

SPECIAL CITY COUNCIL MEETING
CITY OF CROSSLAKE
THURSDAY, AUGUST 8, 2019
4:00 P.M. – CITY HALL

The Council for the City of Crosslake held a Special Meeting on August 8, 2019. The following Council Members were present: Mayor Dave Nevin, Gary Heacox, Dave Schrupp, Aaron Herzog and John Andrews. Also present were City Administrator/Treasurer Mike Lyonais, City Clerk Char Nelson, Public Works Director Ted Strand, Police Chief Erik Lee, Park Director TJ Graumann, Fire Chief Chip Lohmiller, and City Attorney Brad Person. There were three people in the audience.

1. Mayor Nevin called the meeting to order at 4:00 P.M.
2. Mike Lyonais reported that he sent the Council copies of the draft job descriptions for the Planning and Zoning positions that will be vacant once the County completes its services with the City on October 31, 2019. Mr. Lyonais asked for comments and revisions before this meeting so that the job postings could be published next week. Aaron Herzog stated that he wanted to see an emphasis on “planning” in the Planning and Zoning Administrator’s job description. MOTION 08SP1-01-19 WAS MADE BY DAVE SCHRUPP AND SECONDED BY AARON HERZOG TO APPROVE THE JOB DESCRIPTION FOR PLANNING AND ZONING ADMINISTRATOR WITH THE ADDITION OF “PROACTIVE PLANNING” LISTED AS A DISTINCT FUNCTION. MOTION CARRIED WITH ALL AYES.

MOTION 08SP1-02-19 WAS MADE BY JOHN ANDREWS AND SECONDED BY AARON HERZOG TO APPROVE THE JOB DESCRIPTION FOR PLANNER – ZONING COORDINATOR AS PRESENTED. MOTION CARRIED WITH ALL AYES.

3. Dave Nevin read a letter dated August 8, 2019 from Jim Anderson of Crosswoods Development. Mr. Anderson is offering to sell the vacant lot behind Andy’s to the City for the price of \$275,000. If the City wants to get a certified appraisal on the property, the price would be the lessor of the appraisal or \$275,000. Mr. Anderson’s offer is good for six months. Contingencies would include: 1) The City would need to obtain easements to the property from adjoining landowners to access the property should the City not elect to have access of County Road 3. 2) Crosswoods Development would like the land to be used for a “Nature Preserve” with pedestrian/bike trails, nature kiosks, trail directional signage, nature oversights, and parking as needed for community needs. 3) Crosswoods Development would like to sit on a committee to help develop this property and the surrounding accesses. 4) These improvements should be developed within the next three years.

Aaron Herzog stated that three years may not be enough time for development and that there is not a need for the property right now. John Andrews stated that there are other improvement projects that may take priority. Dave Nevin cautioned that the City could lose its chance to purchase the land if they don’t act quickly. Dave Schrupp stated that the Council should wait for the results of the Parking and Pedestrian Study which should be completed by the end of the month. Preliminary data shows that on the busiest weekend of the year, many parking spaces were empty in the study area. Ted Strand added that the study will provide many recommendations. MOTION 08SP1-03-19 WAS MADE BY AARON HERZOG AND SECONDED BY DAVE NEVIN TO INFORM JIM ANDERSON THAT THE CITY IS

INTERESTED IN THE LAND BUT WANTS TO WAIT TO MAKE A DECISION UNTIL THE RESULTS OF THE PARKING AND PEDESTRIAN STUDY ARE RECEIVED AND TO DIRECT CITY ATTORNEY TO ORDER APPRAISAL OF LAND. Attorney Person stated that it should take about a month to receive the appraisal. Dave Nevin noted that the County's value of the land is \$201,000 and that Jim Anderson paid \$200,000 for the property. MOTION CARRIED WITH ALL AYES.

4. The Council reviewed two engineering proposals for a feasibility study in the CSAH 66 area from City Hall to CSAH 16 for storm water outfalls. Ted Strand gave a brief history of the issue and explained why there are two quotes for the Council to consider. A lengthy discussion ensued regarding which engineer should be used for this type of project and whether a storm sewer project should be given to the sanitary sewer engineer. Dave Schrupp stated that the timing of receiving bids is important and that a second bid should not have been requested after the Council had received the first bid. Public Works Commissioner Tom Swenson stated that the Public Works Commission asked the same questions and had a lengthy discussion of the matter at their meeting. The Commission recommended that Bolton & Menk be awarded the feasibility study for the storm sewer and that WSN be awarded the sewer extension on Daggett Bay Road, although these are not the type of projects that they were each appointed to at the beginning of the year. MOTION 08SP1-04-19 WAS MADE BY AARON HERZOG AND SECONDED BY JOHN ANDREWS TO APPROVE THE PROPOSAL FOR PROFESSIONAL ENGINEERING SERVICES FOR CSAH #66 STORM SEWER FEASIBILITY STUDY TO BOLTON & MENK AT AN ESTIMATED COST OF \$9,467 AND TO REQUIRE THAT THE STUDY BE COMPLETED BY 9/3/19. MOTION CARRIED WITH ALL AYES.
5. Mike Lyonais reviewed the timeline for certifying the levy. The draft 2020 levy assumed an 8% increase over 2019. The major projects for next year include new City Hall building, Perkins Road, Big Pine Trail, and sewer extension to Moonlite Bay. These projects will cost over \$7M. Mr. Lyonais explained that it is required for the City to levy extra funds to cover unpaid taxes. Crosslake does not have that problem so there are extra funds in the debt service account which he suggests be used to make the last bond payment on the fire truck.

Staffing for 2020 may also be a challenge. Ted Strand has announced his retirement for January 2021. The City should hire a replacement in 2020 to work along side him for a few months. The Council would like to hire a person to manage the new septic compliance requirements and a person to manage VRBO rentals. Ted Strand would like to hire a fifth employee for his department. Police and Fire would like part-time administrative help. None of these staffing requests are included in the draft budget.

Mr. Lyonais asked that the Council review the budget and bring questions and comments to the next budget meeting on August 22, 2019 at 4:00 P.M.

6. MOTION 08SP1-05-19 WAS MADE BY JOHN ANDREWS AND SECONDED BY AARON HERZOG TO MOVE INTO CLOSED SESSION FOR THE PURPOSE OF CONDUCTING CITY ADMINISTRATOR PERFORMANCE EVALUATION AT 5:15 P.M. MOTION CARRIED WITH ALL AYES.

The Council resumed the open session and the Mayor adjourned the meeting at 6:00 P.M.

Respectfully Submitted,



Charlene Nelson
City Clerk