

**REGULAR COUNCIL MEETING  
CITY OF CROSSLAKE  
MONDAY, JULY 9, 2018  
7:00 P.M. – CITY HALL**

The Crosslake City Council met in the Council Chambers of City Hall on Monday, July 9, 2018. The following Council Members were present: Mayor Patty Norgaard, Dave Nevin, Dave Schrupp, Brad Nelson, and Gary Heacox. Also present were City Administrator Mike Lyonais, City Clerk Char Nelson, Police Chief Erik Lee, Fire Chief Chip Lohmiller, Public Works Director Ted Strand, Park Assistant Jane Monson, Land Service Specialist Jon Kolstad, City Attorney Brad Person, City Engineer Mike Rardin, WSN Engineer Dave Reese, Northland Press Reporter Bill Monroe, and Echo Publishing Reporter Theresa Bourke. There were approximately nine people in the audience.

**A. CALL TO ORDER** – Mayor Norgaard called the Regular Council Meeting to order at 7:00 P.M. The Pledge of Allegiance was recited. MOTION 07R-01-18 WAS MADE BY BRAD NELSON AND SECONDED BY GARY HEACOX TO APPROVE THE ADDITIONS TO THE AGENDA. MOTION CARRIED WITH ALL AYES.

**B. CONSENT CALENDAR** – MOTION 07R-02-18 WAS MADE BY DAVE SCHRUPP AND SECONDED BY GARY HEACOX TO APPROVE THE FOLLOWING ITEMS LISTED ON THE CONSENT CALENDAR:

1. Regular Council Meeting Minutes of June 11, 2018
2. Special Council Meeting Minutes of July 2, 2018
3. City – Month End Revenue Report dated June 2018
4. City – Month End Expenditures Report dated June 2018
5. June 2018 Budget to Actual Analysis
6. Police Report for Crosslake – June 2018
7. Police Report for Mission Township – June 2018
8. Fire Department Report – June 2018
9. North Memorial Ambulance Report – June 2018
10. Planning and Zoning Monthly Statistics
11. Planning and Zoning Commission Meeting Minutes of May 25, 2018
12. Appoint Zoning Administrator Signature Authority to Jake Frie and Jon Kolstad
13. Public Works Commission Meeting Minutes of June 4, 2018
14. Pay Request #10 from Eagle Construction for the WWTF Improvements in the Amount of \$6,749.28
15. Project Close-out and Release of Retainage to DeChantel Excavating for the 2017 Street Improvement Project in the Amount of \$8,225.70
16. Pay Request #6 from Redstone Construction for Dream Island Bridge in the Amount of \$27,360.75
17. Pay Request #2 from Anderson Brothers for 2018 Street Improvement Project in the Amount of \$606,455.88
18. Crosslake Park/Library Commission Minutes of May 23, 2018
19. Staff Report dated July 2018 from Jane Monson Re: Community Center Activities
20. Crosslake Roll-Off Recycling Report for June 2018
21. Waste Partners Recycling Report for May 2018

22. Resolution No. 18-21 Accepting Donations
  23. Memo dated June 1, 2018 from MN State Demographer Re: 2017 Population and Household Estimates
  24. Resolution No. 18-22 for the Appointment of Election Judges to Serve for the Primary Election to be Held August 14, 2018
  25. Bills for Approval in the Amount of \$149,275.86
  26. Additional Bills for Approval in the Amount of \$8,126.69.
- MOTION CARRIED WITH ALL AYES.

#### **C. MAYOR'S REPORT**

1. The Mayor reported that Chris Monroe, wife of Bill Monroe, is very ill and that the Council wishes the family well.
2. The Mayor reported that former General Manager Paul Hoge passed away on July 6<sup>th</sup> and that he will be missed.
3. Included in the Mayor's Report was a notice for a meeting on July 24 at the Cass County Land Department to discuss the proposed plan for "One Watershed One Plan" and the Mayor encouraged interested parties to attend.
4. MOTION 07R-03-18 WAS MADE BY DAVE NEVIN AND SECONDED BY DAVE SCHRUPP TO ACCEPT THE RESIGNATION OF PARK COMMISSIONER JIM TALBOTT AND TO APPROVE THE APPOINTMENT OF ALTERNATE GARY NORDSTROM TO 1<sup>ST</sup> – 3-YEAR TERM ON THE PARK/RECREATION/LIBRARY COMMISSION. MOTION CARRIED WITH ALL AYES.

#### **D. PUBLIC FORUM**

1. Cindy Myogeto of the Chamber thanked the many volunteers that helped with the 48<sup>th</sup> Annual Fireworks display that took place on Saturday, July 7<sup>th</sup>. Brad Nelson thanked Cindy Myogeto for her participation with the successful event.

#### **E. CITY ADMINISTRATOR'S REPORT**

1. Mike Lyonais gave an update on the issuance of bonds for the 2018 street improvement projects. The Council indicated that they were in favor of moving ahead with the bonds. Mr. Lyonais will present the paperwork for the issuance of the bonds at the next meeting in August.
2. MOTION 07R-04-18 WAS MADE BY DAVE NEVIN AND SECONDED BY DAVE SCHRUPP TO SET THE FOLLOWING DATES FOR BUDGET/LEVY MEETINGS:
  - a. Special Council Meeting for 2019 Budget Discussion 8/6/18 at 6:00 pm
  - b. Special Council Meeting for 2019 Budget Discussion 8/20/18 at 3:00 pm
  - c. Certify Preliminary 2019 Budget and Pay 2019 Levy at Regular Meeting 9/10/18
  - d. Special Council Meeting to Discuss Budget Revisions 10/22/18 at 3:00 pm
  - e. Public Input Meeting for 2019 Budget/Levy 12/10/18 at 6:00 pm
  - f. Certify Final 2019 Budget and Pay 2019 Levy at Regular Meeting 12/10/18MOTION CARRIED WITH ALL AYES.
3. Mike Lyonais reported that the Personnel Committee met on 7/9/18 at 6:00 pm and asked that the Council approve the following personnel recommendations.

- a. MOTION 07R-05-18 WAS MADE BY DAVE NEVIN AND SECONDED BY GARY HEACOX TO REMOVE SERGEANT ERIC SWANSON FROM PROBATIONARY STATUS. MOTION CARRIED WITH ALL AYES.
- b. MOTION 07R-06-18 WAS MADE BY GARY HEACOX AND SECONDED BY BRAD NELSON TO APPROVE AN INCREASE OF \$5.00 PER HOUR FOR JANE MONSON EFFECTIVE JUNE 1, UNTIL NEW PARK DIRECTOR STARTS, FOR RUNNING THE PARK IN THE ABSENCE OF A DIRECTOR. MOTION CARRIED WITH ALL AYES.
- c. MOTION 07R-07-18 WAS MADE BY GARY HEACOX AND SECONDED BY DAVE SCHRUPP TO REMOVE SETH WANNEBO FROM PROBATIONARY STATUS AND TO APPROVE MOVING HIM FROM STEP 7 TO STEP 8 OF THE AFSCME UNION CONTRACT EFFECTIVE 7/22/18. MOTION CARRIED WITH ALL AYES.
- d. MOTION 07R-08-18 WAS MADE BY GARY HEACOX AND SECONDED BY DAVE NEVIN TO CHANGE TITLE OF CITY CLERK TO ADMINISTRATIVE ASSISTANT/CITY CLERK, TO APPROVE JOB DESCRIPTION FOR ADMINISTRATIVE ASSISTANT/CITY CLERK, AND TO INCREASE SALARY TO \$70,000 EFFECTIVE JULY 1, 2018. Mike Lyonais noted that the salary increase was not included in the 2018 Budget, however, the budget for the consulting services of Dan Vogt has not been spent and could be used to offset the cost. Dave Nevin noted that the administration department went from three employees to two employees and has the same workload. Patty Norgaard stated that the City Clerk is highly organized. MOTION CARRIED WITH ALL AYES.
- e. Mike Lyonais reported that the Council has not accepted or rejected the Springsted Compensation/Classification Study from 2017. Staff did not agree with the report and felt the classifications were incorrect. Dave Schrupp stated that Mr. Lyonais will create salary ranges and policy for non-union employees. MOTION 07R-09-18 WAS MADE BY DAVE SCHRUPP AND SECONDED BY GARY HEACOX TO FORMALLY REJECT THE SPRINGSTED COMPENSATION/CLASSIFICATION STUDY AND TO DIRECT STAFF TO CREATE SALARY RANGE AND POLICY FOR NON-UNION EMPLOYEES. MOTION CARRIED WITH ALL AYES.
- f. MOTION 07R-10-18 WAS MADE BY BRAD NELSON AND SECONDED BY GARY HEACOX TO ACCEPT THE RESIGNATION OF THE LIBRARY COORDINATOR IN ACCORDANCE WITH THE AFSCME UNION CONTRACT. MOTION CARRIED WITH ALL AYES.

## **F. COMMISSION REPORTS**

### **1. PUBLIC SAFETY**

- a. Chief Erik Lee reported that he and Chief Lohmiller researched municipal building architect firms to conduct a space needs study and believe that Five Bugles Design will best fit the needs of the City. Chief Lee and Chief Lohmiller met with the company at City Hall for approximately two hours on June 5<sup>th</sup> and were impressed with their process, knowledge and professionalism. The total cost of the study is approximately \$23,000. This is not a budgeted item, however, the funds from the police vehicle capital outlay could be used towards the cost. Ted Strand noted that

this building is at the end of its life and there are many places with mold. Chief Lohmiller stated that the needs for emergency services will increase as the City grows and that there is no room left in the current building for growth. MOTION 07R-11-18 WAS MADE BY GARY HEACOX AND SECONDED BY BRAD NELSON TO ACCEPT THE PROPOSAL FOR SPACE NEEDS STUDY FROM FIVE BUGLES DESIGN AT A COST NOT TO EXCEED \$23,000. MOTION CARRIED WITH ALL AYES.

## **2. PUBLIC WORKS/CEMETERY/SEWER**

- a. Ted Strand reported that property owners on Manhattan Point Blvd were having an issue with their driveways due to the reconstruction and changes in runoff. The property owners requested permission to pave the driveways, which are in the City's right-of-way. The Public Works Commission was in favor of granting permission. MOTION 07R-12-18 WAS MADE BY DAVE NEVIN AND SECONDED BY GARY HEACOX TO ALLOW PROPERTY OWNERS ON MANHATTAN POINT BLVD TO PAVE THEIR DRIVEWAYS WHICH ARE IN THE CITY'S RIGHT-OF-WAY. MOTION CARRIED WITH ALL AYES.
- b. MOTION 07R-13-18 WAS MADE BY DAVE SCHRUPP AND SECONDED BY GARY HEACOX TO APPROVE THE REQUEST FOR PROFESSIONAL SERVICES FROM WSN FOR THE STORMWATER MODELING PROJECT AT THE INTERSECTION OF MANHATTAN POINT BLVD AND COUNTY ROAD 66. MOTION CARRIED WITH ALL AYES.
- c. The Public Works Commission suggested that blinking lights be installed at the crosswalk adjacent to the new school on County Road 66 at Swann Drive. The Council directed Ted Strand to obtain quotes for the lights and to discuss the expense at the 2019 Budget Meeting.
- d. Mike Rardin reviewed the notes of a meeting held on June 20<sup>th</sup> regarding electrical issues at the Public Works Building. The existing emergency lighting, which was being upgraded with the improvements to the sewer plant, had to be revised because it was determined to be non-compliant with State code. MOTION 07R-14-18 WAS MADE BY DAVE NEVIN AND SECONDED BY DAVE SCHRUPP TO APPROVE THE WIRING UPGRADE AT A COST OF \$4,300 AND THE INSTALLATION OF A TRANSFER SWITCH AT A COST OF \$22,000. MOTION CARRIED WITH ALL AYES.
- e. MOTION 07R-15-18 WAS MADE BY BRAD NELSON AND SECONDED BY DAVE SCHRUPP TO APPROVE THE PROPOSAL FOR PROFESSIONAL SERVICES FROM BOLTON AND MENK FOR A CITYWIDE WASTEWATER MANAGEMENT STUDY AT A COST NOT TO EXCEED \$15,650 TO BE COMPLETED BY OCTOBER 8, 2018. MOTION CARRIED WITH ALL AYES.
- f. MOTION 07R-16-18 WAS MADE BY DAVE NEVIN AND SECONDED BY DAVE SCHRUPP TO APPROVE THE PROPOSAL FOR PROFESSIONAL SERVICES FROM BOLTON AND MENK FOR PRELIMINARY ENGINEERING REPORT PREPARATION FOR THE MOONLITE BAY SANITARY SEWER EXTENSION AT A COST NOT TO EXCEED \$7,300 TO BE COMPLETED BY AUGUST 17, 2018. MOTION CARRIED WITH ALL AYES.

Ted Strand reported that five to seven "No Parking" signs were stolen from West Shore Drive near the public access, as well as stop signs and street signs throughout the City. The Public Works Building was damaged by lightning during a recent storm. The fuel pumps, computers, lights, phone system and HVAC were all affected.

- g. Mike Rardin gave a brief update on the improvements to the wastewater treatment plant.

**G. PUBLIC FORUM** – Doug Oster of 13600 County Road 16 asked the Council to support lowering the speed limit on County Road 16.

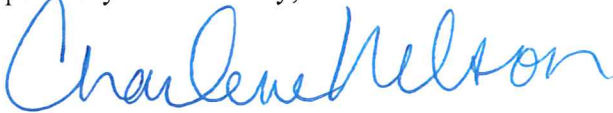
**H. OLD BUSINESS** – None.

**I. NEW BUSINESS** – None.

**J. CITY ATTORNEY REPORT** – Pursuant to M.S. 13D, Subd. 3b subject to attorney client privilege to discuss pending litigation/settlement information, the Council moved into closed session at 8:10 P.M.

**K. ADJOURN** - The Council resumed the open session and the Mayor adjourned the meeting at 8:30 P.M.

Respectfully submitted by,



Charlene Nelson  
City Clerk  
City Clerk/Minutes/7-9-18

City of Crosslake

**RESOLUTION 18-21**

**RESOLUTION ACCEPTING DONATION(S)**

WHEREAS, the City of Crosslake encourages public donations to help defray costs to the general public of providing services and improving the quality of life in Crosslake; and

WHEREAS, the City of Crosslake is generally authorized to accept donations of real and personal property pursuant to Minnesota Statutes Section 465.03 for the benefit of citizens; and

WHEREAS, said Statute 465.03 requires that all gifts and donations of real or personal property be accepted only with the adoption of a resolution approved by two-thirds of the members of the City Council; and

WHEREAS, the following person/persons and/or entity/entities has/have donated real and/or personal property as follows:

<b>FROM</b>	<b>DONATION</b>	<b>INTENDED PURPOSE</b>
Family and Friends of Jim Berg	\$4,925.00	Jim Berg Memorial to Police Department

; and

WHEREAS, the City of Crosslake will strive to use the donation as intended by the donor; and


WHEREAS, the City Council finds that it is appropriate to accept said donation(s) as offered.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Crosslake that the donation(s) as described above are accepted as allowed by law.

Passed this 9th day of July, 2018.

  
\_\_\_\_\_  
Patty Norgaard  
Mayor

ATTEST:

  
\_\_\_\_\_  
Michael R. Lyonais  
City Administrator  
(SEAL)

RESOLUTION 18-22

CITY OF CROSSLAKE  
COUNTY OF CROW WING  
STATE OF MINNESOTA

FOR THE APPOINTMENT  
OF ELECTION JUDGES TO SERVE FOR THE PRIMARY ELECTION TO  
BE HELD AUGUST 14, 2018

WHEREAS, the City of Crosslake does hereby resolve to appoint election judges for the 2018 Primary Election to be held on the 14<sup>th</sup> day of August, 2018 in the City of Crosslake in Precinct 1 and Precinct 2.

AND WHEREAS, the City of Crosslake does hereby appoint persons to serve as election judges as on file in the Clerk's Office according to Minnesota State Statute 204B.19:

BE IT RESOLVED, that the City Council of the City of Crosslake, Minnesota go on record as appointing Election Judges as on file in the Clerk's office to handle the 2018 Primary Election. This approval was acted on at the Regular Council Meeting held on July 9, 2018.

COUNCIL VOTING AYE - 5

COUNCIL VOTING NAY - 0

ATTEST:



Charlene Nelson  
City Clerk



Patty Norgaard  
Mayor

**BILLS FOR APPROVAL**  
July 9, 2018

VENDORS	DEPT		AMOUNT
Ace Hardware, flag mounting rings	Park		4.59
Ace Hardware, pre mix fuel	PW		51.76
Ace Hardware, keys	Park		7.14
Ace Hardware, hardware	PW		29.26
Ace Hardware, hardware	Sewer		6.75
Ace Hardware, pre mix fuel, propane	PW		48.95
Ace Hardware, hearing protection, safety glass, fuses	PW		122.93
Ace Hardware, roundup, hardware	PW		161.62
Ace Hardware, rain jackets	PW		35.98
Ace Hardware, hardware	PW		7.29
Ace Hardware, hardware	PW		37.24
Ace Hardware, pliers	Park		11.99
Ace Hardware, grips, tubing	PW		12.18
Ace Hardware, hardware	PW		29.47
Ace Hardware, printer	Sewer		189.99
Ace Hardware, propane, insect repellent	Park		25.66
Ace Hardware, hardware	Park		16.49
Ace Hardware, wrench sets	PW		114.97
Ace Hardware, tape measure, blade set, propane	PW		26.95
Ace Hardware, bulletin board	Police		23.98
Ace Hardware, air blow-gun, hardware	Fire		24.42
Ace Hardware, trufuel, mineral spirits, hardware	Fire		190.01
Ace Hardware, rainsuit	Sewer		16.97
American Door Works, door repair	PW		135.00
AW Research, water testing	Sewer		928.40
Blue Cross Blue Shield, health insurance	ALL		22,581.00
Bolton & Menk, review of variance and cup	PZ		500.00
Bolton & Menk, wwtp improvements	Sewer		5,826.00
Braun Intertec, construction materials testing	PW		1,855.00
Breen & person, legal fees	ALL		945.00
Char Nelson, reimburse mileage	Election		28.34
City of Crosslake, sewer utilities	Sewer		192.00
City of Minneapolis, annual QO user access	Police		204.00
Clean Team, july cleaning	ALL		1,082.50
Council #65, union dues	Gov't		385.00
Crosslake Communications, phone, fax, cable, internet	ALL		1,468.00
Crosslake Rolloff, recycling	Gov't		2,695.00
Crow Wing County, letg fees	Police		3,755.00
Crow Wing County Highway Department, fuel	ALL		2,601.50
Crysteel, led mini bar	Sewer		611.33
Culligan, water and cooler rental	PW/Gov't		104.24
Dacotah Paper, janitorial supplies	Park		268.81
Delta Dental, dental insurance	ALL		1,348.70
East Side Oil, oil and filter recycling	Gov't		50.00



Echo Publishing, subscription	Gov't	pd 6-12	27.00
Essentia, vaccines	Fire		546.00
Ferguson Waterworks, meter	Sewer		3,641.66
Fire Instruction & Rescue, live burn simulator	Fire	pd 6-19	1,350.00
Fire Instruction & Rescue, advanced water rescue scenario	Fire	pd 6-25	950.00
Fire Instruction & Rescue, water rescue tactics	Fire		700.00
Fortis, disability	ALL		647.73
Forum Communicatons, tif disclosure	Admin	pd 6-12	46.75
Galls, uniform	Police		203.68
Galls, uniform	Police		162.90
Granite Electronics, power supply	Fire		21.00
Guardian Pest Solutions, pest control	ALL		77.60
Hawkins, chemicals, shelf	Sewer		1,214.98
Heartland Tire, service call	PW		326.90
Holiday Station, premium fuel	Park		6.69
Independent Testing Technologies, wwtf improvements	Sewer		500.00
Johnson Killen & Seiler, legal fees	Gov't		193.50
Jon Kolstad, reimburse for tape measure	PZ	pd 6-19	40.79
Lakes Heating & Cooling, a/c repair	Park		340.00
Linescape Linestripping, striping	PW		14,641.00
Marco, copier lease	Park		237.99
Mastercard, Amazon, magnetic mic	Police		250.69
Mastercard, Cradlepoint, netcloud renewal	Police		78.00
Mastercard, German Bliss Equipment, wheel, blade, spacers	Park		489.70
Mastercard, Holiday Station, fuel	Police		20.01
Mastercard, MPCA, wastewater certification examination	Sewer		110.00
Metro Sales, copies	ALL		638.12
Mid American Research, cleaners	Park		228.21
Midwest Machinery, gloves, fuel filter	Park		56.85
Midwest Machinery, filters	Park		70.14
Midwest Machinery, mower repair	Park		417.77
Midwest Machinery, fuel filters	PW		81.00
Mike Lyonais, mileage reimbursement	Admin	pd 6-19	141.70
MN Life, life insurance	ALL		242.40
MR Sign, sign posts	PW		1,292.58
MR Sign, street name sign	PW		27.27
MR Sign, address numbers	PW		69.06
Municode, annual web hosting	Gov't		800.00
MWOA, annual conference	Sewer	pd 6-25	525.00
Napa, car jack	PW		81.99
NCPERS-Life Insurance	ALL		96.00
Nelsons Outdoor Lighting, sprinkler repair	Gov't		475.00
North Country Plumbing, install water meter	Sewer		495.00
Northland Freightliner, water truck repairs	PW		1,551.57
Northland Press, meeting notice of 6/22	PZ		68.00
Northland Press, ordinance 352	Gov't		102.00
Northland Trust Services, bond payment	Gov't		23,728.75

Planning and Zoning Commissioners, 2nd quarter meetings	PZ		1,400.00
Premier Auto, mount and balance tire	PW		33.20
Premier Auto, shocks	PW		458.51
Premier Auto, oil change	Police		30.97
Public Safety Center, equipment wipes	Fire		406.60
Reeds Market, water	Park		7.98
Sourcewell, comp plan services	Gov't		450.00
Speciality Solutions, road products	PW		556.60
Team Lab, road patch	PW		706.50
Teamsters, union dues	Police		194.00
The Office Shop, folders, laminate, receipts	Park		94.36
The Office Shop, receipts, envelopes	PZ/Govt		84.57
Turner Towing, tow vehicle	Police		172.00
US Bank, copier lease	ALL		156.00
USA Bluebook, buffer	Sewer		33.95
USA Bluebook, probe and cable	Sewer		610.56
Verizon, m2m charges	Police	pd 6-19	38.52
Verizon, air card, ipad and internet charges	ALL		395.53
Verizon, cell phone charges	ALL		448.67
Watch Guard, cmaera connector	Police		207.00
WSN, 2018 street improvements	PW		28,068.37
WSN, dream island bridge	PW		7,679.25
Xcel Energy, gas utilities	ALL		268.33
<b>TOTAL</b>			<b>149,275.86</b>

**ADDITIONAL BILLS FOR APPROVAL**  
**July 9, 2018**

VENDORS	DEPT		AMOUNT
Anderson Brothers, repair manhole, poly patch	PW		1,094.25
AW Research, water testing	Sewer		702.97
Birchdale Fire & Security, quarterly monitoring	PW		105.00
CTCIT, june i.t. service	ALL		900.00
Emergency Medical Products, medical supplies	Fire		385.13
Forum Commincations, legal notices	Gov't		93.50
Fyles, portable restrooms	Park		480.00
Heartland Tire, tire	PW		107.80
Holden Electric, private locates at wwtf	Sewer		796.00
Holiday Station, fuel	ALL		320.61
Jobs HQ, employment ad	Park		84.00
Keepers, uniform	Police		96.96
North Memorial, june subsidy	Ambulance		1,100.00
Squad Pro, remove/install equipment	Fire		1,549.17
The Office Shop, receipt books	PZ		16.10
Waste Partners, trash removal	ALL		295.20
<b>TOTAL</b>			<b>8,126.69</b>