

**MINUTES OF THE PROCEEDINGS OF THE CITY COUNCIL
OF EAST GULL LAKE, COUNTY OF CASS, STATE OF MINNESOTA
REGULAR SESSION
February 7, 2023
6:30 PM**

Mayor Kavanaugh called the February 7, 2023 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; Bergin virtual
Absent: Jim Ruttger
City Staff: City Administrator Laura Christensen, Public Works Director Matt Poythress, Administrative Assistant Kathy Schack
Audience: Paul Sandy

ADOPTION OF AGENDA

- 4a. Additions: None
- 4b. Deletions: None

Councilor Hoffmann moved and Councilor Demgen seconded the motion to approve the agenda as presented . All present voted in favor thereof. Motion carried.

ADOPTION OF CONSENT AGENDA

Councilor Demgen moved and Councilor Hoffmann seconded the motion to approve the following Consent Agenda items. All present voted in favor thereof. Motion carried.

- 5a. January 3, 2023 City Council Meeting Minutes
- 5b. Financial Report
 - ◆ December, 2022 bank statement information
 - Checking Account
 - Total Additions: \$433,0013.33
 - Total Subtractions: \$137,680.23
 - Ending Balance: \$631,483.09
 - Interest Earned to date: \$205.69
 - Money Market Account
 - Interest Earned: \$8.53
 - Ending Balance: \$10,060.43
 - Interest Earned to date: \$144.34
 - Certificate of Deposit:
 - Balance: \$400,000
 - ◆ Approve January, 2023 Check Register
 - Claims 21689 to 21716 for total amount of \$361,959.58
 - ◆ Approve January, 2023 payroll EFT payments
 - Payroll Checks Register Total: \$35,744.67
 - ◆ Monthly Budget Report, Delinquent WW Customers Report

OPEN FORUM**

Classification Compensation

Tessia Melvin addressed the Council regarding implementation of market calibration for city staff.

Councilor Hoffmann moved and Councilor Demgen seconded the motion to move forward with the Market Calibration Study [for \$4,500] by David Drown and Associates [DDA Human Resources]. All present voted in favor thereof. Motion carried.

PLANNING & ZONING

7a. Planning Commission Meeting Report

Administrator Christensen reviewed the last P&Z meeting, noting elections were held with Bruce Buxton as chair and Eunice Wiebolt as vice-chair. Discussion ensued regarding short term rentals. It was noted that the city ordinance states rentals being allowed four times per year only. Discussion ensued regarding the homes that Cragun's has purchased and are currently renting for more than four times per year. There are steps being taken to address the issue.

WASTEWATER & ROAD REPORT

8a. WSB Update

Paul Sandy addressed the council with the update for the 2023 project. He noted that 90% of the engineering is complete. Discussion ensued regarding funding the project.

8b. Consider opening of bids for wastewater/road/trail project

Discussion ensued regarding the timing of when the bids should be requested. It was noted that construction doesn't have to begin, but the money needs to be encumbered by the end of 2024, which means the project has to be bid and there has to be a grant agreement signed. It was noted that the bids can be requested to review at the April council meeting. Paul discussed the funding for the trail project.

Paul briefly discussed the review of the Norway Ridge project stating that the application may be ready by the next Planning Commission meeting. It was noted that the wastewater plant has capacity to handle the development.

8c. Consider bids for tree removal through the new Gull Lake Lane corridor.

Mayor Kavanaugh and the council reviewed the bids.

Councilor Hoffmann moved and Councilor Demgen seconded the motion to accept the bid from Uprooted Tree Company LLC for the cost of \$13,900.00. All present voted in favor thereof. Motion carried.

8d. Roundabout and bridge aesthetics discussion

Discussion ensued regarding the roundabouts and new bridge and the different options for aesthetics. It was noted that the majority of costs to make upgrades to basic design would likely be incurred by the city.

8e. County easement needs for road reroute project; compensation/donation discussion.

Councilor Demgen moved and Councilor Hoffmann seconded the motion to convey(s) and warrant(s) to Cass County, Grantee, a perpetual easement for highway purposes, both temporary and permanent, on parcels 87-016-3305 & 87-021-2308, for no compensation. All present voted in favor thereof. Motion carried.

8f. Consider wastewater disconnection policy

It was noted that the wastewater committee proposed wastewater billing should continue unless the property is vacated. Policy language will be drafted for the council to consider.

8g. Discussion of Snowplowing and Ice Control Policy/Procedure

Administrator Christensen addressed the council regarding the current policy for winter road maintenance, noting there have been calls stating the roads are not being maintained in a clear fashion considering safety and liability issues. Mayor Kavanaugh stated that the current policy states that the plowing should be done following an inch of snow. Matt Poythress worked for the City of Edina where they were known for their excellent job keeping their roads maintained in the winter. Mayor Kavanaugh asked if Matt could look at the policy and make suggestions.

PUBLIC SAFETY

No Report

PARK & TRAILS

No Report

PERSONNEL COMMITTEE

No Report

BUDGET COMMITTEE

No Report

MAYOR'S REPORT

13a. Airport Upgrade Estimate – Rardin Excavating

Mayor Kavanaugh led the discussion regarding the update of the airport adding hangars. Discussion ensued noting costs for improvements needed for the changes and how those improvements are funded. It was noted that individuals who want to have a hangar may be responsible for the cost of construction and would lease annually from the city. Mayor Kavanaugh stated he would put together cost estimates for the improvements for the Council to review. It was noted that the city would have control over the type of buildings that would be allowed to be built.

Councilor Bergin moved and Councilor Hoffmann seconded the motion to approve moving forward with a preliminary approval of preconstruction work around grading and fencing and work done to facilitate hangar construction at the airport contingent on the cost be fronted by hangar owners of record up to three, reimbursement of the cost as they are accepted, and Planning Commission approval of plat and construction design of each building. All present voted in favor thereof. Motion carried.

13b. First Responders Update

Mayor Kavanaugh talked about the restructuring of the first responders. It was noted that Crow Wing is restructuring the Zone 2 to include East Gull Lake. A letter needs to be addressed to the group accepting their offer.

13c. Compensation for City Administrator

Mayor Kavanaugh noted that the pay for the City Administrator is not being appropriately compensated. Discussion ensued noting that DDA would address that in approximately a month and the pay could be retroactive to an earlier date.

CITY ADMINISTRATOR

14a. LMCIT 2022 Premium Dividend Announcement-informational only.

OLD BUSINESS

None

NEW BUSINESS

16a. Resolution 2: 4-23 MN Teen Challenge Raffle at Cragun’s on June 3, 2023

Councilor Demgen moved and Councilor Hoffmann seconded, the motion to adopt Resolution 2: 4-23 – a raffle to be held by MN Teen Challenge at Cragun's Resort on June 3, 2023; absent: Councilor Ruttger. All present voted in favor thereof. Motion carried by 4/5 roll call vote.

16b. Resolution 2: 1-23 Lakeshore Conservation Club Raffle at Cragun’s on March 19, 2023

Councilor Demgen moved and Councilor Hoffmann seconded, the motion to adopt Resolution 2: 1-23 – a raffle to be held by Lakeshore Conservation Club at Cragun's Resort on March 19, 2023; absent: Councilor Ruttger. All present voted in favor thereof. Motion carried by 4/5 roll call vote.

16c. Resolution 2: 2-23 MN Sheriffs’ Association Raffle at Cragun’s on June 6, 2023

Councilor Demgen moved and Councilor Hoffmann seconded, the motion to adopt Resolution 2: 2-23 – a raffle to be held by MN Sheriffs’ Association at Cragun's Resort on June 6, 2023; absent: Councilor Ruttger. All present voted in favor thereof. Motion carried by 4/5 roll call vote.

16d. Resolution 2: 3-23 MN Sheriffs’ Association Raffle at Cragun’s on September 15, 2023

Councilor Demgen moved and Councilor Hoffmann seconded, the motion to adopt Resolution 2: 3-23 – a raffle to be held by MN Sheriffs’ Association at Cragun's Resort on September 15, 2023; absent: Councilor Ruttger. All present voted in favor thereof. Motion carried by 4/5 roll call vote.

16e. Contract for mowing airport for 2023 – Anderson’s Commercial Property Maintenance

Councilor Hoffmann moved and Councilor Demgen seconded the motion to approve the contract for mowing the airport by Anderson’s Commercial Property Maintenance for \$9,000.00. All present voted in favor thereof. Motion carried.

NEXT REGULAR SESSIONS OF CITY COUNCIL/OTHER MEETINGS

Planning and Zoning MeetingTuesday, February 28, 2023 at 6:30pm

City Council MeetingTuesday, March 21, 2023 at 6:30pm

Councilor Demgen moved and Councilor Hoffmann seconded the motion to adjourn the meeting. All present voted in favor thereof. Motion carried.

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.