

REGULAR COUNCIL MEETING
CITY OF CROSSLAKE
MONDAY, OCTOBER 12, 1998
7:00 P.M. – CITY HALL

The Council for the City of Crosslake met in the Council Chambers of City Hall on Monday, October 12, 1998. The following Councilmembers were present: Mayor Robert Scott, Donna Keiffer, Charles Miller, Raymond Smyth and Richard Upton. Also present was City Administrator Thomas Swenson, City Attorney Paul Sandelin, Deputy Clerk Darlene Roach and approximately 18 individuals in the audience.

- A. CALL TO ORDER** – Mayor Scott called the regular meeting to order at 7:00 P.M. and welcomed everyone in the audience and at home who would be viewing the meeting on Channel 12.
- B. CRITICAL ISSUES** – Dawn Bittner and Roger Schweiters came before the Council on behalf of the Whitefish Area Lodging Association (WALA) to request the Council's reconsideration of a 1% lodging tax for the City of Crosslake. When the issue was reviewed at a previous Council meeting, a motion was approved to withhold final authority on establishing a lodging tax until WALA is able to develop a cooperative agreement with other communities. A 1% lodging tax was recently approved in Ideal Township. Of the tax collected, five percent will be used for administrative costs with the balance to be used for marketing. Attorney Sandelin commented that if the City enacted the Ordinance it would be contingent on adopting a joint powers agreement with the other Communities. He stated that some procedure needs to be put in place so the City can determine how the funds are being spent to promote the City's lodging establishments. He stated that the City can request a review of the expenditures at any time to see how the tax money is being spent. He stated that an annual review could be implemented if the Council desired. If the tax is approved, it will be implemented January 1, 1998. MOTION 10R-01-98 WAS MADE BY RAY SMYTH AND SECONDED BY CHUCK MILLER TO APPROVE ORDINANCE 99, THIRD SERIES ADOPTING A ONE PERCENT LODGING TAX TO BE EFFECTIVE JANUARY 1, 1999 SUBJECT TO THE SIGNING OF JOINT POWERS AGREEMENTS WITH THE OTHER COMMUNITIES AND SUBJECT TO A REVIEW OF THE EXPENDITURES ONE YEAR FROM NOW. MOTION CARRIED UNANIMOUSLY. Councilmember Upton commented that the one percent tax was more favorable than the previously requested three percent tax and it appeared that more lodging establishments in the City were in favor of the tax. Roger Schweiters commented that most of the advertising will be done to support the area versus individual establishments. The City Attorney will prepare a draft Ordinance and Joint Powers Agreement which will be forwarded to Ideal Township.
- C. CONSENT CALENDAR** – MOTION 10R-02-98 WAS MADE BY CHUCK MILLER AND SECONDED BY DONNA KEIFFER TO APPROVE ALL ITEMS ON THE CONSENT CALENDAR CONSISTING OF: (1) MINUTES OF SEPTEMBER 14, 1998 REGULAR COUNCIL MEETING; (2) TELEPHONE COMPANY FINANCIAL REPORT FOR AUGUST, 1998; (3) CABLE COMPANY

FINANCIAL REPORT FOR AUGUST, 1998; (4) CITY MONTH END EXPENDITURE REPORT FOR AUGUST, 1998; AND (5) CITY MONTH END REVENUE REPORT FOR AUGUST, 1998. MOTION CARRIED UNANIMOUSLY.

D. MAYOR'S REPORT – Mayor Scott reminded everyone of the upcoming election on November 3rd and encouraged a good turnout at the polls. Meet the Candidate Night is scheduled for Tuesday, October 13th at 7:00 P.M. at the Crosslake Community Center. The forum will be videotaped and shown on Channel 12.

E. CITY ADMINISTRATOR REPORT –

1. Bills for Payment - MOTION 10R-03-98 WAS MADE BY RICHARD UPTON AND SECONDED BY RAY SMYTH TO APPROVE ALL BILLS FOR PAYMENT AS SUBMITTED IN THE AMOUNTS OF \$54,285.09 AND \$17,897.53. MOTION CARRIED UNANIMOUSLY.
2. 9/03/98 Letter from Gambling Control Board Licensing – MOTION 10R-04-98 WAS MADE BY DONNA KEIFFER AND SECONDED BY CHUCK MILLER TO APPROVE THE RAFFLE LICENSE FOR THE CHAMBER OF COMMERCE FOR A RAFFLE TO BE HELD AT MOONLITE BAY ON FEBRUARY 21, 1999. MOTION CARRIED UNANIMOUSLY.
3. 9/29/98 Letter from MPCA regarding Facility Plan Review – The Council deferred this item to later in the meeting when the City Engineer was present to answer questions on the extra points which may be available to the City for its wastewater facility.
4. Draft 1999 Intended Use Plan Water Pollution Control Revolving Fund – This item was deferred to later in the meeting.
5. 9/29/98 Letter from MN Department of Public Safety State Fire Marshall Division – It was noted that an extension request was granted by the State Fire Marshal until February 15, 1999 for Reed's Market & Gas Express. In February, the City should know whether its grant request to install a sewer and water system will be approved.
6. 9/16/98 Letter from Representative James Oberstar regarding the Pine River Rehabilitation Project was included for Council information.
7. 9/24/98 Letter from Senator Don Samuelson regarding Pine River Dam Rehabilitation Project was included for Council information.
8. 8/31/98 Letter from Northern National Bank regarding pledged collateral was included for Council information.
9. 9/16/98 BLADC's Two Month Project Status Report was included for Council information.
10. 9/03/98 Minutes of the Crosslake Area Chamber of Commerce were included for Council information.

11. 10/02/98 Letter from State Auditor regarding changes in State Law regarding TIF reporting was included for Council information.
12. Set date and time to canvass results of the General Election – MOTION 10R-05-98 WAS MADE BY RICHARD UPTON AND SECONDED BY RAY SMYTH TO SET THURSDAY, NOVEMBER 5, 1998 AT 1:00 P.M. TO CANVASS THE RESULTS OF THE GENERAL ELECTION. MOTION CARRIED UNANIMOUSLY.

C. COMMISSION REPORTS –

1. PLANNING AND ZONING –

- a. Minutes of September 14, 1998 Regular Commission Meeting
 - b. September 1998 Permit Summary – Councilmember Upton commented that the year-to-date valuation for 1998 is \$10,589,403 compared to \$6,483,002 in 1997.
 - c. Minutes of September 17, 1998 Downtown Sub-Committee Meeting
 - d. Vacation of East Shore Road – An application to vacate a portion of East Shore Road in the Plat of Crosslake East Shores will be heard in District Court on November 4, 1998. The vacation request was initiated by Carabou Pointe Owners Association upon the recommendation of the Planning and Zoning Commission at a variance hearing. Public Works Supervisor Pat Hoag is in agreement with the vacation. The portion of East Shore Road to be vacated is not maintained by the City.
 - e. 10/06/98 Memo from Planning and Zoning Administrator – Teri Hastings clarified the work being done in the Planning and Zoning Department in regards to a building inspector. She stated that Carla Carlson is closing the file and including a summary of the Council's comments in regards to the issue for future reference.
- 2. LONG RANGE CAPITAL PLANNING –** Mayor Scott reported that the City has taken action in regards to the Pine River Dam Rehabilitation Project and requested an environment impact study. Mayor Scott indicated that he would like to obtain a map of the area prior to the construction of the Dam and Councilmember Upton replied that he had such a map in his possession.
- 3. PARK AND RECREATION –** Susie Munyer reported on various activities that are planned for late Fall and early Winter at the Park. The Halloween Party is scheduled for Saturday, October 31st at the Community Center. The Park and Recreation Commission met on September 28th and reviewed a fee and use schedule for the Park and Community Center. Council approval on the revised schedule was requested. MOTION 10R-06-98 WAS MADE BY RAY SMYTH AND SECONDED BY CHUCK MILLER TO APPROVE THE PROPOSED FEE SCHEDULE FOR THE PARK AND COMMUNITY CENTER EFFECTIVE JANUARY 1, 1999. MOTION CARRIED UNANIMOUSLY Councilmember Smyth requested that the Commission review User Category #1 of the fee schedule which consists of City activities and non-profit youth groups for priority. MOTION 10R-07-98 WAS MADE BY RAY SMYTH AND SECONDED BY RICHARD UPTON TO APPROVE THE

RESERVATION POLICIES, INDEMNIFICATION/HOLD HARMLESS POLICY AND BUILDING USAGE REGULATIONS FOR THE COMMUNITY CENTER. MOTION CARRIED UNANIMOUSLY. Approval was requested to allow Donna Keiffer to contract for morning and evening aerobics for a period of seven weeks starting October 26, 1998. MOTION 10R-08-98 WAS MADE BY RAY SMYTH AND SECONDED BY CHUCK MILLER TO APPROVE RESOLUTION 98-35 AND RESOLUTION 98-36 TO CONTRACT WITH DONNA KEIFFER TO PROVIDE MORNING AEROBICS THREE TIMES PER WEEK FOR A SEVEN WEEK PERIOD AT A COST OF \$400 AND TO PROVIDE EVENING AEROBICS TWO TIMES PER WEEK FOR A SEVEN WEEK PERIOD AT A COST OF \$266. MOTION CARRIED WITH COUNCILMEMBER KEIFFER ABSTAINING. A donation of \$1600 to be used for youth activities was received from the Bass Association. MOTION 10R-09-98 WAS MADE BY RAY SMYTH AND SECONDED BY RICHARD UPTON TO ACCEPT WITH THANKS THE DONATION OF \$1600 FROM THE BASS ASSOCIATION. MOTION CARRIED UNANIMOUSLY.

4. PUBLIC SAFETY –

- a. Minutes of September 17, 1998 Commission Meeting
- b. An updated City of Crosslake Emergency Plan was reviewed by the City Attorney and changes, based on State Statute, will be made to the document. The Statute states that the City Council is the ultimate authority so word changes will be made in the document and the flow chart will be changed to show the City Council at the top of the Organization Chart. It was noted that any warning notification in case of an emergency should be made by the Mayor. Areas of the document which read maintenance and streets will be changed to reflect the Public Works Department. Lakes Area Clinic will be changed to Crosslake Family Clinic. Crosslake Communications will be inserted in areas where Crosslake Telephone Company is listed. Councilmember Upton asked if the City should pursue obtaining an alternator since the Plan indicates that the EOC does not have emergency backup power. Bob Garin stated that he is already pursuing this option with a generator company. MOTION 10R-10-98 WAS MADE BY RICHARD UPTON AND SECONDED BY RAY SMYTH TO APPROVE THE CITY OF CROSSLAKE EMERGENCY PLAN WITH THE NOTED CORRECTIONS AND TO PLACE THE PLAN INTO EFFECT IMMEDIATELY. MOTION CARRIED UNANIMOUSLY. Councilmember Miller read the last paragraph of the Public Safety Minutes where the Commission requested a clarification of the process on Commission recommendations. He stated that Commissions are in place to make recommendations to the Council based on their review of the subject. He stated Commission recommendations do have merit, however, the final decisions are the responsibility of the City Council. Mayor Scott also commented that while the recommendations are always taken into consideration, the “buck” stops with the City Council.

- c. 10/05/98 Memo from Ideal Sno Pros regarding grooming of the North-South trail through the City - A letter from the Ideal Sno Pros requested the adoption of a policy by the City Council for the North-South trail going through the City on the West side of CSAH #66. The Sno Pros will discontinue grooming the trail from Riverside Inn to Old Log Landing unless a policy is adopted. Under State Law, no North-bound snowmobile traffic is allowed on the West side of CSAH #66 after sunset. While this law has not been enforced in the City in the past, with the snowmobile season approaching, the Crosslake Police Department will begin to enforce this law. There was some discussion among individuals in the audience as to where the snowmobiles could travel going North bound if the riding on the trail was prohibited. Some felt that closing the trail for North bound traffic would cause riders to use the trail on Cross Lake which may be unsafe if not completely frozen. Councilmember Keiffer requested that Chief Backdahl review the issue and make a recommendation to the City Council at the November 5th special meeting.
- d. Amendment to Resolution for Safe and Sober -- A change to Resolution 98-30 authorizing Sheriff Dick Ross as the fiscal agent to administer the Safe and Sober Grant on behalf of the Crosslake Police Department was requested. MOTION 10R-11-98 WAS MADE BY DONNA KEIFFER AND SECONDED BY RICHARD UPTON TO APPROVE RESOLUTION 98-37 AUTHORIZING SHERIFF ROSS AS THE FISCAL AGENT FOR THE SAFE AND SOBER GRANT FOR THE PERIOD OF OCTOBER 1, 1998 THROUGH SEPTEMBER 30, 1999. MOTION CARRIED UNANIMOUSLY.
- e. The Crosslake Police Department reported 181 incidents in Crosslake and 21 incidents in Mission Township in September, 1998.
- f. An ambulance subsidy in the amount of \$1000 was received from the City of Fifty Lakes.
- g. North Ambulance responded to 47 call-outs in August and 36 call-outs in September.

5. UTILITIES -

- a. Minutes of the September 29, 1998 Regular Commission Meeting
- b. General Manager Kevin Larson presented the Highlights for Crosslake Communications for September. He stated that the building expansion/remodeling project is progressing well. Spalji completed the cable placement project on October 9th and are currently doing clean-up work. Councilmember Smyth complimented the work Spalji has done on Anchor Point Road. Anyone having problems with the clean-up should contact Crosslake Communications. The RUS grant money was received and Kevin Larson thanked Dene Carney, Don Engen, Attorney Sandelin and City Administrator Swenson and his staff for their efforts in getting the money to LAMDA. Franchise

agreements are being reviewed for Mission Township and Brian Grogan of Moss & Barnett has been asked to assist with these agreements along with providing guidelines for the local origination channel. The new programming for Cable Television was added on September 1, 1998 and is being received well by the viewers. Crosslake long distance service has grown with 37% of the customers using this service. Internet customers total 248 and the voice mail customer base is 139 users. Non-regulated revenues has grown \$26,000 over last year which is a 66% increase.

- c. 10/06/98 Memo requesting advance on Line of Credit – On March 9, 1998, the City Council approved a line of credit of \$500,000 with the St. Paul Bank. An advance of \$150,000 on this line of credit was requested for capital expenditures. MOTION 10R-12-98 WAS MADE BY CHUCK MILLER AND SECONDED BY RAY SMYTH TO APPROVE A DRAW OF \$150,000 ON THE LINE OF CREDIT. MOTION CARRIED UNANIMOUSLY.
- d. Recommendation of Commission Appointment – Four applications were received to fill the Commission seat left vacant by Don Engen. Two of these four individuals were interviewed and Ted Silva was recommended to fill the vacancy. MOTION 10R-13-98 WAS MADE BY CHUCK MILLER AND SECONDED BY DONNA KEIFFER TO APPOINT TED SILVA TO THE UTILITIES COMMISSION TO FILL THE POSITION EXPIRING FEBRUARY, 1999 AND TO BEGIN HIS FIRST THREE YEAR TERM AT THAT TIME. MOTION CARRIED UNANIMOUSLY.

CITY ADMINISTRATOR - Items 3 and 4, which were deferred from earlier in the meeting were heard. Councilmembers Smyth and Miller questioned City Engineer Mark Hallan how the City could obtain the extra points referenced in the September 29, 1998 memo to the City from the Minnesota Pollution Control Agency. Mark Hallan stated that he will be attending a meeting in Brainerd on October 13th with representatives from the MPCA and will make a case, at this time, on behalf of the City. The October 5, 1998 Draft 1999 Intended Use Plan shows Crosslake ranked at 121 as a candidate for funding in the year 2000. Mark Hallan stated this ranking included Cities who were still in preliminary stages for wastewater and storm water projects so it is not an accurate reflection of the City's position.

6. **PUBLIC WORKS** – Councilmember Miller congratulated and thanked Public Works Supervisor Pat Hoag on twenty-five years of service to the City.
 - a. Minutes of September 17, 1998 Commission Meeting
 - b. 10/05/98 Memo from City Administrator regarding Commission appointment – MOTION 10R-14-98 WAS MADE BY CHUCK MILLER AND SECONDED BY RAY SMYTH TO APPOINT JAMES STEVENSON AS AN ALTERNATE TO THE PUBLIC WORKS COMMISSION. MOTION CARRIED UNANIMOUSLY.
 - c. Adoption of Commercial Road Standards – The Public Works Commission recommended the adoption of an ordinance establishing minimum standards for commercial roads. MOTION 10R-15-98 WAS MADE BY CHUCK MILLER AND SECONDED BY RAY SMYTH TO ADOPT ORDINANCE NO. 100, THIRD

SERIES FOR COMMERCIAL ROAD STANDARDS. MOTION CARRIED UNANIMOUSLY.

- d. A copy of a memo from Dave Reese to Alan Jensen of Anderson Brothers Construction Company requested that shouldering on Harbor Lane and Wilderness Trail be completed as soon as possible by any means available. A number of complaints are being received and the low shoulders are causing dangerous driving conditions.
- e. 10/01/98 memo from Public Works Commission regarding White Pine Shores Drive/White Pine Shores Trail/Margaret Lane Petitions for Improvements within Phase I Sewer Area – Petitions containing more than 35% of the road frontage were received from property owners requesting road improvements for the above. Because these roads lie within the Phase I Sewer Area, the Public Works Commission does not feel it is in the best interests of the City to improve the roads at this time. MOTION 10R-16-98 WAS MADE BY CHUCK MILLER AND SECONDED BY RAY SMYTH TO TABLE PETITIONS FOR WHITE PINE SHORES DRIVE, WHITE PINE SHORES TRAIL AND MARGARET LANE UNTIL SOMETIME IN MARCH WHEN MORE IS KNOWN ON THE SEWER PROJECT. Carol McCulloch addressed the Council and stated that she received a bid from Anderson Brothers for the paving of Margaret Lane in the amount of \$4200. Councilmember Miller stated that more costs are incurred in an improvement project besides the actual paving costs such as feasibility study costs and engineering fees. He also stated that the quote received may not have improved the road to City standards. Councilmember Miller felt that the Council would be setting a precedent by approving an improvement on a road in Phase I of the proposed sewer project. Councilmember Smyth asked if a feasibility study could be done and used later after the sewer project was completed. Mark Hallan did not concur with doing a study at this time. MOTION CARRIED UNANIMOUSLY.
- f. 10/01/98 Memo from City Administrator regarding City initiation of Park Drive improvements – Due to the fact that Park Drive and Lakeshore Drive connect with each other, the City Administrator recommended, that for bidding and assessment purposes, these two improvement projects be combined. While the petition received for Park Drive did not exceed the 35% of front footage required to petition for improvement, it is more cost effective to improve Park Drive at the same time Lakeshore Drive is approved. The Council can approve this improvement on four/fifths vote. MOTION 10R-17-98 WAS MADE BY CHUCK MILLER AND SECONDED BY RAY SMYTH TO APPROVE RESOLUTION 98-38 ORDERING PREPARATION OF REPORT ON IMPROVEMENT TO PARK DRIVE BETWEEN LAKESHORE DRIVE AND LAKESHORE DRIVE. MOTION CARRIED UNANIMOUSLY.
- g. 10/01/98 Memo from Public Works Commission regarding Sleepy Valley Road

Petition – A petition was received containing signatures of 19.4% of the property owners having front footage on Sleepy Valley Road. Also received were three letters supporting improvements and two letters opposing improvements to the road. It was

the recommendation of the Public Works Commission that the City Council initiate the improvement of Sleepy Valley Road since 4 of the 15 front footage property owners own large tracks of property adjacent to the road preventing initiation of the improvement on a petition basis. MOTION 10R-18-98 WAS MADE BY CHUCK MILLER AND SECONDED BY DONNA KEIFFER TO APPROVE RESOLUTION NO. 98-39 ORDERING PREPARATION OF REPORT ON IMPROVEMENT TO SLEEPY VALLEY ROAD. MOTION CARRIED UNANIMOUSLY.

- h. 10/04/98 Memo from City Administrator regarding Sugar Loaf Road Petition – The petition for Sugar Loaf Road, containing 52.51% of the property owners, was received on Thursday, September 17, 1998, the last day for submitting petitions for 1999 improvements. Because the Commission met on September 16, 1998, they were unable to make a recommendation on this petition. Therefore, City Administrator Swenson, Public Works Supervisor Pat Hoag and Public Works Chairman Dean Swanson reviewed the petition and recommend acceptance. MOTION 10R-19-98 WAS MADE BY CHUCK MILLER AND SECONDED BY DONNA KEIFFER TO APPROVE RESOLUTION NO. 98-40 DECLARING ADEQUACY OF PETITION AND ORDERING PREPARATION OF REPORT ON IMPROVEMENT TO SUGAR LOAF ROAD. MOTION CARRIED UNANIMOUSLY.
- i. Kimberly Road Petition for Local Improvement – A petition for local improvement was received on September 13, 1998 containing signatures totaling 39.35% of the front footage on Kimberly Road. MOTION 10R-20-98 WAS MADE BY CHUCK MILLER AND SECONDED BY RAY SMYTH TO APPROVE RESOLUTION NO. 98-41 DECLARING ADEQUACY OF PETITION AND ORDERING PREPARATION OF REPORT ON IMPROVEMENT TO KIMBERLY ROAD. MOTION CARRIED UNANIMOUSLY.
- j. Shamrock Road Petition for Local Improvement – A petition containing signatures of 80% of the front footage on Shamrock Road was received on September 14, 1998. MOTION 10R-21-98 WAS MADE BY CHUCK MILLER AND SECONDED BY RAY SMYTH TO APPROVE RESOLUTION 98-42 DECLARING ADEQUACY OF PETITION AND ORDERING PREPARATION OF REPORT FOR SHAMROCK ROAD. MOTION CARRIED UNANIMOUSLY.
- k. 10/01/98 Memo from Public Works Commission regarding City initiation of road improvements on Velvet Lane, Red Pine Road, Tamarac Road, Tamarac Trail and Tamarac Lane – With the exception of Greer Lake Road, which the City is working on with the DNR to acquire right-of-way, all roads on the East side of the City will be blacktopped saving a substantial amount of time in grading and maintenance of the roads. MOTION 10R-22-98 WAS MADE BY CHUCK MILLER AND

SECONDED BY DONNA KEIFFER TO APPROVE RESOLUTION 98-43 ORDERING PREPARATION OF REPORT ON IMPROVEMENT FOR VELVET LANE, RED PINE ROAD, TAMARAC ROAD, TAMARAC TRAIL AND TAMARAC LANE. MOTION CARRIED UNANIMOUSLY.

1. Review of Widseth Smith Nolting Proposal to perform Feasibility Studies – MOTION 10R-23-98 WAS MADE BY CHUCK MILLER AND SECONDED BY RAY SMYTH TO APPROVE FEASIBILITY STUDIES FOR THE FOLLOWING NOT TO EXCEED AMOUNTS: (1) SUGAR LOAF ROAD \$1,300, (2) SHAMROCK ROAD \$2,200, (3) KIMBERLY ROAD \$2,000, (4) PARK DRIVE \$1,000, (5) TAMARAC ROAD/TAMARAC TRAIL/TAMARAC LANE (FORMERLY MCCLINTOCK ROAD) \$4,500, (6) RED PINE ROAD \$1,200, (7) VELVET LANE \$750, AND (8) SLEEPY VALLEY ROAD \$1,500. MOTION CARRIED UNANIMOUSLY.
- m. Setting date and time for special meeting dealing with road projects – The Council agreed to review the initial engineering studies for the road projects at a Special Meeting scheduled for November 5, 1998.

7. PERSONNEL –

- a. Councilmember Smyth stated that the annual performance appraisal for City Administrator Tom Swenson was held on September 22, 1998 by Mayor Scott and himself. The overall evaluation was outstanding. As part of the Letter of Understanding at the time of hire, a wage/benefit adjustment would be considered following one year of service. It was recommended that the City Administrator's salary be increased to \$4250 per month (a \$130 or 3.2% increase) effective July 1, 1998, an increase of 4 days of vacation, an increase of 3 days in personal time and Internet and Basic Cable TV Service be provided by the City effective October 1, 1998. MOTION 10R-24-98 WAS MADE BY RAY SMYTH AND SECONDED BY CHUCK MILLER TO APPROVE THE PERSONNEL COMMITTEE'S RECOMMENDATIONS FOR WAGE/BENEFIT ADJUSTMENTS FOR THE CITY ADMINISTRATOR. MOTION CARRIED UNANIMOUSLY.
- b. 10/01/98 Memo from Personnel Committee regarding Eric Swanson's Probation Period – Upon recommendation of the Police Chief, the Personnel Committee recommended that the probationary status be removed for Eric Swanson and that he be placed on Step 1 of the pay scale and receive \$10.92 per hour effective September 1, 1998. MOTION 10R-25-98 WAS MADE BY RAY SMYTH AND SECONDED BY DONNA KEIFFER TO APPROVE THE REMOVAL OF ERIC SWANSON FROM PROBATIONARY STATUS EFFECTIVE SEPTEMBER 1, 1998 AND TO PLACE HIM ON STEP 1 OF THE PAY SCALE AT \$10.92 PER HOUR. MOTION CARRIED UNANIMOUSLY.
- c. 10/01/98 Memo from Personnel Committee regarding Planning and Zoning Administrator Proposed Pay Schedule – The Union has agreed to the revised job

description, the assigned comp worth points and the twenty-five cent increase in wage schedule for the Planning and Zoning Administrator. The Personnel Committee recommended approval of these three items retroactive with the hiring of the Planning and Zoning Assistant. MOTION 10R-26-98 WAS MADE BY RAY SMYTH AND SECONDED BY RICHARD UPTON TO APPROVE THE REVISED JOB DESCRIPTION, THE REVISED COMP WORTH POINTS OF 260 AND THE TWENTY-FIVE CENT INCREASE IN WAGE SCHEDULE RETROACTIVE TO AUGUST 10, 1998 THE START DATE OF THE PLANNING AND ZONING ASSISTANT. MOTION CARRIED UNANIMOUSLY.

d. 10/05/98 Memo from Personnel Committee regarding placement of Park Maintenance worker on Union Pay Scale – The Union has agreed to place Joe Ulschmid on Step 8 of the Union Pay Scale effective January 1, 1999. This movement would recognize his five years of prior experience before being hired by the City. MOTION 10R-27-98 WAS MADE BY RAY SMYTH AND SECONDED BY CHUCK MILLER TO APPROVE PLACING JOE ULSCHMID ON STEP 8 OF THE UNION PAY SCALE EFFECTIVE JANUARY 1, 1999. MOTION CARRIED UNANIMOUSLY.

8. **LIBRARY COMMITTEE** - Councilmember Smyth reported that the Library Committee has looked at grounds around the Community Center and City Hall for a possible site for a 4000 square foot building. The Committee has met with Kitchigami Regional Library board members to discuss how to add a new library to the system. Some of the members of the Committee are pursuing obtaining grants. After meeting with Karl Samp, Director of Community Initiatives for the Central Minnesota Initiative Fund, it was suggested that if the library project expanded to include other communities, the chances of receiving a grant would be stronger. MOTION 10R-28-98 WAS MADE BY RAY SMYTH AND SECONDED BY DONNA KEIFFER TO AUTHORIZE THE LIBRARY COMMITTEE TO ENLARGE TO INCLUDE REPRESENTATIVES FROM BREEZY POINT, IDEAL TOWNSHIP, TIMOTHY TOWNSHIP, MANHATTAN BEACH, FIFTY LAKES, EMILY AND MISSION TOWNSHIP. MOTION CARRIED UNANIMOUSLY.
9. **RECYCLING** – Councilmember Miller reported that in the month of September, 34,070 pounds of recyclables were collected.
10. **OLD BUSINESS** – Councilmember Smyth asked City Administrator Swenson to begin looking at putting together a request for proposals for engineering and legal services for 1999.
11. **NEW BUSINESS** - Nothing
12. **PUBLIC FORUM** – Nothing

REGULAR COUNCIL MEETING
OCTOBER 12, 1998

PAGE 11 OF 11 PAGES

MOTION 10R-29-98 WAS MADE BY CHUCK MILLER AND SECONDED BY RICHARD UPTON TO ADJOURN THIS REGULAR COUNCIL MEETING AT 9:25 P.M. MOTION CARRIED UNANIMOUSLY.

Recorded and transcribed by:



Darlene Roach
Deputy Clerk/Treasurer

BILLS FOR PAYMENT			
12-Oct-98			
VENDOR	DEPT	CHECK #	PD WITH AMOUNT
Crosslake Rolloff	Recycle		\$1,500.00
North Ambulance - subsidy	Amb		\$1,103.00
Allyson Stevie - City Hall Cleaning	Govt		\$240.00
Crosslake Telephone - Rea Loan			\$925.93
Great West Life & Annuity - Deferred comp	All		\$410.00
PERA - 2 payrolls	All		Unknown
State Withholding - 2 Payrolls	All		Unknown
FWT, Soc Security, Medicare	All		Unknown
MN Mutual - city paid life insurance	All	Telco/Emp pay	\$307.35
Delta Dental	All		\$835.10
Brd National Bank - Payroll Svgs	All		\$110.00
Council #65 - Union dues	All		\$117.05
MN Mutual - Deferred Comp	Adm		\$220.00
MN State Retirement - Deferred Comp	Adm		\$60.00
MN Benefit Assoc - insurance	Adm		\$97.48
Medical - Medical insurance	All		\$5,028.93
PERA - Employee pay life insurance	All		\$60.00
Tom Swenson - Vehicle Reimbursement	Admin		\$300.00
U of M - Fall Maintenance Expo - Pat Hoag	PW	27369	\$30.00
Aitkin Feed & Farm Supply - fertilizer	All		\$220.56
Allen Precision - Magnetic Locator	PW		\$657.82
Andy Anderson - expenses	P&Z		\$50.00
Awards by Hammond - plaque	Gov't		\$79.69
Be Gunelson - expenses	P&Z		\$50.00
Bob's Cleaning Svc - Strip & wax floors	Park		\$437.72
Cellular One - cell service	PD		\$51.31
Chemsearch - chemicals for fire trucks	Fire		\$198.08
Chemsearch - Flash aerosol, scoot	Park		\$291.28
Coast to Coast - boiler valve	PW		\$3.83
Coast to Coast - brush, thinner, paint	FD		\$27.54
Coast to Coast - hose "y"	PW		\$3.19
Coast to Coast - mouse traps moth balls	Park		\$9.55
Coast to Coast - phillips bits, nipple, gasket, bee spray	PW		\$17.05
Coast to Coast - toilet set, scotch brite, rustoleum, misc	PW		\$48.02
Coast to coast - wire	FD		\$6.80
Comfort Inn - hotel exp for conference	P&Z		\$118.26
Crosslake Auto - plugs, etc for 9620	Fire		\$55.70
Crosslake Telephone Co - telephone/internet/fax	All		\$684.53
Crow Wing Coop - ESC electric	Gov't		\$565.00
Crow Wing Coop - garage electric	PW		\$15.98
Crow Wing Coop - Park electric	Park		\$360.88
Crow Wing Coop - Street lights	PW		\$27.16
Crow Wing Coop - Warehouse electric	PW		\$40.84
Crow Wing Coop - Warm house	Park		\$64.01
Crow Wing Cty Social Svcs - employee deduction	Gen Ledg		\$83.06
Culligan - 1 bottle water	Gov't		\$6.39

Culligan - 5 bottles water	Gov't		\$31.95
Dacotah Paper - toilet supplies	Gov't		\$63.90
Darlene Roach - mileage to County election clerk trg	Election		\$12.60
Darrell Swanson - expenses	P&Z		\$75.00
Del Becke - election expense	Election		\$77.01
Doris Stevenson - election expense	Election		\$45.00
Dorothy Allen - election expense	Election		\$80.01
DuBois Woodcarving - sign for picnic shelter	Park	Balance	\$173.54
Earl F. Anderson - No parking signs	PW		\$67.85
Echo Publishing - Notice of Appeal	P&Z		\$37.00
Echo Publishing - Public Hearing Notice	P&Z		\$89.23
Fifty Lakes Cattle Co - 15 straw bales	Fire		\$37.50
Firemen's Relief Association - State fire aid	Gov't		\$13,956.00
Fitness Wholesale - Dyna-bands	Park		\$22.25
Fran Horton - election expense	Election		\$57.00
Fyles Portables - labor for 7/31-8/31	Park		\$151.95
Gammello & Sandelin - 1/2 city fines	Legal		\$542.49
George Riches - expenses	P&Z		\$75.00
George Riches - expenses	P&Z		\$75.00
Geri Sawatzke - election expense	Election		\$89.01
Heartland Tire - loader tire repair	PW		\$33.20
Hengel Ready Mix - 4 1/2 yds	PW		\$324.70
Jack Webster - expenses	P&Z		\$75.00
James Trautman - expenses	P&Z		\$25.00
Jim's Electric - Change kitchen outlet, lamps	Park		\$198.60
Judy Cotton - election expense	Election		\$77.01
Lakes Area Rental - airless paint spray	PW		\$63.90
Lakes Area Rental - Cut-off saw/blade	PW		\$92.65
Lakes Area Rental - plugs, battery	Fire		\$133.37
League of MN Cities - 1998-1999 membership	Gov't		\$997.00
Martin Comm - Hicap rapid rate battery	FD		\$73.22
Martin Communications - Reprogram channel	PD		\$12.00
Mermaid Enterprise - gasoline	PD		\$262.11
Mermaid Enterprises - gasoline	PW		\$68.88
Mermaid Enterprises - gasoline/oil	Fire		\$45.56
Mermaid Enterprises - propane/gasoline	FD		\$23.89
MN School of Diving - Hydrotest	Fire		\$75.00
Napa Auto Parts - bulbs, fuses, running board, misc	PW		\$221.24
North Country Equipment - JD pump	PW		\$37.55
North Country Equipment - sender/gasket	PW		\$92.86
Northstar Trophies & Awards - plaque for shelter	Park		\$103.37
Northwood Turf - saw blade for chop saw	PW		\$247.08
NSP - ESC	Gov't		\$29.32
NSP - Garage	PW		\$31.07
NSP - gas	Park		\$48.24
NSP - warming house	Park		\$21.83
Oasis SportShop - Shells	PD		\$23.41
Office Max - office supplies	All		\$481.70
Ordell Buntje - election expense	Election		\$69.60
Pine Motor Co - ck window switch, motor	PD		\$145.12
Ranger Fire Protection - Liquid smoke	Fire		\$22.06
Reed's - cake for open house	Gov't		\$34.99

Reed's - election supplies	Elections		\$19.18
Reed's - squad gasoline	PD		\$147.69
Reed's - youth soccer snacks	Park		\$17.05
River Bend Industries - Hale Fire Pump HP 300	Fire		\$4,400.00
River Bend Industries - Tank,acuator,labor & misc	Fire		\$6,487.68
Rural Cellular - cell phone	PD		\$4.59
Rural Cellular - cell phone	Council		\$32.38
Ruth Hoag - election expense	Election		\$80.01
Simonson Lumber - 10 gallons latex paint	Park		\$207.68
Simonson Lumber - 5 gallon semi gloss	Park		\$114.49
Simonson Lumber - 6 gallons latex paint	Park		\$124.61
Simonson Lumber - galvanized nails	Park		\$1.05
Simonson Lumber - roofing nails	Park		\$4.22
Simonson Lumber - shingle underlay 4 sq rolls	Park		\$11.17
Simonson Lumber - shingle underlay,nails	Park		\$16.44
Simonson Lumber - tape, screws, paint	Park		\$271.23
Simonson Lumber, - tape, roller covers, tray	Park		\$16.54
The Office Shop - fabric ribbon for printer	Adm		\$28.76
V Dolmar - cider,coffee,punch,napkins for dedication	Park		\$9.72
Viking Coke - pop for City Hall	Gov't		\$68.59
Viking Coke - pop for-comm ctr pop machine	Park		\$13.24
WSN - engineering fees	PW/Gov't		\$6,434.36
Xerox - quarterly maintenance on copier machine	PD		\$62.50
City of Breezy Point - Regional league mtg	All	27356	\$210.00
City of Breezy Point - Reg league mtg	Council		\$35.00
		TOTAL	\$54,285.09

CITY OF CROSSLAKE

RESOLUTION NO. 98-35

WHEREAS, the City of Crosslake desires to enter into a contract with Donna Keiffer to provide morning aerobics instruction three times per week for a seven week period at a cost of \$400 .

WHEREAS, the City Council of the City of Crosslake has determined that the contract price is as low as or lower than the price at which the aerobics instruction services could be obtained elsewhere.

BE IT RESOLVED by the City Council of the City of Crosslake, that the City agrees to contract with Donna Keiffer to provide aerobics instruction three times per week for a seven week period (October 26th – December 17th) at a cost of \$400.

Ray Smyth moved for the adoption of the foregoing resolution. Said resolution was duly seconded by Chuck Miller and after full discussion thereof, and upon a vote being taken thereon, the following voted in favor thereof:

- Bob Scott
- Ray Smyth
- Chuck Miller
- Richard Upton

and the following abstained from the vote:

Donna Keiffer

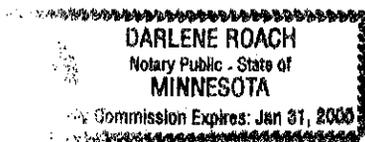
WHEREUPON said Resolution was declared to be passed and adopted by the City Council this 12th day of October, 1998.



Mayor

Attest:


Deputy Clerk



CITY OF CROSSLAKE

RESOLUTION NO. 98-36

WHEREAS, the City of Crosslake desires to enter into a contract with Donna Keiffer to provide evening aerobics instruction two times per week for a seven week period at a cost of \$266.

WHEREAS, the City Council of the City of Crosslake has determined that the contract price is as low as or lower than the price at which the aerobics instruction services could be obtained elsewhere.

BE IT RESOLVED by the City Council of the City of Crosslake, that the City agrees to contract with Donna Keiffer to provide aerobics instruction two times per week for a seven week period (October 26th – December 16th) at a cost of \$266.

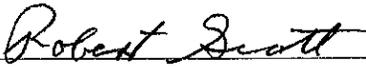
Ray Smyth moved for the adoption of the foregoing resolution. Said resolution was duly seconded by Chuck Miller and after full discussion thereof, and upon a vote being taken thereon, the following voted in favor thereof:

Bob Scott
Ray Smyth
Chuck Miller
Richard Upton

and the following abstained from the vote:

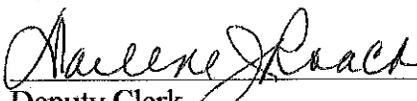
Donna Keiffer

WHEREUPON said Resolution was declared to be passed and adopted by the City Council this 12th day of October, 1998.



Mayor

Attest:



Deputy Clerk



**RESOLUTION 98-37
AUTHORIZING EXECUTION OF AGREEMENT
FOR SAFE & SOBER**

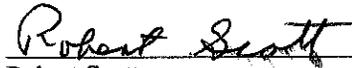
Be it resolved that the Crosslake Police Department, enter into a grant agreement with the Minnesota Department of Public Safety, Office of Traffic Safety for the project entitled SAFE & SOBER COMMUNITIES during the period from October 1, 1998 through September 30, 1999.

John W. Backdahl, Crosslake Chief of Police is hereby authorized to execute such agreements and amendments as are necessary to implement the project on behalf of the Crosslake Police Department.

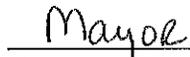
Be it further resolved that Sheriff Dick Ross, Crow Wing County Sheriff's Department, is hereby authorized to be the fiscal agent and administer this grant on behalf of the Crosslake Police Department.

I certify that the above resolution was adopted by the Crosslake City Council on October 12, 1998.

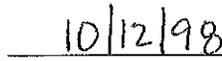
SIGNED:



Robert Scott

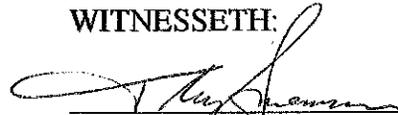


Mayor

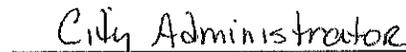


October 12, 1998

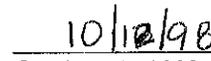
WITNESSETH:



Thomas N. Swenson



City Administrator



October 12, 1998

RESOLUTION 98-38

RESOLUTION ORDERING PREPARATION OF REPORT ON IMPROVEMENT

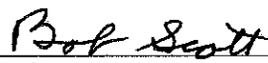
WHEREAS, it is proposed to improve Park Drive between Lakeshore Drive and Lakeshore Drive by constructing road and drainage improvements and to assess the benefited property for all or a portion of the cost of the improvement, pursuant to Minnesota Statutes, Chapter 429, and;

WHEREAS, due to the interconnecting of Park Drive with proposed road and drainage improvements on Lakeshore Drive, it is the intent of the City to combine the proposed improvements of Lakeshore Drive and Park Drive together into a single project for purposed of bidding and assessing the improvements.

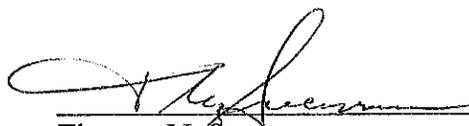
NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF CROSSLAKE, MINNESOTA:

That the proposed improvement be referred to Dave Reese of Widseth, Smith and Nolting for study and that he is instructed to report to the Council with all convenient speed advising the Council in a preliminary way as to whether the proposed improvement is necessary, cost-effective, and feasible and as to whether it should best be made as proposed or in connection with some other improvement, and the estimated cost of the improvement as recommended.

Adopted by the Council this 12th day of October, 1998.



Bob Scott
Mayor



Thomas N. Swenson
City Administrator

RESOLUTION 98-39

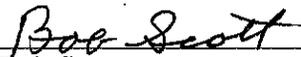
RESOLUTION ORDERING PREPARATION OF REPORT ON IMPROVEMENT

WHEREAS, it is proposed to improve Sleepy Valley Road from the intersection of CSAH 36 approximately 2,550 feet to the end of the road by constructing road and drainage improvements and to assess the benefited property for all or a portion of the cost of the improvement, pursuant to Minnesota Statutes, Chapter 429, and;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF CROSSLAKE, MINNESOTA:

That the proposed improvement be referred to Dave Reese of Widseth, Smith and Nolting for study and that he is instructed to report to the Council with all convenient speed advising the Council in a preliminary way as to whether the proposed improvement is necessary, cost-effective, and feasible and as to whether it should best be made as proposed or in connection with some other improvement, and the estimated cost of the improvement as recommended.

Adopted by the Council this 12th day of October, 1998.



Bob Scott
Mayor



Thomas N. Swenson
City Administrator

RESOLUTION 98-40

RESOLUTION DECLARING ADEQUACY OF PETITION AND ORDERING PREPARATION OF REPORT

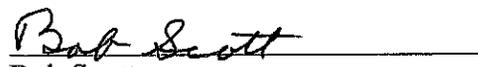
BE IT RESOLVED BY THE CITY COUNCIL OF CROSSLAKE, MINNESOTA:

1. A certain petition requesting the improvement of Sugar Loaf Road from the intersection of Shafer Road approximately 1,300 feet to the two ends of Sugar Loaf Road, filed with the Council on September 17, 1998 is hereby declared to be signed by the required percentage of owners of property affected thereby. This declaration is made in conformity to Minnesota Statutes, Section 429.035.
2. The petition is hereby referred to Dave Reese of Widseth, Smith & Nolting and that person is instructed to report to the Council with all convenient speed advising the Council in a preliminary way as to whether the proposed improvement is necessary, cost-effective, and feasible and as to whether it should best be made as proposed or in connection with some other improvement, and the estimated cost of the improvement as recommended.

Adopted by the Council this 12th day of October, 1998



Thomas N. Swenson
City Administrator



Bob Scott
Mayor

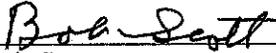
RESOLUTION 98-41

RESOLUTION DECLARING ADEQUACY OF PETITION AND ORDERING PREPARATION OF REPORT

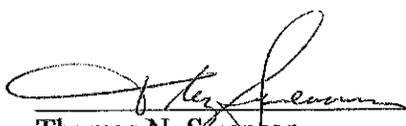
BE IT RESOLVED BY THE CITY COUNCIL OF CROSSLAKE, MINNESOTA:

1. A certain petition requesting the improvement of Kimberly Road from the intersection of CSAH No. 3, approximately 3,900 feet to the end of the road, filed with the Council on September 13, 1998 is hereby declared to be signed by the required percentage of owners of property affected thereby. This declaration is made in conformity to Minnesota Statutes, Section 429.035.
2. The petition is hereby referred to Dave Reese of Widseth, Smith & Nolting and that person is instructed to report to the Council with all convenient speed advising the Council in a preliminary way as to whether the proposed improvement is necessary, cost-effective, and feasible and as to whether it should best be made as proposed or in connection with some other improvement, and the estimated cost of the improvement as recommended.

Adopted by the Council this 12th day of October, 1998



Bob Scott
Mayor



Thomas N. Swenson
City Administrator

RESOLUTION 98-42

RESOLUTION DECLARING ADEQUACY OF PETITION AND ORDERING PREPARATION OF REPORT

BE IT RESOLVED BY THE CITY COUNCIL OF CROSSLAKE, MINNESOTA:

1. A certain petition requesting the improvement of Shamrock Road from the intersection of Bonnie Lakes Farm Road (O'Brien Road), approximately 2,000 feet to the end of Shamrock Road, filed with the Council on September 14, 1998 is hereby declared to be signed by the required percentage of owners of property affected thereby. This declaration is made in conformity to Minnesota Statutes, Section 429.035.
2. The petition is hereby referred to Dave Reese of Widseth, Smith & Nolting and that person is instructed to report to the Council with all convenient speed advising the Council in a preliminary way as to whether the proposed improvement is necessary, cost-effective, and feasible and as to whether it should best be made as proposed or in connection with some other improvement, and the estimated cost of the improvement as recommended.

Adopted by the Council this 12th day of October, 1998



Thomas N. Swenson
City Administrator



Bob Scott
Mayor

RESOLUTION 98-43

RESOLUTION ORDERING PREPARATION OF REPORT ON IMPROVEMENT

WHEREAS, it is proposed to improve Velvet Lane, Red Pine Road, Tamarac Road, Tamarac Trail and Tamarac Lane, as shown on the attached map, by constructing road and drainage improvements and to assess the benefited property for all or a portion of the cost of the improvement, pursuant to Minnesota Statutes, Chapter 429, and;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF CROSSLAKE, MINNESOTA:

That the proposed improvement be referred to Dave Reese of Widseth, Smith and Nolting for study and that he is instructed to report to the Council with all convenient speed advising the Council in a preliminary way as to whether the proposed improvement is necessary, cost-effective, and feasible and as to whether it should best be made as proposed or in connection with some other improvement, and the estimated cost of the improvement as recommended.

Adopted by the Council this 12th day of October, 1998.

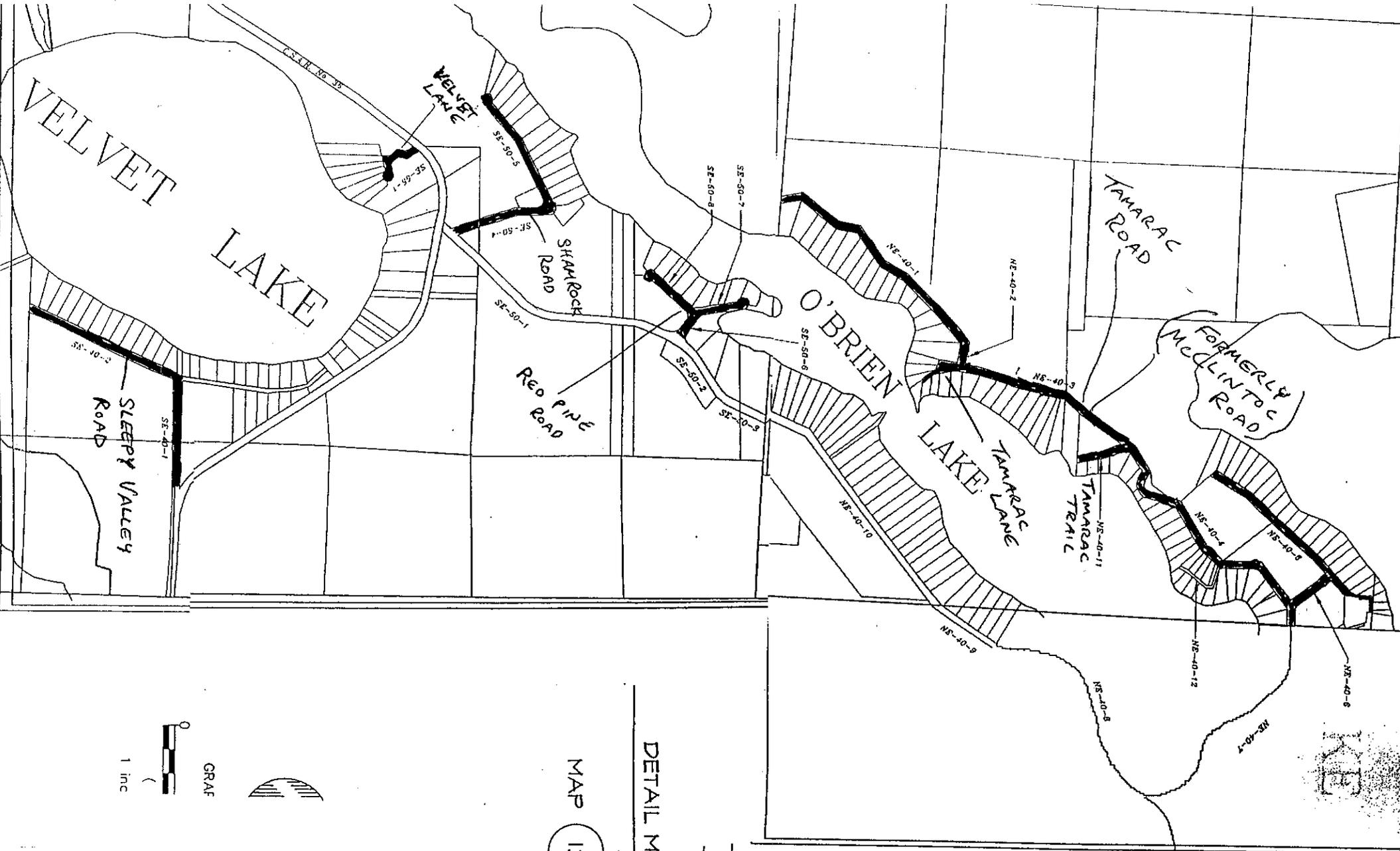


Bob Scott
Mayor



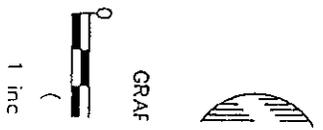
Thomas N. Swenson
City Administrator

GOODRICH LAKE



DETAIL MAP

MAP 12



DETA
MAI

