

SPECIAL COUNCIL MEETING
CITY OF CROSSLAKE
MONDAY, DECEMBER 6, 1999
7:00 P.M. – CITY HALL

The Council for the City of Crosslake met in the Council Chambers of City Hall on Monday, December 6, 1999. The following Councilmembers were present: Charles Miller, Irene Schultz, Dean Swanson and Richard Upton. Absent was Mayor Darrell Swanson. Also present was City Administrator Thomas Swenson, City Attorney Paul Sandelin and Deputy Clerk Darlene Roach.

Acting Mayor Miller called the special meeting to order.

1. Pine Vista – Final Plat - Planning and Zoning Assistant Carla Backstrom brought forward a recommendation from the Planning and Zoning Commission for Council approval on the final plat for Pine Vista based on the completion of certain items. Ms. Backstrom reviewed the items that have been completed and remain to be completed. Those completed are as follows: (1) The final plat has been reviewed by the City Surveyor; (2) The Park Dedication Fee has been paid to the City; (3) The after-the-fact conditional use permit fees have been paid for the land use violations on the commercial and residential lots; (4) The Planning and Zoning Commission approved Area 1 and 2 on a reforestation plan that was provided to the Council. Additional reforestation will be required in the final road design plans. Any additional screening will be addressed with each conditional use permit application; (5) Additional conditions for the land use violations have been addressed in the Development Agreement. Several additional items that were outstanding at the Planning and Zoning Commission Meeting have been completed. These items include: (1) Review of the Development Agreement by the City Attorney; (2) Repayment of all City expenses incurred by the City for the City Surveyor, City Attorney and City Engineer; (3) Submission of a Letter of Credit; (4) Title Opinion review and approval by the City Attorney; and (5) Covenants addressing Outlot A ownership, use and maintenance. (This item was submitted to the City Attorney this date.)

City Engineer Dave Reese submitted a letter to the City Council outlining items he felt required action by the developer. These items were addressed in the Staff Report provided to the Council.

David Landecker of Landecker and Associates and Mr. Figi were both present in the audience. City Attorney Sandelin asked Mr. Landecker if the developer wanted Outlot A as greenspace and whether it has been rezoned as such. Mr. Landecker stated that it is currently zoned commercial and larger in area than the residential portion and that the developer would like to even this out. City Attorney Sandelin stated that for purposes of zoning, an open space designation would be appropriate. It was noted that each purchaser would obtain 1/6th of Outlot A. City Administrator Swenson asked if the County Auditor would then issue a separate tax statement to each owner of Outlot A and Mr. Landecker indicated each property owner would be assessed a portion of the Outlot.

City Administrator Swenson then inquired as to whose responsibility it would be should there be a storm and there is damage on Outlot A. City Attorney Sandelin stated that a clarification could be made in the Covenants where if the property owners did not clean up the property, the City would assess the costs of the clean up. David Landecker asked the City's Attorney if he could prepare a write up for this for inclusion in the Covenants. The City Attorney concurred and stated that the language should probably address the property as being an undivided 1/6th interest in ownership.

Councilmember Upton inquired as to any other outstanding items and Ms. Backstrom stated that a restoration date should be established and she recommended June 30, 2000. She further recommended that City Attorney Sandelin specify a financial security amount to be paid until such time as the restoration is completed. Mr. Figi asked if a date could be worked out jointly by himself and the City at a later date and Councilmember Upton stated that the City is only identifying a perimeter date to work with. Mr. Figi stated that reforestation could be included in the Developer's Agreement. He stated that 24 evergreens are proposed for Area 1 and 12 evergreens in Area 2. He stated that any additional reforestation is pending construction. Councilmember Swanson asked if there was any dirt moving proposed for the area and David Landecker indicated there would not be any additional dirt moving. City Administrator Swenson inquired as to the size of the evergreens and Ms. Backstrom stated that they would be a minimum of 8' in height.

MOTION 12S1-01-99 WAS MADE BY RICHARD UPTON AND SECONDED BY DEAN SWANSON TO APPROVE THE FINAL PLAT FOR PINE VISTA BASED ON THE STIPULATION OF THE FOLLOWING CONDITIONS: (1) EXECUTION OF THE DEVELOPER'S AGREEMENT WITH THE INCLUSION OF REFORESTATION IN AREA 1 AND AREA 2 WITH 8' EVERGREENS FOR COMPLETION BY JUNE 30,2000; (2) THAT ALL OUTSTANDING FEES BE PAID PRIOR TO SIGNING OF THE FINAL PLAT; (3) THAT THE BALANCE OF THE REFORESTATION BE DONE AS EACH SITE IS DEVELOPED AND THAT A CONDITIONAL USE PERMIT BE SUBMITTED TO PLANNING AND ZONING FOR EACH SITE; (4) THAT THE DEVELOPER WILL BUILD THE ROADS TO CITY SPECIFICATIONS AND DEDICATE TO THE CITY ONCE ALL REFORESTATION IS COMPLETED; (5) SUBMISSION OF A COPY OF THE FINAL COVENANTS TO THE CITY; (6) SUBMISSION OF A SITE PLAN FOR EACH LOT WITHIN BLOCK 1, LOTS 3-12 TO BE INCLUDED IN THE COVENANTS. A question was raised as to whether silt fencing was in place on the site and City Engineer Dave Reese and Ms. Backstrom visited the site and stated that silt fencing was in place. It was also noted that Lot A needs to be rezoned. MOTION CARRIED WITH ALL AYES.

2. Crosswoods Development – Final Plat and Specific Implementation Plan - Planning and Zoning Assistant Carla Backstrom provided the Council with a Staff Report including the following items: (1) Crosswoods Specific Implementation Plan (including exhibits) dated November 24, 1999; (2) General Implementation Plan Ordinance and Ordinance Summary; (3) Specific Implementation Plan as revised by the City Attorney on December 2, 1999; and (4) A copy of the November 1, 1999 Planning and Zoning Commission Meeting Minutes. The Planning and Zoning

Commission gave approval on the Crosswoods Development Final Plat and Specific Implementation Plan with the condition that the items listed in the November 1, 1999 Commission Meeting Minutes be completed. As of the date of this meeting, these items have been completed, however, upon further review of the GIP, SIP and Exhibits, Ms. Backstrom stated that there are some items that need to be discussed. A letter dated December 3, 1999 from City Attorney Sandelin stated that he has reviewed the following documents relative to the developer's request for approval of the Specific Implementation Plan for Phase 1 of Crosswoods Development as well as the Final Plat: (1) Proposed Final CIC Plat for Crosswoods; (2) Revised Specific Implementation Plan dated November 23, 1999; (3) Utility Plan and profile sheets for erosion control plan and grading plan; (4) Title Opinion; (5) Crosswoods Declaration; (6) Crosslake Town Square Articles of Incorporation; (7) Crosswoods Town Square Bylaws; (8) Crosswoods Development Architectural Review Guidelines; (9) Letter of Credit Commitment; (10) City Commission Recommendations; and (11) Easements. Discussion ensued regarding several items. City Attorney Sandelin indicated that the recommendation from the Planning Commission reflects an acknowledgement that this development may proceed on a stand-alone basis for purposes of sewer and water utilities. This may change, however, depending upon the decision of the City Council regarding construction of sewer and/or water infrastructure. While he believes the Developer understands that this could change in the very near future, the decision by the City Council on this issue will impact the documents to be approved on this project. City Engineer Reese concurred that the City needs to adopt some standards so the Developer can construct to a level acceptable to the City. He further stated that Widseth Smith Nolting has standards that are available to the City should the City decide to prepare a policy. Mike Stone, representing Developers John and Delores Stone, stated that they have no problem proceeding with a standalone to get the process going and if the City adopts sewer and/or water, they could adapt. City Administrator Swenson asked if they were planning on having a community water system and Mike Stone stated that they are aware that they will be spending money putting in a distribution system that may never get used. Mike Stone stated that the developers are currently only looking at Phase 1 so are not locked into putting a distribution system in later. Councilmember Miller stated that while he was supportive of a sewer system to save the lakes, everyone has a useable water system and did not know if he could support a water system at this time. City Administrator Swenson asked if a shallow sewer would be installed and City Engineer Reese stated that the plans called for minimum depths and grades so as not to have a problem matching into future sewer. There was some discussion regarding the City granting an easement across Swann Drive for maintenance of a private utility on public property. City Attorney Sandelin stated that the Developer should make arrangements with all of the private utilities for the master plan. It was noted that Crosslake Communications should have a master plan for the entire area.

There was considerable discussion regarding snow removal. The General Implementation Plan Ordinance differs from the recommendation from the Public Works Commission. There was some discussion regarding who was liable should

someone fall down and get hurt. City Attorney Sandelin stated that the owner would be liable. There is a conflict in the responsibility of the snow removal within Town Square. The GIP states that the Town Square Association will not be responsible for snow removal within Town Square. The Public Works Commission recommendation dated August 6, 1999 that will be incorporated and made part of the SIP states that Developer will be responsible for snow removal within Town Square. City Attorney Sandelin recommended that a Quit Claim Deed should be prepared which would indicate alternative snow storage provisions when the last Outlot is developed.

The Developer requested that Swann Drive be improved and paved within one year. The Council did not feel they could approve paving the road due to pending sewer plans. Mike Stone asked if the City could do the design work and place dry lines in. City Engineer Reese stated that the City would have to re-test the lines for leaks if a period of time lapses before the system is used. He also stated that any scheduling of design or bids would be contingent on whether the City intends to proceed with sewer or water. Councilmember Upton asked if the City could pave the road, but not put the final coat of pavement down until a later date and City Engineer Reese stated that was a possibility. Two options were discussed regarding paving. One option is to pave Ostlund Avenue to CSAH #3 and finish the rest of the road at a later date or build Swann Drive from Ostlund Avenue to CSAH #3 as an urban road and construct Ostlund Avenue to CSAH #66 as a temporary gravel road. Since the Stone's are the only property owner along the road, it should be stated in the Developer's Agreement that the Stone's are in agreement with waiving any assessment hearings on such a project.

Other items commented on as recommended by the City Attorney were (1) the Drainage and Utility Easement on the Golf Course Property which has been prepared and provided by the Developer, (2) Security for Public Improvements which has been dealt with, and (3) the requirement to bid on any public improvements to be constructed by the developer and turned over to the City for which Tax Increment Financing dollars will be used as required under the municipal bidding statute as well as the Business Subsidy Law which the City will be reviewing and possibly adopting in the near future.

MOTION 12S1-02-99 WAS MADE BY RICHARD UPTON AND SECONDED BY DEAN SWANSON TO APPROVE THE SPECIFIC IMPLEMENTATION PLAN SINCE IT IS REASONABLY CONSISTENT WITH THE PREVIOUSLY APPROVED GENERAL IMPLEMENTATION PLAN INCLUDING THE FINAL PLAT, PROVIDED ALL THE STIPULATIONS BE COMPLETED. MOTION CARRIED WITH ALL AYES.

3. Bills for Payment – MOTION 12S1-03-99 WAS MADE BY DEAN SWANSON AND SECONDED BY RICHARD UPTON TO APPROVE THE PAYMENT OF BILLS AS SUBMITTED IN THE AMOUNT OF \$57,212.36. MOTION CARRIED WITH ALL AYES.

4. Memo dated December 6, 1999 from Personnel Committee –

a. Three applicants were interviewed on November 17, 1999 by the Park and Recreation Director and City Administrator for the position of Part-Time Building Assistant for the Community Center. It is the recommendation that Linda Nordstrom be hired at an hourly wage of \$6.13 per hour for approximately 12 hours per week. MOTION 12S1-04-99 WAS MADE BY DEAN SWANSON AND SECONDED BY IRENE SCHULTZ TO HIRE LINDA NORDSTROM AS PART TIME BUILDING ASSISTANT AT THE COMMUNITY CENTER AT \$6.13 PER HOUR. MOTION CARRIED WITH ALL AYES.

b. The Personnel Committee further recommends that Carla Backstrom be named the Crosslake Zoning Officer until the Community Development Director begins on January 18, 2000, that her wage be increased \$1.00 per hour retroactive to the day following Teri Hasting's last day of work which was August 27, 1999 and remain in effect until the Community Development Director begins work on January 18, 2000 and that, contingent on Union approval, she be moved one additional step in the pay schedule effective the day the Community Development Director begins work. MOTION 12S1-05-99 WAS MADE BY RICHARD UPTON AND SECONDED BY IRENE SCHULTZ TO DESIGNATE CARLA BACKSTROM AS CROSSLAKE'S ZONING OFFICER UNTIL THE COMMUNITY DEVELOPMENT DIRECTOR IS HIRED. MOTION CARRIED WITH ALL AYES. MOTION 12S1-06-99 WAS MADE BY DEAN SWANSON AND SECONDED BY RICHARD UPTON TO INCREASE CARLA BACKSTROM'S WAGES \$1.00 PER HOUR RETROACTIVE TO THE DAY FOLLOWING TERI HASTING'S LAST DAY OF WORK WHICH WAS AUGUST 27, 1999. MOTION CARRIED WITH ALL AYES. MOTION 12S1-07-99 WAS MADE BY DEAN SWANSON AND SECONDED BY RICHARD UPTON THAT CONTINGENT ON UNION APPROVAL, CARLA BACKSTROM BE MOVED TO STEP 5 ON THE UNION PAY SCHEDULE EFFECTIVE THE DAY THE COMMUNITY DEVELOPMENT DIRECTOR BEGINS WORK. MOTION CARRIED WITH ALL AYES.

MOTION 12S1-07-99 WAS MADE BY RICHARD UPTON AND SECONDED BY IRENE SCHULTZ TO ADJOURN THIS SPECIAL COUNCIL MEETING AT 11:11 P.M. MOTION CARRIED WITH ALL AYES.

Recorded and transcribed by,



Darlene J. Roach
Deputy Clerk

Special Council Meeting – December 6, 1999

BILLS FOR PAYMENT				
06-Dec-99				
VENDOR		DEPT	CHECK #	AMOUNT
Ace Hardware - batteries		PW		\$12.74
Ace Hardware - cable ties		PW		\$8.30
Ace Hardware - hook		PD		\$5.30
Ace Hardware - hose, electrical supply		Park		\$22.56
Ace Hardware - Humidifier		Gov't		\$106.49
Ace Hardware - padlock		PW		\$13.04
Ace Hardware - screws/washers		PW		\$3.86
Ace Hardware - spikes, sign bolts and nuts		PW		\$16.90
Ace Hardware - Wire mechanic		PW		\$18.09
Ace Hardware - x-mas lights		Gov't		\$20.18
Anderson Bro's - rock		PW		\$151.83
Auto Value - battery and core deposit		PW		\$212.89
Auto Value - filters		PW		\$56.08
Auto Value - filters		PW		\$87.73
Auto Value - floor dry		PW		\$6.60
BLADC -		Gov't		\$750.00
Blue Lakes - garbage		PW		\$14.63
Blue Lakes - garbage		Park		\$49.73
Blue Lakes - garbage		Gov't		\$29.26
Bob's Building Supplies - gutters for City Hall		Gov't		\$249.99
Career Clothes - collar brass		PD		\$20.24
Career Clothes - collar brass		PD		\$10.12
Career Clothes - pants, flags		PD		\$105.70
Cimmaron Printing - newsletter printing		Adm		\$144.00
Computer 1 - Service & labor on Computer		P&Z		\$150.00
Council # 65 - union dues		All		\$148.95
Council Payroll		Council		N/A
Crosslake Communications - phone/fax		All		\$812.08
Crosslake Communications - REA loan		Rea Loan		\$925.93
Crosslake Rolloff - recycling		Recycle		\$1,600.00
Crow Wing Coop - electric		Park		\$269.54
Crow Wing Coop - electric		Warm Hse		\$15.79
Crow Wing Coop - electric		PW		\$51.22
Crow Wing Coop - electric		Street Lgt		\$27.57
Crow Wing Coop - electric		Garage		\$16.22
Crow Wing Coop - electric		Gov't		\$275.00
Crow Wing County - filing fees		P&Z		\$39.00
Crow Wing County - filing fees		P&Z		\$312.00
Crow Wing Cty Sanitary Landfill - tire disposal		PW		\$114.00
Culligan - 9 containers water		Gov't		\$57.51
Dacotah Paper - flashlights, bulbs		Adm/P&Z		\$40.23
Dacotah Paper - floor finish		Gov't		\$70.56
David Markgraf - Workshop expenses		P&Z		\$73.08
Dean Swanson - travel expenses		Council		\$15.50
Deferred Comp		All		
Delta Dental -		All		\$849.30

Don Coulter - Review Final Plat for Pine Vista		P&Z		\$270.00
Echo Publishing - ad		Park		\$26.95
Echo Publishing - ad		Park		\$42.35
Echo Publishing - legal		Adm		\$36.75
Echo Publishing - legal		Adm		\$21.88
Echo Publishing - legal		Adm		\$30.63
Echo Publishing - legal		Adm		\$36.75
Echo Publishing - legal		Adm		\$42.88
Echo Publishing - legal		Adm		\$36.75
Echo Publishing - legal		Adm		\$36.75
Echo Publishing - legal		Adm		\$36.75
Echo Publishing - legal		Adm		\$36.75
Echo Publishing - legal		Adm		\$75.00
Echo Publishing - legal		P&Z		\$46.87
Echo Publishing - legal		Adm		\$78.12
Echo Publishing - legal		Adm		\$75.00
Ehlers - professional services		TIF		\$570.00
Ehlers - professional services		TIF		\$120.00
Election Systems & Software - tickets & receipts		Adm/PD		\$191.71
Eric Swanson - Seminar expenses		PD		\$171.00
Federal/State Withholding		All	N/A	
Firemen's Annual Payment		Fire		\$15,714.00
Fleet Farm - lights		Gov't		\$28.93
Fleet Farm - post, gear oil, roof kits, potassium		PW		\$369.94
Gammello & Sandelin - legal fees		Legal		\$3,458.76
Great West - deferred comp		All		\$325.00
Holiday - batteries		PW		\$47.43
Holiday - gasoline		PD		\$61.82
Holiday - gasoline		Fire		\$112.12
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
Houston Ford - Service on squads		PD		\$123.99
Jim's Electric - lamp		Park		\$16.61
Jon Henke - travel expenses		Park		\$38.75
L&M Steel - galvanized posts for signs		PW		\$204.64
Lakes Area Rental - ATV Labor repair		Fire		\$26.63
Lakes Area Rental - chain saw exp		PW		\$41.22
Martin Comm - NICD Battery		Fire		\$83.07
Martin Comm - page and battery		Fire		\$750.56
Medica		Adm	N/A	
MN Benefit - employee pay insurance		Adm		\$223.66
MN Child Support		All		\$166.12
MN Mutual - life insurance (includes teleco)		All	N/A	
MN Ncpers - employee pay insurance		All		\$96.00
Moonlite Square - gasoline		PD		\$247.62
Moonlite Square - propane exchange		PW		\$27.99
Morton Salt - salt		PW		\$1,825.90
Napa - Bolt 25		PW		\$60.12

Napa - bolts and nuts and 2 @ \$33.58		PW	\$160.72
Napa - SF-16		PW	\$8.50
Napa - sockets		PW	\$34.46
Nisswa Rolloff - dumpster		PW	\$544.05
North Country Equip - cutting edges, washers		PW	\$282.81
North Memorial - Ambulance subsidy		Amb	\$1,103.00
Northwood Turf -			
NSP - gas		Garage	\$36.47
NSP - gas		Park	\$186.56
NSP - gas		Gov't	\$101.11
NSP - gas		Warm Hse	\$32.40
Payroll		All	N/A
People's Security - monitoring		Park	\$242.18
PERA -		Adm	\$10.00
PERA - 2 payrolls		All	N/A
Petty Cash - postage, travel exp, sentence to serve food		PW/Adm/PD	\$91.31
Pitney Bowes - postage mach rental charge		Adm	\$116.86
Postmaster - postage		Adm	\$143.75
Ranger Fire Protection - 4 sets turnout gear		Fire	\$3,466.00
Reed's Market - gloves/hilex/409		Park	\$12.78
Reed's Sporting goods - ammunition		PD	\$24.99
Robert Zilge - Oak Gun Cabinet		PD	\$450.00
Rohlfing - garbage bag liners		Gov't	\$37.89
Rohlfing - ice melt		Gov't/Park/Shop	\$774.13
Rose Stimac - travel exp		Park	\$19.84
Rural Cellular		Council	\$41.23
Rural Cellular - cell service		PD	\$117.35
Simonson Lumber - 2 6x10's		PW	\$11.27
Simonson Lumber - 2 nozzle hose twists		Fire	\$13.61
Simonson Lumber - cord, ground, extension		Gov't	\$10.72
Simonson Lumber - tape and poly		Gov't	\$6.36
Soc Sec/Medicare		All	N/A
Starkka Oil - oil, filter, tire repair, gasoline		PD	\$60.44
Streicher's Police - flashlights		PD	\$84.95
Team Laboratory - air freshners, cleaner		Gov't	\$220.95
The Light Depot - bulbs		Gov't	\$358.29
The Office Shop - 2 fire proof files		P&Z/Adm	\$2,447.37
The Office Shop - cassette tapes		Pol/Adm	\$9.52
The Office shop - cassette tapes/c fold towels		Govt/Adm	\$53.03
The Office Shop - Dry Eraser Board		Gov't	\$254.54
The Office shop - office supplies		Adm/P&Z	\$75.40
The Office Shop - pencils, envelopes		Adm	\$29.28
Thomas Swenson - vehicle reimbursement		Adm	\$300.00
Top Health - employee brochures		Adm/Telco	\$120.18
Transportation Components - mud flap repl arlm		PW	\$7.60
True Value Hardware - plug & coupling		PW	\$3.24
Uniforms Unlimited - 2 leather jackets		PD	\$635.30
Uniforms Unlimited - collar letters, CPD letters		PD	\$48.65
Viking Coke - pop		Gov't	\$40.47
Widseth Smith Nolting		Eng	\$9,738.67
YMCA - Sports 101		Park	\$260.00

