

**REGULAR COUNCIL MEETING
CITY OF CROSSLAKE
MONDAY, MARCH 9, 2020
7:00 P.M. – CITY HALL**

The Crosslake City Council met in the Council Chambers of City Hall on Monday, March 9, 2020. The following Council Members were present: Mayor Dave Nevin, Gary Heacox, Aaron Herzog and John Andrews. Dave Schrupp was absent. Also present were City Administrator Mike Lyonais, City Clerk Char Nelson, Police Chief Erik Lee, Park Director TJ Graumann, Zoning Administrator Jon Kolstad, Public Works Director Ted Strand, City Engineer Dave Reese, Northland Press Reporter Paul Boblett, and Echo Journal Reporter Dan Determan. There were eight people in the audience.

A. CALL TO ORDER – Mayor Nevin called the Regular Council Meeting to order at 7:00 P.M. The Pledge of Allegiance was recited.

Police Chief Erik Lee introduced newly hired Police Officer Adam Lane. Officer Lane is originally from Minnesota but has been working in Bismarck, North Dakota for the last four years. Also in attendance were Officer Lane's wife and parents.

MOTION 03R-01-20 WAS MADE BY JOHN ANDREWS AND SECONDED BY AARON HERZOG TO APPROVE THE ADDITIONS TO THE AGENDA. MOTION CARRIED WITH ALL AYES.

B. CONSENT CALENDAR – MOTION 03R-02-20 WAS MADE BY GARY HEACOX AND SECONDED BY JOHN ANDREWS TO APPROVE THE FOLLOWING ITEMS LISTED ON THE CONSENT CALENDAR:

1. Regular Council Meeting Minutes of February 10, 2020
2. Public Hearing for Wild Wind Ranch Drive Meeting Minutes of February 24, 2020
3. Public Hearing for Big Pine Trail Meeting Minutes of February 24, 2020
4. Special Council Meeting Minutes of February 24, 2020
5. City – Month End Revenue Report dated February 2020
6. City – Month End Expenditures Report dated February 2020
7. Fire Department Report – February 2020
8. North Memorial Ambulance Report – February 2020
9. Planning and Zoning Monthly Statistics
10. Community Center Updates dated March 4, 2020
11. EDA Meeting Minutes of February 5, 2020
12. Waste Partners Recycling Report for January 2020
13. Letter dated February 12, 2020 from Crow Wing County Highway Dept Re: Annual Bridge Inspection
14. Letter dated February 27, 2020 from Crow Wing County Land Services Department Re: Timber Auction
15. Application for Group Transient Merchant Permit for Crosslake/Ideal Lions
16. Memo dated February 26, 2020 from City Clerk Re: 2020-2021 Fire Service Contracts
17. Thank You Letter from Emily Emergency Food Shelf
18. Memo dated March 4, 2020 from City Clerk Re: Monument in Cemetery

19. Bills for Approval in the Amount of \$164,097.67
 20. Additional Bills for Approval in the Amount of \$62,742.85
- MOTION CARRIED WITH ALL AYES.

C. PUBLIC FORUM – Cindy Myogeto of the Chamber reported that they are ready for the St. Patrick’s Day Parade and celebration and thanked Fire Chief Chip Lohmiller, Police Chief Erik Lee and Public Works Director Ted Strand for all their help with planning and setup.

Tom Swenson of 36036 West Shore Drive asked if a link could be added to the City’s website for the council meeting videos on YouTube because they are not in order of date when he searched for them. Char Nelson replied that the developer of the City’s new website encouraged staff to not have links to videos that are not closed-captioned because they are not ADA compliant. Mr. Swenson stated that the new equipment at the new building at a cost of \$89,000 should include closed-captioning ability and asked what equipment was included in that cost. Jon Kolstad reported that many cities have been sued because their websites were not ADA compliant and that was part of the reason for upgrading the City’s website.

Marcia Volz of 37668 Moen Beach Trail stated that YouTube already has a link to closed-captioning so that the City should not be at risk by posting links to the videos on the website.

D. MAYOR’S REPORT

1. MOTION 03R-03-20 WAS MADE BY AARON HERZOG AND SECONDED BY JOHN ANDREWS TO APPROVE RESOLUTION NO. 20-11 ACCEPTING DONATION OF \$300 FROM NANCY KOCH FOR THE ADULT TENNIS PROGRAM IN MEMORY OF PEGGY STEPHENSON AND \$449 FROM PAL FOUNDATION FOR ROOMBA VACUUM FOR LIBRARY. MOTION CARRIED WITH ALL AYES.
2. MOTION 03R-04-20 WAS MADE BY JOHN ANDREWS AND SECONDED BY GARY HEACOX TO ACCEPT RESIGNATION OF DON CHRISTNER FROM PARK AND RECREATION/LIBRARY COMMISSION. MOTION CARRIED WITH ALL AYES.
3. Tom Swenson of 36036 West Shore Drive questioned the pay request from Hy-Tec Construction. Mr. Swenson asked why there is no retainage being held, why the most recent change orders were not listed on the application for payment and who was supposed to be signing off on the pay requests. Mike Lyonais replied that he asked the same question when Pay Application #1 was received and was told Gordion Group through Sourcewell does not require that retainage be held. Mr. Lyonais added that the change orders should be included on the next pay request and that Hy-Tec and Gordion are signing off on the pay requests. MOTION 03R-05-20 WAS MADE BY AARON HERZOG AND SECONDED BY GARY HEACOX TO APPROVE PAY APPLICATION #6 FROM HY-TEC CONSTRUCTION IN THE AMOUNT OF \$501,035.41 FOR CITY HALL CONSTRUCTION PROJECT. MOTION CARRIED WITH ALL AYES.

4. Mayor Nevin stated that he would like to form a committee to discuss development of the land behind Andy's. Jim Anderson would like to be involved in those discussions.

Mayor Nevin stated that he would like to see changes to the assessment policy. Mike Lyonais stated that the current policy uses an appraisal to determine the value of benefit, which protects City. Both city engineers and the city attorney agree that this is a good method for assessing. Mr. Lyonais stated that the problem is that people do not want to be assessed and asked the Council: 1. Do you want an assessment policy? And 2. If you do want a policy, you must give staff direction on what you want it to say. Dave Nevin stated that he is okay with the road portion of the policy but not with the section regarding sanitary sewer assessments. Ted Strand suggested having a workshop with the engineers and Public Works Commission.

E. CITY ADMINISTRATOR'S REPORT

1. MOTION 03R-06-20 WAS MADE BY JOHN ANDREWS AND SECONDED BY AARON HERZOG TO APPROVE THE DRAFT LETTER DATED 2/27/20 TO CROW WING COUNTY ENGINEER REGARDING A REQUEST FOR INCLUSION OF CSAH 66 IMPROVEMENT WITH 2024 COUNTY IMPROVEMENT PROGRAM. Mike Lyonais explained that the County is updating their 5-Year road plan and needs to know the estimated cost that should be held for the project to be paid to the City in 2024. MOTION CARRIED WITH ALL AYES.
2. MOTION 03R-07-20 WAS MADE BY GARY HEACOX AND SECONDED BY JOHN ANDREWS TO APPROVE THE CITY OF CROSSLAKE POLICY FOR THE USE OF INTERACTIVE TELEVISION AT CITY COUNCIL AND COMMISSION MEETINGS WITH THE CHANGE OF MAKING THE LAST SENTENCE BULLET POINT #5 AND MOVING IT AFTER #4. MOTION CARRIED WITH ALL AYES.
3. MOTION 03R-08-20 WAS MADE BY AARON HERZOG AND SECONDED BY JOHN ANDREWS TO APPROVE THE PURCHASE OF SERVER AT ESTIMATED COST OF \$13,900 FROM CTC I.T. MOTION CARRIED WITH ALL AYES.

F. COMMISSION REPORTS

1. PUBLIC WORKS/CEMETERY/SEWER

- a. The Council reviewed a letter dated February 12, 2020 from Craig and Rachel Brolin of 34390 Sunrise Blvd. The Brolin's requested that the City remove a "no parking" sign from their front yard. Ted Strand reminded the Council that "no parking" signs were installed every 50 feet on West Shore Drive and Sunrise Blvd last summer after complaints were received from residents regarding cars parking on the road and poor visibility. Chief Lee stated that he did not see a problem with the removal of that sign. MOTION 03R-09-20 WAS MADE BY JOHN ANDREWS AND SECONDED BY AARON HERZOG TO DIRECT STAFF TO REMOVE THE "NO PARKING" SIGN FROM THE YARD AT 34390 SUNRISE BLVD. MOTION CARRIED WITH ALL AYES.

- b. MOTION 03R-10-20 WAS MADE BY AARON HERZOG AND SECONDED BY GARY HEACOX TO APPROVE THE PROPOSAL FOR PROFESSIONAL ENGINEERING SERVICES FROM BOLTON & MENK FOR THE CSAH #66 STORM WATER QUALITY IMPROVEMENTS PROJECT AT AN ESTIMATED COST OF \$56,650. MOTION CARRIED WITH ALL AYES.
- c. MOTION 03R-11-20 WAS MADE BY JOHN ANDREWS AND SECONDED BY GARY HEACOX TO APPROVE THE REPLACEMENT OF 10-YEAR OLD COMPUTER IN PUBLIC WORKS DEPARTMENT AT A COST OF \$1,104.45 FROM DELL. MOTION CARRIED WITH ALL AYES.

Dave Reese gave a brief update on Perkins Road. There are a few minor details to finish including getting an easement signed. The Army Corps of Engineers approved the latest version of plans.

2. PARK AND RECREATION/LIBRARY

- a. MOTION 03R-12-20 WAS MADE BY AARON HERZOG AND SECONDED BY JOHN ANDREWS TO REPLACE WORKSTATION COMPUTERS IN THE LIBRARY AND PARK AND RECREATION OFFICE AT A COST OF \$5,479.39 FROM DELL. TJ Graumann noted that the computers in the Library are 10-years old and that there are funds in the Library and Park Budgets earmarked for this expense. MOTION CARRIED WITH ALL AYES.

G. PUBLIC FORUM – Tom Swenson of 36036 West Shore Drive reminded the Council that a 4/5 vote is required to approve the bids for the sewer and road project on Daggett Bay Road on March 24th. Two Council Members will be out of town that day and the Council approved the use of interactive television so that at least one member can participate at that meeting. If there is not a 4/5 vote on the project, the City Hall project will be delayed.

Jerome Volz of 37668 Moen Beach Trail asked how citizens can get a hold of Council Members who are out of town for the winter. Char Nelson replied that Council Members' cell phone numbers and email addresses are listed on the City's website.

H. CITY ATTORNEY REPORT– None.

I. NEW BUSINESS – None.

J. OLD BUSINESS – None.

K. ADJOURN – MOTION 03R-14-20 WAS MADE BY AARON HERZOG AND SECONDED BY GARY HEACOX TO ADJOURN THE MEETING AT 7:58 P.M. MOTION CARRIED WITH ALL AYES.

Respectfully submitted by,
Charlene Nelson
City Clerk
City Clerk/Minutes/3-9-20



BILLS FOR APPROVAL
March 9, 2020

VENDORS	DEPT	AMOUNT
Ace Hardware, bolts	Park	0.97
Ace Hardware, bulbs, screws, bolts	Park	62.53
Ace Hardware, floor glue, scraper, drywall mud	Park	19.76
Ace Hardware, socket adapter, tape, poly film, glue	Park	73.92
Ace Hardware, wire, coupler kit	Park	76.99
Ace Hardware, batteries	Park	25.97
Ace Hardware, cable heater	Park	81.98
Ace Hardware, paint mixer	Park	9.82
Ace Hardware, sandscreens	Park	16.61
Ace Hardware, febreze	Sewer	13.77
Ace Hardware, avalanche handle kit, bulbs	PW	91.46
Ace Hardware, rod rebar	Sewer	13.99
Ace Hardware, minwax, brushes, stain	Park	46.34
Ace Hardware, hooks, sunflower seed	Park	9.98
Ace Hardware, bulbs	Park	2.99
Ace Hardware, bulbs	Park	19.99
Ace Hardware, studsensor, batteries	Park	45.07
Ace Hardware, markers	PW	4.98
Ace Hardware, bulb recycling	Park	39.99
Ace Hardware, gloves	Park	23.98
Ace Hardware, tape measure, level	Park	19.98
Ace Hardware, cable ties	Police	9.99
Ace Hardware, oil stabilizer	PW	13.99
Ace Hardware, keys	Park	3.98
Ace Hardware, hardware	Park	1.23
American Door Works, door repairs	PW	477.26
American Door Works, door repairs	Fire	217.51
American Steel, tubing	PW	163.40
Aspen Mills, uniform	Fire	350.78
AW Research, water testing	Sewer	594.00
Axon Enterprises, cartridges	Police	667.34
Baker & Taylor, books	Library	72.02
BLAEDC, annual meeting	EDA	20.00
Blakeman, pump and clean sand trap	Sewer	230.00
Blue Cross, health insurance	ALL	29,008.50
Bolton & Menk, moonlite sewer extension	Sewer	2,381.50
Brainerd Hydraulics, change hoses on truck	PW	550.86
Breen & Person, legal fees	ALL	1,295.00
Brians Welding, differential repair	Park	578.00
Char Nelson, reimburse mileage and election supplies	Election	223.20
City of Crosslake, sewer utilities	PW/Gov't	150.00
Clean Team, march cleaning	PW/Gov't	1,207.50
Council #65, union dues	Gov't	228.00
Crosslake Communications, phone, fax, internet, cable	ALL	1,502.84
Crosslake Sheetmetal, replace ignition control	Park	523.05

Crow Wing County, reimburse 47 % for pressure washer	PW	pd 2-25	5,566.23
Crow Wing County, administration of wetland conservation act	PZ		1,000.00
Crow Wing County, reimburse 47 % for nozzle	PW		186.22
Crow Wing County Recorder, filing fees	PZ		92.00
Crow Wing Power, electric service	ALL	pd 2-18	10,372.68
CTC, website hosting	Gov't		10.65
Culligan, water and cooler rental	PW/Gov't		65.60
Dacotah Paper, janitorial supplies	Park		254.82
Dave Nevin, reimburse mileage	Council	pd 2-19	178.25
Delage Landen Financial Services, copier lease	Park		117.00
Delta Dental, dental insurance	Gov't		1,629.65
Demco, cd albums and pages	Library		103.43
Election Judges, services and mileage reimbursement	Election		1,222.50
Elevate Learning Consulting, safety program management	Fire		900.00
Emergency Response Solutions, scba flow tests	Fire		1,595.00
Fastenal, drill set, impact screwdriver set	PW		199.23
Fastenal, traffic cones	PW		489.13
Fastenal, hardware	PW		11.76
Fastenal, gloves, oil pads	PW		75.51
Fire Instruction & Rescue, electrical emergencies	Fire	pd 2-18	600.00
Fire Instruction & Rescue, emr refresher	Fire		600.00
Fortis, disability insurance	ALL		744.61
Forum Communications, public hearing notices	PW		93.50
Galls, uniform	Police		145.98
Grand Forks Fire Equipment, pike pole	Fire		117.50
Granite Electronics, radio repair	Police		539.10
Guardian Pest Solutions, pest control	ALL		155.20
Hawkins, fixflo pump	Sewer		3,604.50
Holden Electric, install cord reel	Ambulance		291.13
Initiative Foundation, annual contribution	Gov't		1,650.00
International Assn of Fire Chiefs, membership dues	Fire		240.00
Jake Maier, reimburse for uniform expense	Police		21.58
Jefferson Fire & Safety, nozzles	Fire		2,994.54
Jefferson Fire & Safety, helmet	Fire		295.00
Jon Kolstad, uniform reimbursement	PZ	pd 3-2	99.99
Kerif Night Vision, spotlight mounted thermal imager	Police		2,700.00
Lakes Area Rental, blade sharpening	Park		10.00
LMC Insurance Trust, property insurance	ALL		1,681.00
Mastercard, Active911, annual renewal	Fire	pd 2-19	14.00
Mastercard, Amazon, gloves	Park		62.86
Mastercard, Amazon, extension cord, cables	Park		179.58
Mastercard, Amazon, safety glasses	Park	pd 2-19	15.90
Mastercard, Amazon, dryer vent	Park		64.99
Mastercard, Amazon, vacuum	Park		449.00
Mastercard, Amazon, file folders, needle disposal containers	Park		30.96
Mastercard, Amazon, wall mount	Park		22.49
Mastercard, Amazon, led downlight	Park		13.99
Mastercard, Amazon, security bit set	Park		12.99
Mastercard, Amazon, gloves, masks	Fire		417.69
Mastercard, CDW, printer for new squad	Police	pd 2-19	939.75
Mastercard, CDW, printer mount and bracket	Police		382.01

Mastercard, Chamber of Commerce, meeting	Council		25.00
Mastercard, Costco, paper shredder	Gov't	pd 2-19	134.20
Mastercard, DG, janitorial supplies	Gov't		53.69
Mastercard, Fleet Farm, uniform	Park		59.98
Mastercard, Microsoft, annual subscription	Police		773.16
Mastercard, MN Board of FF Training, license	Fire		450.00
Mastercard, Pickleball Central, pickleballs	Park		72.95
Mastercard, Poppin, privacy panels	Park		357.00
Mastercard, Star Tribune, subscription	Library		552.76
Mastercard, Uline, fire extinguisher cabinet	Park		55.23
MCSI, copier maintenace contract	Park		48.56
Midwest Machinery, oil filter	Park		7.17
Midwest Machinery, tractor repair	PW/Park		4,796.09
Mike Lyonais, mileage reimbursement	Admin	pd 2-18	178.25
Mike Lyonais, reimburse petty cash	ALL		50.35
Mikes Electric, install cabinet heater	Park		3,600.00
MN Life, life insurance	ALL		298.20
MN NCPERS, life insurance	ALL		112.00
MPCA, wastewater exam	Sewer	pd 2-18	55.00
MPCA, water permit annual fees	Sewer		1,450.00
MN Rural Water Assn, technical conference	Sewer	pd 2-18	250.00
MN State Fire Dept Assn, conference registration	Fire		600.00
Moonlite Square, fuel	Fire		7.54
MR Sign, street name sign	PW		59.07
MR Sign, trail signs	Park		151.00
MR Sign, address number signs	PW		129.28
Napa, permatex	Police		3.52
Napa, tubing	Park		2.34
Napa, light	PW		36.62
Napa, oil and oil filters	PW		34.25
Neopost, postage	ALL		700.00
Northland Fire Protection, extinguisher recertification	ALL		1,875.00
Northland Press, public hearing notices	PW		178.50
Northland Press, ordinance 361 and 362	PZ		412.25
Range Printing, lake country journal ad	EDA	pd 2-19	375.00
Seaberg Motorsports, stabilizing rod bolts, xlong rod end	Park		75.88
Shannons Auto Body, deflector, socket	Park		160.72
Shannons Auto Body, squad repair	Police	pd 2-19	2,384.96
Simonson Lumber, caulk	Park		17.61
Simonson Lumber, 1x6 pine	Park		6.69
Simonson Lumber, lumber	Park		14.25
Simonson Lumber, garage door stop	Park		9.11
Simonson Lumber, const staple, bits	PW		374.68
Simonson Lumber, sheath stapler	PW		278.75
Simonson Lumber, table saw	PW		655.81
Simonson Lumber, treated lumber	PW		23.68
Spa Partners, gym equipment wipes	Park		337.87
Squad Pro, cages, printer	Police		1,800.00
Streichers, uniform	Police		1,193.75
Streichers, uniform	Police		251.96
Streichers, uniform	Police		336.97

Teamsters, union dues	Police	pd 3-2	291.00
The Office Shop, copy paper	Admin/PZ		149.96
TJ Graumann, mileage, uniform and water reimbursement	Park		68.49
US Bank, copier lease	ALL		156.00
Waste Partners, trash removal	ALL		295.11
Watch Guard, software maintenance and renewal	Police		4,475.00
Winter Equipment, cast guard	PW		1,659.84
WSN, general engineering	PW		2,337.50
WSN, wild wind ranch drive	PW		997.50
WSN, daggett bay road sewer extension	PW		582.50
WSN, perkins road	PW		22,896.00
WSN, water quality improvements	PW		17,078.13
Xcel Energy, gas utilities	ALL		2,813.47
TOTAL			164,097.67

ADDITIONAL BILLS FOR APPROVAL
March 9, 2020

VENDORS	DEPT	AMOUNT
American Door Works, door repair	PW	98.00
AT&T, cell phone charges	ALL	818.87
Baker & Taylor, books	Library	45.98
Birchdale Fire & Security, monitoring services	Gov't	162.00
Brainerd Hydraulics, aeroshell oil	PW	202.25
Build All Lumber, 2x4	PW	193.40
CTC I.T., february 1.t. labor	ALL	900.00
Dave Demcho, reimburse lodging and conference registration	Fire	453.00
Fastenal, cones	PW	191.36
Fastenal, oil pads, gloves batteries	PW	75.51
Follett, annual hosting service	Library	1,042.50
Forum Communications, ordinance comment period	PZ	17.00
Forum Communications, publications	ALL	624.75
Hawkins, chemicals	Sewer	1,238.73
Hildi, actuarial disclosures	Admin	550.00
Holden Electric, replace ballast	Library	214.31
Jefferson Fire & Safety, hoods	Fire	532.13
League of MN Cities Insurance Trust, workers comp	ALL	51,144.00
Mastercard, State of MN, post license	Police	92.24
North Memorial Ambulance, conference registration	Fire	470.00
North Memorial Ambulance, monthly subsidy	Gov't	1,100.00
Northland Press, land use ordinance comment period	PZ	34.00
Northland Press, ad for bids	PW	459.00
Premier Auto, oil change	Police	30.97
Premier Auto, oil change	Police	62.11
Shannons Auto Body, snowplow parts	PW	160.72
Simonson Lumber, 2x4	PW	57.10
Streichers, uniform	Police	1,116.00
Teresa Haines, reimburse lodging expense	Fire	294.00
Ultimate Safety Concepts, calibration	Fire	130.00
Ultimate Safety Concepts, quick lock mount plates	Fire	232.92
TOTAL		62,742.85

City of Crosslake

RESOLUTION 20-11

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:

FROM	DONATION	INTENDED PURPOSE
Nancy Koch	\$300.00	Adult Tennis Program in Memory of Peggy Stephenson
PAL Foundation	\$449.00	Roomba Vacuum for Library

; 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 March, 2020.



David Nevin
Mayor

ATTEST:



Michael R. Lyons
City Administrator
(SEAL)