

**MINUTES OF THE PROCEEDINGS OF THE CITY COUNCIL
OF EAST GULL LAKE, COUNTY OF CASS, STATE OF MINNESOTA
REGULAR SESSION
May 2, 2023
6:30 PM**

Mayor Kavanaugh called the May 2, 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

Absent: Councilor Bergin

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

P&Z Representative: Planning Commission Chair Bruce Buxton

Audience: Jerry Stromberg, Paul Sandy, Jim Benson, Paul Maki

ADOPTION OF AGENDA

4a. Additions: 8e, 16a, 16b, 16c, 5c moved to 16d

4b. Deletions: None

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

5a. April 11, 2023 City Council Meeting Minutes

5b. Financial Report

- ◆ March, 2023 bank statement information
 - Checking Account
 - Total Additions: \$11,155.86
 - Total Subtractions: \$119,501.76
 - Ending Balance: \$188,741.04
 - Interest Earned to date: \$184.93
 - Money Market Account
 - Interest Earned: \$8.56
 - Ending Balance: \$10,085.26
 - Interest Earned to date: \$24.83
 - Certificate of Deposit:
 - Balance: \$400,000
- ◆ Approve April, 2023 Check Register
 - Claims 21788 to 21821 for total amount of \$88,827.23
- ◆ Approve Click here to enter a date. payroll EFT payments
 - Payroll Checks Register Total: \$36,547.39
- ◆ Monthly Budget Report, Delinquent WW Customers Report

OPEN FORUM**

None

PLANNING & ZONING

7a. Resolution 05: 01-23 – Molby Variance #2023-19

Chair Buxton reviewed the proposed project. After a short discussion, it was decided to approve the application for the variance subject to the conditions recommended by the Planning Commission.

Councilor Hoffmann moved and Councilor Demgen seconded, the motion to adopt Resolution 05: 01-23 – for the Sterling Molby Variance 2023-19 subject to findings and conditions recommended by the Planning Commission; absent: Councilor Bergin. All present voted in favor thereof. Motion carried by 4/5 roll call vote.

7b. Resolution 05: 02-23 – Ude Conditional Use Permit #2023-18

Chair Buxton reviewed the proposed project. After a short discussion, it was decided to approve the application for the CUP subject to the conditions recommended by the Planning Commission.

Councilor Ruttger moved and Councilor Demgen seconded, the motion to adopt Resolution 05: 02-23 – for David & Jenna Ude Conditional Use Permit 2023-18 subject to findings and conditions recommended by the Planning Commission; absent: Councilor Bergin. All present voted in favor thereof. Motion carried by 4/5 roll call vote.

7c. Norway Ridge Development Preliminary Plat & Rezoning #2022-75

Chair Buxton reviewed the proposed project, noting the hearing was continued to the next planning commission meeting. He noted the developer provided a waiver to meet the requirements to continue the hearing in order for the applicant to provide more information.

Chair Buxton noted discussion ensued regarding the clarity in the city ordinance regarding storm water plans and the need for a CUP or variance. He noted the ordinance is currently being reviewed for updating.

WASTEWATER & ROAD REPORT

8a. WSB update

Paul Sandy addressed the Council regarding the overall update for the projects being done for the city.

8b. Resolution 05:03-23 – LRIP Grant Agreement

Paul Sandy reviewed the cost of the project and the funding available through the grant.

Councilor Ruttger moved and Councilor Hoffmann seconded, the motion to adopt Resolution 05: 03-23 – for LRIP Grant Agreement 1052968 - SAP 011-594-002 ; absent: Councilor Bergin. All present voted in favor thereof. Motion carried by 4/5 roll call vote.

Councilor Hoffmann moved and Councilor Ruttger seconded, the motion to approve the Bond Financed Property Certification; absent: Councilor Bergin. All present voted in favor thereof. Motion carried.

- 8c. WSB Construction Assistance Contract Proposal
Paul Sandy reviewed the services included in the proposal.

Scope of Services

WSB will administer the construction and contract and plans in compliance with MnDOT specifications and the contract documents. This includes 5 phases as outlined as follows:

Task 1: Project Management.....	\$9,452
Task 2: Construction Engineering and Quality Control	\$28,126
Task 3: Construction Contract Administration	\$7,851
Task 4: Final Construction Documentation	\$6,805
Task 5: Wetland Permitting and Additional Delineation.....	\$3,210
Reimbursables	
Mileage	\$750
Materials Lab Testing	\$2,600
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Total.....	\$58,794

Councilor Hoffmann moved and Councilor Ruttger seconded the motion to approve the WSB Construction Assistance Contract Proposal for a total not-to-exceed \$58,794. All present voted in favor thereof. Motion carried.

- 8d. WSB Pavement Management Work Plan Proposal
Paul Sandy noted that WSB would review the condition of all city roads.

Scope of Services

Data Management:.....	\$1,994
Detailed inspections of city pavement:.....	\$7,391
Pavement Summary:	\$2,362
Pavement Analysis:.....	\$2,382
Meetings/Presentations:.....	\$1,118
Extra Services dependent on features and data:	\$3,000 - \$7,000
Pavement Investigations:	Based on hourly rates
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Total Not-to-Exceed Cost.....	\$15,247

Councilor Hoffmann moved and Councilor Demgen seconded the motion to approve the WSB Pavement Management Work Plan Proposal for a not-to-exceed cost of \$15,247. All present voted in favor thereof. Motion carried.

- 8e. Name of new road: Pine Beach Trail
Mayor Kavanaugh reviewed the request with the Council. No action was needed.

PUBLIC SAFETY

No Report

PARK & TRAILS

No Report

PERSONNEL COMMITTEE

11a. Employee Insurance/HSA Issue

Kathy Schack will be signing up for Medicare in the near future and needs a six-month time frame of no HSA contributions prior to signing up. She is requesting a front end payout for the remainder amount of \$1,762.51 paid now to avoid penalties when signing up for Medicare at the end of the year.

Councilor Demgen moved and Councilor Hoffmann seconded the motion to approve a front end payout of the remainder of 2023 amount of \$1,762.51 into the HSA account of Kathy Schack in preparation of signing up for Medicare. All present voted in favor thereof. Motion carried.

BUDGET COMMITTEE

No Report

MAYOR’S REPORT

13a. Meeting regarding Cragun’s rental violations

Mayor Kavanaugh noted the meeting went well. He stated the ordinance needs to be enforced. Cragun’s will need to address the issue. Another meeting is scheduled for Thursday, May 4, 2023.

CITY ADMINISTRATOR

14a. Sourcewell Community Impact Funds for Local Governments Application

Administrator Christensen explained the process of applying for the funds.

Cash receipting software, install, training:.....	\$7,450
Retaining wall repair at wastewater plant:	\$29,000
Exterior Lighting (extra \$109.00 from Mn Power):	\$2,500
Video conferencing equipment/tech upgrades and installation:	\$11,050
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Total.....	\$50,000

14b. Legislative Bonding Update

Administrator Christensen noted the information was sent.

14c. DDA Benchmark Memo

Administrator Christensen reviewed the communities selected to use for comparables.

Councilor Ruttger moved and Councilor Demgen seconded the motion to approve the benchmark communities selected by David Drown Associates to conduct Classification and Compensation ongoing maintenance. All present voted in favor thereof. Motion carried.

OLD BUSINESS

None

NEW BUSINESS

16a. LMCIT Insurance Renewal Application for Property/Casualty including Coverage Liability Waiver

Administrator Christensen reviewed the application to get quotes.

Councilor Ruttger moved and Councilor Demgen seconded the motion to not waive the monetary limits on municipal tort liability coverage through League of Minnesota Cities Insurance Trust. All present voted in favor thereof. Motion carried.

16b. LMCIT Insurance Renewal Application for Workers Compensation
No extra discussion.

16c. Resolution 05:04-23 MN Trail Assistance Program

Councilor Hoffmann moved and Councilor Demgen seconded the motion to approve Resolution 05:04-23, the application for grant-in-aid cross country ski trails, known as the Pine Beach Ski Trail for 2023-2024, where the City will act as a sponsoring agent. Roll call vote with all present voting in favor thereof. Motion carried.

16d. Liquor Licenses:

Ernie's On Gull Lake	Off Sale Liquor License	\$100.00
	On Sale Liquor License.....	\$1250.00
	Sunday On Sale Liquor License	\$200.00
The Classic (Madden's)	On Sale Liquor License.....	\$1250.00
	Sunday On Sale Liquor License	\$200.00
Madden's On Gull Lake	Off Sale Liquor License	\$100.00
	On Sale Liquor License.....	\$1250.00
	Sunday On Sale Liquor License	\$200.00
Cragun's Lodge/Conference Center	Off Sale Liquor License	\$100.00
	On Sale Liquor License.....	\$1250.00
	Sunday On Sale Liquor License	\$200.00
Legacy Courses at Cragun's	On Sale Liquor License.....	\$1250.00
	Sunday On Sale Liquor License	\$200.00

Councilor Hoffmann moved and Councilor Demgen seconded the motion to approve the liquor licenses recommended by city staff contingent upon approval by the Cass County Sheriff. All present voted in favor thereof. Motion carried.

NEXT REGULAR SESSIONS OF CITY COUNCIL/OTHER MEETINGS

Planning and Zoning Meeting.....Tuesday, May 30, 2023 at 6:30pm
City Council Meeting Tuesday, June 06, 2023 at 6:30pm

Councilor Demgen moved and Councilor Ruttger 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.