

**MINUTES OF THE PROCEEDINGS OF THE CITY COUNCIL  
OF EAST GULL LAKE, COUNTY OF CASS, STATE OF MINNESOTA  
REGULAR SESSION  
February 2, 2016  
6:30 PM**

Mayor Kavanaugh called the February 2, 2016 regular Council meeting to order at 6:30 PM  
The pledge of allegiance was recited.

**ROLL CALL**

Present: Mayor Kavanaugh, Councilors Ruttger, Demgen and Hoffmann, City Administrator Mason,  
Planning Commission Chair Bruce Buxton, Administrative Assistant Schack  
Absent: Councilor Lang  
Audience: Bret Mattheisen

**ADOPTION OF AGENDA**

- 4a. Additions:
- 8c SEH Feasibility Study – North/Squaw Point WW plant
  - 14c Spring Newsletter
  - 14d Clean-up of City property by Cragun's  
March Meeting Schedule change
- 4b. Deletions: None

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

**ADOPTION OF CONSENT AGENDA**

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

- 5a. January 5, 2016 City Council Meeting Minutes
- 5b. Financial Report
  - December, 2015 bank statement
  - Monthly Budget Report, Trial Balance, Delinquent WW Customers Report
- 5c. January, 2016 Check Register
  - Approved January, 2016 claims 18967 to 18993 for total amount of \$362,645.59

**OPEN FORUM\*\***

- 6a. Pillager Fire representative
- Mr. Mattheisen addressed the Council regarding the budget for 2017 for the Pillager Fire Association.
  - Administrator Mason showed the current contract for 2015-2016.
  - Mr. Mattheisen stated they responded to 26 calls for 2015, noting that there were some medical responses due to some confusion in the beginning of the service.
  - Mayor Kavanaugh discussed the first responders in East Gull Lake and noted that they have been struggling to get enough members to cover the City. Mr. Mattheisen stated that they could add medical response to the contract, but Mayor Kavanaugh noted that the issue is a timing problem.
  - Mayor Kavanaugh stated that the process should be started for the 2017-2018 coverage as there was nothing but positive comments over the last year regarding the services from the fire association.
  - Mr. Mattheisen stated that the fire association is considering charging \$50.00 per address within in the City along with a certain main fee.
  - Mayor Kavanaugh asked how the association wants to proceed.

- Building a fire hall within the City limits was discussed. It was noted that it probably not cost effective for the City to have a fire hall. Mr. Mattheisen asked if they could get enough man power to be interested, would the City then be interested in putting up a fire hall. It was noted that it would be a possibility but not probable.
- Mayor Kavanaugh stated that the City should start the negotiations for the contract for 2017. Mr. Mattheisen stated that if the Mayor wanted to, he could come to one of the meetings to discuss the contract and then bring it to the City Council.

## **PLANNING & ZONING**

### 7a. Commission Chair and Administrator's Report

Chair Buxton addressed the Council regarding the Planning Commission meeting held on January 26, 2016. He noted that appointments were made. He noted that Section IV of the Comprehensive Plan was still being discussed and he noted that the plan will probably not be ready for approval by May 2016.

Administrator Mason noted that the DNR TEP council will be meeting at City Hall on February 8<sup>th</sup> at 10am to discuss the Harstad property.

### 7b. CUP 2016-02: Donnie Berg property

Donnie Berg is excavating two areas to create duck and wildlife ponds because he lost most of his trees during the storm. Chair Buxton informed the Council of the details of the project and Administrator Mason showed photos.

**M/S/P, all ayes, Councilors Hoffmann, Ruttger to approve Conditional Use Permit 2016-02 for Donnie Berg subject to the findings and conditions in the staff report.**

## **WASTEWATER & ROAD REPORT**

### 8a. RESOLUTION 02:01-16 – Increase in Sewer Charges

Mayor Kavanaugh called for a motion to increase the wastewater base charge as recommended by the wastewater committee.

**Ayes by roll call vote: Councilors Ruttger, Hoffmann, Ruttger, Mayor Kavanaugh, approval to adopt Resolution 02: 01-16; absent: Councilor Lang,**

### 8b. SSTS changes in City Ordinance

Discussion ensued regarding the changes in the SSTS portion of the City Ordinance. Administrator Mason noted that as long as the City Ordinance is having changes made, any other changes or additions should be brought to the lawyer at the same time.

Administrative Assistant Schack noted that there is language in the City Ordinance stating that an individual could have the City finance their connection and grinder charge. It was noted that the language for that should be eliminated.

Councilor Ruttger noted that VRBO issue should be discussed and language added to the City Ordinance to be able to manage them.

### 8c. SEH– Feasibility Study – North/Squaw Point WW plant

Administrator Mason gave a preliminary report on the study for the improvement of the North/Squaw Point Plant and the lift stations for Madden's and Cragun's. Mayor Kavanaugh noted that the feasibility study needs to be done. It was noted that the wastewater committee will be discussing the plan on February 17, 2016.

## **PUBLIC SAFETY**

No Report

## **PARK & TRAILS**

No Report

## **PERSONNEL COMMITTEE**

No Report

## **BUDGET COMMITTEE**

No Report

## **MAYOR'S REPORT**

No Report

## **CITY ADMINISTRATOR**

### 14a. Administrator's Report

Administrator Mason showed photos of the property clean up from the storm. He also discussed the report on the storm clean-up that he shared at a conference.

### 14b. RESOLUTION 02:02-16 – Gambling Permit: Ducks Unlimited at Madden's on 4/22/2016

**Ayes by roll call vote: Councilors Ruttger, Hoffmann, and Demgen, Mayor Kavanaugh, approval to adopt Resolution 02:02-16; absent: Councilor Lang**

### 14c. Spring Newsletter

Administrator Mason noted that the Newsletter will be published at City Hall instead of contracting it out. He noted that we would like to have input from the Council regarding articles to add. He also noted that publishing will be done in May and October. Some of the Ideas that were discussed were:

- Tree Planting
- Storm clean-up and City dump site
- Wastewater issues
- Memorial benches on City trail
- Wetlands – no dumping leaves and brush
- Using Zip code plus four to avoid paying Brainerd/Baxter sales tax

### 14d. Clean-up of City property by Cragun's

Administrator Mason discussed the proposal to clean up of storm damage debris on City property by Cragun's for \$2000.00.

## **OLD BUSINESS**

Councilor Demgen asked if the City would consider getting a separate zip code to avoid paying Brainerd/Baxter sales tax. Administrator Schack noted that if the zip plus four is used, that extra tax is not added. Councilor Hoffmann stated that it would be a good article to add to the newsletter.

## **NEW BUSINESS**

None

**NEXT REGULAR SESSIONS OF CITY COUNCIL/OTHER MEETINGS**

**\*\*** March Meeting Schedule time change from 6:30 pm to 4:00 pm and needs to be adjourned by 6:00 pm for the Minnesota caucus to have access to City Hall.

Planning and Zoning Meeting ..... Tuesday, February 23, 2016 at 6:30pm  
City Council Meeting ..... Tuesday, March 01, 2016 at 4:00pm  
Wastewater & Road Committee Meeting..... Wednesday, February 17, 2016 at 3:00pm

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

Transcribed by East Gull Lake Administrative Assistant  
Kathy Schack

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

**\*CONSENT AGENDA ITEMS** are considered to be routine and noncontroversial by the Council and will be approved by one motion. There will be no separate discussion for decision of these items unless a Councilmember, staff member, or citizen so requests due to a speculative controversy, in which case the item will be removed from the consent agenda and considered under the regular agenda.

**\*\*OPEN FORUM** allows the public to speak to the Council regarding issues that are not on the agenda.