

REGULAR COUNCIL MEETING  
CITY OF CROSSLAKE  
MONDAY, FEBRUARY 8, 1999  
7:00 P.M. – CITY HALL

The Council for the City of Crosslake met in the Council Chambers of City Hall on Monday, February 8, 1999 at 7:00 P.M. The following Councilmembers were present: Mayor Darrell Swanson, Donna Keiffer, Chuck Miller, Dean Swanson and Richard Upton. Also present was City Administrator Thomas Swenson, City Attorney Paul Sandelin, City Engineer Dave Reese, Deputy Clerk Darlene Roach and approximately eleven individuals in the audience.

Mayor Swanson called the regular meeting to order at 7:07 P.M.

**B. CRITICAL ISSUES – Nothing**

**C. CONSENT CALENDAR - MOTION 02R-01-99 WAS MADE BY DONNA KEIFFER AND SECONDED BY CHUCK MILLER TO APPROVE ALL ITEMS ON THE CONSENT CALENDAR CONSISTING OF (1) MINUTES OF JANUARY 11, 1999 REGULAR COUNCIL MEETING; (2) MINUTES OF JANUARY 27, 1999 SPECIAL COUNCIL MEETING; (3) TELEPHONE COMPANY FINANCIAL REPORT FOR DECEMBER, 1998; (4) CABLE COMPANY FINANCIAL REPORT FOR DECEMBER, 1998; (5) CITY MONTH END EXPENDITURE REPORT FOR DECEMBER, 1998; AND (6) CITY MONTH END REVENUE REPORT FOR DECEMBER, 1998. MOTION CARRIED WITH ALL AYES.**

**D. MAYOR'S REPORT -** Mayor Swanson reminded everyone that "Crosslake Ice Expo 1999" is scheduled for February 19<sup>th</sup> from noon to 5:00 P.M., February 20<sup>th</sup> from noon to 5:00 P.M. and February 21<sup>st</sup> from 10:00 A.M. to 5:00 P.M. The event is sponsored by the Chamber of Commerce along with the Buzz Brothers of St. Cloud and will be held at the Army Corps of Engineer Campgrounds. The public is invited to attend the event at a charge of \$4.00 for adults and \$1.00 for children. Ice sculptures will be judged by a member of the Crosslake Art Club.

**E. CITY ADMINISTRATOR REPORT –**

1. Payment of Bills – MOTION 02R-02-99 WAS MADE BY RICHARD UPTON AND SECONDED BY DEAN SWANSON TO AUTHORIZE PAYMENT OF BILLS AS SUBMITTED IN THE AMOUNTS OF \$45,117.63 AND \$1090.50. MOTION CARRIED WITH ALL AYES.
2. 1/26/99 Letter from Crow Wing County Historical Society regarding request for funds – MOTION 02R-03-99 WAS MADE BY DONNA KEIFFER AND SECONDED BY DEAN SWANSON TO TABLE THE CROW WING COUNTY HISTORICAL SOCIETY ISSUE TO THE MARCH MEETING. MOTION CARRIED WITH ALL AYES.

3. Renew Fire Protection Contracts for Manhattan Beach, Fairfield Township and Timothy Township – MOTION 02R-04-99 WAS MADE BY CHUCK MILLER AND SECONDED BY RICHARD UPTON TO APPROVE THE FIRE SERVICE CONTRACTS FOR 1999-2000 AS RECOMMENDED IN THE FEBRUARY 4, 1999 MEMO FROM THE CITY ADMINISTRATOR AND TO PUT THE THREE MUNICIPALITIES ON NOTICE OF AN INCREASE TO 2 ½% OF THE TAX CAPACITY FOR THE RENEWAL PERIOD OF 2000-2001. MOTION CARRIED WITH ALL AYES.
4. 1/4/99 Letter from LMCIT regarding coverage for injuries to elected and appointed officials – MOTION 02R-05-99 WAS MADE BY DONNA KEIFFER AND SECONDED BY DEAN SWANSON TO APPROVE PERSONAL INJURY COVERAGE FOR COUNCIL MEMBERS, COMMISSION MEMBERS AND THE LIBRARY COMMITTEE. MOTION CARRIED WITH ALL AYES.
5. 1/15/99 Letter from Mission of the Cross Lutheran Church regarding transient merchant permit - MOTION 02R-06-99 WAS MADE BY DONNA KEIFFER AND SECONDED BY DEAN SWANSON TO APPROVE A TRANSIENT MERCHANT PERMIT FOR MISSION OF THE CROSS LUTHERAN CHURCH. MOTION CARRIED WITH ALL AYES.
6. 1/19/99 Letter from Mayor/City Administrator to elected officials regarding rural Minnesota Health and Resource Protection was included for Council information.
7. 1/27/99 Letter of response from Ad Hoc Committee to Corps of Engineers regarding Dam and Dike project was included for Council information.
8. 1/27/99 Letter from Central Minnesota Initiative Fund regarding library planning grant application was included for Council information.
9. 2/1/99 Letter from City Administrator to Runberg Appraisals regarding appraisals of City parcels was included for Council information.
  - a. 2/08/99 Memo from WSN regarding review of proposed wastewater treatment plant site - WSN will prepare a schematic of the proposed wastewater treatment plant site on an hourly basis not to exceed \$400. MOTION 02R-07-99 WAS MADE BY CHUCK MILLER AND SECONDED BY DEAN SWANSON TO APPROVE WIDSETH SMITH NOLTING PREPARING A SCHEMATIC OF THE PROPOSED WASTEWATER TREATMENT PLANT AT A COST NOT TO EXCEED \$400. MOTION CARRIED WITH ALL AYES.
10. Assessment Notice for Board of Review was included for Council information. (It should be noted that the Annual Board of Review is scheduled for May 20, 1999 at 10:00 A.M. at City Hall.)
11. 1/31/99 Letter from Northern National Bank regarding pledge information was included for Council information.
12. 1/11/99 Chamber of Commerce newsletter and 1/7/99 Chamber minutes were included for Council information.

13. 1/5/99 Letter from Senator Rod Grams regarding 106<sup>th</sup> Congress was included for Council information.
14. 1/18/99 Memo from Minnesota Association of Small Cities regarding 1999 Legislative Session was included for Council information.
15. 12/08/98 Letter from City Attorney regarding claim for shingles on Emergency Services Center – Attorney Sandelin stated that the City has a potential claim for the defective GAFMC shingles on the ESC. He recommended that the City join in the class action lawsuit for a possible monetary reimbursement. An adjuster would examine the shingles and prepare an estimate of damages to prepare a claim. MOTION 02R-08-99 WAS MADE BY RICHARD UPTON AND SECONDED BY DONNA KEIFFER TO AUTHORIZE CITY ADMINISTRATOR TOM SWENSON AND CITY ATTORNEY PAUL SANDELIN TO WORK THROUGH THE PROCEDURE TO JOIN THE CLASS ACTION SUIT AGAINST LOUISIANA PACIFIC. MOTION CARRIED WITH ALL AYES.
16. 12/09/98 Letter from City Attorney regarding Louisiana Pacific OSB Board Claim on Emergency Services Center (see #15 above). It was suggested that Councilmember Swanson be involved as Building and Grounds Liaison along with the Public Works Department.
17. 1/28/99 Copy of letter from League of Minnesota Cities to Senator Samuelson regarding local government sales tax exemption legislation was included for Council information.
18. 2/08/99 Memo from City Administrator regarding Celebrate America Crosslake 1999 street dance. The Chamber of Commerce requested the use of the Emergency Services Center as a permanent site for their annual street dance. City Administrator Swenson recommended that Mayor Swanson, Public Safety Liaison Miller and himself be designated to work with the Chamber and the Fire Department on the details for the 1999 Celebrate America street dance. MOTION 02R-09-99 WAS MADE BY DONNA KEIFFER AND SECONDED BY DEAN SWANSON TO DESIGNATE MAYOR SWANSON, PUBLIC SAFETY LIASION CHUCK MILLER AND CITY ADMINISTRATOR TOM SWENSON AS CITY REPRESENTATIVES TO WORK WITH THE CHAMBER OF COMMERCE AND FIRE DEPARTMENT TO WORK OUT THE DETAILS FOR THE 1999 CELEBRATE AMERICA STREET DANCE AND TO DESIGNATE THE 1999 SITE AS THE EMERGENCY SERVICES CENTER BUILDING AND GROUNDS. MOTION CARRIED WITH ALL AYES.

**COMMISSION REPORTS –**

**1. PLANNING AND ZONING –**

- a. January 1999 Permit Summary shows a year-to-date permit total of 7 with a valuation of \$811,500 compared to 6 permits year-to-date January, 1998 with a valuation of \$45,250.

- b. Minutes of January 15, 1999 Regular Commission Meeting
  - c. Minutes of January 21, 1999 Downtown Sub-Committee Meeting
  - d. Ordinance Amending Chapter 3, Subdivision Standards – This Ordinance amends Chapter 3, relating to commercial and rural road standards. MOTION 02R10-99 WAS MADE BY RICHARD UPTON AND SECONDED BY CHUCK MILLER TO APPROVE ORDINANCE NO. 103 AMENDING CITY CODE CHAPTER 3 RELATING TO MINIMUM ROAD STANDARDS. MOTION CARRIED WITH ALL AYES. MOTION 02R-11-99 WAS MADE BY RICHARD UPTON AND SECONDED BY CHUCK MILLER TO APPROVE PUBLISHING A SUMMARY OF ORDINANCE NO. 103. MOTION CARRIED WITH ALL AYES.
  - e. Ordinance Naming Roads – The Downtown Subcommittee recommended that the east/west downtown road be named Swann Drive and the north/south road be named Pioneer Drive. The developer of Pine View Development, off of Pine Bay Road, along with City staff recommended that the private drive in the development be named Pine Bay Circle. MOTION 02R-11-99 WAS MADE BY DEAN SWANSON AND SECONDED BY RICHARD UPTON TO APPROVE ORDINANCE NO. 104 NAMING THE ROAD NAMES FOR THE DOWNTOWN PROJECT AS SWANN DRIVE AND PIONEER DRIVE AND TO ADOPT PINE BAY CIRCLE AS THE ROAD NAME FOR THE PINE VIEW DEVELOPMENT. MOTION CARRIED WITH ALL AYES. A request to change the name of Boulder Ridge Road to Ox Lake Crossing Road will require a public hearing so no action was taken at this meeting. MOTION 02R-12-99 WAS MADE BY RICHARD UPTON AND SECONDED BY CHUCK MILLER TO APPROVE PUBLISHING A SUMMARY OF ORDINANCE NO. 104. MOTION CARRIED WITH ALL AYES.
  - f. The Planning and Zoning Commission recommended that Randy Godeke be appointed as an alternate to the Commission. MOTION 02R-13-99 WAS MADE BY RICHARD UPTON AND SECONDED BY CHUCK MILLER TO APPROVE RANDY GOEDEKE AS AN ALTERNATE MEMBER OF THE PLANNING AND ZONING COMMISSION. MOTION CARRIED WITH ALL AYES.
  - g. MOTION 02R-14-99 WAS MADE BY CHUCK MILLER AND SECONDED BY DEAN SWANSON TO SCHEDULE A PUBLIC HEARING FOR MONDAY, MARCH 8, 1999 AT 6:30 P.M. TO HEAR A REQUEST TO CHANGE BOULDER RIDGE ROAD TO OX LAKE CROSSING ROAD. MOTION CARRIED WITH ALL AYES.
2. LONG RANGE CAPITAL PLANNING – MOTION 02R-15-99 WAS MADE BY RICHARD UPTON AND SECONDED BY CHUCK MILLER TO APPOINT SANDY ELIASON TO HER SECOND THREE YEAR TERM ON THE LONG RANGE PLANNING COMMISSION. MOTION CARRIED WITH ALL AYES.

3. PUBLIC SAFETY – A brief commission meeting was held on Thursday, January 21, 1999 to discuss the Commission's duties and responsibilities in regards to any and all safety issues brought to the Commission for review.

A request from City Administrator Swenson and Police Chief Backdahl to purchase a hand held radio for Emergency Management Director Bob Garin was presented to the Council. As Bob Garin will be retiring from the Fire Department in the near future and will no longer have access to a radio, he requested that he be allowed to purchase a hand held radio for use in his Emergency Management position. MOTION 02R-16-99 WAS MADE BY CHUCK MILLER AND SECONDED BY RICHARD UPTON TO PURCHASE A HAND HELD RADIO FOR THE POLICE DEPARTMENT AND TO TRANSFER ONE OF THE CURRENT POLICE DEPARTMENT RADIOS TO THE EMERGENCY MANAGEMENT DIRECTOR. MOTION CARRIED WITH ALL AYES.

MOTION 02R-17-99 WAS MADE BY CHUCK MILLER AND SECONDED BY DONNA KEIFFER TO APPOINT JOHN MOENGEN TO HIS FIRST THREE YEAR TERM ON THE PUBLIC SAFETY COMMISSION. MOTION CARRIED WITH ALL AYES. John Moengen previously served as an alternate on the Public Safety Commission.

The Crosslake Police Department reported 87 calls in Crosslake and 18 calls in Mission Township in January.

The Crosslake Fire Department responded to 11 calls in January.

North Ambulance reported 27 callouts in January. An annual report for North Ambulance showed a total of 364 calls in 1998.

Councilmember Miller stated that a check in the amount of \$221.64 was received from the Crosslake-Ideal Lioness Club for purchase of a fax machine for the Fire Department. A thank you letter will be sent to the Lioness Club thanking them for their generous donation. Marge Bundgaard, a member of the Lioness, was present in the audience to receive the Council's thanks and appreciation for the donation. MOTION 02R-18-99 WAS MADE BY RICHARD UPTON AND SECONDED BY CHUCK MILLER TO ACCEPT WITH THANKS THE DONATION OF A FAX MACHINE FOR THE FIRE DEPARTMENT. MOTION CARRIED WITH ALL AYES.

4. PARK AND RECREATION - Park and Recreation Director Susie Colter-Munyer was unavailable due to a death in her family.
5. PUBLIC WORKS –

- A. Minutes from December 21, 1998 and January 19, 1999 Regular Commission Meetings and February 2, 1999 Special Commission Meeting.
- B. 1/28/99 Memo from Public Works Commission regarding Deferred Assessment Ordinance - Upon the recommendation of the Public Works Commission, City Attorney Sandelin prepared an Ordinance dealing with deferred assessments on road improvements which address cases of hardship and un-improved property. The Ordinance also addresses when the deferred assessment would be payable. MOTION 02R-19-99 WAS MADE BY CHUCK MILLER AND SECONDED BY DEAN SWANSON TO APPROVE ORDINANCE NO. 105, THIRD SERIES AMENDING CITY CODE CHAPTER 10 RELATING TO DEFERRAL OF SPECIAL ASSESSMENTS. MOTION CARRIED WITH ALL AYES.

MOTION 02R-20-99 WAS MADE BY CHUCK MILLER AND SECONDED BY DEAN SWANSON TO APPROVE PUBLISHING A SUMMARY OF ORDINANCE NO. 105. MOTION CARRIED WITH ALL AYES.

- C. 1/28/99 Memo from City Administrator regarding Wilderness Trail Project status and retainage - The Public Works Commission held a lengthy discussion at its meeting of January 18, 1999 with Allen Jenson of Anderson Brothers and City Engineer Dave Reese regarding the amount of retainage currently withheld by the City. The Public Works Commission recommended that the retainage be reduced from \$16,000 to \$5000 and the five items listed on the punch list be adopted by the City Council. MOTION 02R-20-99 WAS MADE BY CHUCK MILLER AND SECONDED BY DONNA KEIFFER TO REDUCE THE RETAINAGE FOR WILDERNESS TRAIL FROM \$16000 TO \$5000. MOTION CARRIED WITH ALL AYES.
- D. 1/29/99 Memo from City Administrator regarding Sleepy Valley Road Vacation and Recording of Deed - In 1968, Melvin and Zona Hoffmann deeded land to the City. City Surveyor Don Coulter reviewed records at the Crow Wing County Abstract Office and did not find any records vacating a portion of Sleepy Valley Road or any recording of a deed from the Hoffmann's. In reviewing the City Council Minutes of September 17, 1968, it was the intention of the City Council to vacate a portion of Sleepy Valley Road. Following review of the location of the road, the land which was deeded to the City and the apparent intention of the City Council to vacate a portion of the road in 1968, the Public Works Commission recommended the recording of the deed and to proceed with the road vacation on a portion of the road. MOTION 02R-21-99 WAS MADE BY CHUCK MILLER AND SECONDED BY DONNA KEIFFER TO APPROVE RECORDING THE DEED FROM MELVIN AND ZONA HOFFMAN AND TO AUTHORIZE THE CITY ATTORNEY TO PROCEED WITH THE

VACATION OF SLEEPY VALLEY ROAD FOR A PORTION OF THE ROAD  
ADJACENT TO LOTS 1-6. MOTION CARRIED WITH ALL AYES.

- E. Staley Lane/Jason Lane – A letter dated January 27, 1999 from Richard Armstrong and a reply from the City Administrator dated January 28, 1999 was included for Council information.
- F. Daggett Pine Road Project and Bike Path – A letter dated January 22, 1999 from Shireley Sorsveen to Mayor Swanson was included for Council information.
- G. 2/03/99 Memo from Public Works Commission regarding future striping of City roads - MOTION 02R-22-99 WAS MADE BY CHUCK MILLER AND SECONDED BY DONNA KEIFFER TO REQUEST THE PUBLIC SAFETY COMMISSION STUDY THE STRIPING OF ALL NEW ROADS IN THE CITY. MOTION CARRIED WITH ALL AYES. City Administrator Swenson will check with the League of Minnesota Cities regarding the striping of all the other hard surfaced roads in the City.

6. UTILITIES –

- A. Minutes of January 26, 1999 Regular Commission Meeting
- B. Minutes of February 3, 1999 Special Commission Meeting
- C. Highlights – Telephone - General Manager Kevin Larson reported that Crosslake Communications is continuing the on-going process of dealing with potential Y2K problems. The financial audit, which was performed the week of January 18, 1999 should be available for review within a few weeks. The Utilities Commission recommended that Del Gilsrud be appointed to the Utilities Commission and that Gilroy Arvig be appointed to his second three year term. MOTION 02R-23-99 WAS MADE BY DONNA KEIFFER AND SECONDED BY RICHARD UPTON TO APPOINT DEL GILSRUD TO HIS FIRST THREE YEAR TERM ON THE UTILITIES COMMISSION AND TO APPOINT GILROY ARVIG TO HIS SECOND THREE YEAR TERM ON THE UTILITIES COMMISSION. MOTION CARRIED WITH ALL AYES. Helen Fraser was recognized with a round of applause for her forty years of affiliation with the Utilities Company. Helen has agreed to assist Kevin Larson in putting together a celebration to commemorate the Telephone Company's seventy-five years of operation in 2000. A budget booklet was included in the Council packet for the Council's consideration. MOTION 02R-24-99 WAS MADE BY CHUCK MILLER AND SECONDED BY DONNA KEIFFER TO APPROVE THE 1999 BUDGET AS SUBMITTED FOR CROSSLAKE COMMUNICATIONS. MOTION CARRIED WITH ALL AYES. Cable – A financial audit of the Cable operations was conducted during

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the Telephone operations audit. A semi-annual "Proof of Performance" test was performed on the cable system as required by the FCC. The test resulted in the Cable Company being at 100% of compliance. Marketing - Crosslake long distance has 996 customers as of January 31<sup>st</sup>, 285 Internet subscribers and 150 subscribers to Voice Mail.

In January, the City Council approved a franchise agreement for the Cable Company. General Manger Larson requested approval to present Mission Township with an extension permit for this franchise. MOTION 02R-25-99 WAS MADE BY RICHARD UPTON AND SECONDED BY DONNA KEIFFER TO APPROVE GENERAL MANAGER KEVIN LARSON PRESENTING AN EXTENSION PERMIT FOR CABLE OPERATIONS TO MISSION TOWNSHIP. MOTION CARRIED WITH ALL AYES.

7. PERSONNEL - Nothing
8. LIBRARY -
  - A. Minutes of January 21, 1999 Library Committee Meeting
  - B. Councilmember Keiffer reported that the Library Committee has submitted a grant application to the Central Minnesota Initiative Fund to cover the initial planning phase for a library.
9. RECYCLING - A total of 12.83 tons was recycled in January.
10. ECONOMIC DEVELOPMENT AUTHORITY - It was recommended that Gilroy Arvig be appointed to a six year term. MOTION 02R-26-99 WAS MADE BY RICHARD UPTON AND SECONDED BY DEAN SWANSON TO APPOINT GILROY ARVIG TO A SIX YEAR TERM ON THE ECONOMIC DEVELOPMENT AUTHORITY. MOTION CARRIED WITH ALL AYES.
11. OLD BUSINESS - Nothing
12. NEW BUSINESS - City Engineer Dave Reese asked for direction from the Council in regards to a request by the Downtown Sub-Committee. A request was made for a right-of-way survey for a service road for the business area along County Road #66. The Public Works Commission reviewed two options. Option #1 was to come from the North on Swann Drive and Option #2 was to come from the South on County #3. A survey crew will be in the area within the next day or two that could flag the area. It was the consensus of the Council to direct the City Engineer to flag Option #1 which is to have the alley or service road to come from Swann Drive.
13. PUBLIC FORUM - Nothing  
MOTION 02R-27-99 WAS MADE BY CHUCK MILLER AND SECONDED BY DONNA KEIFFER TO ADJOURN THIS REGULAR MEETING AT 8:22 P.M. MOTION CARRIED WITH ALL AYES.

Recorded and transcribed by:

  
Darlene J. Roach  
Deputy Clerk/Treasurer

BILLS FOR PAYMENT				
8-Feb-99				
VENDOR	DEPT	CHECK #	AMOUNT	
American Planning Association - membership	P&Z		\$140.00	
Banyon Data Systems Seminar - Darlene	Admin		\$75.00	
BB Products Inc. - Strip out old squad / Build new	PD		\$893.96	
Blue Lakes - garbage	PW		\$14.63	
Carla Carlson - Design Wkshop expenses	P&Z		\$115.38	
Cellular One - cell service	PD		\$33.37	
Cellular One - cell service	PD		\$99.12	
Chemsearch - grease/hand cleaner	PW		\$321.82	
Coast to Coast - line cord, jack	Park		\$5.41	
Coast to Coast - shotgun cleaning kit	PD		\$12.77	
Coast to Coast - valve, electric covers	Park		\$7.30	
Crosslake Auto Sales & Service - Tire repair	PD		\$7.00	
Crosslake Bottle Gass - Cemetery propane	Cemetery		\$36.00	
Crosslake Communications	Debt Svc		\$925.93	
Crosslake Communications - phone/fax/internet	All		\$812.91	
Crosslake construction - cabinetry	P&Z		\$17.50	
Crosslake Rolloff - recycling	Recycle		\$1,600.00	
Crow Wing County Auditor - computer reports	P&Z		\$153.10	
Culligan - dispenser & water	Gov't		\$21.30	
Culligan - water	Gov't		\$44.73	
D.G. Towing	PD		\$10.00	
Dacotah Paper - 15 cases paper	3 depts		\$304.96	
Dondelinger - install stripping on '98 & '99 squads	PD		\$185.00	
Echo Publishing - Budget Summary	Admin		\$67.90	
Echo Publishing - envelopes	3 dept		\$94.64	
Echo Publishing - letter	3 dept		\$116.45	
Echo Publishing - Public Hearing Notice	Admin		\$24.25	
Echo Publishing - window envelopes	Admin		\$101.29	
Echo Publishing - Zoning Map Amend #2	P&Z		\$29.69	
Echo Publishing - Zoning Map Amendment	P&Z		\$28.69	
Echo Publishing - Zoning Map Amendment	P&Z		\$29.69	
Elan Financial - balance remaining on conf	Fire		\$7.45	
Elan Financial - jumper cables	PW		\$22.46	
Firemen's Relief Assoc - City contrib to Pension	FD	\$550/per	\$12,100.00	
Gammello & Sandelin - legal fees	Law/Legal		\$2,315.26	
Grafix Shoppe - squad car kit	PD		\$180.73	
Greg Larson Sports - Air flyte shield	FD		\$36.20	
Hillyard - bags for vacuum	Govt		\$11.68	
Hillyard - vacuum	Govt		\$511.20	
IKON - Document tray	Admin		\$26.79	
Kack Drug - Misc	FD		\$13.16	
Kustom Signals - antennas, radar and misc	PD		\$1,610.28	
Martin Comm - Durus Case Monitor	FD		\$16.77	
Martin Comm - hicap rapid rate battery	PW		\$53.25	
MCFOA - Clerks conference (Tom & Darlene)	Admin		\$370.00	
Medtox - drug testing	PW		\$60.00	

Mermaid Enterprises - gasoline		PD	\$284.72
Mills Motors - Alternator		PW	\$400.07
MN Book Store - statute books		PD	\$228.98
MN Dept of Econ Sec - unemployment		Park/PW	\$646.56
Moonlite Square - gasoline		PD	\$63.78
Napa Auto Parts - Antifreeze, filters, wrench, etc.		PW	\$298.88
North Memorial - Ambulance subsidy		Amb	\$1,103.00
Northern National - dump truck payment		PW	\$4,696.86
Northwood Turf & Power - PTO Shaft		PW	\$290.73
NSP		PW	\$278.76
NSP	Warm Hse	Parks	\$89.65
NSP		Gov't	\$779.73
NSP		Parks	\$580.12
Pitney Bowes - scale chart for postage incr		Adm/P&Z	\$14.95
Postmaster - Third class permit		Admin	\$85.00
Quill - Fax mach (donation from Lioness)		FD	\$205.23
Reed's Market -		Park	\$14.40
Rohlfing - duster		Gov't	\$9.13
Rural Cellular - cell service		PD	\$245.79
Rural Cellular - cell service		PD	\$9.62
Rural Cellular - cell service		PD	\$64.57
Rural Cellular - cell service		PD	\$182.52
Sportsman Store - gasoline		PD	\$11.30
Sportsman Store - gasoline		PD	\$42.53
Starkka Oil - 50 gallons of Kerosene		P&R	\$68.00
Starkka Oil - gasoline & oil		PD	\$66.07
The Office Shop - calculator		Park	\$31.94
The Office Shop - Continous paper		Admin	\$20.13
The Office Shop - labels		Admin	\$22.65
The Office Shop - mirror & timecards		Govt/Adm	\$78.49
The Welding Shop - Weld drive shaft		PW	\$30.00
Thomas Swenson - Vehicle Reimb		Admin	\$300.00
Uniforms Unlimited - shirt, patch, bars		PD	\$46.20
Uniforms Unlimited - shirt, patch, alt chg		PD	\$50.35
Uniforms Unlimited - Strobe, lights etc of '99		PD	\$1,338.71
Viking Coke - pop		Parks	\$38.00
Viking Coke - pop		Govt	\$19.60
Whitefish Auto - radiator cap		PW	\$51.65
Xerox Corp - 19 days ma on old copier		PD	\$13.19
Xerox Corp - copier		PD	\$1,580.00
Ziegler - filter		PW	\$18.03
Ziegler - filter		PW	\$9.78
Ziegler - switch		PW	\$26.74
Office Max - office supplies		All	\$335.17
Medica - health	City/Emp		\$4,191.98
MN Life - city paid health teleco/city	City/Emp	All	\$305.00
MN NCPERS - empl pay life insurance		All	\$96.00
Brainerd National - payroll savings		All	\$110.00
Delta Dental		All	\$864.45
Great West Life - deferred comp		All	\$530.00
MN Mutual - deferred comp		All	\$240.00

MN Child Support Pymt		All		\$166.12
MN State Retirement - deferred comp		All		\$80.00
PERA		All		N/A
State Tax		All		N/A
Federal/SS/Medicare		All		N/A
MN Benefit - employee pay policy		All		\$97.48
Council # 65		All		N/A
2 Payrolls		All		N/A
			TOTAL	\$45,117.63



**ORDINANCE NO. 103, THIRD SERIES  
AN ORDINANCE AMENDING CITY CODE CHAPTER 3  
RELATING TO MINIMUM ROAD STANDARDS  
CITY OF CROSSLAKE, COUNTY OF CROW WING,  
STATE OF MINNESOTA**

The City Council of the City of Crosslake does ordain as follows:

Section 1. **Purpose and Intent.** The purpose and intent of this ordinance is to amend Chapter 3, Section 3.30, Subdivision 1, B of the City Code, the Street Improvement Standards of the Subdivision Regulation Ordinance.

Section 2. **Amendment.** Section 3.30 of the Crosslake City Code shall be amended as follows (additions are highlighted and deletions are stricken):

**SECTION 3.30. IMPROVEMENTS.**

**Subd. 1. Standards.**

**A. Survey Standards.** Survey standards shall be those required by Minnesota Statutes, Chapter 505, including the placement of all monuments including block corners, lot corners, curve points and lake survey line points on lot lines. All U.S., State, County and other official benchmarks, monuments or triangulation stations in or adjacent to the proposed subdivision shall be preserved in position unless a relocation is approved by the controlling agency.

**B. Street Improvement Standards.** All streets within the subdivision shall be constructed by the subdivider or otherwise provided for by agreement in a development contract between the subdivider and the Council with all expenses borne by the subdivider. Private streets shall be constructed to the same standards as public streets, shall be constructed by the developer, and shall be maintained by a homeowner's association. Access shall be provided giving emergency vehicles access to the public.

1. Residential Collector City streets shall be constructed according to the "Minimum Standards for Residential Roadway Construction" dated December 1996 or subsequently revised by the Council.
2. Commercial City streets shall be constructed to residential standards as a minimum, with the addition of on-street parking spaces, curb and gutter or increased pavement thickness as recommended by the City Engineer and adopted by the Planning and Zoning Commission.

The following are minimum standards required by the City of Crosslake for commercial road applications. Specific site conditions may warrant modification from this standard.

- a. The Developer shall retain a Professional Engineer, registered in the State of Minnesota, to investigate the site conditions

- and prepare plans and specifications in substantial conformance with the minimum standards.
- b. A lesser base and payment section may be considered if substantiated by soil boring data, traffic count information and recommendations of a registered Geotechnical Engineer and Developer's Engineer.
  - c. The Developer's Engineer, or Engineer's qualified construction observer, shall be present onsite during all underground utility construction and minimally present at the completion of roadway subgrade, base, and paved sections to check the work for conformance with the approved plans and specifications. In addition, Developer's Engineers/Surveyors shall provide construction staking, resolve construction related issues, review proposed deviations from the approved plans with the City Engineer, and record such deviations as required.
  - d. The Developer's Engineer shall certify that soil and pavement compaction has been completed in accordance with the approved plans and specifications and that roadway and utility grades are in conformance with the plans and specifications.
  - e. All utility construction and testing shall be completed as required by the STANDARD UTILITY SPECIFICATIONS for Water Main and Service Line Installation and Sanitary Sewer and Storm Sewer Installation, 1998 edition as published by the City Engineers Association of Minnesota. The Developer's Engineer shall notify the city engineer within 24 hours of any utility testing procedure.
  - f. Acceptance of the public improvements by the city shall be contingent upon receipt of written certification by the Developer's Engineer that the construction has been completed in accordance with the approved plans and specifications and submittal of certified record drawings.
  - g. The Developer shall reimburse the city for all reasonable administrative costs, including engineering and legal services, associated with the review of project documents, meetings and observation of critical phases of construction.

The minimum design requirements are as follows:

1. Topsoil – Minimum 4" Compacted Depth, MnDOT 3877 Type A Topsoil Borrow
2. Turf Establishment:
 

Seed Mix, City's Discretion	125 lbs. per acre
Mulch Material, Type 1 (4)	1.5 ton per acre
Mulch Material, Type 5 (4)	500 lbs. per acre
Disc anchoring is required unless hydroseeded	
Commercial Fertilizer, Analysis 12-12-12 –	500 lbs. per acre

3. Driveway Culverts: Minimum 15" diameter, Corrugated Metal Pipe and Aprons or Corrugated Polyethylene Pipe and Aprons, MnDOT 2501 Pipe Culverts
4. Storm Sewer: MnDOT 2506 Precast Sectional Concrete Structures and Metal Drainage Castings
5. Concrete Sidewalks: Min. 5' Width, 4" Thickness, MnDot 2521 Concrete Walks, or equiv. option
6. Bicycle Paths will be considered on a case by case basis by the Planning Commission.

A typical rural commercial street section and typical urban commercial street section is attached hereto as **Exhibit A**.

3. Residential minor streets shall be constructed according to the "Minimum Standards for Residential Roadway Construction" dated December 1996 or subsequently revised by the Council.
4. A rural road shall be constructed according to the minimum standards for rural roads. The following are minimum standards required by the City of Crosslake for rural road applications. Specific site conditions may warrant modification from this standard.
  - a. The Developer shall retain a Professional Engineer, registered in the State of Minnesota, to investigate the site conditions and prepare plans and specifications in substantial conformance with the minimum standards.
  - b. The Developer's Engineer, or Engineer's qualified construction observer, shall be present onsite during all underground utility construction and minimally present at the completion of roadway subgrade, base, and paved sections to check the work for conformance with the approved plans and specifications. In addition, Developer's Engineers/Surveyors shall provide construction staking, resolve construction related issues, review proposed deviations from the approved plans with the City Engineer, and record such deviations as required.
  - c. The Developer's Engineer shall certify that soil and pavement compaction has been completed in accordance with the approved plans and specifications and that roadway and utility grades are in conformance with the plans and specifications.
  - d. All utility construction and testing shall be completed as required by the STANDARD UTILITY SPECIFICATIONS for Water Main and Service Line Installation and Sanitary Sewer and Storm Sewer Installation, 1998 edition as published by the City Engineers Association of Minnesota. The Developer's Engineer shall notify the city engineer within 24 hours of any utility testing procedure.
  - e. Acceptance of the public improvements by the city shall be

contingent upon receipt of written certification by the Developer's Engineer that the construction has been completed in accordance with the approved plans and specifications and submittal of certified record drawings.

- f. The Developer shall reimburse the city for all reasonable administrative costs, including engineering and legal services, associated with the review of project documents, meetings and observation of critical phases of construction.

The minimum design requirements are as follows:

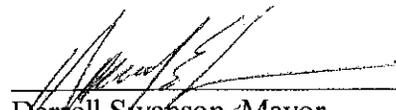
- 1. Topsoil -- Minimum 4" Compacted Depth, MnDOT 3877 Type A Topsoil Borrow
- 2. Turf Establishment:
  - Seed Mix, City's Discretion 125 lbs. per acre
  - Mulch Material, Type 1 (4) 1.5 ton per acre
  - Mulch Material, Type 5 (4) 500 lbs. per acre
  - Disc anchoring is required unless hydroseeded
  - Commercial Fertilizer, Analysis 12-12-12 -- 500 lbs. per acre
- 3. Driveway Culverts: Minimum 12" diameter, Corrugated Metal Pipe and Aprons or Corrugated Polyethylene Pipe and Aprons, MnDOT 2501 Pipe Culverts
- 4. Bicycle Paths will be considered on a case by case basis by the Planning Commission.

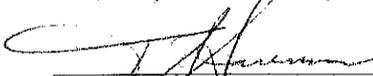
Recommended minimum sections for City maintained roadways are attached hereto as **Exhibit B**. Recommended dead end treatments for City maintained roadways are attached hereto as **Exhibit C**.

Section 3. **Effective Date.** This ordinance shall become effective upon its passage and publication as provided by law.

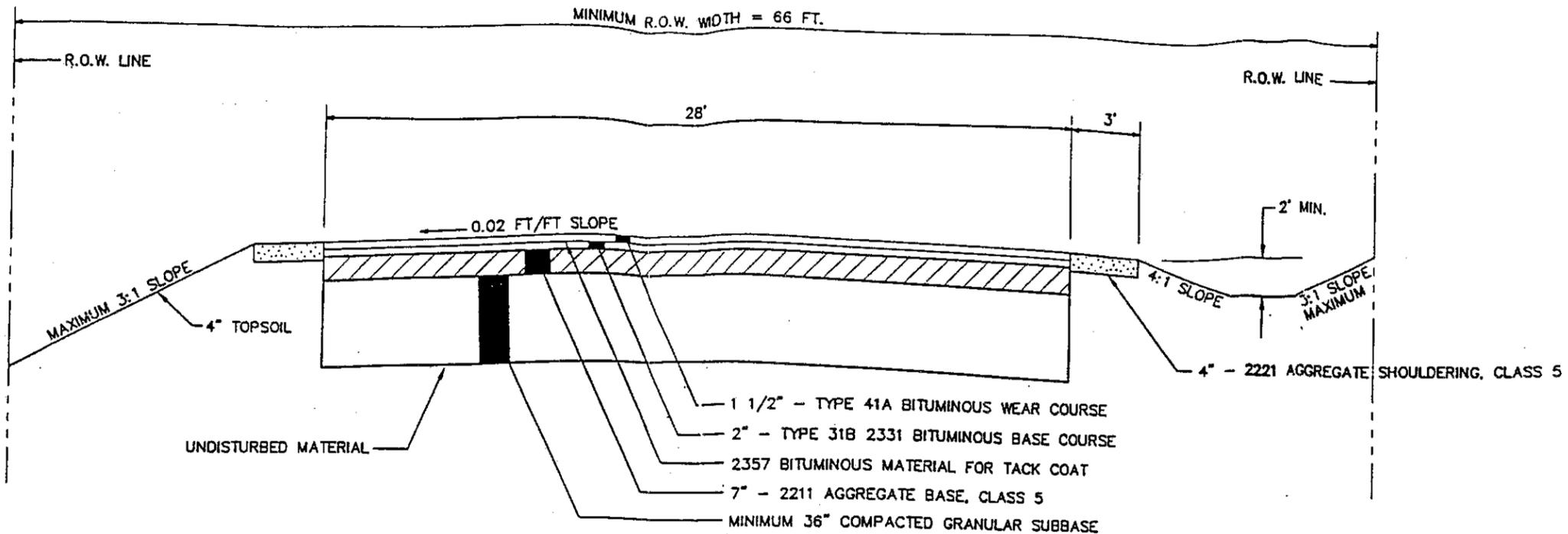
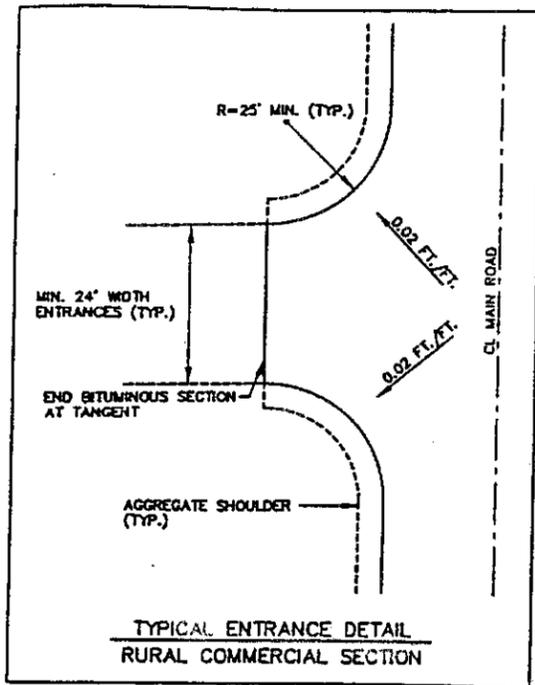
Section 4. **Repeal.** This ordinance shall repeal all ordinances or sections of the City Code inconsistent herewith.

Passed by the Council this 8th day of February, 1999, by 5 /5ths Vote.

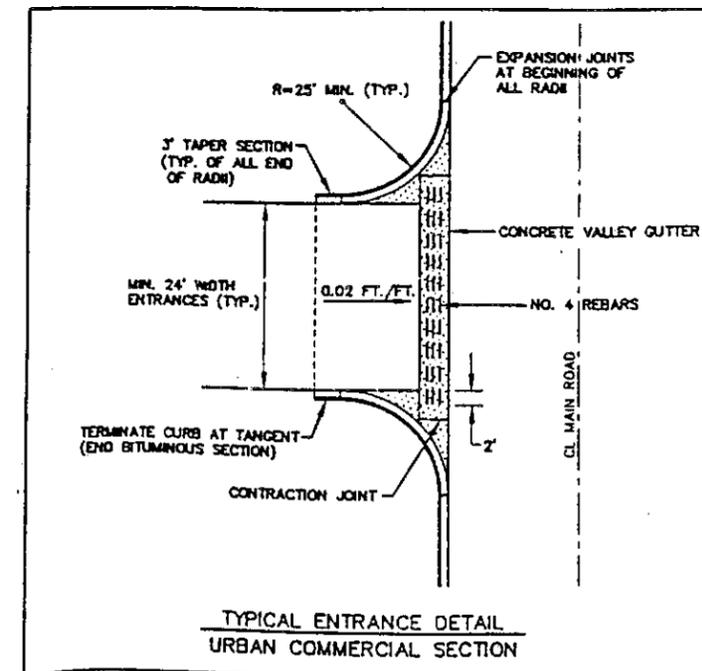
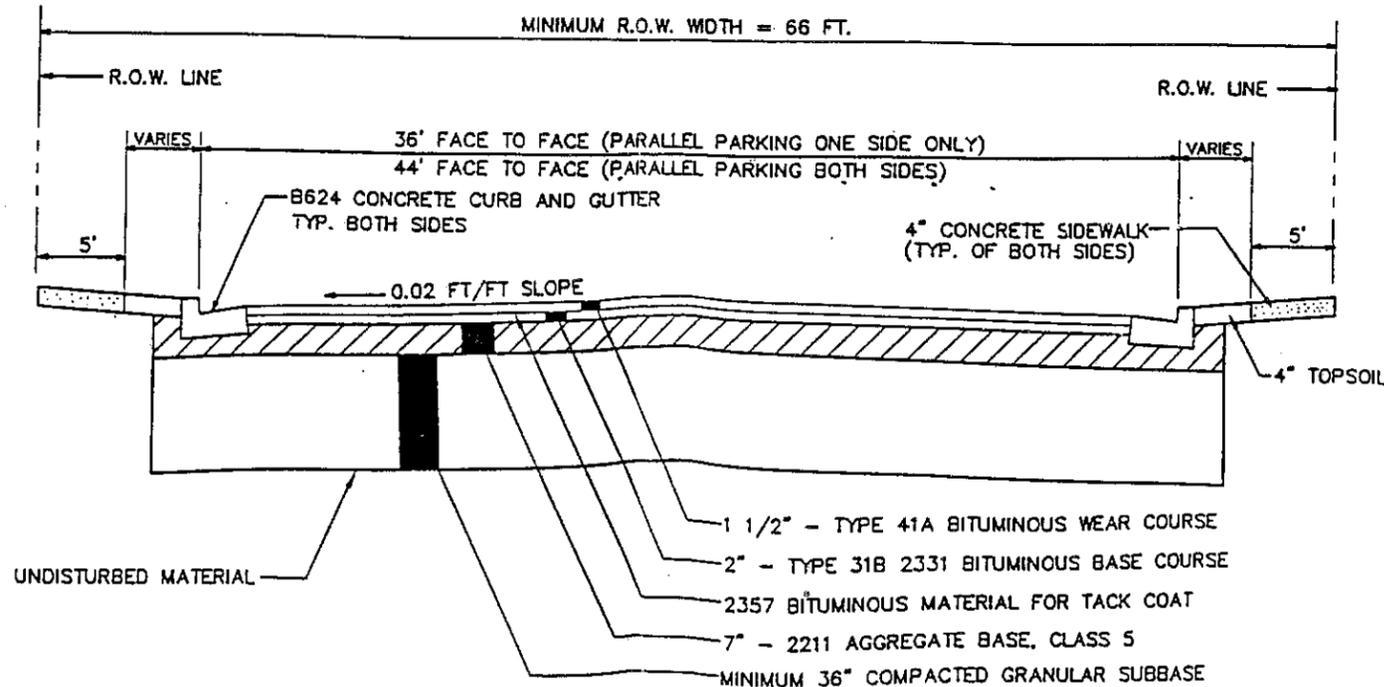
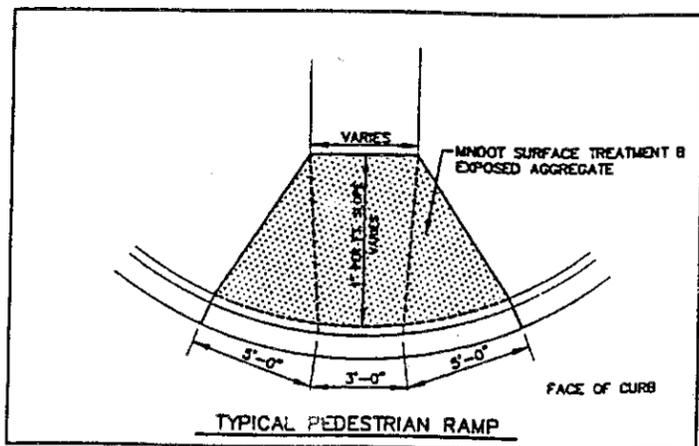
  
\_\_\_\_\_  
Darrell Swanson, Mayor

ATTEST:   
\_\_\_\_\_  
Thomas Swenson, City Administrator

# TYPICAL RURAL COMMERCIAL STREET SECTION



# TYPICAL URBAN COMMERCIAL STREET SECTION



- ① SIDEWALKS SHALL BE 6" THICK AT DRIVEWAYS AND REINFORCED WITH 5 - #4 BARS (FULL WIDTH)
- ② MINIMUM LONGITUDINAL GRADE = 0.50% TO ENHANCE DRAINAGE ALONG GUTTERS.

WIDSETH  
SMITH  
NOLIN

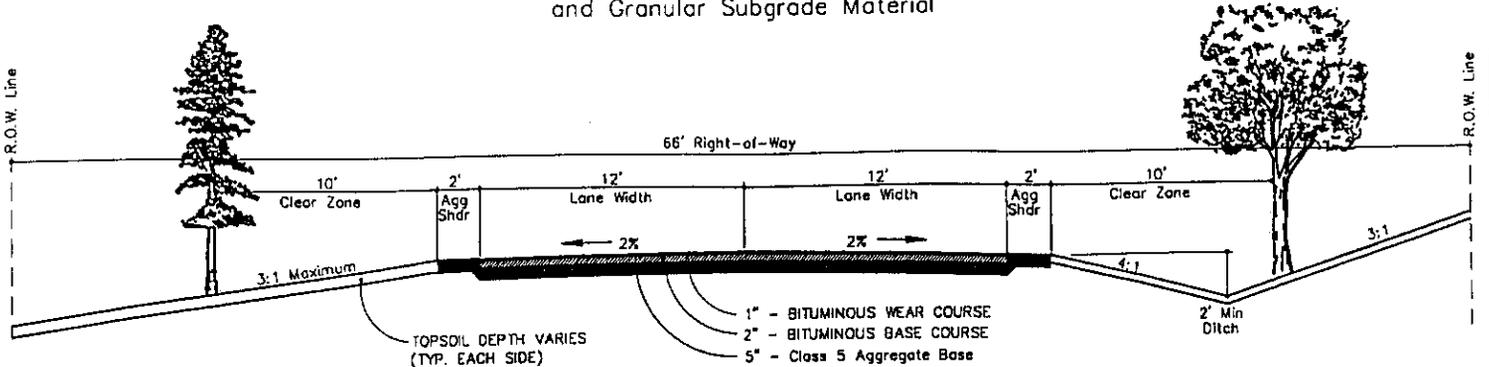
ENGINEER  
LAND SURVEYOR  
PROJECT MANAGER  
ENVIRONMENTAL CONSULTANT

WILMINGTON ALEXANDRIA CROOKSTON

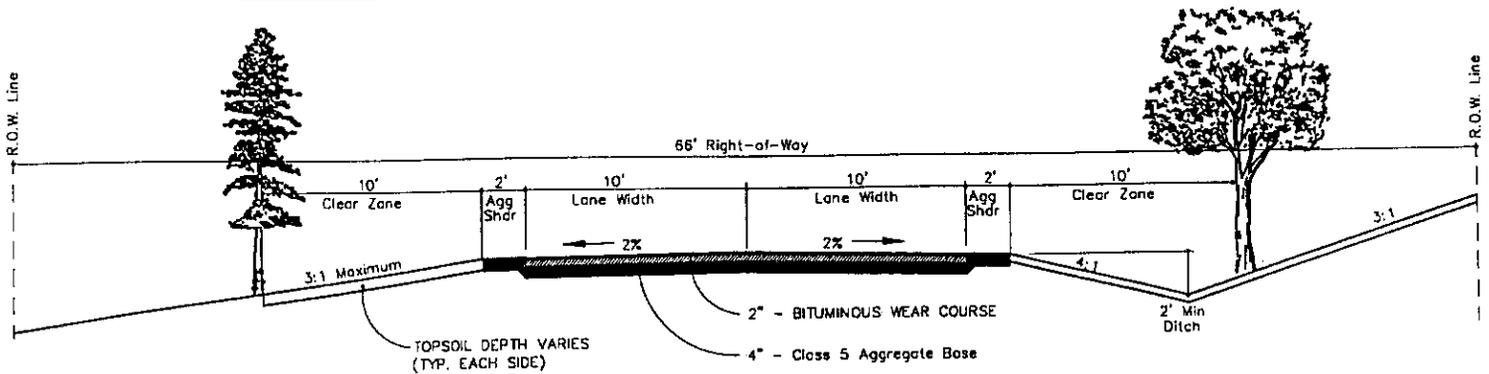
CITY OF CROSSLAKE

# Recommended Minimum Sections for City Maintained Roadways

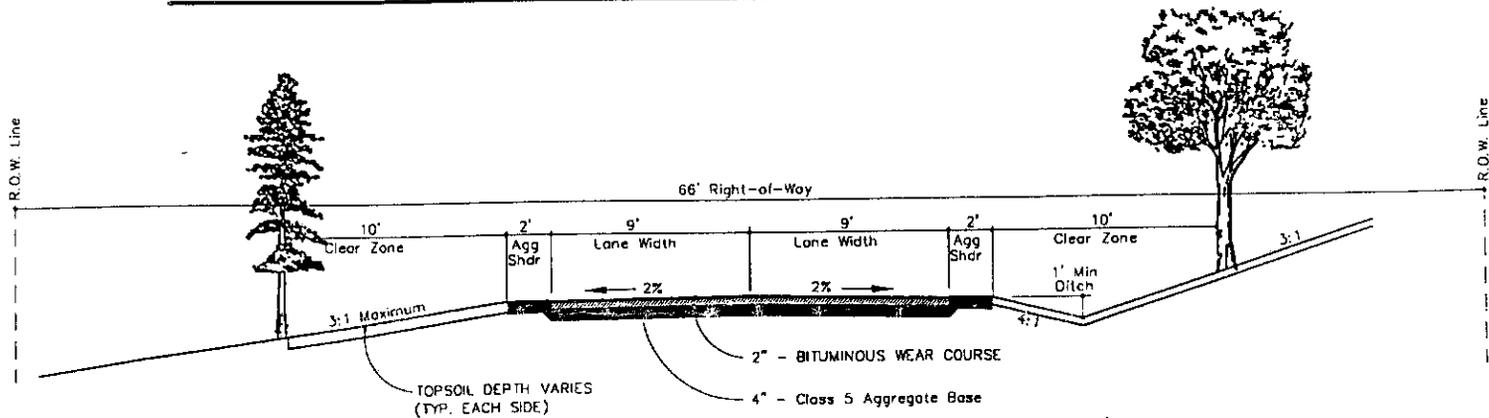
Assumes 30 mph Speed Limit  
and Granular Subgrade Material



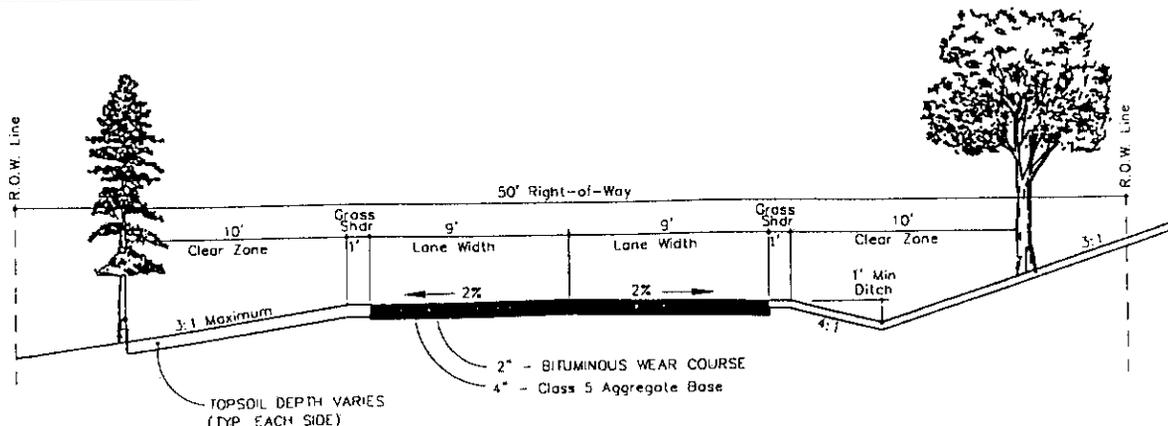
**Major Rural Roadway -- Over 40 lots (410+ ADT)**



**Rural Roadway -- 26 lots to 40 lots (260 to 400 ADT)**

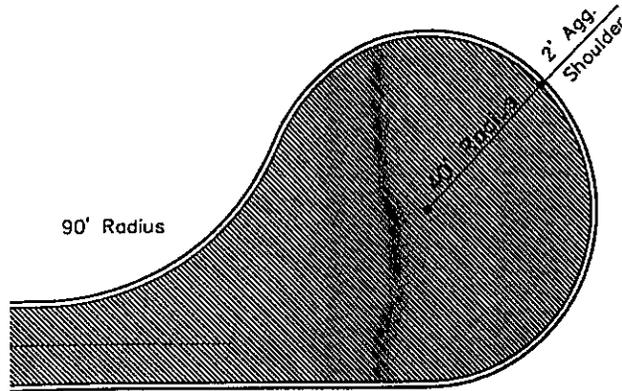


**Minor Rural Roadway -- 11 to 25 lots (110 to 250 ADT)**

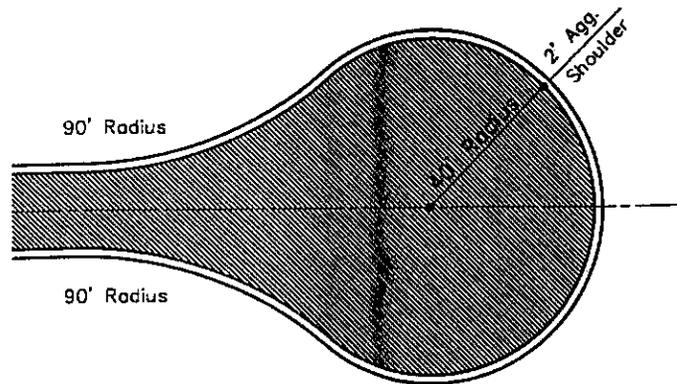


**Lanes and Accesses -- 0 to 10 lots (0 to 100 ADT)**

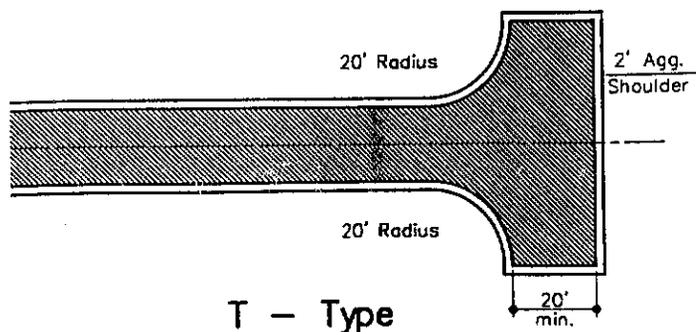
# Recommended Dead End Treatments for City Maintained Roadways



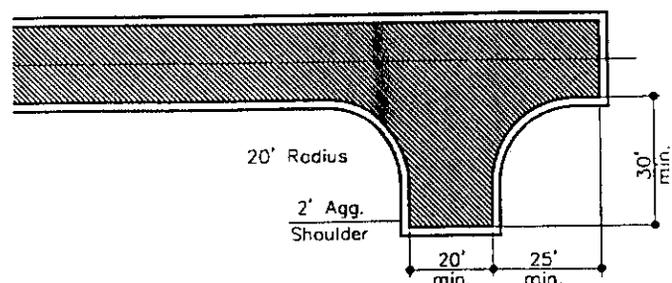
Offset Cul-De-Sac (Preferred)



Typical Cul-De-Sac



T - Type



Branch Type

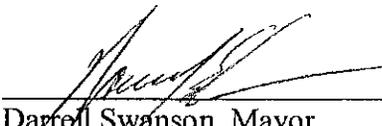
**ORDINANCE SUMMARY**  
**ORDINANCE NO. 103, THIRD SERIES**  
**AN ORDINANCE AMENDING CITY CODE CHAPTER 3**  
**RELATING TO MINIMUM ROAD STANDARDS**  
**CITY OF CROSSLAKE, COUNTY OF CROW WING,**  
**STATE OF MINNESOTA**

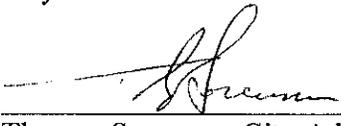
The following is the official summary of Ordinance No. 103, approved by the City Council of the City of Crosslake, on the 8th day of February, 1999.

The purpose of the ordinance is to amend Chapter 3 of the City Code relating to the minimum road standards within the City of Crosslake.

A printed copy of the ordinance is available for inspection by any person at the office of the Deputy Clerk.

Passed by the Council this 8th day of February, 1999, by a 5 /5ths vote.

  
\_\_\_\_\_  
Darrell Swanson, Mayor  
City of Crosslake

  
\_\_\_\_\_  
Thomas Swenson, City Administrator  
City of Crosslake

**ORDINANCE NO. 104, THIRD SERIES  
AN ORDINANCE NAMING STREETS  
IN THE CITY OF CROSSLAKE  
CITY OF CROSSLAKE, COUNTY OF CROW WING,  
STATE OF MINNESOTA**

The City Council of the City of Crosslake does ordain as follows:

**Section 1. Swann Drive.**

The name of the east/west downtown road as designated on the attached **Exhibit A** shall be Swann Drive.

**Section 2. Pioneer Drive.**

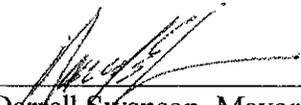
The north/south downtown road as designated on the attached **Exhibit A** shall be named Pioneer Drive.

**Section 3. Pine Bay Road.**

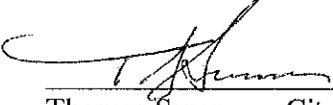
The road designated on the attached **Exhibit B** shall be named Pine Bay Circle.

**Section 4. Effective Date.** This ordinance shall become effective upon its passage and publication as provided by law.

Passed by the Council this 8<sup>th</sup> day of February, 1999, by 5 /5ths Vote.

  
\_\_\_\_\_  
Darrell Swanson, Mayor

ATTEST:

  
\_\_\_\_\_  
Thomas Swenson, City Administrator

### EXISTING CONDITIONS MAP

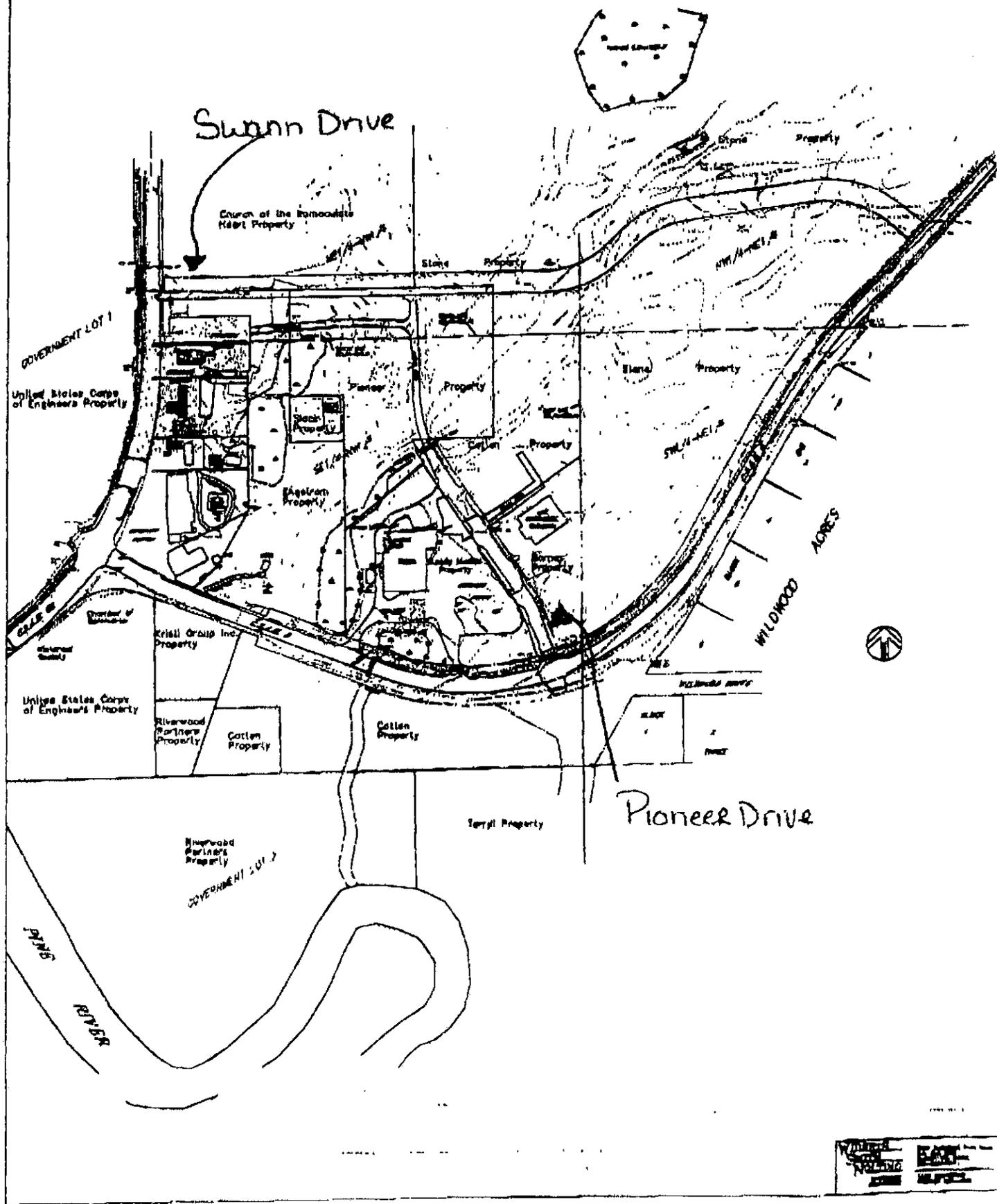


EXHIBIT A



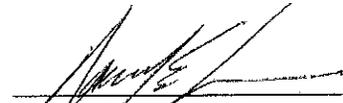
**ORDINANCE SUMMARY**  
**ORDINANCE NO. 104, THIRD SERIES**  
**AN ORDINANCE NAMING STREETS**  
**CITY OF CROSSLAKE, COUNTY OF CROW WING**  
**STATE OF MINNESOTA .**

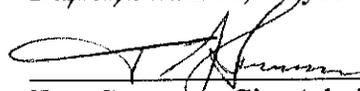
The following is the official summary of Ordinance No. 104, approved by the City Council of the City of Crosslake, on the 8th day of February, 1999.

The purpose of this Ordinance is to name certain roads in the City of Crosslake.

A printed copy of the Ordinance is available for inspection by any person at the office of the City Clerk.

Passed by the Council this 8th day of February, 1999.

  
\_\_\_\_\_  
Darrell Swanson, Mayor

  
\_\_\_\_\_  
Tom Swenson, City Administrator

**ORDINANCE NO. 105, THIRD SERIES  
AN ORDINANCE AMENDING CITY CODE CHAPTER 10  
RELATING TO DEFERRAL OF SPECIAL ASSESSMENTS  
CITY OF CROSSLAKE, COUNTY OF CROW WING,  
STATE OF MINNESOTA**

The City Council of the City of Crosslake does ordain as follows:

Section 1. Purpose and Intent. The purpose and intent of this ordinance is to amend Chapter 10 of the Crosslake City Code to provide a procedure for deferral of special assessments for senior citizens and retired disabled homeowners and providing for deferred assessments on unimproved property.

Section 2. Amendment. Chapter 10 of the Crosslake City Code shall be amended to read as follows:

**Section 10.11. Deferral of Special Assessments for Senior Citizens and Retired Disabled Homeowners.**

**Subd. 1. Deferral Assessment.** The City Council may defer the payment of any special assessment made for local improvements constructed by the City within the City of Crosslake when, in its discretion, it determines by a three-fifths vote of the City Council that the property upon which said assessment is to be levied is occupied as a homestead by one or more owners of the property who is 65 years of age or older, or retired by reason of permanent and total disability when payment of the assessment would create a hardship upon the owners thereof.

**Subd. 2. Filing for a Deferred Status.** An applicant must file an application for deferred status within 30 days of the adoption of the final assessment roll or by September 15 of the year preceding the year for which deferral is requested, which ever is later, in order to be eligible for the deferral program in the succeeding year. All deferral applications must be made on forms approved by the City Administrator and submitted to the City of Crosslake Clerk's Office.

**Subd. 3. Criteria for Determining Whether Applicant is Retired by Reason of Permanent and Total Disability.** Retirement by reason of permanent and total disability shall be deemed prima facie to exist when the applicant presents a sworn affidavit by a licensed medical doctor attesting that the applicant is unable to be gainfully employed because of a permanent and total disability.

**Subd. 4. Criteria for Determining Hardship.** A deferment may not be granted unless it would be a hardship for the applicant to make the payments. Irrespective of whether the applicant is applying because (a) the applicant is 65 years of age or older or (b) the applicant is retired by reason of permanent and total disability a hardship shall be deemed prima facie to exist when all the following apply:

- A. The annual gross income of the applicant and the applicant's spouse, if any, according to their federal income tax return for the preceding year plus their tax exempt income for the preceding year can not exceed the amount equal to 200% of the most current federal poverty guidelines and schedule for family size, for Crow Wing County. If no such return was made, the City Administrator shall require the applicant to submit other pertinent information to show that this qualification is met.
- B. The special assessment to be deferred exceeds \$1,000.00.
- C. Notwithstanding the foregoing, the City Council may determine that a hardship exists on the basis of exceptional and unusual circumstances pertaining to an applicant not caused by the above standards; but any determination shall be made in a nondiscriminatory manner and shall not give the applicant an unreasonable preference or advantage over other applicants.

**Subd. 5. Interest on Deferred Assessment.** All deferred special assessments granted under this section shall accrue interest on the principal amount at the same rate established for the assessment, as if no deferment was granted. Said interest shall be due and payable upon termination of the deferred status.

**Subd. 6. Termination of Right of Deferred Payment.** Deferrals granted hereunder shall terminate and the amount deferred, together with accumulated interest, shall become due upon the occurrence of any of the following events:

- A. The death of the owner qualified for deferral status, provided that the surviving spouse is otherwise not eligible for the deferred benefits provided hereunder.
- B. The sale, transfer or subdivision of the property or any part thereof, including sale by contract for deed.
- C. If the property should for any reason lose its status as the homestead of the applicant.
- D. If for any reason the City Council shall determine that there would be no hardship to require immediate or a partial payment of the deferred assessment.
- E. At the time of the termination of the deferred status, the City Council may, in its discretion, provide for payment of said deferred sum in installment payments in accordance with the terms of the original assessment.

**Section 10.12. Deferral of Special Assessments on Unimproved Property.**

**Subd. 1. Deferral.** The City Council may, upon approval of the appropriate application by a three-fifths vote of the City Council, defer the payment of the first installment, and all subsequent installments, of any special assessment levied upon unimproved property until a designated future year, or until the construction of improvements thereon, or the platting or subdivision of the property, upon such terms and conditions and based upon such standards and criteria as may be provided by resolution of the City Council.

**Subd. 2. Interest on Deferred Assessment.** All deferred special assessments granted under this section shall accrue interest on the principal amount at the same rate established for the assessment, as if no deferment was granted. Said interest shall be due and payable annually at the same time as the principal installments of the assessment would have been payable if not deferred.

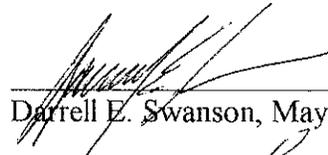
**Subd. 3. Termination of Deferred Status.** Upon the expiration of the deferred status or upon the construction of improvements on the property, or upon the platting or subdivision of the property, the outstanding principal and interest shall be payable in equal installments over the remaining years of the assessment.

**Subd. 4. Improvement Defined.** Improvement shall be defined for purposes of this section as any construction or work which requires a zoning permit from the City of Crosslake.

Section 3. Repeal. This ordinance shall repeal all ordinances or sections of the City Code inconsistent herewith, including Section 10.8 of the City Code.

Section 4. Effective Date. This ordinance shall become effective upon its passage and publication as provided by law.

Passed by the Council this 8<sup>th</sup> day of February, 1999, by 5/5ths Vote.

  
\_\_\_\_\_  
Darrell E. Swanson, Mayor

ATTEST:

  
\_\_\_\_\_  
Thomas N. Swenson, City Administrator

**ORDINANCE SUMMARY**  
**ORDINANCE NO. 105, THIRD SERIES**  
**AN ORDINANCE AMENDING CITY CODE CHAPTER 10**  
**RELATING TO DEFERRAL OF SPECIAL ASSESSMENTS**  
**CITY OF CROSSLAKE, COUNTY OF CROW WING,**  
**STATE OF MINNESOTA**

The following is the official summary of Ordinance No. 105, approved by the City Council of the City of Crosslake, on the 8<sup>th</sup> day of February, 1999.

The purpose of the ordinance is to amend Chapter 10 of the City Code to provide a procedure for deferral of special assessments for senior citizens and retired disabled homeowners and providing for deferred assessments on unimproved property.

A printed copy of the ordinance is available for inspection by any person at the office of the Deputy Clerk.

Passed by the Council this 8<sup>th</sup> day of February, 1999, by a 5/5ths vote.

  
\_\_\_\_\_  
Darrell E. Swanson, Mayor  
City of Crosslake

  
\_\_\_\_\_  
Thomas N. Swenson, City Administrator  
City of Crosslake