

SPECIAL COUNCIL MEETING  
CITY OF CROSSLAKE  
MONDAY, AUGUST 28, 2000  
1:00 P.M. – CITY HALL

The Council for the City of Crosslake met in the Council Chambers of City Hall on Monday, August 28, 2000. The following Councilmembers were present: Mayor Darrell Swanson, Charles Miller, Irene Schultz, Dean Swanson and Richard Upton. Also present was City Administrator Thomas Swenson, City Attorney Paul Sandelin, Deputy Clerk Darlene Roach, Sheila Haverkamp of Brainerd Lakes Area Development Corporation, City Engineer Dave Reese of Widseth Smith Nolting and Eric Anderson of Anderson Brothers.

Mayor Swanson called the Special Meeting to order.

1. Payment of Bills – MOTION 08S-01-00 WAS MADE BY DEAN SWANSON AND SECONDED BY RICHARD UPTON TO APPROVE THE BILLS FOR PAYMENT AS SUBMITTED IN THE AMOUNT OF \$14,168.47. MOTION CARRIED WITH ALL AYES.

It was noted that Councilmember Miller joined the meeting.

2. A letter dated August 22, 2000 from City Engineer Dave Reese recommended Council approval for payment to Anderson Brothers of Partial Payment Estimate No. 1 in the amount of \$110,416 less 10% retainage. MOTION 08S1-02-00 WAS MADE BY CHUCK MILLER AND SECONDED BY DEAN SWANSON TO APPROVE PARTIAL PAYMENT REQUEST #1 TO ANDERSON BROTHERS IN THE AMOUNT OF \$110,416 LESS 10% RETAINAGE FOR A PAYMENT OF 99,374.40. MOTION CARRIED WITH ALL AYES.

A memo dated August 24, 2000 from City Engineer Dave Reese requested an adjustment in contract price and an extension of the substantial completion date for the 2000 road projects due to the easement delay issues on Tall Timber Trail and Backdahl Road. The Public Works Commission directed the City Engineer, City Administrator and Contractor to review the proposed cost adjustment in detail and bring a recommendation to the City Council. After the three parties met, it was agreed that a recommendation would be brought to the Council which would increase the cost of clearing and grubbing by \$520 due to the Contractor's inability to burn vegetation in the easement area which required hauling materials to their gravel pit. The \$520 would cover the cost of eight hours of trucking to haul the materials. It was recommended that an additional \$3,320 be paid to the Contractor to cover the cost for having to use end dump trucks versus belly dump trucks since there is no straight through haul. An additional \$4,660 was requested to offset the cost of the paving production which requires more trips per truck, more time for the paving crew and extended plant operation. These three items would increase the contract price by \$8,500. The Contractor also requested an extension to the substantial completion date

due to the delays incurred by the City not getting the easement for the road. It was noted that the overall contract price would be decreased by \$16,817.65 since 300' of road would not be improved. There was some discussion regarding the status of the request for an easement from the Wisemiller's. MOTION 08S-03-00 WAS MADE BY RICHARD UPTON AND SECONDED BY IRENE SCHULTZ TO DIRECT THE CITY ENGINEER TO PREPARE A CHANGE ORDER FOR APPROVAL AT THE NEXT MEETING BASED ON THE FIGURES PRESENTED AND TO INCLUDE A REQUEST FOR AN EXTENSION TO THE PROJECT TO SEPTEMBER 8, 2000. Councilmember Schultz asked if the \$8500 could be recouped if the City obtained the easement from the Wisemiller's. Eric Anderson stated that at this point it was too late in the process. City Administrator Swenson stated that if the Public Works Department could complete the clearing and grubbing this winter, the City could save approximately \$4000. Councilmember Swanson inquired about the intersection by Bob Garin's. He stated that he had met with Dave Reese and the corner was going to be changed. City Engineer Reese stated that the road has been paved but that they would like to take the inside corner out so that it has more of a right angle. MOTION CARRIED WITH ALL AYES.

3. Recommendation regarding releasing a portion of the Pine Vista Plat Letter of Credit – The Public Works Commission recommended the release of 90% of the letter of credit for Pine Vista Plat with the City retaining 10% for the duration of the one-year warranty period. City Engineer Dave Reese stated that they have reviewed the condition of the roadway on behalf of the City and concur with the punch list that has been submitted to the Developer's Contractor. MOTION 08S-04-00 WAS MADE BY CHUCK MILLER AND SECONDED BY DEAN SWANSON TO APPROVE THE REDUCTION IN THE LETTER OF CREDIT BY 90% FOR PINE VISTA. MOTION CARRIED WITH ALL AYES.
4. Discussion of Petition for Improvement to Ivy Lane and Ivy Trail – A petition was received from benefiting property owners along Ivy Lane and Ivy Trail for improvements to these two roads. Since the Corps of Engineers owns over 1,073 feet of property along these roads, the number of required signatures (minimum of 35% of the property owners) cannot be obtained. The League of Minnesota Cities was contacted regarding whether the Corps of Engineers could be assessed for improvements to the roads and it was determined that they could not be assessed for the improvements. City Attorney Paul Sandelin stated that the only way the improvements could be made would be through a City initiated project with four fifths approval of the Council. MOTION 08S-05-00 WAS MADE BY CHUCK MILLER AND SECONDED BY DEAN SWANSON TO APPROVE RESOLUTION 00-46 ORDERING PREPARATION OF REPORT ON IMPROVEMENT OF IVY LANE AND IVY TRAIL. MOTION CARRIED WITH COUNCILMEMBER UPTON ABSTAINING FROM THE VOTE SINCE HE IS A RESIDENT ON ONE OF THE ROADS.

MOTION 08S-06-00 WAS MADE BY CHUCK MILLER AND SECONDED BY DEAN SWANSON TO APPROVE WIDSETH SMITH NOLTING CONDUCTING

A FEASIBILITY STUDY FOR IVY LANE AND IVY TRAIL NOT TO EXCEED \$2,000. MOTION CARRIED WITH COUNCILMEMBER UPTON ABSTAINING FROM THE VOTE.

5. Review 2001 Budget Proposals –

- a. Sheila Haverkamp of Brainerd Lakes Area Development Corporation thanked the Council for their past support of BLADC and requested that \$1,500 be budgeted for the Year 2001 in order to allow their organization to continue their efforts in supporting economic development in Crosslake. MOTION 08S-07-00 WAS MADE BY CHUCK MILLER AND SECONDED BY RICHARD UPTON TO APPROVE BLADC'S REQUEST FOR \$1500 FOR INCLUSION IN THE 2001 BUDGET. MOTION CARRIED WITH ALL AYES.
- b. Letter dated August 23, 2000 from Brainerd Lakes Area Chambers of Commerce requesting \$2,000 from the City to continue the City's support of their efforts in Crosslake – MOTION 08S-08-00 WAS MADE BY CHUCK MILLER AND SECONDED BY IRENE SCHULTZ TO APPROVE THE REQUEST FROM THE CHAMBER OF COMMERCE IN THE AMOUNT OF \$2,000 PROVIDED THAT THE DONATION IS USED TO SUPPORT THE CHAMBER BOOTH OR OFFICE IN CROSSLAKE. MOTION CARRIED WITH ALL AYES.
- c. Planning and Zoning Budget – The proposed Planning and Zoning Budget reflects an increase from \$157,458 to \$180,387 for 2001. This increase is primarily due to adding staff, increases in health insurance and the addition of disability and deferred compensation for the employees.
- d. Police Department Budget - The proposed Police Department Budget reflects an increase from \$254,239 to \$280,627 for 2001. This increase of approximately \$26,000 is due primarily to salary and benefit increases.
- e. Park and Recreation Department Budget – Park and Recreation Director Jon Henke requested Council approval to extend the Pre-School's meeting times. Jody Fischer, Pre-School teacher for the 2000-2001 school year, requested approval to use the Community Center two days a week, six and a half hours a day. Previously the Pre-School operated two days a week, three hours a day at a cost of \$10.00 per day. Jon Henke recommended that the fee be changed from \$10.00 a day to \$5.00 per hour. He also recommended that the Pre-School obtain liability insurance naming the City as an additional insured. For liability reasons, it was recommended that the Pre-School either store or remove their equipment at the end of the school year and that at the end of each day items are stored in the cabinets provided. Councilmember Schultz asked if the extended use by the Pre-School would curtail any other activities at the Center and Jon Henke stated that he has spoken with the Bridge Club and they are okay with the new schedule. Councilmember Miller questioned who was carrying the insurance on the items the Pre-School had at the Community Center. Jon Henke stated that the Park and Recreation Advisory Board would be meeting later this date to discuss some of these policies. MOTION 08S-09-00 WAS MADE BY IRENE SCHULTZ AND SECONDED BY DEAN SWANSON TO APPROVE THE CROSSLAKE COMMUNITY PRESCHOOL'S USE OF THE COMMUNITY CENTER AT AN HOURLY FEE OF \$5.00 PER HOUR FOR THE 2000/2001 SCHOOL

YEAR BETWEEN THE HOURS OF 8:30 A.M. AND 3:00 P.M. TUESDAYS AND THURSDAYS PROVIDED ALL EQUIPMENT/TOYS ARE OUT OF REACH OF YOUNG CHILDREN WHEN THE PROGRAM IS NOT IN SESSION AND THAT ALL EQUIPMENT IS EITHER STORED IN THE CABINETS PROVIDED OR REMOVED FROM THE COMMUNITY CENTER AFTER THE PROGRAM ENDS, THAT A LEASE AGREEMENT BE PREPARED AND REVIEWED BY THE ADVISORY COMMISSION AND THAT LIABILITY INSURANCE BE OBTAINED WITHIN ONE MONTH NAMING THE CITY AS AN ADDITIONAL INSURED. MOTION CARRIED WITH ALL AYES.

The proposed Park and Recreation Budget reflects an increase from \$155,675 to \$190,109 for 2001. It is being recommended that the part-time employee wage category be decreased to allow additional wages to be budgeted for a Tech 2 position. It is felt that the part time employees are not putting in enough hours to be knowledgeable as to what activities are going on at the Center. Jon Henke also expressed concern about the difficulty he is having in obtaining part-time help.

- f. Auditing Budget – Two proposals were received for auditing services for the City. MOTION 08S-10-00 WAS MADE BY DEAN SWANSON AND SECONDED BY CHUCK MILLER TO RETAIN THE SERVICES OF MATHIAS JUSTIN, LTD. AS AUDITOR FOR THE CITY ON A THREE YEAR CONTRACT. MOTION CARRIED WITH ALL AYES.
- g. Recycling Budget – Al Benson has requested an increase from \$100 to \$200 per month in addition to the SCORE Funds he receives from the County. City Administrator Swenson has spoken with Solid Waste Coordinator Doug Morris who indicated he will be requesting \$1750 per month in SCORE Funds for the City. It is not known at this time if that amount will be approved.
- h. Council Budget – The proposed Council Budget reflects an increase from \$18,926 in 2000 to \$24,645 for 2001. This is primarily due to salaries. MOTION 08S-11-00 WAS MADE BY CHUCK MILLER AND SECONDED BY DEAN SWANSON TO REMOVE CELLULAR PHONE EXPENSES FROM THE COUNCIL BUDGET. MOTION CARRIED WITH ALL AYES. Mayor Swanson has been paying for his own cellular phone service.
- i. Fire Department Budget – The proposed Fire Department Budget reflects an increase from \$122,649 to \$138,831 for 2001.
- j. Administration Budget – The proposed budget for Administration reflects an increase from \$160,779 to \$202,665 and is primarily due to wages and benefits.
- k. Elections Budget – The proposed budget for Elections will be \$100 since there are no elections scheduled for 2001.

- l. General Government Budget – The proposed budget for General Government reflects an increase from \$97,878 to \$113,452. This increase includes \$20,000 to replenish the reserves used for land purchases for sewer, the public works garage and the property adjacent to the park.
- m. Ambulance Budget - The proposed Ambulance budget of \$13,736 is the same as in 2000.
- n. Public Works Budget – The proposed Public Works Budget reflects a decrease from \$399,620 to \$394,851 since the Public Works Director Salary will be split between Public Works and Sewer.
- o. Cemetery Budget - A request from Olaf and Hazel Lee to resell two sites in Pinewood Cemetery to the City and a subsequent sale of these same lots to their son and daughter-in-law was received. It was the consensus of the Council that this transfer be allowed, however, the current Ordinance does not allow for these types of transfers. MOTION 08S-12-00 WAS MADE BY RICHARD UPTON AND SECONDED BY DEAN SWANSON TO AUTHORIZE THE CITY ATTORNEY TO PREPARE AN AMENDMENT TO THE ORDINANCE. MOTION CARRIED WITH ALL AYES.

The 2001 Cemetery Budget is proposed to stay the same as in Year 2000 at \$850.00.

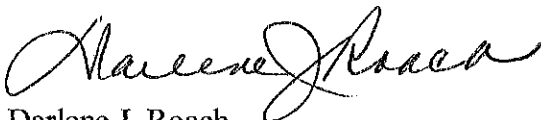
- p. Debt Service Budgets - City Administrator Swenson reviewed the proposed budgets for each item in the Debt Service Fund. This fund contains the general obligation bond payments.

There was some discussion regarding the TIF Districts and the effect they have on the City receiving HACA.

The next budget meeting was scheduled for September 7<sup>th</sup> at 8:30 A.M.

MOTION 08S-13-00 WAS MADE BY CHUCK MILLER AND SECONDED BY RICHARD UPTON TO ADJOURN THIS SPECIAL COUNCIL MEETING AT 3:33 P.M. MOTION CARRIED WITH ALL AYES.

Recorded and transcribed by:

  
Darlene J. Roach  
Deputy Clerk

BILLS FOR PAYMENT				
28-Aug-00				
VENDOR		DEPT	CHECK #	AMOUNT
Ace Hardware - flapper for toilet		Gov't		\$3.40
Oasis Sport Shop - ammunition		PD		\$58.52
Election Systems & Software - receipt books		Adm		\$50.73
Carol Roquette - mileage		PW/Election		\$25.42
Reed's Market - food for sentence to serve		PW		\$58.43
Culligan - bottled water		Gov't		\$63.90
The Office Shop - towels, minute paper,lead,ribbons		Gov't/Adm		\$163.17
Best Western - Police Chief Conf		PD		\$81.29
Watt MicroSystems - police dept computer & acc		PD		\$2,379.22
Echo Publishing - public hearing notice		P&Z		\$43.75
Walmart - family fun day supplies		Park		\$114.61
Fleet Farm - totes, buckets		Park		\$30.36
Conoco - ice cubes		Park		\$4.98
Cub Foods - nacho's		Park		\$10.99
Party World - Family fun day supplies		Park		\$21.21
Reed's Market - food for sentence to serve		PW		\$36.13
Frontline Plus Fire & Rescue - foam for fire ext		FD		\$212.80
Reed's Market - food for sentence to serve		PW		\$54.66
North Memorial - bike helmets for fun day		Park		\$40.00
Crosslake Sheetmetal - service call		Park		\$142.50
Reed's Market - food for sentence to serve		PW		\$58.00
Reed's Market - food for sentence to serve		PW		\$42.17
The Office Shop - file folders		Adm		\$14.89
Echo Publishing - business cards		P&Z		\$52.36
Holiday - squad gasoline		PD		\$415.51
Ehlers & Associates - prepare TIF State Reports		TIF		\$500.00
Holiday - gasoline		P&Z		\$21.70
Viking Coke - pop		Park		\$49.79
Viking Coke - pop		Park		\$32.48
Minnesota T's - t-shirts		Park		\$215.00
Jim's Electric - lamp for gym		Park		\$387.62
Dacotah Paper - mop wet, stripper, can liners		Park		\$137.08
Reed's Market - coffee		Gov't		\$13.92
MaSys Corporation - police dept software		PD		\$8,184.90
Earl F. Anderson - zinc plated hex head cap screw		PW		\$362.42
Echo Publishing - letterhead		Adm/P&Z		\$84.56
			TOTAL	\$14,168.47

## RESOLUTION 00-46

### RESOLUTION ORDERING PREPARATION OF REPORT ON IMPROVEMENT

WHEREAS, it is proposed to improve the entire length of Ivy Lane and Ivy Trail from the intersection of Ivy Lane to the end of the road, by constructing road and drainage improvements, pursuant to Minnesota Statutes, Chapter 429, and;

WHEREAS, the City received a petition for the improvement of Ivy Lane and Ivy Trail, and

WHEREAS, even though the US Army Corp of Engineers property is adjacent to the improvement, the U.S. Government cannot be assessed for improvements (see attached letter dated August 15, 2000 from League of Minnesota Cities), and:

WHEREAS, it is the opinion of the City Attorney (see attached letter dated August 28, 2000) that the property owned by the U.S. Army Corp of Engineers must be included in the calculation of the required 35 percent petition, and;

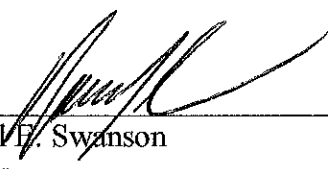
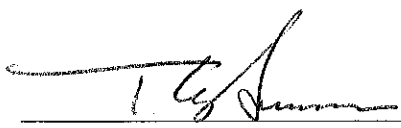
WHEREAS, the petition does not meet the required 35 percent when including the U.S. Army Corp of Engineers property,

NOW THEREFORE BE IT RESOLVED; that the improvements proposed for Ivy Lane and Ivy Trail will be considered City initiated, and;

BE IT FURTHER RESOLVED BY THE CITY COUNCIL OF CROSSLAKE, MINNESOTA:

That the proposed improvement be referred to Dave Reese of Widseth Smith Nolting for study and that he is instructed to report to the City Council with all convenient speed advising the Council in a preliminary way as to whether the proposed improvement is necessary, cost-effective, and feasible and as to whether it should best be made as proposed or in connection with some other improvement, and the estimated cost of the improvement as recommended.

Adopted by the Council this 28<sup>th</sup> day of August 2000.

  
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Darrell E. Swanson  
Mayor  
\_\_\_\_\_  
Thomas N. Swenson  
City Administrator