

**REGULAR COUNCIL MEETING
VIA TELECONFERENCE
CITY OF CROSSLAKE
MONDAY, APRIL 13, 2020
7:00 P.M. – CITY HALL**

The Crosslake City Council held the Regular Council Meeting via teleconference on Monday, April 13, 2020. The following Council Members participated: Mayor Dave Nevin, Gary Heacox, Aaron Herzog, John Andrews and Dave Schrupp. Also present via teleconference 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, City Attorney Brad Person, Northland Press Reporter Paul Boblett, and Echo Journal Reporter Nancy Vogt. There were approximately ten listeners on the call.

- A. CALL TO ORDER** – Mayor Nevin called the Regular Council Meeting to order at 7:12 P.M. The Mayor read a Determination Regarding Conducting Meetings by Telephone or Other Electronic Means due to the COVID-19 Pandemic.

MOTION 04R-01-20 WAS MADE BY JOHN ANDREWS AND SECONDED BY DAVE SCHRUPP TO APPROVE THE ADDITIONS TO THE AGENDA. ROLL CALL VOTE WAS TAKEN AND MOTION CARRIED WITH ALL AYES.

- B. CONSENT CALENDAR** – MOTION 04R-02-20 WAS MADE BY AARON HERZOG AND SECONDED BY JOHN ANDREWS TO APPROVE THE FOLLOWING ITEMS LISTED ON THE CONSENT CALENDAR:

1. Regular Council Meeting Minutes of March 9, 2020
2. Special Emergency Council Meeting Minutes of March 12, 2020
3. Special Emergency Council Meeting Minutes of March 13, 2020
4. Special Emergency Council Meeting Minutes of March 17, 2020
5. Special Council Meeting Minutes of March 24, 2020
6. City – Month End Revenue Report dated March 2020
7. City – Month End Expenditures Report dated March 2020
8. Police Report for Crosslake – February 2020
9. Police Report for Mission Township – February 2020
10. Police Report for Crosslake – March 2020
11. Police Report for Mission Township – March 2020
12. Fire Department Report – March 2020
13. North Memorial Ambulance Report – March 2020
14. Planning and Zoning Monthly Statistics
15. Planning and Zoning Commission Meeting Minutes of December 27, 2019
16. Planning and Zoning Commission Meeting Minutes of January 24, 2020
17. Community Center Updates dated March 31, 2020
18. Waste Partners Recycling Report for February 2020
19. Thank You Letter from Initiative Foundation
20. Bills for Approval in the Amount of \$122,929.86
21. Additional Bills for Approval in the Amount of \$16,138.78

ROLL CALL VOTE WAS TAKEN AND MOTION CARRIED WITH ALL AYES.

C. MAYOR'S REPORT

1. The Council reviewed a letter dated March 1, 2020 from the Crosslake Food Shelf requesting donations. Mayor Nevin suggested that the City donate \$5,000 to the food shelf because of the current situation that the world is in. Aaron Herzog stated that he would approve a donation of \$500. The other Council Members agreed with Herzog. Gary Heacox noted that \$5,000 is more than what the Lions donate to the food shelf. MOTION 04R-03-20 WAS MADE BY DAVE SCHRUPP AND SECONDED BY JOHN ANDREWS TO MAKE A \$500 DONATION TO THE CROSSLAKE FOOD SHELF. ROLL CALL VOTE WAS TAKEN AND MOTION CARRIED WITH ALL AYES.
2. The Mayor gave a brief update on the construction of the new city hall. The sewer has been extended to Brook Street and the exterior of the building is 95% complete. Mayor Nevin and Chief Lee offered to give tours of the building to interested parties.
 - a. Mike Lyonais reported that staff added a direct link on Minutes and Agendas Page of city website to City of Crosslake's YouTube Channel. This link will provide access to all Council Meeting videos in chronological order.
 - b. The Council reviewed a quote from Hy-Tec for Closed-Captioning hardware at a cost of \$7,995. Dave Schrupp stated that he did not see a need for the closed-captioning equipment because the link on the website takes viewers directly to YouTube and that YouTube has an option to turn closed-captioning on and off. MOTION 04R-04-20 WAS MADE BY DAVE SCHRUPP AND SECONDED BY AARON HERZOG TO NOT PURCHASE CLOSED-CAPTIONING EQUIPMENT. ROLL CALL VOTE WAS TAKEN AND MOTION CARRIED WITH ALL AYES.
 - c. Included in the packet for Council review was a quote for furniture options for the new building. Mike Lyonais explained that Hy-tec provided alternative furniture pieces for staff to consider. Mr. Lyonais added that this is just information and the Council does not need to make decision tonight. Dave Schrupp stated that the City needs to stay within the allotted budget for the project and that Mike Lyonais has done a good job of monitoring that.
3. MOTION 04R-05-20 WAS MADE BY JOHN ANDREWS AND SECONDED BY GARY HEACOX TO APPROVE PAY APPLICATION #7 FROM HY-TEC CONSTRUCTION IN THE AMOUNT OF \$277,905.85 FOR CITY HALL CONSTRUCTION PROJECT. ROLL CALL VOTE WAS TAKEN AND MOTION CARRIED WITH ALL AYES.

D. CITY ADMINISTRATOR'S REPORT

1. The Council reviewed a memo from the City Clerk regarding liquor license renewals. Business owners that hold a liquor license are required to submit renewal application and fees to the City by May each year. Because restaurants and bars have been ordered by the Governor to be closed until further notice due to the COVID-19 pandemic, the establishments that serve alcohol on-site are generating no income from liquor sales. Crow Wing County and most cities throughout the State are offering some type of relief

such as postponing the due date of liquor license renewal payments. MOTION 04R-06-20 WAS MADE BY DAVE SCHRUPP AND SECONDED BY JOHN ANDREWS TO REQUIRE ALL LIQUOR LICENSE RENEWAL PAPERWORK BE TURNED IN BY MAY 5, 2020 FOR ACTION AT THE MAY 11, 2020 COUNCIL MEETING AND TO POSTPONE PAYMENT OF FEES UNTIL ESTABLISHMENTS ARE UP AND RUNNING AGAIN. The Council may consider prorating the fees depending on how long businesses are required to remain closed. ROLL CALL VOTE WAS TAKEN AND MOTION CARRIED WITH ALL AYES.

2. Mike Lyonais reported that the City will begin accepting credit card payments for City services in City Hall and online. GovPayNet will facilitate those payments and has established fees of 2.65% for sewer utility payments, 4% for all other services and a minimum of \$1.00 per transaction. The fees are in addition to the cost of the service. The City will continue to accept checks or cash for all of its services as well. A discussion ensued as to whether the City or consumer should pay the credit card fees. MOTION 04R-07-20 WAS MADE BY AARON HERZOG AND SECONDED BY JOHN ANDREWS TO PASS THE COST OF CREDIT CARD FEES ON TO THE CONSUMER. ROLL CALL VOTE WAS TAKEN AND MOTION CARRIED WITH ALL AYES.
3. Included in the packet for Council information was Final Tax Rate Report from the County and surrounding cities comparisons.
4. Mike Lyonais gave a brief update on the Local Sales Tax Option that the State is supposed to be considering for the City of Crosslake. Because the State Legislature has not been in session due to the COVID-19 pandemic, the City has no timeline for their consideration. If the City receives approval from the State to implement a local sales tax, the question must be put on the ballot at the general election. Aaron Herzog stated that time is running short on informing residents of the proposed tax and that he is uncomfortable to support it.
5. Included in the packet for Council information was an email dated April 8, 2020 from Crow Wing County announcing the proposed closure of Crosslake Rolloff as a recycling collection site effective May 31, 2020. Mike Lyonais reminded the Council that the County took over the recycling program for the entire county at the beginning of the year and used State funds to run the program. The County Board will consider the proposal at its meeting on May 19, 2020.

E. COMMISSION REPORTS

1. PUBLIC SAFETY

- a. Police Chief Erik Lee asked the Council to consider compensating Fire Chief Chip Lohmiller for the extensive amount of time he has put in on the COVID-19 pandemic preparations and precautionary measures. Chief Lohmiller has attended meetings with City, County and State agencies assisting in the development of protocols and policies. Chief Lohmiller continually devotes time to the pandemic as it is constantly

changing. Chief Lee suggested an hourly rate of \$30 for Chief Lohmiller's time acting as Emergency Services Manager. Mike Lyonais added that this is a short-term position for Chief Lohmiller and that the Council should consider developing a position to handle future health pandemics.

Dave Nevin noted that Chief Lohmiller has worked approximately 90 hours so far and asked how many more were expected. Chief Lohmiller replied that the majority of the hours he has worked so far have been for development of policies and protocols and that he shouldn't be working as many hours now but that it depends on the virus. The Council stated that they were glad to have Chip in this position. MOTION 04R-08-20 WAS MADE BY DAVE NEVIN AND SECONDED BY DAVE SCHRUPP TO APPROVE THE HOURLY WAGE OF \$30 FOR CHIP LOHMILLER FOR WORK PERFORMED REGARDING COVID-19 PANDEMIC. ROLL CALL VOTE WAS TAKEN AND MOTION CARRIED WITH ALL AYES.

Chip Lohmiller gave an update on the pandemic in Crow Wing County and throughout the State. There have been 16 confirmed cases of COVID-19 in the county but that number could be much larger because not everyone is being tested. There are 145 hospital beds in Crow Wing County marked for the virus. Essentia in Brainerd reconfigured their hospital to add those extra beds. It is taking 4-5 days to receive test results because the tests from this County must be sent to Mayo Clinic.

Chip Lohmiller gave a brief update on the firehall building plans.

- b. MOTION 04R-09-20 WAS MADE BY GARY HEACOX AND SECONDED BY AARON HERZOG TO APPROVE THE PURCHASE OF A SERVER FROM WATCHGUARD AT A COST OF \$12,940 WHICH INCLUDES CLOUD STORAGE, SYSTEM SETUP, TESTING, TRAINING, AND 5-YEAR WARRANTY. ROLL CALL VOTE WAS TAKEN AND MOTION CARRIED WITH ALL AYES.

2. PARK AND RECREATION/LIBRARY

- a. MOTION 04R-10-20 WAS MADE BY DAVE SCHRUPP AND SECONDED BY GARY HEACOX TO REMOVE JOSH RUNKSMEIER FROM PROBATIONARY STATUS AND TO MOVE HIM FROM STEP 5 TO STEP 6 ON THE AFSCME UNION CONTRACT EFFECTIVE APRIL 29, 2020, AS RECOMMENDED BY PARK DIRECTOR TJ GRAUMANN. ROLL CALL VOTE WAS TAKEN AND MOTION CARRIED WITH ALL AYES.

3. PUBLIC WORKS/CEMETERY/SEWER

- a. MOTION 04R-11-20 WAS MADE BY JOHN ANDREWS AND SECONDED BY DAVE SCHRUPP APPROVE THE PURCHASE OF JOHN DEERE 4066R COMPACT UTILITY TRACTOR AT A COST OF \$39,958.75 WHICH INCLUDES THE TRADE-IN OF CITY'S 2012 CHALLENGER MT465B. ROLL CALL VOTE WAS TAKEN AND MOTION CARRIED WITH ALL AYES.

- b. The Council reviewed a request from Pine Peaks Lodge for sewer utility bill payment relief because business has slowed down due to pandemic. Mike Lyonais stated that the Council could waive penalties for late payments until the economy picks back up. A lengthy discussion ensued regarding whether relief should be given for sewer bills, who should receive relief and for how long. Attorney Person told the Council that any relief given must be the same for all customers. MOTION 04R-12-20 WAS MADE BY DAVE NEVIN AND SECONDED BY AARON HERZOG TO WAIVE PENALTY FOR LATE SEWER BILL PAYMENTS UNTIL JUNE 15, 2020. ROLL CALL VOTE WAS TAKEN AND MOTION CARRIED WITH ALL AYES.
- c. Dave Reese gave a brief update on Perkins Road. Bids will be opened April 23. Clearing will be completed June 1. Substantial completion date is October 16, 2020. Because of the complexity of this project, individual party concerns, multiple alignment and drainage design revisions, and amendments to easements and final plat, the land surveying and engineering budgeted for the project has been exhausted, leaving no remaining budget for the construction phase. MOTION 04R-13-20 WAS MADE BY DAVE SCHRUPP AND SECONDED BY GARY HEACOX TO APPROVE INCREASE TO THE BUDGET TO ALLOW FOR CONSTRUCTION SURVEYING AND ENGINEERING SERVICES IN THE AMOUNT OF \$30,000. ROLL CALL VOTE WAS TAKEN AND MOTION CARRIED WITH ALL AYES.

F. CITY ATTORNEY REPORT– None.

G. NEW BUSINESS – Dave Schrupp asked Mike Lyonais to refigure the budget with the many changes that were brought forth tonight.

Mike Lyonais reported that an email from Marcia was received during the meeting which asked that the additions to the agenda be stated before they are approved. The email was not received before that motion was made, but Mike Lyonais stated that the additions included revised minutes of the March 24, 2020 Council meeting, a memo from WSN dated April 13th regarding Perkins Road, and bills for approval.

Pam Graves of 14131 Sugarloaf Road submitted comments for the Council prior to the meeting regarding thanks to the residents that signed a petition to allow dock installers to put docks in during the shelter in place order and acknowledgement of Pine River Fish Passage which is gorgeous and functional.

H. OLD BUSINESS – None.

I. ADJOURN – MOTION 04R-14-20 WAS MADE BY JOHN ANDREWS AND SECONDED BY AARON HERZOG TO ADJOURN THE MEETING AT 8:36 P.M. ROLL CALL VOTE WAS TAKEN AND MOTION CARRIED WITH ALL AYES.

Respectfully submitted by,
Charlene Nelson
City Clerk
City Clerk/Minutes/4-13-20



City of Crosslake
Mayor David Nevin Determination Regarding Conducting Meetings by Telephone or
Other Electronic Means

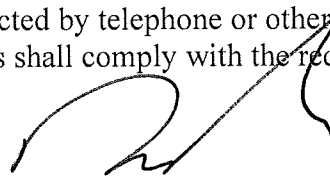
As the Mayor of the City of Crosslake, I find as follows:

- a. The coronavirus ("COVID-19") has been declared a health pandemic and national and state, have been declared.
- b. On January 31, 2020, the Secretary of the U.S. Health and Human Services declared a public health emergency in response to COVID-19.
- c. On March 11, 2020, the World Health Organization (WHO) recognized the global outbreak COVID-19 as a pandemic.
- d. On March 13, 2020, President Donald J. Trump proclaimed the outbreak of COVID-19 in the United States a national emergency.
- e. On March 20, 2020, Governor Timothy J. Walz issued Executive Order 20-01 under Minn. Stat. Ch. 12 declaring the outbreak of COVID-19 in Minnesota a peacetime emergency. On March 16, 2020, the Minnesota Executive Council extended Executive Order 20-01 for 30 days.
- f. On March 25, 2020 Governor Timothy J. Walz issued Executive Order under Minn. Stat. Ch. 12 declaring a statewide shelter in place order.
- g. The Minnesota Department of Health has provided specific guidance encouraging postponement or cancelation of events that do not allow social distancing or at least six feet.
- h. Minnesota Statutes, section 13D.021 authorizes cities to meet by telephone or electronic means if it is determined that meeting in person is not practical or prudent because of a health pandemic or an emergency declared under Minnesota Statutes, chapter 12.

Based on the above findings, I determine as follows:

1. Due to the current pandemic and state of emergency, complying with the provisions of Minnesota Statutes, Chapter 13D, would threaten the health safety and welfare of City officials, City staff, and the public.
2. Due to the current pandemic and state of emergency declared under Minnesota Statutes, Chapter 12, it is not practical or prudent for the City Council or City Commissions to conduct in person meetings.
3. Until further notice, or until such time as the State of Minnesota determines to no longer be in a state of emergency, all meetings of City Council and Commissions governed by Minnesota Statute, Section 13D shall be conducted by telephone or other electronic means.
4. All meetings of City Council and Commissions shall comply with the requirements of Minnesota Statute, section 13D.021.

Dated: April 13, 2020



David Nevin
City of Crosslake Mayor

BILLS FOR APPROVAL

April 13, 2020

VENDORS	DEPT		AMOUNT
AAA Equipment Center, hydro service kit, filter, oil	PW		445.32
Ace Hardware, batteries	PW		47.96
Ace Hardware, saw blade	PW		45.67
Ace Hardware, duster, baskets	Park		30.56
Ace Hardware, batteries	PW		9.00
Ace Hardware, painting supplies, air filter	Park		137.11
Ace Hardware, spark plug, trufuel	PW		58.97
Ace Hardware, keys	Police		3.99
Ace Hardware, funnel, hose	PW		16.38
Ace Hardware, tape	Park		3.99
Ace Hardware, paint supplies	Park		69.59
Ace Hardware, orbit sander, vent	Park		72.58
Ace Hardware, fuel	PW		125.95
Ace Hardware, painting supplies	Park		34.51
Ace Hardware, chemical sprayer, seafoam, fuel, tote	PW		355.16
Ace Hardware, glass, foam installation	Park		15.97
Ace Hardware, buffalo boots	Park		19.99
Ace Hardware, brush, glue	Park		17.55
Ace Hardware, uniform, ubolts	PW		45.33
Ace Hardware, pressure washer	Park		234.99
Ace Hardware, grout, sponge	Park		23.96
Ace Hardware, mop, spray paint	Park		22.98
Ace Hardware, caulkgun, caulk	PW		30.57
Ace Hardware, propane, flashlight	PW		82.46
Ace Hardware, gloves	PW		18.60
Ace Hardware, cleaning supplies	Fire		320.72
Ace Hardware, matches	PW		3.99
Ace Hardware, trufuel	Fire		99.96
Amercan Steel, tubing	PW		375.60
Applied Concepts, antennas, cables	Police		794.00
Aspen Mills, uniform	Fire		198.50
AT&T, cell phone charges	ALL		818.87
AW Research, water testing	Sewer		237.60
Baker & Taylor, books	Library		58.28
Blue Cross, health insurance	ALL		33,403.50
Breen & Person, legal fees	ALL		717.50
Brians Welding, receiver repair	PW		247.79
City of Crosslake, sewer utilities	PW/Gov't		100.00
Clean Team, april cleaning	PW/Gov't		1,707.50
Clifton Larson Allen, audit fees	Gov't		21,000.00
Council #65, union dues	Gov't		228.00
Crosslake Communications, phone, fax, cable, internet	ALL		1,522.07
Crow Wing County, property tax	Gov't		90.00
Crow Wing County, wetland delineation review	PW	pd 3-25	250.00
Crow Wing County, two months of fuel	ALL		10,302.75

Crow Wing County, wetland permit application: no loss	PW		150.00
CTC I.T., i.t. labor for march	ALL		900.00
Culligan, water and cooler rental	PW/Gov't		132.20
Dacotah Paper, janitorial supplies	PW		49.46
Delage Landen Financial Services, copier lease	Park		117.00
Delta Dental, dental insurance	Gov't		1,654.05
Elevate Learning, safety training	Fire		300.00
Fortis, disability insurance	ALL		744.61
Forum Communications, ad for bids	PW		119.00
Granite Electronics, chargers	Fire		677.25
Granite Electronics, reprogramming, update data base	Fire		636.27
Hawkins, chemicals	Sewer		1,074.41
Jefferson Fire & Safety, hoods	Fire		399.10
Jefferson Fire & Safety, boots	Fire		150.00
Jon Kolstad, reimburse for mouse	PZ	pd 3-30	32.20
Jory Danielson, reimburse for masks	Gov't		33.49
Kirvida Fire, replace air dryer on chassis	Fire		634.55
Lakes Gas Co, bulk lp	Park		479.80
Lakes Printing, book sale signs	Library		137.70
Mastercard, Amazon, vacuum	Library		380.98
Mastercard, Amazon, ceiling light	Park		314.64
Mastercard, Amazon, mouse pads	Library		14.99
Mastercard, Amazon, boots	PW		179.95
Mastercard, Amazon, number pad for laptop	Admin		14.99
Mastercard, Blauer, uniform	Police		106.94
Mastercard, CPE Solutions, training	Admin		299.00
Mastercard, Crosslake Drug, hand sanitizer	PW		18.00
Mastercard, DG, disinfectants	PW/Park		70.76
Mastercard, DG, disinfectants	PW		48.32
Mastercard, DG, cleaning supplies	Police		31.09
Mastercard, Microsoft, monthly premium	Police		64.43
Mastercard, POST, license renewal	Police		180.00
Mastercard, The Fire Store, radio straps	Fire		265.95
MCSI, copier maintenace contract	Park		48.56
Menards, ceiling tiles	Park		112.95
Metro Sales, maintenance contract	PZ/Admin		790.20
Mid American Research Chemical, cleaners	Park		433.78
MN DNR, water permit	PW		300.00
MN Life, life insurance	ALL		298.20
MN NCPERS, life insurance	ALL		112.00
Moonlite Square, fuel, carwashes	Fire		74.86
Napa, diesel additive	PW		816.48
Napa, light	PW		31.00
Napa, oil	PW		12.38
Napa, masks	PW		10.08
Napa, tubing, gloves	PW		59.76
North Memorial Ambulance, march subsidy	Gov't		1,100.00
Paul Nelson, lodging reimbursement	Fire	pd 3-30	294.00
Planning and Zoning Commission, 1st quarter meetings	PZ		525.00
Premier Auto, oil change	Police		65.36
Premier Auto, oil change, replace mud flap frame	PW		413.36

Premier Auto, replace brakes	Police		670.59
Quadient, postage meter rental	Gov't		219.21
Range Printing, eda ad in lake country journal	EDA		475.00
Seaberg Motorsports, demand drive fluid	Fire		13.99
Spa Partners, gym equipment wipes	Park		113.06
Squad Pro, squad parts	Police		3,604.96
Streichers, uniform	Police		9.99
Streichers, uniform	Police		29.99
Streichers, uniform	Police		148.98
Streichers, uniform	Police		29.99
Team Lab, fine road patch	PW		693.50
Teamsters, union dues	Police	pd 3-30	216.00
The Office Shop, paper	PW		37.49
TJ Graumann, reimburse mileage	Park		46.01
US Bank, copier lease	ALL		156.00
Waste Partners, trash removal	ALL		289.17
WSN, water quality improvements	PW		11,389.50
WSN, perkins road	PW		9,030.00
WSN, daggett bay road	PW		1,267.50
WSN, big pine trail	PW		200.00
WSN, wild wind ranch drive	PW		2,134.50
Xcel Energy, gas utilities	ALL		1,799.56
TOTAL			122,929.86

ADDITIONAL BILLS FOR APPROVAL
April 13, 2020

VENDORS	DEPT	AMOUNT
AW Research, water testing	Sewer	118.80
Campion, Barrow & Assoc, law enforcement testing	Police	425.00
Crow Wing County, fuel	ALL	2,033.22
Crow Wing Power, electric services	ALL	8,633.71
CTC, web hosting	Gov't	10.00
First Systems Technology, meter verification reports	Sewer	2,100.00
Forum Communications, meeting notice of 4/24	PZ	19.13
Granite Electronics, microphone	Police	215.50
Kirvida, replace solenoid on motor	Fire	358.23
Mastercard, DG, sanitizer	Gov't	23.09
MCSI, copier maintenance contract	Park	40.00
MN Department of Employment, unemployment wages	Park	128.92
Napa, belt	PW	18.12
Northland Press, meeting notice of 4/24	PZ	38.25
Premier Auto, clean and rebuild carb	Sewer	348.30
TJ Graumann, mileage reimbursement	Park	42.57
Ziegler Cat, sweeper repairs	PW	1,585.94
TOTAL		16,138.78