COUNCIL PROCEEDINGS
CITY OF CROSSLAKE MINNESOTA
PUBLIC HEARING AND REGULAR COUNCIL SESSION
DECEMBER 13, 1993
7:00 P.M. CITY HALL

The Council for the City of Crosslake Minnesota met in session in the Council Chambers of City Hall on Monday, December 13, 1993. The following Councilmembers were present: Mayor Kurt Anderson, Lyle Arends, Charles Miller, Dean Swanson and Jack Webster. Also present was Reporter Jean Paul Hudon and approximately 18 citizens.

Mayor Anderson called the Public Hearing to order at 7:02 P.M. Mayor Anderson stated that the 1994 budget would not be heard at this session since there is a 5 day waiting period required between the Truth in Taxation Meeting and the date when the levy can be approved.

MOTION NO. 12PH-1-93 WAS MADE BY CHUCK MILLER AND SECONDED BY DEAN SWANSON TO ADJOURN THE PUBLIC HEARING AT 7:03 P.M. MOTION PASSED UNANIMOUSLY.

Mayor Anderson called the regular council session to order. The first item on the agenda would be the Consent Calendar.
MOTION NO. 12R-1-93 WAS MADE BY CHUCK MILLER AND SECONDED BY LYLE ARENDS TO APPROVE ALL ITEMS ON THE CONSENT CALENDAR CONSISTING OF: (1) MINUTES OF NOVEMBER 8, 1993 REGULAR COUNCIL SESSION; (2) MINUTES OF NOVEMBER 9, 1993 PUBLIC HEARING; (3) MINUTES OF NOVEMBER 16, 1993 PUBLIC HEARING; (4) MINUTES OF NOVEMBER 30, 1993 SPECIAL COUNCIL SESSION; (5) MINUTES OF DECEMBER 8, 1993 TRUTH IN TAXATION MEETING; (6) THE CLERK/TREASURER'S FINANCIAL REPORT FOR NOVEMBER, 1993; (7) THE TELEPHONE COMPANY'S FINANCIAL REPORT FOR NOVEMBER, 1993; (8) THE CABLEVISION'S FINANCIAL REPORT FOR NOVEMBER, 1993. MOTION PASSED UNANIMOUSLY.

CLERK'S REPORT - MOTION 12R-02-93 WAS MADE BY LYLE ARENDS AND SECONDED BY CHUCK MILLER TO PAY ALL BILLS INCLUDING: (1) FIRST PAYMENT OF REA LOAN OF $925.93; (2) BLADC FOR $500.00; (3) DAVE'S ELECTRIC FOR WORK AT COMMUNITY CENTER FOR $1,350.21; (4) BRAUN INTERTEC AT FIRE HALL FOR $2,451.25; (5) EHLERS AND ASSOCIATES FOR BITTNER PROJECT OF $2,500.00 AND REED PROJECT FOR $2,000.00; (6) CITY ATTORNEY BILL FOR RETAINER FOR NOVEMBER AND DECEMBER OF $1,000.00, PARK AND RECREATION EXPENSES OF $2,334.19, PUBLIC WORKS PERSONNEL FOR $352.40, FIRE HALL OF $368.65, POLICE AND TELEPHONE FOR $133.00, GIL BROTHEN VIOLATION FOR $90.00, ZONING MATTERS OF $120.25, MCLIN EASEMENT FOR $352.50, MISCELLANEOUS ORDINANCES OF $97.50, REED TAX INCREMENT FINANCING FOR $2,000.00 AND BITTNER TAX INCREMENT FINANCING FOR $2,000.00. (7) PERA FUNDS FOR BURTON LABORDE OF $327.11. MOTION PASSED UNANIMOUSLY.

Clerk Buchite stated that she had copied the following letters to the Council: League of Minnesota Cities regarding potential 1994 State aid cuts; Minnesota Association of Small Cities regarding local government trust fund shortfall; Northern National Bank regarding an update on pledged collateral; Alvin Jacobson regarding Wetland Conservation Act; League of Minnesota Cities regarding Workmen's Compensation; and REA loan payment due.

Jack Webster and Dean Swanson both reported on a meeting that was held with Arlene Buchite, Ron Johnson, Consultant, Mick Justin, CPA, and themselves regarding the possibility of obtaining additional detail on accounts currently maintained on the computer by setting up sub codes where beneficial. Ron Johnson is preparing quotes for updating the software to include this option. He is also preparing a quote for a type of Printshop software.

Mayor Anderson congratulated Rod Mertens on his 20 years of service to the Telephone Company and presented him with a landscape print and plaque.

MOTION 12R-03-93 WAS MADE BY JACK WEBSTER AND SECONDED BY LYLE ARENDS TO APPROVE THE ADDITIONAL PLEDGED COLLATERAL FROM BRAINERD NATIONAL BANK FOR $200,000. MOTION PASSED UNANIMOUSLY.

MOTION 12R-04-93 BY LYLE ARENDS AND SECONDED BY CHUCK MILLER TO PAY $1,607.18 TO SUE THURLOW FOR COMPARABLE WORTH AND JOB DESCRIPTION WORK. MOTION PASSED UNANIMOUSLY.

MOTION 12R-05-93 WAS MADE BY CHUCK MILLER AND SECONDED BY DEAN SWANSON TO REIMBURSE LAREVER PROPERTIES $11,925.64 FOR TAX INCREMENT FINANCE TAXES PAID. MOTION PASSED UNANIMOUSLY.

Clerk Buchite noted that additional money is due from the two TIF developers in the amounts of $531.05 from Brian Bittner and $31.05 from Bill Reed.

A clarification was requested regarding the monies which had previously been approved for the Lakes Area Booster Club. It was determined that the $1,000 donation was a 1994 donation.

MAYOR'S REPORT - Mayor Anderson reminded everyone that the final budget meeting would be held on Wednesday, December 15th at 10:00 A.M.

A meeting to review Telephone Company employee job descriptions was scheduled for Wednesday, December 22nd at 12:00. This will be held in conjunction with the opening of the bids for the Emergency Service Center.

PLANNING AND ZONING - Teri Hastings presented a recommendation to the City Council from the Planning and Zoning Commission that Lots 7-16, Block 1, Wildwood Acres be rezoned from commercial to low density residential (R-1).
MOTION 12R-06-93 WAS MADE BY CHUCK MILLER AND SECONDED BY JACK WEBSTER TO APPROVE THE REZONING OF WILDWOOD ACRES LOTS 7 - 16 AS RECOMMENDED BY THE PLANNING AND ZONING COMMISSION. MOTION PASSED UNANIMOUSLY.

Three ordinance amendments were brought before the City Council for approval as recommended by the Planning and Zoning Commission. Amendments #51 and #52 are housekeeping items and Amendment #53 is a revision to the sign ordinance which the Commission had been working on for over a year. A letter from Bill Terry which was published in the Lake Country Echo regarding the sign ordinance was read into the record.
MOTION 12R-07-93 WAS MADE BY CHUCK MILLER AND SECONDED BY DEAN SWANSON TO APPROVE ORDINANCE #51, THIRD SERIES AND ORDINANCE #52, THIRD SERIES DEALING WITH PLANNING AND ZONING ORDINANCES. MOTION PASSED UNANIMOUSLY.

MOTION 12R-08-93 WAS MADE BY CHUCK MILLER AND SECONDED BY DEAN SWANSON TO APPROVE ORDINANCE NO. 53, THIRD SERIES AMENDING THE SIGN ORDINANCE. MOTION PASSED UNANIMOUSLY.

Teri Hastings reported that the Brothen fine had been paid and the complaint dismissed.

Mr. George Schroenhamer had requested that some work be done on his easement. Mr. Miller spoke on Mr. Schroenhamer's behalf regarding his concern in giving away his rights in the easement that was drawn up by the City Attorney. He is looking at possibly trading property with the City. The City road infringes on his property and his sewer infringes on the public access. It was decided that the issue should be brought up before the Planning and Zoning Commission for their recommendation.

Mr. Webster brought up a concern regarding driveways that have been been placed without culverts or cemented above grade causing plowing problems. It was recommended that this be issue be brought before the Planning and Zoning Commission.

CEMETERY - Mr. Webster reported that water lines have been ordered for installation in the Spring.

PERSONNEL - Mr. Miller recommended that the part-time receptionist be taken off probation and given a raise to $6.25 per hour retroactive to the six month date.
MOTION 12R-09-93 WAS MADE BY CHUCK MILLER AND SECONDED BY JACK WEBSTER TO APPROVE THE END OF THE PROBATION PERIOD FOR THE RECEPTIONIST AND TO RAISE HER SALARY TO $6.25 PER HOUR. MOTION PASSED UNANIMOUSLY.

MOTION 12R-10-93 WAS MADE BY CHUCK MILLER AND SECONDED BY DEAN SWANSON TO APPROVE THE HIRING OF THE GREEN THUMB WORKER. MOTION PASSED UNANIMOUSLY.

PARK AND RECREATION - Mr. Swanson informed the Council that the sports booster group has incorporated and are legally known as Lakes Area Sports Booster, Incorporated, a non profit organization. The City of Crosslake will be an ex-official member and are encouraged to have a representative at their meetings.

Mr. Swanson met with Doris Palmer from the Pequot Lakes Community Education program. They are looking for volunteers to serve on their board.

The policy and procedure manual for the Park and Recreation Department was revised in December. A letter has been sent to all users of the Park and Community Center explaining the new procedures.

The skating program is progressing in spite of the warm weather conditions. The hockey mites and high school skaters are anxious to use the rinks. Mr. Max Maas has contacted several suppliers regarding the purchase of new goals and nets.
MOTION 12R-11-93 WAS MADE BY DEAN SWANSON AND SECONDED BY CHUCK MILLER TO APPROVE THE PURCHASE OF NETS AND GOALS FOR THE HOCKEY RINK AT APPROXIMATELY $920.00. MOTION PASSED UNANIMOUSLY.

A schedule is in place for the warming house with an expected start date of December 23rd. A job description of the attendant was included in the Council packets.

Police Chief, John Backdahl and Mr. Swanson had a meeting on December 16th with a representative from People's Security Company to review the security system at the Community Center building.

Applications are being accepted for custodial work at the Community Center. A job description for this position was included in the Council packets.

MOTION 12R-12-93 WAS MADE BY JACK WEBSTER AND SECONDED BY CHUCK MILLER TO APPROVE THE JOB DESCRIPTIONS FOR CUSTODIAL AND WARMING HOUSE ATTENDANT KNOWING THAT THERE MAY BE CHANGES LATER. MOTION PASSED UNANIMOUSLY.

Mr. Swanson read into the record the letter that is being sent to users of the Community Center and Park. It was suggested that the reporters include this information in their newspaper articles. A message will be placed on Channel 12 for viewing by cable users.

RECYCLING - There were 75 participants at the drop off site in November and 35 residents participated in the curbside program.

PUBLIC SAFETY - The Police Department responded to 79 calls in November.

The Fire Department responded to 7 emergency calls and 1 fire call.

Dave Schliek, Fire Chief, has been invited to attend the National Fire Academy in Emmetsberg, Maryland.

Two bids were received for the purchase of a police car. The State bid through Superior Ford was $15,231.63 and Dondelinger's bid for a Chevy was $15,333.87. More information will be obtained and the subject will be on the agenda for the December 22nd meeting.

UTILITIES - Mr. Arends stated that the Telephone Utilities wants to change the City newspaper from the Lake Country Echo to the Brainerd Dispatch for advertising purposes. It will be discussed again at the next Council meeting.

Channel 11 has been installed and is available to cable viewers.

Mr. Webster, Mr. Miller and Mr. Tom Towne met to discuss union negotiations. Another meeting is scheduled for December 29th.

Mr. Swanson, Mr. Don Engen and Mr. Tom Towne met to review the job descriptions for the Telephone and Cable Company Manager and City Administrator. These have been finalized and an advertisement will be placed in the trade magazines, the League of Minnesota Cities publication and the two local newspapers, The Brainerd Dispatch and the Lake Country Echo. The same three individuals will meet with Dominic Henderson from REA prior to the advertisements being published. Mr. Swanson requested that he be allowed to stay with the project to completion since the authority rests with the Council rather than the Utilities Commission.

PUBLIC WORKS - Mr. Webster read aloud a petition that had been received from members of Wilderness Park of Crosslake Association. They were requesting ditches and an upgrade to Class 5 with no expense to the landowners. The City does not legally have the authority to do anything with this road since they only have a 33 foot easement. The Council's recommendation was that the Association obtain easements for the required amount of property needed to put in ditches. If the easement is obtained, the City Council would be willing to review the request at the January meeting.

The request for bids on fuel was tabled to allow for more quotes. To date only one bid had been received.

The following bids had been received on a trailer for the 855 tractor: D&N Sales for $1,850.00; Virning Mfg & Welding for $2,000.00; Tomko Trailers, Inc. for $2,200.00; and 7-Hi Welding for $1,700.00.
<u>MOTION 12R-13-93 WAS MADE BY JACK WEBSTER AND SECONDED BY CHUCK MILLER TO ACCEPT THE BID FROM 7-HI WELDING FOR AN 18 FOOT TRAILER FOR THE PUBLIC WORKS DEPARTMENT. MOTION PASSED UNANIMOUSLY.</u>

Mr. Webster requested that the City re-bid for Class 5 for 1994 and 1995.

LONG RANGE CAPITOL PLANNING - Nothing

NEW BUSINESS - Bidding for legal services was discussed.
<u>MOTION 12R-14-93 WAS MADE BY JACK WEBSTER AND SECONDED BY DEAN SWANSON TO ADVERTISE FOR BIDS FOR LEGAL SERVICES FOR 1994-1995. MOTION PASSED WITH CHUCK MILLER VOTING NAY.</u>

MOTION 12R-15-93 WAS MADE BY JACK WEBSTER AND SECONDED BY LYLE ARENDS TO START CITY COUNCIL MEETINGS AT 7:00 P.M. RATHER THAN 7:30 P.M. EFFECTIVE JANUARY, 1994. MOTION PASSED WITH CHUCK MILLER VOTING NAY.

Mr. Ray Kerchiel brought up the starting time of the Utilities Commission Meetings. It was decided that Mr. Kerchiel request time on the agenda of a Commission meeting and any recommendations as a result of the discussion be brought to the Council for action.

OLD BUSINESS - The City Attorney has reviewed the abstract for Crosslake Game and Fish and it was decided that Mr. Del Anderson does not have the rights to the easement. This issue will be resolved between the two parties involved with no further action by the City of Crosslake.

PUBLIC FORUM - Mayor Anderson read a letter from Ehlers & Associates regarding Tax Increment Financing for Mr. Tom Mezzenga for the redevelopment of property which was previously known as Total Rental.
MOTION 12R-16-93 WAS MADE BY CHUCK MILLER AND SECONDED BY JACK WEBSTER TO HOLD A PUBLIC HEARING ON JANUARY 10, 1994 FOR A TAX INCREMENT FINANCE PROJECT FOR TOM MEZZENGA. MOTION PASSED WITH LYLE ARENDS VOTING NAY.

PUBLIC FORUM - An individual in the audience asked about the Don Haines situation. The Attorney informed everyone that the City Attorney's Office has brought the matter to the attention of the County Attorney's Office.

MOTION 12R-17-93 WAS MADE BY CHUCK MILLER AND SECONDED BY LYLE ARENDS TO ADJOURN THIS REGULAR COUNCIL SESSION AT 9:00 P.M. MOTION PASSED UNANIMOUSLY.

Recorded and edited by:
Arlene A. Buchite, City Clerk/Treasurer
Arlene A Buchite