

**MINUTES OF THE PROCEEDINGS OF THE CITY COUNCIL
OF EAST GULL LAKE, COUNTY OF CASS, STATE OF MINNESOTA**

REGULAR SESSION

June 3, 2014

6:30 P.M.

CALL TO ORDER

The East Gull Lake City Council met in Regular Session at 6:30 P.M. and was called to order by Mayor Kavanaugh.

PLEDGE OF ALLEGIANCE

ROLL CALL

Present: Mayor Kavanaugh, Councilors Lang, Ruttger and Demgen

Absent: None

ADOPTION OF AGENDA

4a. Additions: None

4b. Deletions: None

M/S/P, all ayes, Ruttger, Demgen, to approve the agenda as presented

ADOPTION OF CONSENT AGENDA

M/S/P, all ayes, Councilors Demgen, Lang; to approve the following Consent Agenda items:

- 5a. May 6, 2014 City Council Meeting Minutes
- 5b. April 2014 Financial Statement
- 5c. Claims (Checks: #18226-18232, 18248-18251) \$14, 514.61
- 5d. Approved Claims from 5/1/2014 – 5/28/2014
(Checks: #18197-18225 & 18233-18248), \$42, 002.79
Total Claims for May 2014: \$56,517.40
- 5e. Madden's Resort – Zambelli Fireworks, July 4, 2014

OPEN FORUM

Schlenner Wenner – Elicia Dockendorf

- Audit Results
 - Audit is in accordance with *Generally Accepted Auditing Standards*
 - Compliance with MN Statutes – except for out of state travel policy
 - Ms. Dockendorf noted that the State has a very specific out-of state travel policy language required by OSA which is not in the City's current personnel policy. She stated that the Council would need to adopt a policy change to accommodate the State statute. She also stated that she sent a sample of the language that is needed for the City to use.
- Financial Highlights
 - It was noted that Government Wide Assets and Liabilities both increased from 2012 to 2013
 - The General Fund, Debt Service, Capital Project and Wastewater differences between numbers in 2012 and 2013 were discussed
- Report to Members of Governance
 - Required Communications and Internal Control Findings were topics of discussion

- Items on the Horizon
 - It was noted that funds 303, 304, 405 & 407 should be closed by resolution of the City Council by the end of 2014.
 - It was also noted that Administrator Mason will be needing assistance to make sure the monthly finances are closed correctly and Elicia stated that they would offer their services to complete the month end process.
 - It was noted that a policy and procedural manual should be created.
- Superintendent Jasmer addressed the situation where the public sewer is going into private sewer at Kavanaugh's Resort and back into public. He stated that he would like to see the City take over the entire private system. He also stated that the Kavanaugh's would like to turn it over to the City and be compensated for it. It was noted that it was more a legal matter, but the auditor stated there should not be a conflict of interest. Jeff Ledin stated he can value the system as City Engineer and submit it to the City as a guideline as to what the compensation should be.

PLANNING & ZONING

- 7a. Administrator Mason reported for the Planning Commission.
- It was noted that the Planning Commission recommended to the Council to approve the changes to the City Ordinance regarding multi-family dwellings.
 - The changes will then be put into the ordinance and published for the next meeting to be approved as a change in the City Ordinance as a whole.
 - Administrator Mason noted that the City Attorney will be assisting in completing the documentation for the amended City Ordinance.

M/S/P, all ayes by roll call vote, Councilors Demgen, Lang to adopt resolution 02-06:14 for City Ordinance change.

- 7b. Administrator Mason addressed the Council regarding the Toddy Campbell property. The Planning Commission will be discussing the situation.
- 7c. Administrator Mason noted that Dutch Cragun would like to rezone some property to be able to create a single house to house golfers, which would surpass the current 4-rental/year limit.
- 7d. Administrator Mason noted that the zoning map is not correct and needs to be addressed. Jeff Ledin noted that SEH can take the information and apply it to the current GIS mapping and produce a zoning map for the City. He also noted that the information could be passed on to the County and added to their GIS mapping.

WASTEWATER & ROAD REPORT

Wastewater Superintendent Jasmer addressed the Council regarding private septic systems and compliance inspections that was discussed at the wastewater meeting. He noted that the City is compliant with the State statutes for 7080. Budget and debt service was discussed.

- 8a. SEH to complete the GIS sewer mapping was discussed. It was decided to go ahead with the project, splitting the cost 50/50 wastewater and general fund.

M/S/P, all ayes by roll call vote, Councilors Ruttger, Demgen to approve SEH to complete GIS sewer mapping for \$1875.00, splitting the cost 50/50 between Wastewater Fund and General Fund.

- 8b. Superintendent Jasmer addressed the Council regarding the Brainerd Area Welcome Center sewage issue. He noted that the State owns the Welcome Center but it is run by the Chamber

of Commerce. Their septic is an on-site system and has been regularly pumped by Honey Wagon and complies with the 7080 rules. The State stepped in and said they are requiring that septage to be treated at a central sewer system. Tony Fyle, of the Honey Wagon, contacted the City to contract to accept the septage from the Welcome Center. It was noted that the City's only responsibility is to treat the septage after it is dumped into our system.

M/S/P, all ayes, Councilors Lang, Demgen to approve the one year contract for Tony Fyle/Honey Wagon for disposal of septage from the Brainerd Lakes Area Welcome Center [into the City's Wastewater system].

8c. North Long Lake Sanitary District Contract Agreement

Superintendent Jasmer noted the discussion with the committee regarding contracting work with the District. He noted that the consensus was that the City would decline to offer services due to the limit of time for our operators and that it would not be cost effective for the City. Mr. Ledin noted that the current system is able to be run without a particular license, but once the new system is in place, the District has no one with the correct licensing to operate it.

8d. Lakeshore wastewater situation

Superintendent Jasmer addressed the Council regarding the resignation of the Wastewater Operator of Lakeshore, Jim Thomes (Brenda Thomes husband). He noted that Lakeshore is in a scramble as Mr. Thomes' last day was Friday, May 30th. They have had mutual aid with the City of Nisswa, but Nisswa has declined their assistance following the resignation of Mr. Thomes. He noted that East Gull Lake will assist the City of Lakeshore providing emergency assistance for their system based on need not to exceed six (6) weeks (ending date July 15, 2014) at \$40/hr, with a two hour minimum emergency service and \$.56 mileage reimbursement. Administrator Mason stated that the City's intention is short term assistance until they find a replacement. It was noted that the City of Lakeshore has an Omni remote system that will be good for East Gull Lake's operators to learn.

8e. Weight restriction on Green Gables Road

Mayor Kavanaugh stated that Councilor Lang brought up the idea to put a weight restriction on Green Gables Road to limit the amount of truck traffic. Jeff Ledin noted that the City is allowed to place truck restrictions on the road. He noted that the City should work with Crow Wing County to limit the whole road. It was noted that the through traffic is what the goal of the limitation would be aimed at. It was understood that there will be a need for trucks to travel the road due to construction and other local work. It was noted that there are trucks that need to come through like UPS. It was noted that the trucks should be observed and the companies called to relate the situation to the owners of the companies. Mayor Kavanaugh noted that information should be gathered and presented at the next meeting.

8f. Update on 2013 Road Project

Jeff Ledin noted the delay due to the rain, but stated that the completion date for the final coat is projected as Monday, June 9, 2014. He noted that nothing got washed out with the rain. Councilor Lang noted water standing in front of his driveway. Mr. Ledin noted that the inspector is aware of it and it will be taken care of during the last coat. Administrator Mason brought up the issue with a resident's paver driveway. It was noted that damage was done to the driveway prior to any work done on the road. Mr. Ledin noted that the driveway should be torn up and reworked with gravel and pavers. Administrator Mason stated that the property

had recently changed owners and he needs to acquire contact information. It was noted that one resident had two sprinkler heads cut off, but that they had to be in the right-of-way for that to happen. It was noted that all of the road will be repaved, but not all of it was torn up and re-based.

PUBLIC SAFETY

No Report

PARK & TRAILS

10a. Administrator Mason noted that there is a need for more members and a chair person, due to his new position.

Discussion ensued regarding possible membership. It was noted that one Councilor should be on the committee also.

PERSONNEL COMMITTEE

No Report

BUDGET COMMITTEE

No Report

MAYOR'S REPORT

13a. Mayor Kavanaugh noted that the resignation of Councilor Mason should be accepted. Administrator Mason stated his appreciation to the Council to accepting his appointment to the Administrator position and will do his best. Mayor Kavanaugh stated that there were several positive comments from the residents of the City regarding Administrator Mason taking over the position.

M/S/P, all ayes, Councilors Ruttger, Lang to accept Councilor Mason's resignation effective May 15, 2014.

13b. Mayor Kavanaugh stated that the vacancy of the Councilor position was posted and the City received two letters of interest. One rescinded due to the knowledge of the other. The Mayor appointed Commissioner Scott Hoffman to fill the vacancy on the Council and asked for approval by the Council.

M/S/P, all ayes, Councilors Ruttger, Lang to affirm the Mayor's appointment of Scott Hoffman as Rob Mason's replacement to fulfill the balance of his term which is to the end of 2014.

Administrator Mason stated that he has talked to a resident regarding filling the now vacant alternate Planning Commission position. Mayor Kavanaugh stated that a note should be posted on the City website regarding the Planning Commission vacancy.

Discussion ensued regarding the City committees that will have vacancies that need to be filled. Administrator Mason noted that he would like to see two Councilors come to the Planning and Zoning meetings.

Discussion ensued regarding the Harstad property ("Wood Tick Ditch"). Mayor Kavanaugh stated that Mr. Harstad has overcome the hurdles of the Army Corps of Engineers, has overcome with DNR issues, met with the Gull Lake Association and Cass County. It was noted that he is moving forward with the project.

The sewer situation is something that will need to be addressed. He noted that the City would receive 18 acres as a donation with the completion of this project.

CITY ADMINISTRATOR REPORT

14a. Administrator's Report:

14b. Civic Training scheduling

Administrator Mason noted that he would like to have training completed before July 1, 2014. He stated that the cost is estimated at \$1200 per day for four days for a total of \$4800 less a discount of \$1600. He noted that because both Kathy and he have had some on the job training, the amount of training could be lessened, the days of training cut back and therefore the cost could be lower. He also noted that lodging is included in the cost and if someone were to provide lodging, that might lower the cost of the training also. Mayor Kavanaugh noted that the City has no choice but to schedule the training. Administrator Mason noted that the budget can be added to the system using the GL codes and then a monthly report can be printed showing where the City is currently within the budget. Mayor Kavanaugh noted that Administrator Mason could contact him for lodging (Kavanaugh's Resort). Administrator Mason noted that he would like to schedule the training for a Monday through Wednesday.

M/S/P, all ayes, Councilors Ruttger, Demgen to authorize up to \$4800 for training of the City Civic accounting software system for Kathy Schack and Administrator Rob Mason at their earliest convenience.

14c. Airport Tree Cutting

Administrator Mason discussed the trees that need to be cut. Discussion ensued regarding what to do with the trees after they are cut. It was noted that the trees are oak and there are several people that would cut the trees up if they could take the wood. Discussion also ensued regarding the dandelion issue and if it can be sprayed.

OLD BUSINESS

None

NEW BUSINESS

None

NEXT REGULAR SESSIONS OF CITY COUNCIL/OTHER MEETINGS

Planning and Zoning Meeting Tuesday, June 24, 2014 at 6:30pm
City Council Meeting Tuesday, July 1, 2014 at 6:30pm
Wastewater & Road Committee Meeting Wednesday, June 18, 2014 at 3:00pm

M/S/P, all ayes, Ruttger, Demgen, to adjourn the meeting

Respectfully submitted,

Rob Mason
City Administrator

These minutes are paraphrased and are not written word for word.