

**REGULAR COUNCIL MEETING
CITY OF CROSSLAKE
MONDAY, MARCH 11, 2019
7:00 P.M. – CITY HALL**

The Crosslake City Council met in the Council Chambers of City Hall on Monday, March 11, 2019. The following Council Members were present: Mayor David Nevin, Gary Heacox, John Andrews, and Aaron Herzog. Dave Schrupp was present via conference call. Also present were City Administrator Mike Lyonais, City Clerk Char Nelson, Public Works Director Ted Strand, Park Director TJ Graumann, Police Sergeant Eric Swanson, Fire Chief Chip Lohmiller, Land Service Specialist Jon Kolstad, City Engineers Dave Reese and John Graupman, Echo Journal Reporter Erin Bormet and Northland Press Reporter Paul Boblett. There were approximately thirty people in the audience.

A. CALL TO ORDER – Mayor Nevin called the meeting to order at 7:00 P.M. The Pledge of Allegiance was recited. MOTION 03R-01-19 WAS MADE BY GARY HEACOX AND SECONDED BY JOHN ANDREWS TO APPROVE THE ADDITIONS TO THE AGENDA. MOTION CARRIED WITH ALL AYES.

B. CONSENT CALENDAR – MOTION 03R-02-19 WAS MADE BY JOHN ANDREWS AND SECONDED BY AARON HERZOG TO APPROVE THE FOLLOWING ITEMS ON THE CONSENT CALENDAR:

1. Regular Council Meeting Minutes of February 25, 2019
2. City – Month End Revenue Report dated February 2019
3. City – Month End Expenditures Report dated February 2019
4. February 2019 Budget to Actual Analysis
5. Police Report for Crosslake – February 2019
6. Police Report for Mission Township – February 2019
7. Fire Department Report – February 2019
8. North Ambulance Run Report – February 2019
9. Planning and Zoning Monthly Statistics
10. Planning and Zoning Commission Meeting Minutes of January 25, 2019
11. Letter dated February 4, 2019 from County Highway Engineer Re: Annual Bridge Inspections
12. Public Works Commission Meeting Minutes of February 4, 2019
13. Parks and Rec/Library Commission Meeting Minutes of 2/27/19
14. Waste Partners Recycling Report for January 2019
15. Facility Needs Meeting Minutes of 2/20/19
16. Crosslake Sewer District/Sanitary Sewer Meeting Minutes of 2/15/19
17. Memo dated March 4, 2019 from City Clerk Re: Repurchase Cemetery Lots
18. Bills for Approval in the Amount of \$70,783.22
19. Additional Bills for Approval in the Amount of \$114,834.59

MOTION CARRIED WITH ALL AYES.

C. CRITICAL ISSUES

1. Chris Arenz and Matt Peterson of the Gordian Group, which works through Sourcewell, explained how their services could help the City with capital improvements. Gordian establishes local, competitively-awarded contracts through cooperative purchasing networks which eliminates the need to bid each construction project separately. A brief discussion ensued regarding the available contractors, administrative fees, and how the contractor and engineers can work together.
2. Dean Fitch of the Crosslake Economic Development Authority gave the Council a brief history of the EDA, the establishment of the Brainerd Unified Fund, the focus of the EDA and future projects of the EDA. Mr. Fitch shared the EDA meeting calendar of events for 2019.
3. Bob Perkins of the Special Water Quality/Sewer Committee gave an update on the committee's objectives. The committee has researched the number of septic systems, capacity at municipal sewer plant, and failing septic systems. The committee will continue to focus on failing systems, data collection, ordinance revisions and funding. MOTION 03R-03-19 WAS MADE BY DAVE NEVIN AND SECONDED BY GARY HEACOX TO APPROVE THE PURCHASE OF THREE WATER METERS AT AN APPROXIMATE COST OF \$1,000 FOR MOONLITE BAY, MOONLITE SQUARE AND MOONLITE CARWASH SO THAT WATER USAGE CAN BE MONITORED ON A DAILY BASIS. MOTION CARRIED WITH ALL AYES. Ted Strand and Bob Perkins will ask the businesses to install the meters. MOTION 03R-04-19 WAS MADE BY AARON HERZOG AND SECONDED BY JOHN ANDREWS TO SPEND UP TO \$1,000 FOR OVERHEAD OR INSTALLATION COSTS OF THE METERS. MOTION CARRIED WITH ALL AYES.
4. Crow Wing County Engineer Tim Bray gave an update on county road projects. Construction of County Road 36 from County Road 3 to County Road 37 will begin in 2020. Rumble strips and street lights may be added to improve the intersection of CSAH 36 and 3. The County/City stormwater project at the intersection of County Road 66 and Manhattan Point Boulevard may start this year. Mr. Bray talked about the possible increase of traffic at the intersection of County Road 3 and County Road 66, should the National Loon Center be constructed at the campground and workforce housing be constructed behind Andy's. Mr. Bray encouraged the City to complete a traffic study and suggested that the developers of the projects contribute funds to help defray the costs of road construction.
5. Leah Heggerston of the National Loon Center appeared before the Council to request the City be the Fiscal Agent for the Loon Center project. Ms. Heggerston worked with City Administrator Lyonais to narrow the scope of duties that would be required of staff. Aaron Herzog suggested that the City Attorney review the document and that it be brought back to the Council in April for consideration.

D. PUBLIC FORUM – None.

E. MAYOR'S REPORT

1. Mayor Nevin reported that he is disappointed in the community's response to participate on a special sales tax committee. Two citizens submitted applications. Darrell Swanson of 37804 Dream Island Road suggested that the entire Council, City Administrator and two applicants start the committee and that more volunteers could be added at a later

time. Mr. Swanson stated that it would be helpful to know how cities such as Walker and Brainerd promoted the idea of a local sales tax to their citizens. The City cannot advertise or expend funds for promotion of referendum to support imposing a local sales tax option. The committee will decide the rate of the proposed tax, the purpose of the tax and the expected income of the tax.

2. MOTION 03R-05-19 WAS MADE BY JOHN ANDREWS AND SECONDED BY AARON HERZOG TO FORM A CITY TAX COMMITTEE, WHICH WILL INCLUDE ALL MEMBERS OF THE COUNCIL. MOTION CARRIED WITH ALL AYES.
3. MOTION 03R-06-19 WAS MADE BY JOHN ANDREWS AND SECONDED BY AARON HERZOG TO APPOINT DARRELL SWANSON AND CINDY MYOGETO TO CITY TAX COMMITTEE. MOTION CARRIED WITH ALL AYES.

F. CITY ADMINISTRATOR'S REPORT

1. Mike Lyonais reported that Clifton Larson Allen was at City Hall last week conducting the annual audit. MOTION 03R-07-19 WAS MADE BY JOHN ANDREWS AND SECONDED BY GARY HEACOX TO SCHEDULE A SPECIAL MEETING ON MONDAY, APRIL 8, 2019 AT 6:00 P.M. FOR THE PURPOSE OF REVIEWING AND ACCEPTING THE AUDIT OF THE 2018 FINANCIAL STATEMENTS. MOTION CARRIED WITH ALL AYES.

G. COMMISSION REPORTS

1. PUBLIC SAFETY
 - a. MOTION 03R-08-19 WAS MADE BY JOHN ANDREWS AND SECONDED BY AARON HERZOG TO APPROVE THE 2019-2020 FIRE SERVICE CONTRACTS WITH MANHATTAN BEACH AND FAIRFIELD TOWNSHIP. MOTION CARRIED WITH ALL AYES.
2. PLANNING AND ZONING
 - a. MOTION 03R-09-19 WAS MADE BY AARON HERZOG AND SECONDED BY GARY HEACOX TO APPROVE METES AND BOUNDS SUBDIVISION, BRIAN PAUL JOHNSON, 120184400AAB999, INVOLVING 21 ACRES INTO THREE TRACTS AND TO ACCEPT CASH IN LIEU OF LAND FOR PARK DEDICATION FEE. MOTION CARRIED WITH ALL AYES.
3. PUBLIC WORKS/SEWER/CEMETERY
 - a.1. MOTION 03R-10-19 WAS MADE BY DAVE NEVIN AND SECONDED BY JOHN ANDREWS TO APPROVE THE PROPOSAL FOR ENGINEERING SERVICES FOR FEASIBILITY STUDY FOR PERKINS ROAD IMPROVEMENTS AT A COST OF \$3,500. MOTION CARRIED WITH ALL AYES.
 - a.2. MOTION 03R-11-19 WAS MADE BY JOHN ANDREWS AND SECONDED BY DAVE NEVIN TO APPROVE A PROPOSAL FROM MCFARLANE CONSULTING TO CONDUCT A PHASE 1 ARCHAEOLOGICAL SURVEY OF THE PROPOSED PERKINS ROAD RE-ALIGNMENT PROJECT AT A COST OF \$6,150. Dave Reese reported that the survey will be looking for artifacts, architectural

remains and other evidence of human occupation or utilization, which have been present in other projects in the area. It has been determined that the long-eared bat is no longer an issue. Work can begin once the snow has melted. MOTION CARRIED WITH ALL AYES.

- a.3. John Graupman of Bolton & Menk presented a Change Order to the Wastewater Treatment Facility Improvements Project in the amount of \$77,025.75 to replace failing variable frequency drives and transfer switch. The transfer switch which was installed during the project has not worked because of deficiencies to pre-existing components. The contractor could chase down the problem by testing and replacing problem components as they are found. The cost and length of time to do this is unknown. It is the recommendation of Bolton & Menk and electrical engineer to replace the transfer switch with a switch that has a multi-second delay. Dave Nevin asked if Bolton & Menk accepts any responsibility for the replacement of the new switch. Bob Perkins stated that he works with generators in the phone business and that they are required to find the problem before parts are replaced. It was the consensus of the Council to table this and item G.1.a.4. and directed Mr. Graupman to come back with more information.
- b. Ted Strand noted that a letter dated February 26, 2019 from the County Highway Department regarding bridge maintenance was included in the packet.

H. PUBLIC FORUM – Bob Perkins reported that the Special Water Quality/Sewer Committee would be discussing the possibility of a local sales tax at their next few meetings and invited the Council to attend the meetings which are held on the first and third Fridays of the month.

I. CITY ATTORNEY REPORT – None.

J. OLD BUSINESS – Leah Heggerston of the National Loon Center asked the Council to reconsider the tabling of the Fiscal Agent Agreement for the Loon Center project. MOTION 03R-12-19 WAS MADE BY DAVE NEVIN AND SECONDED BY GARY HEACOX TO APPROVE THE FISCAL AGENT AGREEMENT WITH THE NATIONAL LOON CENTER, CONTINGENT ON REVIEW AND APPROVAL FROM THE CITY ATTORNEY. MOTION CARRIED WITH ALL AYES.

K. NEW BUSINESS – None.

L. There being no further business at 8:52 P.M., MOTION 03R-13-19 WAS MADE BY DAVE NEVIN AND SECONDED BY JOHN ANDREWS TO ADJOURN THE MEETING. MOTION CARRIED WITH ALL AYES.

Respectfully Submitted,



Charlene Nelson
Administrative Assistant/City Clerk

BILLS FOR APPROVAL
March 11, 2019

| VENDORS | DEPT | | AMOUNT |
|---|----------|--------|-----------|
| Ace Hardware, brackets | Park | | 9.98 |
| Ace Hardware, hardware | Gov't | | 10.47 |
| Ace Hardware, cleaners | PW | | 52.34 |
| Ace Hardware, spray paint | PW | | 11.98 |
| Ace Hardware, fuel, roof melt | PW | | 145.83 |
| Ace Hardware, hardware | PW | | 1.30 |
| Ace Hardware, fuel | Park | | 19.99 |
| Ace Hardware, batteries | Police | | 5.98 |
| Ace Hardware, trailer jack | PW | | 54.99 |
| Ace Hardware, electrical supplies, bag | Park | | 59.54 |
| Ace Hardware, cleaners | PW | | 29.95 |
| Ace Hardware, hardware | PW | | 8.80 |
| Ace Hardware, janitorial supplies | Sewer | | 85.18 |
| Ace Hardware, screws | Park | | 0.90 |
| Ace Hardware, hardware | Fire | | 24.82 |
| Ace Industrial Supply, cable ties | PW | | 220.98 |
| Aspen Mills, uniform | Fire | | 511.99 |
| AW Research, water testing | Sewer | | 237.60 |
| Banyon Data Systems, service order support | PW | | 195.00 |
| Birchdale Fire & Security, quarterly monitoring | Gov't | | 162.00 |
| Blue Cross, health insurance | ALL | | 21,668.00 |
| Brainerd Truck and Trailer, truck repair | PW | | 384.73 |
| Breen & Person, legal fees | ALL | | 750.00 |
| Build All Lumber, lumber | PW | | 26.24 |
| Cargill, deicer | PW | | 5,471.09 |
| City of Crosslake, sewer utilities | PW/Gov't | | 150.00 |
| Clean Team, march cleaning | PW/Gov't | | 1,082.50 |
| Council #65, union dues | Gov't | | 228.00 |
| Crosslake Communications, phone, fax, internet, cable | ALL | | 1,502.91 |
| Crosslake Rolloff, recycling | Gov't | | 2,695.00 |
| Crow Wing County Highway Dept, fuel | ALL | | 3,888.46 |
| Crow Wing Power, repair siren | Gov't | | 1,364.19 |
| Culligan, water and cooler rental | PW/Gov't | | 65.60 |
| Delta Dental, dental insurance | ALL | | 1,414.65 |
| Fire Instruction & Rescue, ems/fire fighter safety | Fire | pd 3-5 | 900.00 |
| Fire Instruction & Rescue, instructor class | Fire | | 800.00 |
| Fire Instruction & Rescue, emr initial training | Fire | | 1,050.00 |
| Fortis, disability insurance | ALL | | 622.17 |
| Granite Electronics, radio | Fire | | 936.00 |
| Guardian Pest Solutions, pest control | Gov't | | 77.60 |
| Gull Lake Glass, door closure | Park | | 225.00 |
| Hawkins, chemicals | Sewer | | 1,477.21 |
| Joe Chase, reimburse travel expenses | Fire | | 911.48 |
| Maney International, truck repair | PW | | 526.87 |
| Marco, copier lease | Park | | 237.99 |

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|--|----------|--------|------------------|
| Mastercard, Adobe, acrobat pro | PW | | 16.10 |
| Mastercard, Amazon, laptop | Park | | 1,288.48 |
| Mastercard, Amazon, safety cans | Park | | 151.22 |
| Mastercard, Amazon, badge holders | Library | | 16.94 |
| Mastercard, Blauer, armor skin | Police | | 92.44 |
| Mastercard, DNR, water usage permit | Sewer | | 140.00 |
| Mastercard, Microsoft, monthly office software | Fire | | 17.71 |
| Mastercard, MN T's, caps | Fire | | 358.00 |
| Mastercard, Office Max, paper, ink | Park | | 147.98 |
| Mastercard, Target, uniform | Park | | 47.98 |
| Mastercard, Valvoline, oil change | PW | | 99.17 |
| Med Compass, physicals | Fire | | 2,263.00 |
| Menards, gloves, trash can | Park | | 46.78 |
| Mills Motors, electronic engine control diagnostics | PW | | 199.95 |
| MN Fire Service Certification Board, certification exams | Fire | | 460.00 |
| MN Life, life insurance | ALL | | 261.20 |
| MN NCPERS, life insurance | ALL | | 112.00 |
| Moonlite Square, fuel | PW | | 60.45 |
| Moonlite Square, fuel | Fire | | 19.56 |
| Napa, lamp | Police | | 18.49 |
| Napa, lamp | PW | | 39.21 |
| Napa, strobe | PW | | 76.26 |
| Napa, lamp | Police | | 18.49 |
| Napa, wiper blades | PW | | 20.58 |
| Napa, oil and filter | PW | | 54.40 |
| North Memorial, february subsidy | Gov't | | 1,100.00 |
| Northland Fire Protection, extinguisher certification | ALL | | 1,502.25 |
| Northland Press, business cards | Police | | 83.15 |
| Paper Storm, document shredding | Gov't | | 90.95 |
| Premier Auto, oil change | Police | | 30.97 |
| Premier Auto, replace fuse block | PW | | 138.36 |
| Premier Auto, battery | Police | | 271.07 |
| Premier Auto, oil change | PW | | 33.34 |
| Premier Auto, battery | Police | | 203.88 |
| Squad Pro, replace antenna | PW | | 47.99 |
| Streichers, uniform | Police | | 425.96 |
| Teamsters, union dues | Police | | 194.00 |
| The Office Shop, folders | EDA | | 91.40 |
| The Office Shop, copy paper | PZ/Admin | | 224.94 |
| The Office Shop, storage boxes | Admin | | 49.84 |
| TJ Graumann, reimburse mileage | Park | | 5.80 |
| US Bank, copier lease | ALL | | 156.00 |
| Verizon, cell phone charges | Police | pd 3-5 | 11.31 |
| WSN, perkins road, assessment policy | PW | | 846.75 |
| WSN, crow wing county water quality project | PW | | 5,802.25 |
| Xcel Energy, gas utilities | ALL | | 3,016.81 |
| Ziegler, bolts and nuts | PW | | 124.50 |
| | | | |
| TOTAL | | | 70,783.22 |

ADDITIONAL BILLS FOR APPROVAL
March 11, 2019

| VENDORS | DEPT | AMOUNT |
|---|---------|-------------------|
| AW Research, water testing | Sewer | 237.60 |
| Baker & Taylor, books | Park | 147.74 |
| Cargill, salt | PW | 5,947.96 |
| Collins Brothers Towing, truck towing | PW | 728.16 |
| Crow Wing Power, electric service | ALL | 9,000.00 |
| CTC I.T., february it services | ALL | 900.00 |
| Dave Demcho, travel reimbursement and training cost | Fire | 632.24 |
| Fastenal, safety cones | PW | 834.50 |
| Fire Instruction & Rescue, emr quarterly refresher | Fire | 600.00 |
| Follett, software renewal | Library | 1,042.50 |
| Forum Communications, meeting notice of 3/22 | PZ | 40.38 |
| Forum Communications, ordinance 356 | Police | 25.50 |
| Grafix Shoppe, custom kit for dodge durango | Police | 360.72 |
| Joe Chase, travel reimbursement | Fire | 871.04 |
| League of MN Cities Insurance, property/liability insurance | ALL | 91,706.00 |
| Mastercard, Amazon, microsoft software | Library | 241.59 |
| Med Compass, physicals | Fire | 158.00 |
| Napa, charger | Park | 21.86 |
| Northland Press, ordinance 356 | Police | 59.50 |
| Northland Press, meeting notice of 3/22 | PZ | 72.25 |
| Seth Wannebo, travel reimbursement | Fire | 179.58 |
| Sonya Kosloski, travel reimbursement | Fire | 495.81 |
| Waste Partners, trash removal | ALL | 277.26 |
| Ziegler, adapter | PW | 232.86 |
| Ziegler, bolt, locknut | PW | 21.54 |
| TOTAL | | 114,834.59 |