

**MINUTES OF THE PROCEEDINGS OF THE CITY COUNCIL  
OF EAST GULL LAKE, COUNTY OF CASS, STATE OF MINNESOTA  
REGULAR SESSION  
January 5, 2016  
6:30 PM**

Mayor Kavanaugh called the January 5, 2016 regular Council meeting to order at 6:30 PM.  
The pledge of allegiance was recited.

**ROLL CALL**

Present: Mayor Kavanaugh, Councilors Lang, Ruttger, Demgen and Hoffmann, City Administrator Mason, Wastewater Superintendent Jasmer, Administrative Assistant Schack

Absent: None

Audience: None

**ADOPTION OF AGENDA**

4a. Additions: 14f – Raffle Resolution 01:01-16: TIP at Cragun’s Legacy on February 20, 2016

4b. Deletions: None

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

**ADOPTION OF CONSENT AGENDA**

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

5a. December 1, 2015 City Council Meeting Minutes

5b. Financial Report

- November, 2015 bank statement
- Monthly Budget Report, Delinquent WW Customers Report
- Approved December, 2015 claims 18923 to 18966 for total amount of \$148,548.57
- December, 2015 Check Register

**OPEN FORUM\*\***

None

**PLANNING & ZONING**

7a. Planning Administrator’s Report

There was no Planning Commission meeting in December 2015. Administrator Mason discussed the Trout garage project and asked for direction as to the action to take due to the over-extension of the project. Mr. Trout has made considerable progress this last year, but the project was supposed to be completed by the end of 2015. It was noted that the Council would like to see the siding on the front first (facing the road), by early spring.

**WASTEWATER & ROAD REPORT**

8a. Increase in City Wastewater Base Charges by \$3.00

Mayor Kavanaugh noted that the wastewater committee approved a motion to recommend a \$3.00 per quarter per ERC increase for the wastewater base effective January 1, 2016 to the Council. Discussion ensued and it was decided to approve notification for a public hearing on the February 2, 2016 meeting.

**M/S/P, all ayes, Councilors Lang, Ruttger to approve notification for a public hearing at the February 2, 2016 meeting for a \$3.00 per quarter per ERC increase for the wastewater base effective January 1, 2016.**

8b. Retro action to transfer \$130,000 from wastewater to general bond fund in 2015

Discussion ensued regarding the transfer from the Wastewater Fund to the General Bond (PFA, In-House Debt) fund for 2015 to offset payment on the bond.

**M/S/P, all ayes, Councilors Ruttger, Hoffmann to approve request for retroactive transfer of \$130,000.00 from the Wastewater Fund to the General Bond fund for 2015.**

Mayor Kavanaugh discussed the shortfall in assessments to pay the wastewater and road bonding. It was noted that there will need to be an increase in the City levy next year to cover bond repayments.

#### **PUBLIC SAFETY**

No Report

#### **PARK & TRAILS**

No Report

#### **PERSONNEL COMMITTEE**

No Report

#### **BUDGET COMMITTEE**

No Report

#### **MAYOR'S REPORT**

13a. 2016 Appointments

Mayor Kavanaugh noted the appointments as presented. Administrator Mason noted that Paul Tollefson agreed to another term as Planning Commissioner.

- **Regular Meeting Dates:** First Tuesday of each month. (Note: Should Council not able to hold meeting on this date, changes will be posted in the Brainerd Dispatch & City Hall Bulletin Board notifying the date of change.
- **Official Check Signers:** Dave Kavanaugh, Carol Demgen, and Rob Mason
- **Official Depository is designated as:** Bremer Bank
- **Official Newspaper is designated as the:** Brainerd Dispatch
- **Mileage Reimbursement Rate set as:** \$54 per mile (IRS Rate)
- **Appointment of Acting Mayor:** Jim Ruttger
- **Official City Attorney:** Gammello, Qualley, Pearson & Mallak, PLLC
- **Weed Inspector:** Joel Jasmer
- **Board of Review Training:** Carol Demgen

#### **COMMITTEE APPOINTMENTS**

- **Public Safety:** Neal Gaalswyk, Dave Kavanaugh, Kevin Lee
- **Roads & Wastewater:** Abbey Pieper, Eric Peterson, Dennis Lang, Dave Kavanaugh, Jerry Stromberg
- **History Committee:** Linda Engel, Ruth Nelson
- **Personnel:** Jim Ruttger, Carol Demgen
- **Planning & Zoning:** Paul Tollefson
- **Parks & Trails:** Scott Hoffmann, Mark Kavanaugh
- **Budget:** Jim Ruttger, Carol Demgen, Herm Schley

**M/S/P, all ayes, Councilors Demgen, Lang to approve request for appointments made by Mayor Kavanaugh.**

#### **CITY ADMINISTRATOR**

14a. 2015-2016 Summary Budget Data for publishing

Discussion ensued regarding the 2016 Budget Summary. Mayor Kavanaugh noted that the expenditures for the 2015 Storm should not be included within the 2016 budget. After removing that amount, the general cash needed to subsidize the budget came down to \$16,049.43. It was decided to approve publishing of the summary with that change.

**CITY OF EAST GULL LAKE  
SUMMARY BUDGET DATA**

<b>Revenues</b>	<b>2015 Adopted Budget</b>	<b>2016 Adopted Budget</b>
Property Taxes	\$547,107.00	\$584,007.00
2015 Storm Damage Expenses	-----	\$62,000.00
Licenses and Permits	\$20,351.00	\$19,650.00
Miscellaneous Revenues	\$72,930.30	\$71,262.79
Wastewater Revenues	\$484,581.24	\$494,828.00
State Aid	\$245.50	\$7,945.50
Interest	\$110.00	\$160.00
Airport Revenues	\$1,884.00	\$3,000.00
	<u>\$18,187.96</u>	<u>\$16,049.43</u>
<b>Total Revenues</b>	<b>\$1,145,397.00</b>	<b>\$1,258,902.72</b>
<b>Expenditures</b>		
General Government	\$146,615.19	\$153,635.06
Planning & Zoning	\$76,854.28	\$76,044.02
Public Safety	\$39,941.00	\$37,941.00
Roads, Streets, Highway	\$96,089.27	\$102,017.32
Wastewater Expenditures	\$476,801.26	\$518,447.90
GO Bond Roads Expenses	\$298,920.00	\$328,517.42
Parks and Recreation	\$5,426.00	\$21,050.00
Capital Outlay	\$0.00	\$16,000.00
Airport Expenditures	\$4,750.00	\$5,250.00
<b>Total Expenditures</b>	<b>\$1,145,397.00</b>	<b>\$1,258,902.72</b>

**M/S/P, all ayes, Councilors Demgen, Demgen to approve publishing of the 2016 Summary Budget.**

14b. EDC Membership Service Agreement

Administrator Mason presented the services the EDC (Economic Development Corporation) performed for the area in 2015. It was decided to support them for 2016 for \$1050.00.

**M/S/P, all ayes, Councilors Demgen, Lang to approve the request for support for Cass County EDC for \$1050.00 for 2016.**

14c. 2016 City of East Gull Lake meeting schedule

The 2016 meeting schedule was discussed.

**M/S/P, all ayes, Councilors Hoffmann, Demgen to approve the 2016 City of East Gull Lake meeting schedule.**

14d. Adding penalty to tax certifications for delinquent

Administrative Assistant Schack brought attention to the fact that Cass County charges the City \$10.00 for each tax certification sent for delinquent wastewater accounts. The request was made to add a penalty to the tax certification process to cover that charge.

**M/S/P, all ayes, Councilors Demgen, Lang to approve request for a penalty of \$10.00 per account sent to the County for tax certification due to delinquency on the wastewater billing.**

14e. LMCIT 2015 Property/Casualty Dividend

Administrator Mason presented the information from the League of MN Cities Insurance Trust regarding the dividend received.

14f. Raffle Resolution 01:01-16: TIP at Cragun's Legacy on February 20, 2016

Discussion ensued regarding the request for a gambling permit for TIP (Turn In Poachers) at Cragun's Legacy on February 20, 2016.

**Ayes by roll call vote: Councilors Hoffmann, Ruttger, Demgen, Lang, Mayor Kavanaugh, approval to adopt Gambling Permit Resolution 1: 01-16; absent: None**

**OLD BUSINESS**

None

**NEW BUSINESS**

None

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

Planning and Zoning Meeting .....Tuesday, January 26, 2016 at 6:30pm  
City Council Meeting ..... Tuesday, February 02, 2016 at 6:30pm  
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.