

SPECIAL COUNCIL MEETING  
CITY OF CROSSLAKE  
FRIDAY, SEPTEMBER 3, 2021  
9:00 A.M. – CITY HALL

The Council for the City of Crosslake held a Special Meeting on Friday, September 3, 2021. The following Council Members were present: Mayor Dave Nevin, John Andrews, Dave Schrupp, Aaron Herzog and Marcia Seibert-Volz. Also in attendance were City Administrator Mike Lyonais, City Clerk Char Nelson, Zoning Administrator Jon Kolstad, Fire Chief Chip Lohmiller, Public Works Director Ted Strand, County Commissioner Bill Brekken, and County Engineer Tim Bray. Police Chief Erik Lee, City Engineer Phil Martin, Labor Attorney Jessica Durbin, and Echo Journal Reporter Nancy Vogt attended via Zoom. There were approximately six people in the audience and on Zoom.

1. Mayor Nevin called the meeting to order at 9:00 A.M.
2. MOTION 09SP1-01-21 WAS MADE BY MARCIA SEIBERT-VOLZ AND SECONDED BY AARON HERZOG TO ACCEPT THE RESIGNATION OF SERGEANT ERIC SWANSON EFFECTIVE AUGUST 31, 2021. Aaron Herzog stated that Eric has been a key asset to the City and wished him the best. MOTION CARRIED WITH ALL AYES.
3. Chief Lee reviewed his proposed plan to fill open positions in the Police Department. The plan included naming Jake Maier as Interim Sergeant effective September 1, 2021, moving Adam Casanova from part-time to full-time, and hiring Cody Haines as part-time with intent of moving to full-time within a few months. Dave Nevin asked if Chief Lee planned to advertise to fill the sergeant position. Chief Lee replied that he will advertise within the department. Chief Lee is currently unable to work, leaving no leadership in the department.

Chief Lee stated that he would like to hire Adam Casanova as full-time Officer at Step 1 of the union contract. Marcia Seibert-Volz asked if Adam Casanova had training. Chief Lee replied that he had some training at the Pequot Lakes Police Department but that more is needed. Part of the cost of training is the uniform, including a bullet proof vest. Mr. Casanova has been working part-time for the City for six weeks and is fitting in well. MOTION 09SP1-02-21 WAS MADE BY DAVE SCHRUPP AND SECONDED BY JOHN ANDREWS TO HIRE ADAM CASANOVA AS FULL-TIME PERMANENT POLICE OFFICER AT STEP 1 OF THE TEAMSTERS UNION CONTRACT WITH A SIX-MONTH PROBATION PERIOD. MOTION CARRIED WITH ALL AYES.

Dave Nevin asked if Chief Lee was going to advertise for the sergeant position. Chief Lee replied that he will look for a candidate internally and stated that Jake Maier is interested and qualified. Chief Lee expects the interim position to last approximately two months. Marcia Seibert-Volz asked why Chief Lee was afraid to open the position to the public and noted that the current officers could apply for the job. Aaron Herzog stated that he disagreed and stated that the Council should act on the interim position now. Mike Lyonais stated that it has been the City's practice to build a part-time pool and use these officers to transition to full-time positions as openings occur. Mr. Lyonais stated that in order to retain employees, there

has to be an incentive to stay which would include promotions. MOTION 09SP1-03-21 WAS MADE BY JOHN ANDREWS AND SECONDED BY DAVE SCHRUPP TO APPOINT JAKE MAIER AS INTERIM SERGEANT EFFECTIVE SEPTEMBER 1, 2021 WITH A SALARY EQUAL TO \$32 PER HOUR. John Andrews stated that people want to advance from within the department. MOTION CARRIED WITH ALL AYES. Mike Lyonais presented Jake Maier with the sergeant chevrons. Dave Nevin asked who would conduct the interviews. Aaron Herzog stated that could be discussed when Chief Lee is back in the office.

Chief Lee stated that he would like to hire Cody Haines as part-time officer pending physical and background check. After a couple months, if Mr. Haines is a good fit for the department, Chief Lee would like to hire him as full-time. Jake Maier addressed the Council and thanked them for appointing him to Interim Sergeant. Mr. Maier stated that Mr. Haines grew up and lives in Crosslake and his mom works for North Ambulance in Crosslake. Mr. Haines is a hard worker and has done ride-a-longs with the police as a civilian. Chief Lee stated that Mr. Haines was offered a position with Crow Wing County Sheriff's Department, but told Chief Lee that he would work for Crosslake if offered a position. MOTION 09SP1-04-21 WAS MADE BY AARON HERZOG AND SECONDED BY DAVE SCHRUPP TO HIRE CODY HAINES AS PART-TIME OFFICER PENDING PHYSICAL AND BACKGROUND CHECK. MOTION CARRIED WITH ALL AYES.

4. Chief Lohmiller reported that the Public Safety Commission reviewed the Emergency Management Assistance Compact (EMAC) requests from the State of Louisiana in response to Hurricane Ida. The Public Safety Commission was in favor of sending resources to Louisiana and for the Council to approve a blanket EMAC on an annual basis so that staff can respond to requests immediately, pending Mayor and City Administrator approval. This would eliminate the need to call a special council meeting. John Andrews stated that he is in support of giving staff the flexibility of responding quickly. MOTION 09SP1-05-21 WAS MADE BY JOHN ANDREWS AND SECONDED BY DAVE SCHRUPP TO APPROVE ANNUAL FIRE DEPARTMENT RESPONSE TO EMAC REQUESTS PENDING MAYOR AND CITY ADMINISTRATOR APPROVAL. MOTION CARRIED WITH ALL AYES.
5. Tim Bray appeared before the Council to discuss the installation and cost of the crosswalk signals and ADA improvements. Mr. Bray stated that he will ask the County Board to make a budget adjustment in the amount of \$10,000 for participation in the cost of the crosswalk upgrades. Mr. Bray stated that the City accelerated the project before the County could allocate funds. The original plan was to include these upgrades in the Department of Transportation grant.

Dave Nevin asked if the City could install the signals now and upgrade the approaches next spring when the sewer extension is done. Tim Bray replied that there is no guarantee that the sewer project will move forward and construction will most likely not take place until next fall, not spring. A lengthy discussion ensued regarding the specifics of the grant and when funds could be used. Dave Nevin stated that if there were no upgrades to the sidewalk or road, there would be no requirement to upgrade the approaches and asked if the City could wait to make the ADA improvements. Mr. Bray replied no and explained that the intent of

the American Disabilities Act of 1990 was to establish finite times for completing ADA improvements. Dave Schrupp stated that the Council agreed that the crosswalks needed to be upgraded as soon as possible and the City should move forward with the project, with or without County participation. John Andrews agreed. Tim Bray stated that he would be asking the County Board for \$10,000 to be used toward the crosswalk upgrades. Aaron Herzog thanked Tim Bray and Bill Brekken for attending the meeting and for their support.

Tim Bray provided the Council with a copy of a cost share agreement that will need to be reviewed and approved by the Council for the \$10,000 payment from the County. Aaron Herzog stated that the Council could take action at their meeting of September 13, pending attorney review of the agreement. Tim Bray stated that the City would receive payment once the project was completed. Ted Strand stated that Beach Construction should be contacted right away and that they will begin the work in approximately two weeks. Dave Schrupp stated that the City is committed to the project whether the cost is \$36,000 as originally approved or \$49,000 with new quote. The \$10,000 is like a gift that was unexpected. MOTION 09SP1-06-21 WAS MADE BY DAVE SCHRUPP AND SECONDED BY AARON HERZOG TO DIRECT STAFF TO MOVE AHEAD WITH CROSSWALK PROJECT, TO ACCEPT \$10,000 CONTRIBUTION FROM CROW WING COUNTY PENDING BOARD APPROVAL, TO HAVE CITY ATTORNEY REVIEW COST SHARE AGREEMENT BY SEPTEMBER 13TH, TO APPROVE BEACH CONSTRUCTION QUOTE IN THE AMOUNT OF \$21,742 FOR CONSTRUCTION OF APPROACHES AND TO FINISH PROJECT BY FALL 2021. MOTION CARRIED WITH ALL AYES.

6. Labor Attorney Jessica Durbin and her colleague Kevin Pillsbury appeared before the Council via Zoom. Mr. Pillsbury stated that he has been working with Marcia Seibert-Volz regarding the makeup of the committee to negotiate union contracts and they are suggesting that three council members be on the committee. Because State Statute 13D.03 says only the governing body can close a meeting to discuss labor negotiations, the makeup of the existing committee needs to change. The current members are Dave Nevin, Marcia Seibert-Volz and Mike Lyonais, which is also the makeup of the Personnel Committee. Dave Nevin asked if all five council members could be present. Mr. Pillsbury stated that the reason they talked about having three council members is just so that they can close the meeting and that five council members would be perfectly fine. John Andrews stated that if the committee consisted of three council members, they could make decisions and asked if that was appropriate. Mr. Pillsbury stated that they would make a recommendation and that having all five is ok. Marcia Seibert-Volz stated that Jessica Durbin preferred not to have the whole council on the negotiating committee. Mr. Pillsbury stated that it may be easier to facilitate with three but five members is fine. Aaron Herzog stated that if all five council members participate, they would be sure to always have a quorum. Dave Nevin stated that he was confused because two council members were originally appointed and he was told he could not participate. Now he is being told that all five council members could be on the committee. Mr. Pillsbury stated that the rules have not changed, but that the two-council member committee could not close a meeting. Dave Schrupp stated that the entire Council may as well participate so they are all aware of what is going on. MOTION 09SP1-07-21 WAS MADE BY AARON HERZOG AND SECONDED BY DAVE SCHRUPP TO

ASSIGN THE ENTIRE COUNCIL TO THE NEGOTIATING COMMITTEE. MOTION CARRIED WITH ALL AYES.

Char Nelson asked for clarification regarding the Public Safety Commission's role. The Commission outlined its functions and included the ability to close meetings if there were a discipline or personnel issue. Dave Schrupp stated that Human Resources or a supervisor should handle discipline. Dave Nevin asked if the Personnel Committee meetings had to be open meetings. Jessica Durbin stated that all committees had to have open meetings.

7. The Council reviewed bills for payment. Dave Nevin asked what the bill for concrete from Brock White was for. Ted Strand stated that the concrete was for pickleball court improvements. Marcia Seibert-Volz asked what the bill from Banyon Data Systems was for. Mike Lyonais replied it was for annual software support for payroll and fund accounting programs. MOTION 09SP1-08-21 WAS MADE BY AARON HERZOG AND SECONDED BY MARCIA SEIBERT-VOLZ TO APPROVE THE BILLS FOR PAYMENT IN THE AMOUNT OF \$168,123.41. MOTION CARRIED WITH ALL AYES.
8. MOTION 09SP1-09-21 WAS MADE BY AARON HERZOG AND SECONDED BY JOHN ANDREWS TO ADJOURN THE MEETING AT 10:25 A.M. MOTION CARRIED WITH ALL AYES.

Respectfully Submitted,



Charlene Nelson  
City Clerk

**BILLS FOR APPROVAL**  
**September 3, 2021**

VENDORS	DEPT		AMOUNT
AAA Equipment Center, belt	PW		30.19
AW Research, water testing	Sewer		423.90
American Door Works, door repair	PW		178.50
American Water Works Assn, membership dues	Sewer		221.00
Aspen Mills, uniform	Fire		603.25
Baker & Taylor, books	Library		103.56
Banyon Data Systems, software support	Admin		1,590.00
Brainerd Lakes Chamber, annual contribution	Gov't		3,500.00
Brock White, bull float bracket, blade, snap handle	Park		244.43
Brock White, hand bar ties, bar chair support	PW		77.40
Brock White, column forms	PW		236.58
Brock White, ada cast iron domes	PW		856.15
Campion, Barrow & Associates, law enforcement testing	Police		440.00
City of Crosslake, sewer utilities	ALL		156.00
Crosslake Communications, phone, fax, cable, internet	ALL		2,548.30
Crow Wing Power, electric service	ALL	pd 8-18	8,539.14
Definitive Integrations, audio visual equipment	Fire		19,913.21
Fastenal, cable ties, markers, rings, connectors	PW		543.22
Fastenal, cable ties, tape, screws, saw blades	PW		298.40
Fire Catt, hose testing	Fire		3,248.00
Fire Instruction & Rescue, ff safety training	Fire		650.00
Fire Safety USA, hose, adapters	Fire		2,424.00
Forum Communications, ordinance 371	Gov't		32.80
Forum Communications, public hearing notice	PW		196.80
Forum Communications, meeting notice of 8/27	PZ		51.25
Ganz Cleaning, july cleaning	Fire		200.00
Hawkins, chemicals	Sewer		2,282.51
Holden Electric, replace receptacles	Sewer		226.58
Holiday Station, water	Fire		71.88
Jefferson Fire and Safety, tools	Fire		1,947.55
Joe Chase, meal reimbursements	Sewer	pd 8-10	60.00
Johnson, Killen & Seiler, personnel matters, negotiations	Gov't		1,766.50
Kamco, crack sealing	PW		72,000.00
Kirvida, oil changes and pump testing	Fire		4,609.81
Lakes Printing, letterhead	PZ/Admin		212.20
Lakes Printing, business cards	PZ		58.90
Linescape Linestriping, road striping	PW		21,517.00
Mastercard, Adobe, acrobat pro dc	Admin	pd 8-30	193.15
Mastercard, Amazon, push button switch	Park	pd 8-30	8.48
Mastercard, Amazon, basketballs	Park	pd 8-30	177.60
Mastercard, Emblem Enterprises, badges	Police	pd 8-30	487.00
Mastercard, Menards, load extender, ratchet	PW	pd 8-30	134.81
Mastercard, Microsoft, monthly premium	Police		75.16
Mastercard, RTIC, tumblers	Police	pd 8-30	2,270.30
Mastercard, Symbol Arts, artwork	Police	pd 8-30	360.00

MR Sign, address number signs, street sign	PW		303.48
Menards, jack, flashlights, light kits	PW		221.92
Metro Sales, copier lease	Police		48.34
Mid MN Drug Testing, drug test	Gov't	pd 8-10	50.00
Midwest Machinery, tire valves	PW		7.16
MN Fire Service Certification Board, recertifications	Fire		675.00
Moonlite Square, premium fuel	Park		9.21
Municode, city code update	Gov't		1,554.32
Napa, belt	Park		80.46
Nate Deshayes, meal reimbursement	Sewer	pd 8-16	100.00
Nate Deshayes, mileage and parking reimbursement	Sewer		130.52
Northland Press, ordinance 371	Gov't		59.50
Northland Press, book sale ad	Library		36.00
Northland Press, meeting notice of 8/27	PZ		85.00
Northland Press, public hearing notice	PW		340.00
Northland Press, ad for bids	Sewer		272.00
Pro Hydro Testing, hydro testing scba cylinders	Fire		1,316.00
Quadient Postage Funding, postage	ALL		700.00
Riteway Business Forms, checks	Admin		218.68
Seth Wannebo, uniform reimbursement	PW		295.73
Seth Wannebo, meal reimbursement	Sewer	pd 8-18	100.00
Seth Wannebo, mileage reimbursement	Sewer		100.80
Shipman Auto Parts, side view mirror	Park		75.00
Ted Strand, reimburse mileage and meals	Sewer	pd 8-18	238.40
The Office Shop, office supplies	Park		47.15
The Office Shop, nameplates	PW/Park		247.69
TJ Graumann, mileage reimbursement	Park		19.04
Uline, conference table	Gov't		827.75
Uline, speed bumps	Park		635.62
Xcel Energy, gas utilities	ALL		227.29
Ziegler, sweeper repair	PW		3,335.84
<b>TOTAL</b>			<b>168,123.41</b>