

**MINUTES OF THE PROCEEDINGS OF THE CITY COUNCIL  
OF EAST GULL LAKE, COUNTY OF CASS, STATE OF MINNESOTA  
REGULAR SESSION  
March 21, 2023  
6:30 PM**

Acting Mayor Ruttger called the March 21, 2023 regular Council meeting to order at 6:30 PM.  
The pledge of allegiance was recited.

**ROLL CALL**

Present: Acting Mayor Ruttger and Councilors Bergin and Hoffmann, Mayor Kavanaugh (joined via Teams)

Absent: Councilor Demgen

City Staff: City Administrator Laura Christensen, Public Works Director Matt Poythress, Administrative Assistant Kathy Schack

P&Z Representative: Planning Commission Chair Bruce Buxton

Audience: Paul Sandy, Albie Kuschel, Jodi Kuschel, Jeff Olson, Ben Thuringer, Kim Lachiewicz, Debra Zarling, Larry Zarling, Dave Schultz, Pat Brennan

**ADOPTION OF AGENDA**

4a. Additions: **8d, 11c, 14b, 6b Airport Update discussion**

4b. Deletions:

**ADOPTION OF CONSENT AGENDA**

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

5a. February 7, 2023 City Council Meeting Minutes

5b. Financial Report

- ◆ January, 2023 bank statement information
  - Checking Account
    - Total Additions: \$75,564.87
    - Total Subtractions: \$394,025.71
    - Ending Balance: \$313,022.25
    - Interest Earned to date: \$89.68
  - Money Market Account
    - Interest Earned: \$8.55
    - Ending Balance: \$10,068.98
    - Interest Earned to date: \$8.55
  - Certificate of Deposit:
    - Balance: \$400,000
- ◆ Approve February, 2023 Check Register
  - Claims 21717 to 21759 for total amount of \$74,835.52
- ◆ Approve February, 2023 payroll EFT payments
  - Payroll Checks Register Total: \$36,515.42
- ◆ Monthly Budget Report, Delinquent WW Customers Report

**OPEN FORUM\*\***

6a. Pickleball Club Discussion

Deby Zarling addressed the Council regarding the desire to form a pickleball club using the city courts. The Council discussed the request and did not have a problem with supporting the proposal. It was noted the courts are currently first come/first serve and it was stated that the club would like to reserve the courts a couple times per week.

6b. Airport Update Discussion

Discussion ensued regarding the decision to move forward with the preconstruction work on the airport. It was stated there has been no action taken that would prohibit the rescinding of the motion. Mayor Kavanaugh stated he discussed the issue with the city attorney regarding the conditions of gifting of the airport to the city from Madden's. The city attorney suggested discussing the issue at the April Council meeting. It was noted there was a flyer sent out to city residents with misinformation on it such as the accusation the city was committed to spending \$60,000 for an (ALP) study. Councilor Ruttger noted this is not true as the study, which is required at any rate, is being almost totally (95%) funded by the FAA [MN Dept of Aeronautics]. Ben Thuringer stated he was told by their attorney the environmental deed restrictions have a 40 year sunset and as the grantee, Madden's was able to renew those restrictions for another 40 years. Mayor Kavanaugh responded to the statement stating that the city attorney and Madden's attorney will be discussing the issue in preparation for the April Council meeting.

**Councilor Hoffmann moved and Councilor Bergin seconded the motion to rescind 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. Councilors Ruttger, Hoffmann, and Bergin voted in favor thereof, opposed Mayor Kavanaugh. Motion carried.**

**PLANNING & ZONING**

7a. Planning Commission Meeting Report

Chair Buxton reviewed the last Planning Commission meeting. He noted there were no public hearings.

- He then stated that the airport improvement proposal was discussed. He also stated the flyer that was sent out was not from the city (as indicated on the "return address") and that there was erroneous information within said flyer. He noted the Planning Commission did make a recommendation to the Council to move forward with the planning and how to best use the city airport. He stated the hangar proposal received was a bit ostentatious, therefore they would ask that the city request information on appropriate hangar size from SEH. In conclusion, he stated the city needs to look at the bigger picture and the probability of aircraft travel increasing in the future.
- He noted there was a sketch plan review discussing a property where the house had been lost in a fire and the owner would like to rebuild. The lot is non-conforming to the current zoning as the area is smaller than the required size for a R1 zone. He stated that it would be considered spot zoning to change the zone to R2, which is not allowed. He stated that it would be better to address the situation by applying for a Variance, which would be allowed due to the fact that it was a pre-existing non-conformity.
- He stated that Paul Sachs requested permission to move the Fischer house from the new County road property to the family owned property by the North WWTF. It was noted that there were no plans or permits and that the buildings needed to be moved by the end of March, which did not leave enough time to prepare for the move.
- There was a short discussion regarding short term rentals.

7b. Ordinance Committee Update

It was noted the next committee meeting will be held on April 3, 2023. It was also noted that there will likely be public hearings during the summer for the Ordinance update.

**WASTEWATER & ROAD REPORT**

8a. Bridge and roundabout aesthetic discussion

Discussion ensued regarding the options for the decoration of the proposed roundabouts and the bridge going across the river. Bolton & Menk reviewed options and costs associated with each option. It was noted the city will likely be paying for aesthetic improvements to the roundabouts and because of that, the city can decide how to landscape them at a later date. Options were discussed regarding the bridge aesthetics. It was noted that there will be a 12' sidewalk/trail on one side of the bridge and a decorative railing was shown and discussed. Mayor Kavanaugh noted he would like to make sure the river would be able to be viewed from the drive across the bridge. It was noted the cost for fabrication of the decorative railing would be around \$5,000-\$10,000 for entire bridge. It was noted that there is time to make decisions on the choice of railing decor. Lighting for the trail by the bridge was discussed and dismissed as something that will not be needed.

8b. WSB Memo – Project Update

Paul Sandy reviewed the progress for the projects, noting the cost for review of the Norway Ridge application would exceed the original proposed cost. It was noted those costs are being forwarded to the applicant and they are paying as the city sends them the invoices.

**Councilor Bergin moved and Councilor Hoffmann seconded the motion to approve the final budget for the Norway Ridge [Preliminary Plat & Rezoning] reviewing project cost as \$12,758. All present voted in favor thereof. Motion carried.**

8c. Wastewater Disconnection Policy

Discussion ensued regarding the stopping charges for wastewater for temporary conditions. It was decided to declare the following policy:

“The City of East Gull Lake will not grant wastewater disconnection/discontinuance of wastewater charges that are requested for temporal reasons such as seasonal non-occupation of a structure, winterizing the structure, demolition of an existing dwelling to be replaced by another dwelling and other temporal situations.”

**Councilor Bergin moved and Councilor Hoffmann seconded the motion to approve the Wastewater Disconnection Policy as written. All present voted in favor thereof. Motion carried.**

8d. **MPCA NPDES/SDS Permit application in the amount of \$2,480.00**

Paul Sandy addressed the Council regarding permitting for decommissioning the North WWTF and transfer of wastewater to the South WWTF.

**Councilor Bergin moved and Councilor Hoffmann seconded the motion to approve the MPCA NPDES/SDS permit application [for decommissioning the North WWTF and transfer of wastewater to the South WWTF] for the amount of \$2,480.00. All present voted in favor thereof. Motion carried.**

**PUBLIC SAFETY**

No Report

**PARK & TRAILS**

No Report

## **PERSONNEL COMMITTEE**

### 11a. Staffing Discussion

Administrator Christensen noted that there have been internal conversations with staff and the Personnel Committee regarding current and projected staffing needs and potential scheduling changes.

### 11b. Classification/Compensation Study

Administrator Christensen noted that at the February Council meeting the Council decided to conduct the Market Calibration study. She noted that with staff changes in the foreseeable future, she would request amending the motion be amended from the Market Calibration to the Ongoing Maintenance service for \$2,700.00 per year for three years.

**Councilor Hoffmann moved and Councilor Bergin seconded the motion to approve change from Market Calibration to Ongoing Maintenance for \$2,700.00 per year for three years. All present voted in favor thereof. Motion carried.**

### 11c. Consider approval of part-time staffing support

Administrator Christensen reviewed the options of both consultants Hometown and Saehr, to assist with Planning and Zoning technical assistance.

**Councilor Bergin moved and Councilor Hoffmann seconded the motion to approve hiring a consultant to assist in Planning and Zoning at the City Administrator's discretion [contracted] on a monthly basis for a not to exceed cost of \$25,000.00. All present voted in favor thereof. Motion carried.**

## **BUDGET COMMITTEE**

No Report

## **MAYOR'S REPORT**

No Report

## **CITY ADMINISTRATOR**

### 14a. Administrator's Report

### 14b. Letter of Support – LCCMR funding for Nisswa Trail Segment

Administrator Christensen addressed the council regarding a request from the City of Nisswa to the City of East Gull Lake to put forth a letter of support regarding their city's efforts in obtaining LCCMR funding for a new trail segment.

**Councilor Hoffmann moved and Councilor Bergin seconded the motion to approve Letter of Support – LCCMR funding for Nisswa Trail Segment. All present voted in favor thereof. Motion carried.**

## **OLD BUSINESS**

None

## **NEW BUSINESS**

### 16a. Resolution 02:01-23 – Ducks Unlimited Gambling Permit, Madden's Resort April 14, 2023

**Councilor Bergin moved and Councilor Hoffmann seconded, the motion to adopt Resolution 3:01-23 – a raffle to be held by Ducks Unlimited at Madden's Resort on April 14, 2023; absent: Councilor Demgen. All present voted in favor thereof. Motion carried by 4/4 roll call vote.**

16b. March 2023 MN FoodShare Campaign

**Councilor Hoffmann moved and Councilor Bergin seconded the motion to approve a contribution of \$200.00 to the 2023 MN FoodShare Campaign. All present voted in favor thereof. Motion carried.**

16c. Frontline Warning Systems – Warning Siren Maintenance Contract

**Councilor Bergin moved and Councilor Hoffmann seconded the motion to approve the Frontline Warning Systems – Warning Siren Maintenance Contract. All present voted in favor thereof. Motion carried.**

16d. Child Safety & Drug Prevention Education Program – Request for Donation

Discussion ensued regarding the donation request. It was decided to pass on the request.

16e. Property/Casualty Coverage Agreement – Insurance Renewal

It was noted that renewal is coming up, but the city has no new numbers yet.

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

Planning and Zoning Meeting..... Tuesday, March 28, 2023 at 6:30pm

City Council Meeting..... Tuesday, April 04, 2023 at 6:30pm

**Councilor Hoffmann moved and Councilor Bergin 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.