - 6 - 25# grass seed		PW		\$281.10
Northwood Turf - belt set/blade		PS		\$92.85
Northwood Turf - stud, compression		PW		\$33.19
NSP - gas		Park		\$53.58
NSP - gas		Warm		\$21.30
NSP - gas		PW		\$33.81
Office Max - office supplies		P&R,ADM/Police		\$235.82
Payroll		All		N/A
PERA - 2 payrolls		All		N/A
Pitney Bowes - postage		All		\$1,000.00
Ranger Fire Protection - helmets, hose, gloves, tanks etc.		FD		\$2,732.14
Ranger Fire Protection - SCBA, hose		FD		\$4,324.45
Rural Cellular - Mayor's cell phone		Council		\$34.00
Rural Cellular - PD cell service		PD		\$111.42
Simonson Lumber - 1x2/x8		FD		\$12.97
Simonson Lumber - 2x4's		Park		\$59.97
Simonson Lumber - 2x4's and stakes		Park		\$44.67
Simonson Lumber - 2x4's, stakes		P&R		\$82.65
Simonson Lumber - concrete, lockwashes, screws		Park		\$13.70
Simonson Lumber - mesh, trowel		Park		\$78.68
Soc Sec/Medicare		All		N/A
Sportsman Store - gasoline		PD		\$29.50
Starkka Oil - gasoline		PD		\$52.69
The Office Shop - ink cartridges		PD		\$55.35
Thomas Swenson - vehicle reimbursement		Adm		\$300.00
Uniforms Unlimited - holster		PD		\$121.01
Viking Coke - pop		Gov't		\$48.56
Walmart - pliers & misc		Park		\$25.51
Whitefish Auto - oil, filter etc.		PD	96	\$20.53
Whitefish Auto - oil, filter etc.		PD	95	\$20.53
			Total	\$24,655.96

RESOLUTION NO. 99-51  
CITY OF CROSSLAKE  
COUNTY OF CROW WING  
STATE OF MINNESOTA

RESOLUTION APPROVING PREMISES PERMIT APPLICATION  
FOR CROSSLAKE/IDEAL LIONS CLUB

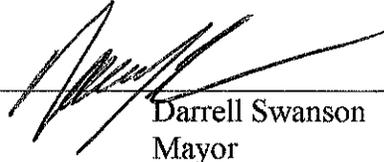
On October 11, 1999 the Crosslake City Council approved the Crosslake/Ideal Lions Club request for Renewal of Premises Permit Applications for the following:

Mermaid Enterprises dba Holiday of Crosslake  
Moonlite Bay  
Riverside Inn  
Echo Ridge Supper Club  
Ox Lake Tavern  
Ye Olde Wharf

Adopted by the Council this 11<sup>th</sup> day of October, 1999



Thomas N. Swenson  
City Administrator

  
Darrell Swanson  
Mayor