

**REGULAR COUNCIL MEETING  
CITY OF CROSSLAKE  
MONDAY, MARCH 13, 2017  
7:00 P.M. – CITY HALL**

The Crosslake City Council met in the Council Chambers of City Hall on Monday, March 13, 2017. The following Council Members were present: Mayor Patty Norgaard, Dave Nevin, Gary Heacox, and Brad Nelson. Dave Schrupp, was absent. Also present were City Administrator/Consultant Dan Vogt, Finance Director/Treasurer Mike Lyonais, City Clerk Char Nelson, Public Works Director Ted Strand, Police Chief Bob Hartman, Crow Wing County Land Service Specialist Jon Kolstad, City Engineer Mike Rardin, WSN Engineer Mark Hallan, Northland Press Reporter Paul Boblett, and Echo Publishing Reporter Theresa Bourke. There were five 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 03R-01-17 WAS MADE BY GARY HEACOX AND SECONDED BY DAVE NEVIN TO APPROVE THE ADDITIONS TO THE AGENDA. MOTION CARRIED WITH ALL AYES.
- B. CONSENT CALENDAR** – MOTION 03R-02-17 WAS MADE BY BRAD NELSON AND SECONDED BY DAVE NEVIN TO APPROVE THE FOLLOWING ITEMS LISTED ON THE CONSENT CALENDAR:
1. REGULAR COUNCIL MEETING MINUTES OF FEBRUARY 13, 2017
  2. SPECIAL COUNCIL WORKSHOP MEETING MINUTES OF FEBRUARY 22, 2017
  3. CITY – MONTH END REVENUE REPORT DATED FEBRUARY 2017
  4. CITY – MONTH END EXPENDITURES REPORT DATED FEBRUARY 2017
  5. FEBRUARY 2017 BUDGET TO ACTUAL ANALYSIS
  6. PLEDGED COLLATERAL REPORT DATED FEBRUARY 28, 2017
  7. POLICE REPORT FOR CROSSLAKE – FEBRUARY 2017
  8. POLICE REPORT FOR MISSION TOWNSHIP – FEBRUARY 2017
  9. APPROVAL OF 2017-2018 LAW ENFORCEMENT CONTRACT
  10. FIRE DEPARTMENT REPORT – FEBRUARY 2017
  11. APPROVAL OF 2017-2018 FIRE SERVICE CONTRACTS
  12. NORTH MEMORIAL AMBULANCE REPORT – FEBRUARY 2017
  13. STAFF REPORT DATED MARCH 8, 2017 FROM JON HENKE RE: COMMUNITY CENTER UPDATES
  14. PLANNING AND ZONING MONTHLY STATISTICS
  15. PLANNING AND ZONING COMMISSION MEETING MINUTES OF JANUARY 27, 2017
  16. PUBLIC WORKS MEETING MINUTES OF FEBRUARY 6, 2017
  17. ACCEPT RESIGNATION OF EDA MEMBER
  18. CROSSLAKE ROLL-OFF RECYCLING REPORT FOR FEBRUARY 2017
  19. WASTE PARTNERS RECYCLING REPORT FOR JANUARY 2017
  20. RESOLUTION NO. 17-03 ACCEPTING DONATIONS
  21. BILLS FOR APPROVAL IN THE AMOUNT OF \$131,498.03
  22. CHANGE TO SCHEDULE OF MONTHLY COMMISSION MEETINGS

23. EDA MEETING MINUTES OF DECEMBER 7, 2016, JANUARY 11, 2017, FEBRUARY 1, 2017 AND MARCH 1, 2017
24. LG220 APPLICATION FOR EXEMPT PERMIT FROM THE LAKES FOUNDATION TO CONDUCT A RAFFLE AND
25. ADDITIONAL BILLS FOR APPROVAL IN THE AMOUNT OF \$16,920.78. MOTION CARRIED WITH ALL AYES.

**C. CRITICAL ISSUES** – None.

**D. MAYOR'S REPORT** –

1. Patty Norgaard reported that the 28<sup>th</sup> Annual Tour of Lakes Bicycle Ride on June 3, 2017 would begin and end at the Crosslake Community Center. It is expected that 1200 riders will be in town that day.
2. MOTION 03R-03-17 WAS MADE BY PATTY NORGAARD AND SECONDED BY GARY HEACOX TO APPOINT THE FOLLOWING MEMBERS TO COMMISSIONS: PLANNING AND ZONING COMMISSION BILL SCHLITZ AND JAN PIERCE – ALTERNATES. ECONOMIC DEVELOPMENT AUTHORITY ROGER ROY – FILL VACANCY WITH TERM EXPIRING 1/31/18. MOTION CARRIED WITH ALL AYES.

**E. PUBLIC FORUM** – Cindy Myogeto and Laura Stromberg of the St. Patrick's Day Committee announced that Public Works Director Ted Strand would be the 2017 Grand Marshall and presented Ted a plaque for going above and beyond the call of duty in preparing for the celebration. Cindy Myogeto reported that Jeremy Knippel designed the shamrock that is hanging on the dam. Laura Stromberg reported that green Love Your Melon caps were on sale for St. Patrick's Day. One third of the proceeds go to cancer research. The new slogan this year is "Share Your Charm" in an effort for people to contribute to charities.

**F. CITY ADMINISTRATOR'S REPORT**

1. The Council reviewed a recommendation from the Personnel Committee to allow retired employees to participate in the Employee Wellness Program at the Community Center. MOTION 03R-04-17 WAS MADE BY PATTY NORGAARD AND SECONDED BY BRAD NELSON TO TABLE THE ISSUE UNTIL THE APRIL MEETING AND THE FULL COUNCIL WILL BE IN ATTENDANCE. MOTION CARRIED WITH ALL AYES.
2. Mike Lyonais gave an update on the 2016 Financial Statements for the City and Crosslake Communications. Both audits are near completion and no adjustments are required. MOTION 03R-05-17 WAS MADE BY PATTY NORGAARD AND SECONDED BY GARY HEACOX TO HOLD A SPECIAL MEETING ON MONDAY, APRIL 10, 2017 AT 6:00 P.M. FOR THE PURPOSE OF REVIEWING AND APPROVING THE 2016 FINANCIAL STATEMENTS. MOTION CARRIED WITH ALL AYES.

Mike Lyonais reported that a letter was received from the Minnesota Department of Commerce regarding the pending Petrofund reimbursement for Crosslake Communications. The payment has been approved and the City should receive it in

approximately 4-6 weeks. The refund will be passed on to the new owners of Crosslake Communications.

3. Dan Vogt reported that staff is working on annual performance evaluations and they should be completed this week.

## **G. COMMISSION REPORTS**

### **1. PLANNING AND ZONING**

- a. Jon Kolstad presented a letter date January 27, 2017 from Crow Wing County Land Services regarding tax forfeited land. It is required by State Statute that tax forfeited land be classified as "non-conservation" before the land can be sold. It was the consensus of the Council to approve the reclassification and sale of a 33-foot lane of Big Pine Trail Annex, 1410600000A009.
- b. Jon Kolstad reported that the Annual Contractor Workshop will be held Wednesday, March 15, 2017 from 8-10 am in City Hall. Brock White will give a presentation, staff will review County septic rules/procedures and City Ordinances, and question/answer time will follow.
- c. MOTION 03R-06-17 WAS MADE BY DAVE NEVIN AND SECONDED BY PATTY NORGAARD TO APPROVE A 30-DAY COMMENT PERIOD FOR ORDINANCE AMENDMENTS PROPOSED BY THE PLANNING AND ZONING COMMISSION. MOTION CARRIED WITH ALL AYES.

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

- a. Ted Strand requested approval to purchase an asphalt recycler for repairing potholes at a cost of approximately \$38,000. A lengthy discussion ensued regarding the need for this type of unit, cold patch versus hot patch, and funding. MOTION 03R-07-17 WAS MADE BY PATTY NORGAARD AND SECONDED BY DAVE NEVIN TO REVIEW THE REQUEST DURING 2018 BUDGET MEETINGS. MOTION CARRIED WITH ALL AYES.
- b. MOTION 03R-08-17 WAS MADE BY DAVE NEVIN AND SECONDED BY BRAD NELSON TO CHANGE THE DESIGN FOR THE EXTENDED SHOULDER ON ANCHOR POINT ROAD SO THAT IT STOPS JUST SHORT OF THE NARROW ROADWAY AREA, AND RECONSTRUCT ONLY THE ROADWAY SECTION FOR THE REMAINDER OF THE PROJECT TO GINSENG PATCH ROAD. MOTION CARRIED WITH ALL AYES.
- c. The Council reviewed a proposal for engineering services from WSN for a feasibility study for sanitary sewer extension on East Shore Road and Daggett Bay Road. Ted Strand reported that these two roads are part of the 2017 Street Improvement Projects and that because they both have manholes and stubs for future sewer extension, the roads should be removed from the Project for 2017 so that there is time to determine whether sewer lines should be installed at the same time the road is under construction. Dave Nevin asked why this is being discussed now, after road plans have already been completed. Mr. Strand replied that he just realized the situation. Brad Nelson stated that Dave Schrupp should be involved in the decision because he attended the Public Works Commission meetings during this time and could provide more information. Dan Vogt suggested that the Council move forward with bidding

the remaining roads of the project. MOTION 03R-09-17 WAS MADE BY DAVE NEVIN AND SECONDED BY PATTY NORGAARD TO REMOVE EAST SHORE ROAD AND DAGGETT BAY ROAD FROM THE 2017 STREET IMPROVEMENT PROJECTS AND AUTHORIZE ADVERTISEMENT FOR BIDS FOR THE REMAINING ROADS. Ted Strand questioned whether the right-of-way plat was complete for Anchor Point Road and Milinda Shores Road. Gary Heacox stated that this was poor planning by the City Engineer. MOTION CARRIED WITH ALL AYES.

Mike Rardin of Bolton & Menk introduced himself to the Council and told them he is available to answer questions at any time.

**H. CITY ATTORNEY REPORT** – None.

**I. PUBLIC FORUM** – None.

**J. OLD BUSINESS** – None.

**K. NEW BUSINESS** – None.

**L. ADJOURN** - The Mayor adjourned the meeting at 7:55 P.M.

Respectfully submitted by,



Charlene Nelson  
City Clerk  
City Clerk/Minutes/3-13-17

City of Crosslake

**RESOLUTION 17-03**

**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>
Donald and Lynda Wilson	\$50.00	Tax Help Program

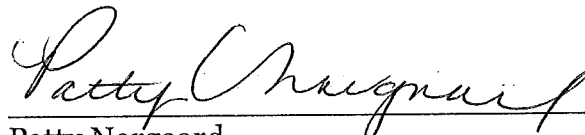
; and

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 13th day of March, 2017.

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

ATTEST:

  
\_\_\_\_\_  
Charlene Nelson  
City Clerk  
(SEAL)

**BILLS FOR APPROVAL**  
**March 13, 2017**

VENDORS	DEPT		AMOUNT
Ace Hardware, hardware	Park		15.26
Ace Hardware, work bag	PW		4.99
Ace Hardware, propane	Cemetery		37.31
Ace Hardware, measuring tape, marking paint	Cemetery		26.97
Ace Hardware, hardware	Park		4.76
Ace Hardware, batteries	Park		15.98
Ace Hardware, drill bits, car wash, brace	Police		36.76
Ace Hardware, hardware	PW		77.08
Ace Hardware, lampholder	Park		2.99
Ace Hardware, picture hanging strip	Park		6.59
Ace Hardware, hardware	PW		7.47
Ace Hardware, calculator, shears	Sewer		42.97
Ace Hardware, janitorial supplies	PW		18.58
Ace Hardware, hardware	Sewer		8.98
Ace Hardware, hardware	Park		5.18
Ace Hardware, brace	Park		11.96
Ace Hardware, switchlock	Park		1.99
Ace Hardware, braces	Park		6.98
Ace Hardware, chest waders	Sewer		74.99
Ace Hardware, hardware	Gov't		24.34
Ace Hardware, batteries, pliers, screwdriver	PW		93.53
Ace Hardware, fuses, valve	PW		44.96
Applied Concepts, cables	Police		281.80
AW Research, water testing	Sewer		475.20
Baker & Taylor, books	Library		648.14
Banyon, backup storage	Admin		129.00
Blue Cross Blue Shield, health insurance	ALL		20,259.00
Bob Hartman, reimburse travel expense	Police	pd 3-6	16.17
Breen & Person, legal fees	ALL		5,310.00
Chemsearch, cleamers	PW		291.24
City of Crosslake, sewer utilities	PW/Gov't		135.00
Clean Team, march cleaning	PW/Gov't		1,082.50
Clement Plumbing, repair drinking fountain	Gov't		146.00
Council #65, union dues	Gov't		385.00
Crosslake Communications, phone, fax, cable, internet	ALL		1,353.60
Crosslake Rolloff, recycling	Gov't		2,695.00
Crow Wing County Attorney, forfeiture proceeds	Police		15.20
CTC I.T., february i.t. labor	ALL		750.00
Culligan, water and cooler rental	PW/Gov't		75.61
Dacotah Paper, janitorial supplies	Gov't		85.48
Dacotah Paper, janitorial supplies	Park		463.86
Dave Demcho, reimburse mileage	Fire	pd 3-6	144.46
Deferred Comp	ALL		300.00
Delta Dental, dental insurance	ALL		1,642.50
Diamond Industrial Cleaning Equipment, car soap	PW		499.95

DJV Consulting, january-march services	Admin		2,625.00
DVS, license plates	Police		6.00
East Side Oil, filter recycling	Gov't		25.00
Fastenal, safety cones, helmet, nozzles	PW		729.22
Fastenal, safety cones, nozzles	PW		397.62
Fire Instruction & Rescue, ems quarterly training	Fire		600.00
Fire Instruction & Rescue, emt refresher	Fire		300.00
Fire Instruction & Rescue, ropes and knots class	Fire	pd 3-6	750.00
Fire Instruction & Rescue, instructor 1 class	Fire	pd 3-6	180.00
Fire Instruction & Rescue, osha department refresher	Fire		550.00
Fire Safety USA, fan	Fire		2,199.00
Fire Safety USA, single gas co meters	Fire		2,215.00
First Supply, flush kit	PW		29.71
Follett, software support	Library		1,000.00
Fortis, disability	ALL		645.94
Grafix Shoppe, custom non-reflective kit	Police		335.17
Granite Electronics, program radio	Fire		55.00
Guardian Pest Solutions, pest control	ALL		77.60
Gull Lake Glass, install batteries	Park		155.00
Holden Electric, get circuit to fire panel	Gov't		155.41
Holiday Station, propane refill	PW		60.11
Holiday Station, propane refill	PW		36.49
Holiday Station, antifreeze	Police		10.73
Holiday Station, antifreeze	Police		10.73
Holiday Station, propane refill	PW		96.59
Initiative Foundation, annual contribution	Gov't		1,650.00
Jim Anderson, refund for application fee	PZ		3,250.00
Joe Chase, reimburse travel expenses	PW		532.20
Joe Chase, reimburse travel expenses	Fire		504.95
Jon Henke, reimburse mileage	Park		172.00
Lakes Area Gallery, framing	Gov't		356.44
Lakes Area Rental, mini kubota rental	PW		169.00
Lakes Heating and Cooling, hook up garage heater	Park		354.00
Mail Finance, postage meter rental	Gov't		236.49
Marco, copier lease	Park		223.30
Mars Supply, scba masks	Fire		688.22
Mastercard, Active 911, membership renewal	Fire		352.50
Mastercard, Amazon, exercise guidelines	Park		28.79
Mastercard, Arrowwood Resort, lodging	Fire	pd 2-28	503.32
Mastercard, CDW, server enclosure	Gov't	pd 2-24	647.60
Mastercard, Fleet Farm, uniform	Sewer		128.95
Mastercard, Insty Prints, no parking signs	PW		129.33
Mastercard, Marriott, lodging	Fire		546.96
Mastercard, Moonlite Square, diesel fuel	PW	pd 2-24	47.35
Mastercard, MRWA, conference registration	Sewer		460.00
Mastercard, Shoebuy.com, uniform	Police		167.94
Mastercard, travel expenses	Park		263.65
Mastercard, travel expenses	Police		217.72

Mastercard, Vintage Technologies, power converter	Police	pd 2-28	194.38
Menards, led wall pack, sump pump, bulbs	PW/Park		471.95
Menards, switches, cooler, video recorder, backup camera	PW		353.96
Menards, led area light, broom, squeegee	PW		286.82
Midwest Machinery, oil line	Park	pd 3-6	48.18
Mike Lyonais, reimburse petty cash	ALL		72.33
Napa, socket	PW		12.69
Napa, dry oil	Fire		52.14
NCPERS-Life Insurance	ALL		96.00
Northland Freightliner, brake repair, oil change	PW		554.26
Northland Press, ordinance 339	Gov't		68.00
Olsen Thielen, audit services	Phone Co	pd 2-14	15,000.00
Premier Auto, transmission service, oil change	Police		231.38
Premier Auto, floor mats	Police		109.95
Premier Auto, transmission service	PW		208.33
Quality Flow Systems, sensor, switch	Sewer		1,050.33
Rescue Pax, ropes, ice rescue kit	Fire	pd 3-6	5,550.00
Rich Irish, reimburse mileage	Fire	pd 3-6	153.01
Riteway, fund accounting checks	Admin		195.28
State Treasurer, forfeiture proceeds	Police		7.60
Teamsters, union dues	Police	pd 3-6	206.00
The Office Shop, receipts, clipboards	PW		8.19
The Office Shop, copy paper	PZ/Admin		79.87
The Office Shop, white boards, office furniture	Sewer		802.00
US Bank, copier lease	ALL		156.00
US Bank, agent fees	Phone Co		450.00
USA Bluebook, supplies	Sewer		171.84
Verizon, air card and ipad charges	ALL	pd 3-6	342.54
Verizon, cell phone charges	ALL		469.57
Viking Coke, pop	Park		107.11
Waste Partners, trash removal	ALL		231.90
WSN, engineering fees	ALL		38,852.36
Xcel Energy, gas utilities	ALL		2,272.70
<b>TOTAL</b>			<b>131,498.03</b>



**ADDITIONAL BILLS FOR APPROVAL**  
**February 13, 2017**

VENDORS	DEPT	AMOUNT
Allied Medical Training, refresher training	Fire	295.00
Applied Concepts, display sun shield	Police	94.60
Brainerd Hydraulics, hardware	PW	93.54
Brians Welding, repair plow	PW	944.76
Build All Lumber, parade supplies	PW	751.23
Crow Wing County Recorder, filing fee	PZ	46.00
Crow Wing Power, electric services	ALL	7,173.70
Cuyuna Range Fire Chiefs Assn, membership dues	Fire	300.00
Dan Vogt, reimburse travel expense	Admin	98.00
Fastenal, hardware	PW	54.44
Hawkins, chemicals	Sewer	1,559.83
Heartland Tire, tire repair	PW	50.00
Hildi, actuarial disclosures under GASB 45	Gov't	580.00
Joe Chase, reimburse travel expenses	Sewer	480.96
Mastercard, Costco, copy paper	Gov't	188.10
Mastercard, Office Max, office supplies	Park	393.07
Mastercard, Shoebuy, uniform	Police	303.57
Mike Lyonais, reimburse petty cash	Gov't	29.69
MR Sign, road name signs	Gov't	107.49
Napa, bracket	Police	5.99
Northland Fire Protection, extinguisher recertification and svc	ALL	1,279.95
Northland Press, meeting noptice of 3-24	PZ	59.50
Police and Sheriffs Press, id cards	ALL	563.10
USA Bluebook, o-rings	Sewer	39.59
USA Bluebook, cap kit, sensors, meter	Sewer	1,428.67
<b>TOTAL</b>		<b>16,920.78</b>