

SPECIAL COUNCIL MEETING
AND
PINE POINT ROAD PUBLIC HEARING
WILLWOOD LANE PUBLIC HEARING
WOLF TRAIL/WOLF COURT PUBLIC HEARING
SANDRA ROAD PUBLIC HEARING
LAKE TRAIL PUBLIC HEARING

CITY OF CROSSLAKE
DECEMBER 19, 2001
6:00 P.M. – CITY HALL

Pursuant to proper notice duly given as required by law, the City Council met in the Chambers of City Hall on Wednesday, December 19, 2001. The following Councilmembers were present: Mayor Darrell Swanson, Sandy Eliason, Chuck Miller (who joined the meeting at 6:03 P.M.), Irene Schultz and Dean Swanson. Also present was City Administrator Thomas Swenson, City Attorney Steve Qualley, City Engineer Dave Reese, Public Works Director Ted Strand and Clerk/Treasurer Darlene Roach.

Mayor Swanson called the Special Meeting to order at 6:00 P.M. The first order of business was to conduct the Public Hearing for improvements to Pine Point Road.

PINE POINT ROAD PUBLIC HEARING
CITY OF CROSSLAKE
DECEMBER 19, 2001
6:00 P.M. – CITY HALL

Mayor Swanson called the Public Hearing to order. The hearing was turned over to City Engineer Dave Reese who presented an overview of the feasibility report prepared by Widseth Smith Nolting. The full report is available at City Hall. Pine Point Road is located in the NE quadrant of the City off of Daggett Pine Road. Pine Point Road currently abuts 6 lots/parcels. The road intersects with Daggett Pine Road then extends to the east where it ends at the confluence of several private driveways. The total length of the roadway considered for the project is approximately 425 feet. Currently the road is a sand-surfaced road that has an average width of 10 to 11 feet. Ditching is non-existent. Since the City has not maintained this road in the past, there is no knowledge of drainage issues. There did not appear to be any significant erosion during the visual survey.

Based on right-of-way width and total number of lots on this road, Pine Point Road would be categorized as a Drive. A 14 foot wide pavement, 2 inch thick bituminous surface, 4 inch thick aggregate base and 1 foot wide topsoil shoulders are proposed. It is recommended that the existing road base be subcut approximately 3-4 inches so that positive drainage can be maintained away from garage door openings. Swales and drainage storage areas would be landscaped along the roadway as is feasible. Minor tree trimming will be necessary so that maintenance vehicles are not damaged when snow plowing. A branch style turn around is proposed.

The estimated construction cost is \$8,425 plus \$843 (10% contingency) plus \$4,634 for engineering, legal and administrative expenses for a total estimated project cost of \$13,902. The costs for improving this currently un-maintained roadway shall be assessed 100% to the benefiting properties in accordance with City policy. The estimated number of equivalent lots to be assessed is 6. For purpose of examples of costs spread over five and ten years, an interest rate of 8% was used. The assessment can be paid in full within thirty days of the final assessment hearing without any interest being accrued. Existing paved driveways, which extend into the right-of-way, will be matched with bituminous. A one-to-two foot kick-out or apron will be extended from the roadway for gravel driveways. Homeowners who wish to blacktop driveways need to make separate agreements with the contractor of their choice for this work.

City Administrator Tom Swenson read the Affidavit of Mailing and Publication. Included with the Affidavit is a copy of the hearing notice which was mailed to all affected property owners noting the time and date of the hearing, a copy of the prepaid addressed envelopes showing the benefiting property owners name and address which was obtained from the County Auditor's Office and a copy of Page 9 of the Feasibility Study showing the assessment summary. On November 22nd and November 29th a notice of hearing was published in the Lake Country Echo. No correspondence was received regarding this project.

The hearing was opened to the Council for questions. City Administrator Swenson asked whether there was sufficient room in the area of the turnaround for the branch style turnaround. City Engineer Dave Reese stated that there currently is existing width for the turnaround but some pruning and trimming may be required.

The hearing was opened to the public for questions and comments. Wendall Olson, owner of property located on the right hand side of Pine Point Road, off of Daggett Pine Road, stated that he would like to see the road moved to the center of the right-of-way and would like to see the grade changed and the road lowered so the runoff runs into his yard and down to the lake. City Engineer Dave Reese stated that there are some changes that can be made to address the drainage issue. He stated that the contractor can ditch and do some clearing or a bituminous gutter could be constructed. Regarding moving the road bed, some trees would need to be removed and more grading would need to be done which would increase the cost of the project. Councilmember Miller asked what the sentiment was regarding tree removal. The audience was not opposed to the cutting of trees. Chuck Reichl, property owner on Pine Point Road asked if the thickness of the bituminous would handle concrete and garbage trucks. City Engineer Dave Reese stated that without doing soil borings it was difficult to say, but past experience with the road projects indicates that the proposed depth of blacktop will handle the weight of the trucks. One resident asked whether there would be a problem re-situating the routed Pine Point Road sign currently erected along the road going into the development. City Administrator Swenson stated that the property owners should contact Gopher 1 for a utility locate prior to installing the sign. Mayor Swanson proposed that the property owners work with the City Engineer on a redesign of the road since the project will be

fully assessed to the property owners. Mayor Swanson asked City Attorney Qualley if the hearing could be recessed and reconvened on January 14th after the property owners have had an opportunity to meet with City Engineer Dave Reese and Ted Strand. City Administrator Swenson asked if the property owners would have to be re-notified of the continuation and City Attorney Qualley stated that they would not have to be re-notified since the continuation was announced at the public hearing. Mayor Swanson declared at 6:32 P.M. that the Council stands in recess until January 14th at 7:00 P.M. when they will reconvene to discuss a proposed change in road design for Pine Point Road. (Sign in sheet attached as a permanent part of the minutes.)

**WILLWOOD LANE PUBLIC HEARING
CITY OF CROSSLAKE
DECEMBER 19, 2001
6:30 P.M. – CITY HALL**

Pursuant to proper notice duly given as required by law, the City Council met in the Chambers of City Hall on Wednesday, December 19, 2001. The following Councilmembers were present: Mayor Darrell Swanson, Sandy Eliason, Chuck Miller, Irene Schultz and Dean Swanson. Also present was City Administrator Thomas Swenson, City Attorney Steve Qualley, City Engineer Dave Reese, Public Works Director Ted Strand and Clerk/Treasurer Darlene Roach. (Sign in sheet attached as a permanent part of the minutes.)

Mayor Swanson called the Public Hearing to order at 6:33 P.M. City Administrator Tom Swenson read the Affidavit of Mailing and Publication. Included with the Affidavit is a copy of the hearing notice which was mailed to all affected property owners noting the time and date of the hearing, a copy of the prepaid addressed envelopes showing the benefiting property owners name and address which was obtained from the Crow Wing County Auditor's Office and a copy of Page 10 of the Feasibility Study showing the assessment summary. On November 22nd and November 29th a notice of hearing was published in the Lake Country Echo. No correspondence was received regarding this project.

The hearing was turned over to City Engineer Dave Reese who presented an overview of the feasibility report prepared by Widseth Smith Nolting. The full report is available at City Hall. Willwood Lane is located in the SW corner of the City located off of County Road #103. Willwood Lane currently abuts 31 lots/parcels. The road begins on CSAH 103 and extends to the south, then turns east for a total length of approximately 2,050 feet. Currently the road is an aggregate/sand-surfaced road that has an average width of 20 feet. Although there is limited to non-existent ditching, there does not appear to be any significant erosion or drainage problems. A combination of 66 foot wide easement and right-of-way appears to exist until Lot 2 of the Ferndale subdivision where the right-of-way width narrows to approximately 33 feet. Based on right-of-way width and total number of lots on this road, a "Rural Roadway" with 20 foot wide pavement, 2 inch thick bituminous on a 4 inch thick aggregate base, and 2 foot wide aggregate shoulders is proposed. It is recommended that the paved width be reduced to 14 feet within the 33

foot right-of-way segment. The City standards require a 2-foot ditch on the "Rural Roadway" segment and a minimum 6" swale on the "Drive". A branch style turn around is proposed.

The estimated construction cost is \$55,740 plus \$5,574 (10% contingency) plus \$18,394 for engineering, legal and administrative expenses for a total estimated project cost of \$79,700. City Engineer Dave Reese reviewed the methodology of assessing the project using the equivalent lot basis. Some of the property is made up of platted lots and some of the property contains larger tracts which may be considered sub-dividable. The City will pay 50% of the cost of the project and the benefiting property owners will pay 50% of the cost of the project. The City's portion of the cost is estimated at \$39,850. The estimated number of equivalent lots is 25 for an estimated cost of \$1,594 per lot for a total of \$39,850 being assessed. Financing terms will be decided at the final assessment hearing, however, the City has used a financing term of ten years on previous assessment projects. For purpose of examples of costs spread over five and ten years, an interest rate of 8% was used. The assessment can be paid in full within thirty days of the final assessment hearing without any interest being accrued. Existing paved driveways, which extend into the right-of-way, will be matched with bituminous. A one-to-two foot kick-out or apron will be extended from the roadway for gravel driveways. Homeowners who wish to blacktop driveways need to make separate agreements with the contractor of their choice for this work.

The hearing was opened to the Council for questions. City Administrator Swenson inquired about the turnaround at the end of the road and was informed that the City does have a prescriptive easement for that area.

The hearing was opened to the public for questions and comments. Mrs. Gisen asked who pays the assessment on the empty side of the road and City Engineer Dave Reese stated that property owners would be assessed based on the zoning requirements if the property could be subdivided. She also asked if the property owners paid two assessments if they owned two lots. City Engineer Dave Reese stated that most of the lots are 50' lots and if two 50' lots were owned by the same individual, they would only pay one assessment. Mayor Swanson described the prescriptive easement that the City has for the road. He stated that he and City Administrator Swenson met with Mr. Courynea and told him that the City would do what they could to work with the Courynea's. Eugene Courynea asked why the road couldn't be paved 14' in width like Ivy Lane. City Engineer Dave Reese stated that the number of people traveling on Willwood Lane far exceeds the number traveling on Ivy Lane. It was noted that the current proposal is to straighten the road where it comes off of County Road #103. Mr. Courynea asked how many lots he would be assessed and City Engineer Dave Reese stated that he has estimated the Courynea property would contain five lots.

It was noted that a decision on whether to proceed with the project would be made at the January 14, 2002 Regular Council Meeting.

There being no further comments, MOTION PH12-02-01-01 WAS MADE BY SANDY ELIASON AND SECONDED BY DEAN SWANSON TO ADJOURN THE PUBLIC HEARING FOR WILLWOOD LANE AT 7:02 P.M. MOTION CARRIED WITH ALL AYES.

WOLF TRAIL/WOLF COURT PUBLIC HEARING
CITY OF CROSSLAKE
WEDNESDAY, DECEMBER 19, 2001
7:00 P.M. – CITY HALL

Pursuant to proper notice duly given as required by law, the City Council met in the Chambers of City Hall on Wednesday, December 19, 2001. The following Councilmembers were present: Mayor Darrell Swanson, Sandy Eliason, Chuck Miller, Irene Schultz and Dean Swanson. Also present was City Administrator Thomas Swenson, City Attorney Steve Qualley, City Engineer Dave Reese, Public Works Director Ted Strand and Clerk/Treasurer Darlene Roach. (Sign in sheet attached as a permanent part of the minutes.)

Mayor Swanson called the Public Hearing to order at 7:02 P.M. City Administrator Tom Swenson read the Affidavit of Mailing and Publication. Included with the Affidavit is a copy of the hearing notice which was mailed to all affected property owners noting the time and date of the hearing, a copy of the prepaid addressed envelopes showing the benefiting property owners name and address which was obtained from the Crow Wing County Auditor's Office and a copy of Page 11 of the Feasibility Study showing the assessment summary. On November 22nd and November 29th a notice of hearing was published in the Lake Country Echo. A hearing notice was returned addressed to Kenneth Wadell. The property owned by Mr. Wadell is in the process of being sold and the new owner was notified of the hearing. An E-Mail was received from Erik Duvall, owner of Lot 2, Block 2, Daggett Lake Homesites, regarding the depth of the road bed.

The hearing was turned over to City Engineer Dave Reese who presented revised costs estimates along with the feasibility report prepared by Widseth Smith Nolting. The full report is available at City Hall. The City has initiated an assessment project for Wolf Trail and Wolf Court which is located off of County Road # 3 and extends to Pine Bay Road. Wolf Trail and Wolf Court currently abuts 27 lots/parcels including a large tract of non-lakeshore school trust land that is administered by the Department of Natural Resources. Lakeshore lots were leased from the State of Minnesota for many years until the lots were eventually sold to the residents. The State, however, did not provide a public road right-of-way to access the lots when they were sold. The City currently maintains Wolf Trail which extends to the west where it intersects with Wolf Court, then turns southwest. Wolf Trail ends approximately 550 feet from Pine Bay Road, where a narrow un-maintained trail exists that connects the two roadways. The total length of the project, including Wolf Trail, Wolf Court and the un-maintained segment is approximately 4,650 feet. Currently, Wolf Trail and Wolf Court are an aggregate/sand-surfaced road that has an average width of 20 feet and 18 feet respectively. Ditching is limited to non-existent, and drainage problems have been experienced in the past on Wolf

Trail. The City submitted an application to the DNR for acquisition of 66 feet of right-of-way in 1996. The City was informed that it must compensate the State for damages including the timber value and land value in the amount of \$7,097.42. A copy of the appraisal report is attached as Exhibit E of the Feasibility Report. The City decided not to pursue the acquisition until the matter of payment could be further reviewed with the State of Minnesota. As of 2001, the City has been informed that the State is reviewing similar right-of-way questions on leased lots that were sold elsewhere in the State, however the issue of payment for right-of-way has not been resolved by the State. The residents of Wolf Trail have now petitioned the City to initiate an improvement project with the understanding that any costs associated with right-of-way acquisition would be considered as an assessable cost. Three different road sections are proposed for this project based on the amount of traffic, widths and grades of the roadways. Wolf Trail would be categorized as a "Rural Roadway", however, it is proposed that this road serve as a connector roadway from CSAH 3 to Pine Bay Road. Therefore, a wider road section is proposed for certain segments in order to accommodate higher use. A 24 foot wide pavement, 2 inch thick bituminous surface with 4 inch thick aggregate base and 2 foot wide aggregate shoulders are proposed for the segment of Wolf Trail that begins at CSAH 3 and ends at the intersection of Wolf Court. Wolf Court is proposed as a 20 foot wide pavement, 2 inch thick bituminous surface, 4 inch thick aggregate base and 1 foot wide topsoil shoulder. The remainder of Wolf Trail is proposed as a 22 foot wide pavement, 2 inch thick bituminous surface, 4 inch thick aggregate base and 2 foot aggregate shoulders. Road elevations and one or two cross-culverts are recommended to improve drainage. It was noted by the City Engineer that it is of extreme importance that the right-of-way issue be reconciled with the DNR.

The estimated construction cost is \$130,000 plus \$13,000 (10% contingency) plus \$35,750 for engineering, legal and administrative expenses for a total estimated project cost of \$178,750. City Engineer Dave Reese reviewed the methodology of assessing the project using the equivalent lot basis. The estimated number of equivalent lots is 45. The unbuilt portion of road that has not been maintained by the City will be assessed at 100%. The City portion of the cost of the project is \$72,750. The benefiting property owners portion of the project cost is \$106,000 with a cost per equivalent lot of \$2,350. The assessment costs have been discussed with the Land Trust Administrators and a change in zoning for public and government land is being proposed by Planning and Zoning for government tracts of land. Currently the land trust property is zoned R1 and does not represent what would take place on the property. Current zoning as R1 would allow for 11 equivalent lots for the school trust property. Financing terms will be decided at the final assessment hearing, however, the City has used a financing term of ten years on previous assessment projects. For purpose of examples of costs spread over five and ten years, an interest rate of 8% was used. The assessment can be paid in full within thirty days of the final assessment hearing without any interest being accrued. Existing paved driveways, which extend into the right-of-way, will be matched with bituminous. A one-to-two foot kick-out or apron will be extended from the roadway for gravel driveways. Homeowners who wish to blacktop driveways need to make separate agreements with the contractor of their choice for this work. Greg Kvale, Regional Manager of the Brainerd Office of the DNR, who works with road easements and land trusts addressed the

Council. He stated that the State is not required to pay special assessments if there is no benefit as a result of the improvement, however, since the DNR tries to be a good neighbor the option is available to pay all or a portion of the assessment. Mr. Kvale agreed to work with the City on some sort of resolution. Mayor Swanson asked how soon the DNR could have a resolution on the right-of-way issue. Mr. Kvale stated that easements could be issued quickly unless they were no-fee easements then the DNR would be required to go to the Attorney General's Office for approval. Mr. Kvale felt a resolution could be completed within two months. Wayne Demerow of the DNR was also present for the hearing.

The hearing was opened to the public for questions and comments. Karen Christofferson raised a question on the 33' right-of-way. Mr. Kvale stated that the intent was to grant a no fee right-of-way to the City. He stated half the work has been done and the other half needs to be completed. Carl Taubert commended the Council and City on its road projects and hopes the issue with the school trust land can get squared away. City Administrator Swenson asked if it would be possible that the DNR agree to pay up to \$15,000 of the assessment and the City assess the balance of the DNR assessment to the other property owners. The DNR officials felt that was an option. City Attorney Steve Qualley stated that would be allowable under law. It was noted that the Council will make a decision on whether to proceed with the project at the January 14th Council meeting. Councilmember Miller stated that by January 14th, the City may have an answer as to what the DNR can do.

There being no further questions or comments, MOTION PH12-03-01-01 WAS MADE BY CHUCK MILLER AND SECONDED BY DEAN SWANSON TO ADJOURN THIS PUBLIC HEARING FOR WOLF TRAIL/WOLF COURT AT 7:47 P.M. MOTION CARRIED WITH ALL AYES.

SANDRA ROAD PUBLIC HEARING
CITY OF CROSSLAKE
WEDNESDAY, DECEMBER 19, 2001
7:30 P.M. – CITY HALL

Pursuant to proper notice duly given as required by law, the City Council met in the Chambers of City Hall on Wednesday, December 19, 2001. The following Councilmembers were present: Mayor Darrell Swanson, Sandy Eliason, Chuck Miller, Irene Schultz and Dean Swanson. Also present was City Administrator Thomas Swenson, City Attorney Steve Qualley, City Engineer Dave Reese, Public Works Director Ted Strand and Clerk/Treasurer Darlene Roach. (Sign in sheet attached as a permanent part of the minutes.)

Mayor Swanson called the Public Hearing to order at 7:47 P.M. City Administrator Tom Swenson read the Affidavit of Mailing and Publication. Included with the Affidavit is a copy of the hearing notice which was mailed to all affected property owners noting the time and date of the hearing, a copy of the prepaid addressed envelopes showing the

benefiting property owners name and address which was obtained from the Crow Wing County Auditor's Office and a copy of Page 9 of the Feasibility Study showing the assessment summary. On November 22nd and November 29th a notice of hearing was published in the Lake Country Echo. No written correspondence was received, however one telephone call was received questioning the number of equivalent lots.

The hearing was turned over to City Engineer Dave Reese who presented an overview of the feasibility report prepared by Widseth Smith Nolting. The full report is available at City Hall. Sandra Road currently abuts 3 lots/parcels and intersects with CSAH 3 and extends to the southwest where it ends in a platted cul de sac. The total length of the roadway considered for the project is approximately 450 feet. Currently Sandra Drive is an aggregate surfaced road that has an average width of 18 feet. Ditching is minimal to non-existent. The road is fairly steep coming off of CSAH # 3 and proceeds down the hill to a turnaround which the City has used for maintenance. Based on right-of-way width and total number of lots on this street, Sandra Road would be categorized as a Lane or Access. An 18 foot wide pavement, 2 inch thick bituminous surface, 4 inch thick aggregate base and 1 foot wide topsoil shoulders are proposed. Bituminous gutter and/or spillways are proposed to be used to direct drainage from the roadway. Some tree removal, specifically the clump of trees near the middle of the cul de sac will have to be removed in order to construct the improvements.

The estimated construction cost is \$9,760 plus \$976 (10% contingency) plus \$4,830 for engineering, legal and administrative expenses for a total estimated project cost of \$15,566. City Engineer Dave Reese reviewed the methodology of assessing the project using the equivalent lot basis. The City will pay 50% of the cost of the project and the benefiting property owners will pay 50% of the cost of the project. The City's portion of the cost is estimated at \$7,783. The estimated number of equivalent lots is 3 for an estimated cost of \$2,594 per lot for a total of \$7,783 being assessed. Financing terms will be decided at the final assessment hearing, however, the City has used a financing term of ten years on previous assessment projects. For purpose of examples of costs spread over five and ten years, an interest rate of 8% was used. The assessment can be paid in full within thirty days of the final assessment hearing without any interest being accrued. Existing paved driveways, which extend into the right-of-way, will be matched with bituminous. A one-to-two foot kick-out or apron will be extended from the roadway for gravel driveways. Homeowners who wish to blacktop driveways need to make separate agreements with the contractor of their choice for this work.

The hearing was opened to the Council for questions. There being no questions or comments, the meeting was opened to the audience for questions. Jerry Haas, resident on the road stated that the trees have to go. He also stated that there are currently four houses along the road which would result in being able to spread the cost among more property owners.

It was noted that the Council will make a decision at the Regular Council Meeting on January 14th on whether to proceed with the project.

There being no further questions or comments, MOTION PH12-04-01-01 WAS MADE BY DEAN SWANSON AND SECONDED BY SANDY ELIASON TO ADJOURN THE PUBLIC HEARING FOR SANDRA ROAD AT 8:03 P.M. MOTION CARRIED WITH ALL AYES.

LAKE TRAIL PUBLIC HEARING
CITY OF CROSSLAKE
WEDNESDAY, DECEMBER 19, 2001
8:00 P.M. – CITY HALL

Pursuant to proper notice duly given as required by law, the City Council met in the Chambers of City Hall on Wednesday, December 19, 2001. The following Councilmembers were present: Mayor Darrell Swanson, Sandy Eliason, Chuck Miller, Irene Schultz and Dean Swanson. Also present was City Administrator Thomas Swenson, City Attorney Steve Qualley, City Engineer Dave Reese, Public Works Director Ted Strand and Clerk/Treasurer Darlene Roach. (Sign in sheet attached as a permanent part of the minutes.)

Mayor Swanson called the Public Hearing to order at 8:04 P.M. City Administrator Tom Swenson read the Affidavit of Mailing and Publication. Included with the Affidavit is a copy of the hearing notice which was mailed to all affected property owners noting the time and date of the hearing, a copy of the prepaid addressed envelopes showing the benefiting property owners name and address which was obtained from the Crow Wing County Auditor's Office and a copy of Page 9 of the Feasibility Study showing the assessment summary. On November 22nd and November 29th a notice of hearing was published in the Lake Country Echo. No written correspondence was received regarding this project.

The hearing was turned over to City Engineer Dave Reese who presented an overview of the feasibility report prepared by Widseth Smith Nolting. The full report is available at City Hall. Lake Trail currently abuts 7 lots/parcels and begins at the paved portion of Lake Street, then extends east approximately 445 feet to a confluence of private driveways. Currently Lake Trail is an aggregate surfaced road that has an average width of 19 feet. There is minor evidence of erosion on grades near the mid-point of the roadway. Clear zone is good and there appears to be adequate space for snow storage. It was noted that there are un-built right of ways extending from the end of the roadway that would not be considered part of this project. Based on right-of-way width and the number of lots served and the existing roadway surface, Lake Trail would be categorized as a Lane or Access. An 18 foot wide pavement, 2 inch thick bituminous surface, 4 inch thick aggregate base and 1 foot wide topsoil shoulders are proposed. Bituminous gutter may be used in certain areas to control drainage where driveway culverts are not feasible. A branch style turn-around is proposed to facilitate maintenance.

The estimated construction cost is \$9,646 plus \$965 (10% contingency) plus \$5,305 for engineering, legal and administrative expenses for a total estimated project cost of \$15,916. City Engineer Dave Reese reviewed the methodology of assessing the project using the equivalent lot basis. The City will pay 50% of the cost of the project and the benefiting property owners will pay 50% of the cost of the project. The City's portion of the cost is estimated at \$7,958. The estimated number of equivalent lots is 7 for an estimated cost of \$1,137 per lot for a total of \$7,958 being assessed. Financing terms will be decided at the final assessment hearing, however, the City has used a financing term of ten years on previous assessment projects. For purpose of examples of costs spread over five and ten years, an interest rate of 8% was used. The assessment can be paid in full within thirty days of the final assessment hearing without any interest being accrued. Existing paved driveways, which extend into the right-of-way, will be matched with bituminous. A one-to-two foot kick-out or apron will be extended from the roadway for gravel driveways. Homeowners who wish to blacktop driveways need to make separate agreements with the contractor of their choice for this work.

The meeting was opened to the Council for questions. Councilmember Swanson asked to see where the street currently is located within the right-of-way and wondered whether a cul-de-sac could be used. Both City Engineer Dave Reese and Public Works Director Ted Strand stated a cul-de-sac could not be used. Two residents have contacted Ted Strand and Dave Reese regarding the road and their concerns were addressed.

There being no further questions or comments, MOTION PH12-05-01-01 WAS MADE BY CHUCK MILLER AND SECONDED BY DEAN SWANSON TO ADJOURN THIS PUBLIC HEARING FOR LAKE TRAIL AT 8:15 P.M. MOTION CARRIED WITH ALL AYES.

At 8:15 the Special Council Meeting resumed.

Various Year End Business:

1. Approval of Bills – MOTION 12S-01-01 WAS MADE BY DEAN SWANSON AND SECONDED BY IRENE SCHULTZ TO APPROVE THE BILLS FOR PAYMENT AS SUBMITTED IN THE AMOUNT OF \$21,998.10 AND TO AUTHORIZE THE PAYMENT OF ADDITIONAL BILLS IN DECEMBER WHICH HAVE NOT YET BEEN RECEIVED BUT FOR WHICH SERVICE OR PRODUCT WAS OBTAINED IN THE YEAR 2001 PROVIDED THE CLERK, CITY ADMINISTRATOR AND MAYOR REVIEW THE BILLS PRIOR TO PAYMENT. MOTION CARRIED WITH ALL AYES. Any bills which are paid that have not been presented to the Council for approval will be listed on the Bills for Approval at the January Council Meeting.
2. Year End Transfers – A memo dated December 17, 2001 from City Administrator Swenson requested approval on various fund/account transfers and account designations between the General Fund and Capital Outlay Fund, General Fund and Library Fund as well as a reimbursement to the General Fund from the EDA

Revolving Loan Fund. (A copy of the December 17, 2001 Memo is included as a permanent part of these minutes.) MOTION 12S-02-01 WAS MADE BY CHUCK MILLER AND SECONDED BY DEAN SWANSON TO APPROVE THE FUND TRANSFERS AS REQUESTED ON THE DECEMBER 17, 2001 MEMO. MOTION CARRIED WITH ALL AYES.

3. Personnel Committee Recommendations – The Personnel Committee met on December 14th and approved motions recommending to the City Council the hiring of Katie Demcho and Marie Strand as part time Building Assistants at a wage of \$7.00 per hour and that Rhett Johnson and Craig Thompson be hired as Warming House Attendants at a wage of \$7.00 per hour. MOTION 12S-03-01 WAS MADE BY DEAN SWANSON AND SECONDED BY CHUCK MILLER TO APPROVE THE HIRING OF KATIE DEMCHO AND MARIE STRAND AS PART-TIME BUILDING ASSISTANTS AT A RATE OF \$7.00 PER HOUR AND TO HIRE RHETT JOHNSON AND CRAIG THOMPSON AS WARMING HOUSE ATTENDANTS AT A RATE OF \$7.00 PER HOUR. Councilmember Eliason asked if the Community Center was open on weekends again and Park and Recreation Director Jon Henke stated that with the hiring of these individuals, the Center would be open on weekends. Mayor Swanson noted that Marie Strand is Ted Strand's spouse and the Personnel Committee did review this relationship and did not see where it would present any problems. MOTION CARRIED WITH ALL AYES.

The Personnel Committee also reviewed the job description, comparable worth points and wage scale for a new position at Crosslake Communications. A motion was made to recommend to the City Council that the job description for the Multifunctional Office Worker be adopted, that the position be assigned 120 comparable worth points and that the wage scale be the same as the Receptionist/Assistant Billing Clerk under the Union Contract. Approval to proceed with the hiring of an individual for this position was also recommended. MOTION 12S-04-01 WAS MADE BY DEAN SWANSON AND SECONDED BY SANDY ELIASON TO APPROVE THE MULTIFUNCTIONAL OFFICE WORKER JOB DESCRIPTION, ASSIGNMENT OF 120 COMPARABLE WORTH POINTS AND WAGE SCALE WITH AUTHORIZATION TO PROCEED WITH THE HIRING FOR THIS POSITION. MOTION CARRIED WITH ALL AYES.

The Personnel Committee recommended that the non-union 2002 wage recommendations as outlined in a memo dated December 12, 2001 from City Administrator Tom Swenson be approved. MOTION 12S-05-01 WAS MADE BY DEAN SWANSON AND SECONDED BY SANDY ELIASON TO APPROVE THE 2002 WAGE RECOMMENDATIONS AS OUTLINED IN A MEMO DATED DECEMBER 12, 2001 FROM CITY ADMINISTRATOR TOM SWENSON. MOTION CARRIED WITH ALL AYES. Mayor Swanson stated that the Personnel Committee held a lengthy discussion regarding the non-union

wages and it was agreed that in the future the total wage package including benefits will be reviewed.

The vacant Deputy Clerk position and City Hall restructuring was reviewed by the Personnel Committee and a motion was made to recommend to the Council that Charlene Nelson be offered the Deputy Clerk position effective December 20, 2001, that she serve a six month probation period, and that she be placed on Step 2 (\$10.99) of the 2001 Union Salary Schedule. MOTION 12S-06-01 WAS MADE BY DEAN SWANSON AND SECONDED BY SANDY ELIASON TO APPROVE OFFERING THE POSITION OF DEPUTY CLERK TO CHARLENE NELSON EFFECTIVE DECEMBER 20TH, THAT SHE SERVE A SIX MONTH PROBATIONARY PERIOD AND BE PLACED ON STEP 2 (\$10.99) OF THE UNION SALARY SCHEDULE. MOTION CARRIED WITH COUNCILMEMBER MILLER ABSTAINING FROM THE VOTE. It was the recommendation of City Administrator Swenson and Clerk Roach that the City not fill the vacant clerical/receptionist position at this time if Charlene Nelson is approved for the Deputy Clerk position.

A memo dated December 19, 2001 from City Administrator Tom Swenson requested acceptance of various donations. MOTION 12S-07-01 WAS MADE BY CHUCK MILLER AND SECONDED BY DEAN SWANSON TO ACCEPT WITH APPRECIATION THE \$930.57 DONATION FROM THE CROSSLAKE FIREMEN'S RELIEF ASSOCIATION TO BE USED TOWARDS THE PURCHASE OF A RESCUE SLED, A DONATION OF \$50.00 FROM JEREMY ROONEY TO THE CROSSLAKE FIRE DEPARTMENT, AND THE DONATION OF \$250.00 FROM CROSSLAKE PRESBYTERIAN CHURCH TO THE LIBRARY FUND. MOTION CARRIED WITH ALL AYES.

MOTION 12S-08-01 WAS MADE BY CHUCK MILLER AND SECONDED BY DEAN SWANSON TO ADJOURN THIS SPECIAL COUNCIL MEETING AT 8:40 P.M. MOTION CARRIED WITH ALL AYES.

Recorded and transcribed by,



Darlene J. Roach
Clerk/Treasurer

BILLS FOR PAYMENT				
19-Dec-01				
VENDOR		DEPT	CHECK #	AMOUNT
Jay Lorch - reimburse clothing allowance		Police		\$44.40
Ziegler - Repair equipment		PW		\$309.19
Dacotah Paper - towels		Gov't		\$33.92
Pequot Auto Parts - Howes Cond & wash		PW		\$69.65
Ace Hardware - anchors for City Hall		Gov't		\$9.03
Cascade Computers - computer		Adm		\$1,282.31
Medtronic - Lifepak 500 battery for defib		Police		\$212.71
Langlade County Zoning - copy of ordinances		P&Z		\$10.00
D Roach - reimb supplies for Holiday party	Petty Cash	Gov't		\$51.55
D Roach - reimb public works postage	Petty Cash	PW		\$6.45
D Roach - reimb for registration fee	Petty Cash	Police		\$12.50
M&R Sign - signs		PW		\$108.95
Crosslake Collision - remove letters		P&Z		\$140.00
Cellular One - cell phone		PW		\$25.86
Simonson Lumber - shelf brackets		PW		\$41.71
The Office Shop - binders, pens, mech pen's		Adm		\$31.41
Servicemaster - strip, seal floors at CH		Gov't		\$452.63
Echo Pub - envelopes & letterhead		Park		\$68.38
Simonson Lumber - 2x8 fir		PW		\$7.76
Brit Enterprises - fixed burener, chg'd oil on pump		Gov't		\$165.98
MN T's - baseball shirts w/piping m caps		Park		\$999.60
People's Security - replaced security equip		Park		\$135.00
Pequot Auto Parts - nuts, screws, washers		PW		\$1.81
Streicher's - laptop computer mounts		Police		\$1,854.76
Streicher's - map light		Police		\$38.85
Kulzer Painting - paint pd, conf room		Gov't		\$180.00
Business Forms & Acctg - w2's		Adm		\$141.26
Blue Lakes Disposal - garbage p/u		Park		\$49.73
Blue Lakes Disposal - garbage p/u		PW		\$14.63
Blue Lakes Disposal - garbage p/u		Gov't		\$29.69
Brandanger - name plate		Adm		\$21.90
Paul Larson -reimburse travel exp		PW		\$16.56
The Office Shop - 10 cases paper, tapes		Adm		\$373.86
Walmart - vinyl bags for laptops		Police		\$29.65
MaSys Corp - PC/ENF Software for laptops		Police		\$1,299.30
Computer 1 - laptop computers		Police		\$7,557.25
CW Cty - addresses		PW		\$40.00
Ted Strand - reimburse clothing allow		PW		\$18.09
Chip Lohmiller - mileage reimbursement		Fire		\$33.48
Sonya Kosloski - mileage reimbursement		Fire		\$37.26
Chip Lohmiller - mileage reimbursement		Fire		\$37.26
Wm Floerchinger - mileage reimbursement		Fire		\$113.85
Joel Schmidt - mileage reimbursement		Fire		\$137.31
Scott Floerchinger - mileage reimbursement		Fire		\$142.49
Scott Johnson - mileage reimbursement		Fire		\$164.22
Kyle Kampschroer - mileage reimbursement		Fire		\$187.68

Lakes Area Rental - repair snowmobile		Police		\$178.15
Carla Backstrom - ESRI Arc View Mapping		P&Z		\$286.40
Cascade Computers - server charges		P&Z/Adm		\$210.11
Mity Lite - tables		Gov't		\$865.00
Mite Lite - tables, cart		Park		\$2,446.25
Ziegler - oil filters, hydraulic		PW		\$175.60
Ziegler - air filter, fuel filter, elements		PW		\$173.71
Servicemaster - stripping & carpet cleaning		Park		\$923.00
			TOTAL	\$21,998.10

MEMO TO: City Council
FROM: City Administrator
DATE: December 17, 2001
SUBJECT: Year-end Transfers

I recommend the following fund/account transfers and account designations:

- 1.) \$10,000.00 from General Fund Fire Department Capital Outlay Vehicles to Capital Outlay Fund Fire Department Vehicle Replacement Account, to be used for future vehicle replacement.
- 2.) \$3,000.00 from General Fund Public Works Bridge Account to Capital Outlay Fund Bridge Repair/Replacement Account.
- 3.) \$2,400.00 from General Fund Emergency Management Expense to Capital Outlay Fund Emergency Management Reserve Account.
- 4.) \$5,000.00 from General Fund Capital Outlay Building to Capital Outlay Fund Building Reserve Account to be used toward the purchase of a generator for the Emergency Services Center/Municipal Building.
- 5.) \$2,579.36 from Capital Outlay Fund Park Master Plan Reserve Account to General Fund to reimburse funds used to pay for the Master Plan.
- 6.) \$9,279.92 from Capital Outlay Planning and Zoning Mapping Reserve Account to General Fund to reimburse funds used in 2001 for mapping.
- 7.) \$500.00 from General Fund to Capital Outlay Fund Ordinance Codification Reserve Account for future codification of Ordinances and/or printing City Code Books.
- 8.) \$14,214.00 from General Fund Police receipts to Capital Outlay Fund Police Equipment Reserve Account. These funds are from the sale of confiscated vehicles and restitutions and are required to be used for future equipment purchases.
- 9.) \$150,000.00 from General Fund to Sewer Project Fund to transfer money receipted into the General Fund from the Needs Assessment Fund which is earmarked for the Sewer Project.
- 10.) \$2,500.00 from the General Fund to Capital Outlay Fund City Hall Sign Reserve Account to transfer money receipted in the General Fund from the Needs Assessment Fund which is earmarked for an informational sign for City Hall.

- 11.) \$3,069.42 from General Fund to Capital Outlay Fund Hovercraft Reserve Account to transfer money receipted in the General Fund from the Needs Assessment Fund which is earmarked for the purchase of a Hovercraft. Note - \$930.58 was deducted from the budgeted amount of \$4000.00 and was used toward the purchase of the recently acquired rescue sled.
- 12.) Included in the Capital Outlay Fund is an account entitled Undesignated Capital Outlay. I recommend that these undesignated funds totaling \$54,291.95 be designated by the City Council for the municipal building roof replacement project.
- 13.) \$1,200.00 from General Fund to Capital Outlay Fund Roof Replacement Account. These funds include \$500.00 from General Government Architects Fees and \$700.00 from General Government Engineering Fees, which were budgeted but not used in 2001.
- 14.) \$5,218.19 from Capital Outlay Fund Public Works Sign Reserve Account to General Fund to reimburse the General Fund for Street and Address Signs purchased in 2001.
- 15.) \$6,000.00 from General Fund to Capital Outlay Fund Park Office Remodeling Reserve Account for budgeted remodeling in 2001 which will not occur until 2002.
- 16.) \$8,000.00 from General Fund to Capital Outlay Fund Floor Replacement Account to be used for future replacement of the Community Center Gym Floor.
- 17.) \$1,000.00 from General Fund to Library Fund per the 2001 budget.
- 18.) \$950.00 from General Fund to Capital Outlay Fund Police Equipment Reserve Account for donations received and earmarked for equipment purchases. (Reese \$150.00, Dietz/Iverson \$200.00, Gibbons \$50.00, \$550.00 Ideal Lions)
- 19.) \$200.00 from General Fund to Capital Outlay Fire Department Equipment Replacement Account for donations received. (Reichl/Murchie/Gibbons)
- 20.) \$1408.40 from EDA Revolving Loan Fund to General Fund to reimburse legal expenses of the EDA which were paid by the General Fund.
- 21.) \$3080.00 from General Fund to Capital Outlay Fund Park Dedication Account (Chada/Kaiser)
- 22.) \$61,888.98 from Capital Outlay Fund Park Dedication Account to General Fund for payment on Johnson property including legal expenses.

NOTE - Although no fund transfer is involved, it should be noted that the General Fund received a payment from the Needs Assessment Fund for \$4,500.00 for the payment of chairs/tables/carts for the Park Department and \$5,000.00 for City Hall remodeling expenses.