

BUDGET WORKSHOP  
CITY OF CROSSLAKE  
MONDAY, OCTOBER 23, 2017  
3:00 P.M. – CITY HALL

The Council for the City of Crosslake met for a Budget Workshop on October 23, 2017. The following Council Members were present: Mayor Patty Norgaard, Brad Nelson, Dave Schrupp, and Dave Nevin. Gary Heacox was absent. Also present were City Administrator/Treasurer Mike Lyonais, City Clerk Char Nelson, Public Works Director Ted Strand, Police Chief Erik Lee, Park Director Jon Henke, Land Service Specialist Jon Kolstad, Northland Press Reporter Bill Monroe and Echo Publishing Reporter Theresa Rourke.

1. Mayor Norgaard called the meeting to order at 3:00 P.M.
2. CONSENT CALENDAR – MOTION 10SP1-01-17 WAS MADE BY DAVE SCHRUPP AND SECONDED BY DAVE NEVIN TO APPROVE THE FOLLOWING ITEMS LISTED ON THE CONSENT CALENDAR:
  - a. B13-Public Works Commission Meeting Minutes of September 5, 2017  
B14-Proposal from Braun Intertec for Material Testing Services for Dream Island Bridge  
B17-Letter dated September 21, 2017 from Crow Wing County Re: CSAH 36 Reconstruction Schedule for 2020  
B24-Bills for Approval dated 10/9/17 in the Amount of \$125,918.12
  - b. Bills for Approval dated 10/23/17 in the Amount of \$22,412.14
  - c. LG555 Government Approval or Acknowledgement for Use of Gambling Funds from the Crosslake-Ideal LionsMOTION CARRIED WITH ALL AYES.
3. Mike Lyonais reviewed the budget changes that were made from the prior meeting of 9/11/17. By using cash reserves of \$73,000, the draft budget shows a levy decrease from 7% to 5%. A brief discussion ensued regarding the budget. The Council reviewed the capital outlay budget versus actual expenses through 10/23/17. Mr. Lyonais noted that the City was able to use cash on-hand for 2017 projects.

Ted Strand reported that the Public Works Commission reviewed sewer user charges. Mike Lyonais and Ted Strand had suggested to the Commission a \$1/month increase. The Commission recommended that the Council increase rates from \$45/month to \$48/month per ERU. A discussion ensued regarding the benefits to property owners on the system. MOTION 10SP1-02-17 WAS MADE BY BRAD NELSON AND SECONDED BY DAVE NEVIN TO INCREASE SEWER USER RATES FROM \$45/MONTH TO \$48/MONTH PER ERU EFFECTIVE 1/1/18. MOTION CARRIED WITH ALL AYES.

Ted Strand asked the Council to approve the replacement of the sweeper with a turbine blower. There are funds in the 2017 Budget for this expense. Dave Nevin suggested carrying the funds over to 2018 and ordering the blower in the spring. Ted Strand replied that the cost could increase. MOTION 10SP1-03-17 WAS MADE BY DAVE SCHRUPP AND SECONDED BY BRAD NELSON TO APPROVE THE PURCHASE OF A BUFFALO TURBINE CYCLONE SQUARED DEBRIS BLOWER AT A COST OF \$12,985. MOTION CARRIED WITH ALL AYES.

MOTION 10SP1-04-17 WAS MADE BY BRAD NELSON AND SECONDED BY DAVE NEVIN TO APPROVE 2018 SUPPORT PAYMENTS TO CROSSLAKE WELCOME CENTER OF \$2,500, INITIATIVE FOUNDATION OF \$1,650 AND CELEBRATE AMERICA/CROSSLAKE CHAMBER OF COMMERCE FIREWORKS OF \$14,000. MOTION CARRIED WITH ALL AYES.

MOTION 10SP1-05-17 WAS MADE BY DAVE SCHRUPP AND SECONDED BY DAVE NEVIN TO APPROVE THE CHANGE IN SAFETY TRAINING FROM IN-PERSON (MMUA) TO ONLINE (TARGET SOLUTIONS) AT A COST SAVINGS OF APPROXIMATELY \$5,500. MOTION CARRIED WITH ALL AYES.

Mike Lyonais informed the Council that the Personnel Committee is meeting to discuss and make a recommendation for 2018 non-union employee salaries.

4. Mike Lyonais presented a draft copy of an investment policy and noted that until the sale of Crosslake Communications, the City did not have significant funds to invest. The Council could divide the funds into multiple local banks, but waivers would be required if an employee or Council Member banked there. 4M is restricted to government banking and individuals are not allowed to be members. Mayor Norgaard stated that it would be better to have all of the funds in 4M. MOTION 10SP1-06-17 WAS MADE BY DAVE SCHRUPP AND SECONDED BY PATTY NORGAARD TO ADOPT THE CITY OF CROSSLAKE DEPOSITS AND INVESTMENT POLICY AS PRESENTED. MOTION CARRIED WITH ALL AYES.
5. MOTION 10SP1-07-17 WAS MADE BY BRAD NELSON AND SECONDED BY DAVE SCHRUPP TO APPROVE THE QUIET TITLE ACTION FOR ROAD RIGHT-OF-WAY PLAT ON FOREST LODGE ROAD. MOTION CARRIED WITH ALL AYES.
6. MOTION 10SP1-08-17 WAS MADE BY DAVE NEVIN AND SECONDED BY BRAD NELSON TO HIRE HILDI, INC TO PERFORM THE REQUIRED POST EMPLOYMENT BENEFITS REPORT. MOTION CARRIED WITH ALL AYES.

Jon Kolstad reported that Paul Herkenhoff of Crow Wing County Land Services would be taking over Chris Pence's duties as supervisor of the County's staff in Crosslake effective 11/4/17. Mike Lyonais noted that it is beneficial for the City to have access to County resources. MOTION 10SP1-09-17 WAS MADE BY DAVE SCHRUPP AND SECONDED BY BRAD NELSON TO APPOINT JON KOLSTAD AND PAUL HERKENHOFF AS ZONING ADMINISTRATOR SIGNATORIES. MOTION CARRIED WITH ALL AYES.

Mayor Norgaard announced that she would like to hold a workshop in January with the Council, department heads and Commission Chairs to review the upcoming projects within the City.

7. There being no further business, the Mayor adjourned the meeting at 4:33 P.M.

Respectfully Submitted,



Charlene Nelson  
City Clerk

# BILLS FOR APPROVAL

October 9, 2017

VENDORS	DEPT		AMOUNT
AAA Rental, power box rake	Park		368.33
AAA Rental, wheel assembly	PW		149.71
AAA Rental, roller bearing, seal caster	PW		41.84
Ace Hardware, janitorial supplies	Sewer		17.98
Ace Hardware, hardware	PW		61.66
Ace Hardware, jack stands, coil, gauge, brushes, cleaner	PW		158.31
Ace Hardware, deet	PW		7.99
Ace Hardware, batteries, knife set	PW		8.17
Ace Hardware, trash can	Police		27.58
Ace Hardware, respirator, paint, squeegee, outlet cord	Sewer		118.90
Ace Hardware, concrete mix, float	Cemetery		61.94
Ace Hardware, magnesium float	Park		26.99
Ace Hardware, weedblock	Gov't		24.99
Ace Hardware, trufuel	PW		47.98
Ace Hardware, wd40	Fire		11.18
Ace Hardware, light	PW		11.99
Ace Hardware, mouse trap	Park		13.18
Ace Hardware, spot lifter	Park		6.99
Ace Hardware, hardware	Park		3.20
Ace Hardware, staples, lumber tite, buckets	PW		157.90
American Door Works, door repair	Gov't		47.00
American Park and Recreation, bench	Park		546.00
Anderson Brothers, washed rock	Gov't		181.20
Aspen Mills, badges	Fire		450.65
AW Research, water testing	Sewer		614.70
Baker & Taylor, books	Library		714.41
Batteries Plus Bulbs, batteries	PW		11.20
Becker Crosslake Flooring, carpet	Park		5,280.50
Birchdale Fire & Security, 4th quarter monitoring	PW		105.00
Blue Cross Blue Shield, health insurance	ALL		20,923.50
Bolton & Menk, sewer improvements	Sewer		12,881.25
Bolton & Menk, wastewater reapiir and salt/sand building	PW/Sewer		400.00
Brians Welding, install hinges	PW		475.09
Brock White, edging	PW		133.20
BSN Sports, striping paint	Park		319.98
BSN Sports, soccer balls	Park		266.88
Build All Lumber, lumber	PW		80.64
Build All Lumber, treated lumber	PW		97.69
City of Crosslake, sewer utilities	PW/Govt		90.00
Clean Team, october cleaning	PW/Govt		1,082.50
Council #65, union dues	Gov't		385.00
Crosslake Communications, phone, fax, internet, cable	ALL		1,409.58
Crosslake Demolition, plant cleanup	Sewer		33.00
Crosslake Drug, epipens	Fire		596.97
Crosslake Rolloff, recycling	Gov't		2,695.00

Crosslake Sheetmetal, clean condensers and repair terminals	Gov't		190.00
Crow Wing County Highway Dept, fuel	ALL		3,129.39
Crow Wing County Highway Dept, street sign	PW		43.26
Crow Wing County Recorder, filing fees	PZ		184.00
Culligan, water and cooler rental	PW/Govt		69.00
Dacotah Paper, janitorial supplies	Park		565.52
Deferred Comp	ALL		250.00
Delta Dental, dental insurance	ALL		1,671.20
Digital Horizons, sound system	Park		3,977.37
Fastenal, saw battery kit	PW		293.12
Fastenal, hose	PW		94.11
Ferguson, belt clip repair	Sewer		135.00
Fortis, disability	ALL		650.84
Fyles, portable restrooms	Park		250.00
Galls, uniform	Police		145.99
Guardian Pest Solutions, pest control	ALL		77.60
Hawkins, chemicals	Sewer		1,100.49
Holmwig Excavating, ski trails	Park		3,200.00
Kirvida Fire, oil changes, annual pump tests, repairs	Fire		5,977.93
Lakes Area Rental, saw rental	PW		140.00
Lakes Printing, labels	PZ		28.60
League of MN Cities, regional meeting	Council		45.00
MR Sign, traffic signs	PW		1,076.33
MR Sign, address number signs	PW		85.58
Marco, copier lease	Park		230.23
Mastercard, Amazon, flash drives	Police		48.59
Mastercard, Amazon, ink cartridges	Police		51.10
Mastercard, Best Buy, tv	Park		140.23
Mastercard, Costco, batteries	Gov't		103.05
Mastercard, Fleet Farm, oil, diesel additive	PW		138.32
Mastercard, Go Daddy, domain renewal	Gov't		80.68
Mastercard, Lynn Card Company, stationery	Police		132.53
Mastercard, MN DNR, water appropriation permit	Sewer		150.00
Mastercard, Oriental Trading, halloween supplies	Park		137.63
Mastercard, Party City, halloween supplies	Park	pd 9-25	58.97
Mastercard, Rhode Island Novelty, halloween supplies	Park		64.45
Mastercard, Sherwin Williams, epoxy	Sewer	pd 9-25	833.57
Mastercard, Walmart, envelopes, gloves, coffee	Park		33.15
Mastercard, Walmart, frames	Gov't		61.91
Mastercard, Winzip.com, software	PZ	pd 9-25	42.90
Mastercard, travel expenses	Police		359.70
MCFOA, regional training	Admin		25.00
Menards, hardware	PW		89.62
Metro Sales, copier maintenance and copies	PZ/Admin		495.33
Mid American Research, cleaner	Park		141.35
Midwest Machinery, hydraulic cylinder	PW		1,034.79
Mike Lyonais, petty cash reimbursement	ALL		77.43
Mills Motors, replace windshield washer pump	Police		127.63
MN BCA, conference	Police		175.00

MN Life, life insurance	ALL		456.40
Napa, gloves	Sewer	pd 9-18	94.80
Napa, lamp	Sewer		20.74
Napa, halogen capsule	Police		27.40
National Fire Protection Assn, membership dues	Fire		315.00
NCPERS-Life Insurance	ALL		80.00
Neopost, postage meter refill	ALL	pd 9-25	700.00
NJPA, comp plan services	Gov't		450.00
NLES, soccer uniforms	Park		596.00
Northland Press, envelopes	PZ/Admin		86.90
Northland Press, ordinances 347, 348, 349	Gov't		263.50
Northland Press, meeting notice of 9/22	PZ		68.00
Northland Press, assessment hearing notice	PW		357.00
Patty Norgaard, reimburse for frames	Gov't		35.58
Pinnacle Property Management, tree removal	PW		150.00
Planning and Zoning Commissioners, 3rd quarter meetings	PZ		1,120.00
Police and Sheriffs Press, id card	PZ		17.49
Premier Auto, oil change, wiper blades	Police		73.85
Premier Auto, oil change	Police		31.39
Premier Auto, tire repair	Park		15.00
Robb Reed, summer soccer and basketball clubs	Park		385.00
Robb Reed, reimburse mileage	Park		51.36
Sandia Card Solutions, library cards	Library		795.00
Simonson Lumber, concrete mix	Park		50.60
Simonson Lumber, pine, bits	PW		11.87
Simonson Lumber, concrete mix	Park		60.72
Simonson Lumber, lath	Park		17.75
Stinson Leonard Street, legal fees	Phone Co		486.00
Streichers, badge case	Police		44.99
Streichers, mag holder	Police		40.99
Tactical Solutions, radar certification	Police		234.00
Teamsters, union dues	Police	pd 10-3	308.00
The Office Shop, chair	Gov't		189.99
The Office Shop, folder frame	Admin		15.90
The Office Shop, markers	PZ		11.01
The Office Shop, pens	Admin		4.58
The Office Shop, batteries, pens	Admin/Govt		29.41
The Office Shop, envelopes	Gov't		17.86
Tonka Water, filter media, airwash, valves	Sewer		11,458.00
Total Compliance, random drug test program	Gov't		157.00
US Bank, copier lease	ALL		156.00
Verizon, air card charges	Police	pd 10-3	31.27
Verizon, air card, internet and ipad charges	Fire/Police		1,015.52
Verizon, cell phone charges	ALL		323.96
Waste Partners, trash removal	ALL		240.93
WSN, salt-sand building modifications	PW		1,581.00
WSN, dream island bridge	PW		7,748.70
WSN, 2017 road improvements	PW		15,433.33

WSN, 2018 road improvements	PW		175.00
Xcel Energy, gas utilites	ALL		284.25
Ziegler, wiper blades	PW		237.84
<b>TOTAL</b>			<b>125,918.12</b>

**BILLS FOR APPROVAL**  
**October 23, 2017**

VENDORS	DEPT		AMOUNT
AW Research, water testing	Sewer		279.00
Baker & Taylor, books	Library		153.38
Bob Seversons Locksmith Service, door handle	Park		75.00
Bolton & Menk, review crosswoods cup	PZ		100.00
Bolton & Menk, wwtp improvements	Sewer		4,953.40
Brainerd Dispatch, subscription	Library		199.88
Char Nelson, reimburse for mileage, pop	Admin		97.40
Crow Wing County Attorney, 3rd quarter fines	Gov't		1,671.52
Crow Wing County Recorder, filing fees	PZ		138.00
Crow Wing Power, electric service	ALL		5,731.09
CTC I.T., september 2017 labor	ALL		750.00
Dacotah Paper, janitorial supplies	Gov't		284.22
East Side Oil, filter recycling	Gov't		50.00
Emergency Response Solutions, turnout gear	Fire		3,320.00
Fire Instruction & Rescue, auto extrication	Fire		600.00
Goldstar Products, pothole patch kit	PW		751.35
Holiday Station, premium fuel	Park		2.99
Joe Chase, reimburse for travel expenses	PW		351.41
Johnson Killen Seiler, labor attorney fees	Park		614.50
Law Enforcement Targets, targets	Police		81.97
Mark Lindner, reimburse mileage	PZ		64.20
Mastercard, Costco, vacuum	PW		268.43
Mastercard, Costco, batteries	Gov't		114.23
Mastercard, Human Factor Research, training	Police		191.00
Menards, lumber, brackets	PW/Park		208.60
MN Dept Labor & Industry, um pressure vessel	Park		10.00
MR Sign, e911 address signs	PW		313.55
Napa, battery	PW		128.49
Napa, halogen bulb	PW		6.89
Northland Freightliner, replace governor, cylinders	PW		372.75
Northland Press, meeting notice of 10/27	PZ		55.25
Paper Storm, document shredding	Gov't		52.64
US Bank, copier lease	ALL		156.00
Watch Guard, chest mounts	Police		265.00
<b>TOTAL</b>			<b>22,412.14</b>