

REGULAR COUNCIL MEETING
CITY OF CROSSLAKE
MONDAY, FEBRUARY 10, 2003
7:00 P.M. – CITY HALL

The Council for the City of Crosslake met in the Council Chambers of City Hall on Monday, February 10, 2003. The following Councilmembers were present: Mayor Darrell Swanson, Dean Eggena, Charles (Chuck) Miller, Richard (Dick) Phillips and Irene Schultz. Also present was City Administrator Tom Swenson, Community Development Director Paul Larson, City Attorney Paul Sandelin, City Engineer Dave Reese, Public Works Director Ted Strand, Park and Recreation Director Jon Henke, Police Chief Bob Hartman, General Manager Dennis Leaser, Clerk/Treasurer Darlene Roach and Lake Country Echo Reporter Betty Ryan. There were approximately fifteen individuals in the audience.

A. CALL TO ORDER – Mayor Swanson called the meeting to order at 7:00 P.M. It was noted that there were additions to the agenda, namely additional bills for approval, two email's from George Riches regarding the City Hall remodeling project and a copy of a Letter of Credit renewal request from Northern National Bank. Prior to the meeting a letter was presented to the Council by Les Boozell. With no expressed objection from any of the Councilmembers, the items were added to the regular agenda.

B. CRITICAL ISSUES – John Maatala of the Crow Wing County Solid Waste Office addressed the Council and presented a proposal where the County would pay for the installation of an underground oil storage tank in Crosslake for disposal of used oil by the public. He stated that representatives of the Solid Waste Office have been approaching municipalities with the hopes of installing nine underground storage tanks within the County. The site of the tank would also accommodate the disposal of antifreeze and oil filters. A total of \$25,000 has been allocated for the 4,000 gallon tank with seventy five percent of the cost paid by the County and twenty five percent paid by the contractor. Currently there is one tank installed in Crosby and another at the County landfill. The dropoff site has a cash box installed and users are on the honor system. Councilmember Miller asked if the site was for use by businesses and residents and Mr. Maatala stated it is being built for use by both. Councilmember Miller asked if the other two locations had any problems with individuals dropping off paint or other non-recyclable items and Mr. Maatala stated that has not been a problem. He also stated that the Company that contracts with the County to pick up the oil has a oil/gas/water separator which would separate antifreeze if erroneously dumped into the oil tank. Councilmember Schultz asked if the City incurred any cost for pumping the oil and Maatala stated there would be no cost to the City for pumping out the oil. Councilmember Eggena asked if there was a shortage of money collected who would cover the loss and Mr. Maatala stated the City would incur the cost of any shortage. The City would be required to provide a dumpster at the site. Councilmember Phillips stated that he has visited the site at the County and would be supportive of such a facility in Crosslake. The County would like to install the tank at the site of the proposed Joint Public Works Facility. Mr. Maatala stated that one gallon of used oil could contaminate up to 1 million gallons of water. The City would be

required to sign a five-year contract with Eastside Oil Company. Eastside Oil would purchase and install the tank and all fittings pursuant to MPCA guidelines and provide all labor and materials in return for all used oil and filters. The City would be required to maintain and monitor the facility. The City would be required to provide access to the site. City Administrator Swenson asked what timeline the County was looking at for installing the tank and Mr. Maatala stated that the tank would need to be in by the end of June or the funding would be lost. Mayor Swanson suggested that the proposal be referred to the Public Works Commission for a recommendation. Councilmember Eggena supported the proposal and felt it would be a win-win situation. Jim Finese of Eastside Oil will be present at the next regular Council meeting.

C. CONSENT CALENDAR – MOTION 02R-01-03 WAS MADE BY CHUCK MILLER AND SECONDED BY DEAN EGGENA TO APPROVE THE FOLLOWING ITEMS LISTED ON THE CONSENT CALENDAR CONSISTING OF: (1) MINUTES OF REGULAR COUNCIL MEETING OF JANUARY 13, 2003; (2) MINUTES OF SPECIAL COUNCIL MEETING OF JANUARY 17, 2003; (3) MINUTES OF SPECIAL COUNCIL MEETING OF JANUARY 31, 2003; (4) CITY MONTH END REVENUE REPORT DATED DECEMBER 31, 2002; AND (5) CITY MONTH END EXPENDITURE REPORT DATED DECEMBER 31, 2002. MOTION CARRIED WITH ALL AYES.

D. PUBLIC FORUM – None

E. MAYOR'S REPORT – Mayor Swanson announced location changes for several upcoming meetings due to the remodeling work being done at City Hall. Meetings are being moved to either the Community Center or Crosslake Communications.

F. CITY ADMINISTRATOR –

1. MOTION 02R-02-03 WAS MADE BY IRENE SCHULTZ AND SECONDED BY CHUCK MILLER TO APPROVE ALL BILLS FOR PAYMENT AS SUBMITTED IN THE AMOUNTS OF \$85,038.73 AND \$2,965.16. MOTION CARRIED WITH ALL AYES.

2. Memo from Clerk Roach regarding Application for Exempt Permit – The Blue Line Hockey Club requested Council approval on an Application for Exempt Permit authorizing the sale of raffle tickets for a one-time drawing for a Minnesota Wild Jersey signed by the team. Jane Monson, representing the Club, addressed the Council and stated that the Blue Line Hockey Club were financial supporters of the Pequot Lakes High School Hockey Team and this fund raiser would assist in this effort. MOTION 02R-03-03 WAS MADE BY DICK PHILLIPS AND SECONDED BY DEAN EGGENA TO APPROVE THE CHARITABLE GAMBLING PERMIT FOR THE BLUE LINE HOCKEY CLUB. MOTION CARRIED WITH ALL AYES.

3. Memo from Clerk Roach regarding Transient Merchant Park Permit - Mission of the Cross Lutheran Church requested approval for a Transient Merchant Permit to hold flea markets on their church property six various dates throughout the summer. MOTION 02R-04-03 WAS MADE BY

CHUCK MILLER AND SECONDED BY IRENE SCHULTZ TO APPROVE A TRANSIENT MERCHANT PARK PERMIT FOR MISSION OF THE CROSS LUTHERAN CHURCH FOR 2003. MOTION CARRIED WITH AYES.

4. Action on a contract for services between the City and Brainerd Lakes Area Development Corporation was deferred to later in the meeting when Sheila Wasnie Haverkamp was in attendance. Ms. Haverkamp was attending a Council meeting in Jenkins this same date and would not be available until later on in the meeting.
5. Memo regarding 2003 Fire Service Contracts – City Administrator Tom Swenson explained the methodology used in determining costs to the three jurisdictions that Crosslake contracts with for fire protection. The fire contracts run from April 1st through March 31st of the following year. MOTION 02R-05-03 WAS MADE BY CHUCK MILLER AND SECONDED BY IRENE SCHULTZ TO APPROVE THE FIRE SERVICE CONTRACTS FOR MANHATTAN BEACH AND THE TOWNSHIPS OF TIMOTHY AND FAIRFIELD. MOTION CARRIED WITH ALL AYES.
6. Memo from Clerk Roach regarding Tax Increment Financing Reimbursement – A payment of \$786.00 was received on December 24, 2002 from the State of Minnesota for market value homestead taxes paid by Daggett Brook Villas. In the past, tax revenues were received solely from the County but due to changes in legislation some market value revenue is received from the State. Under the TIF Developer's Agreement, 90% of the incremental tax revenue is reimbursable to the developer. The City retains 10% for administrative costs. MOTION 02R-06-03 WAS MADE BY CHUCK MILLER AND SECONDED BY IRENE SCHULTZ TO APPROVE THE RELEASE OF \$707.40 IN TAX INCREMENT REVENUE TO BRIAN BITTNER (DAGGETT BROOK VILLAS). MOTION CARRIED WITH COUNCILMEMBER PHILLIPS VOTING NAY.
7. Pay Request #4 from Crosslake Construction – A draw request for \$32,256.77, less ten percent retainage, was requested by Crosslake Construction in addition to the release of retainage on the first three draws. The pay request was sent to the architect along with digital photos for a recommendation on the payment. An email from George Riches recommended release of draw request #4 based on the amount of work that has been completed with a holdback of ten percent in retainage. Regarding the release of retainage on the first three draws, George Riches is not recommending release at this time. It is recommended that the request be reviewed again at the February 25th Special Council Meeting. MOTION 02R-07-03 WAS MADE BY CHUCK MILLER AND SECONDED BY IRENE SCHULTZ TO APPROVE DRAW REQUEST #4 FOR CROSSLAKE CONSTRUCTION IN THE AMOUNT OF \$29,031.09. MOTION CARRIED WITH COUNCILMEMBER EGGENA ABSTAINING FROM THE VOTE.

8. Letter from Pine River-Backus School regarding request for Grad Blast Donation – MOTION 02R-08-03 WAS MADE BY IRENE SCHULTZ AND SECONDED BY CHUCK MILLER TO APPROVE \$100 TO THE PINE RIVER/BACKUS GRAD BLAST 2003. MOTION CARRIED WITH ALL AYES.
9. Letter from Crosslake Area Historical Society – The Crosslake Area Historical Society invited the Council to a town meeting at the Watertown Township Hall at the Historic Log Village at 6:30 P.M. on Monday, March 3rd to kick off the City's centennial celebration. This will be posted as a Special Council Meeting with the Mayor reading a historical proclamation.
10. A listing of the American Legion Post 500 Lawful Purpose Program Expenditures for the six month period of July through December 2002 was included for Council information.
11. Northern National Bank Pledge Update dated January 31, 2003 was included for Council information. A Certification of Adoption of Director's Resolution authorizing an irrevocable letter of credit from the Federal Home Loan Bank in the amount of \$1,800,000 to the City was included for Council information.
12. Lakewood Bank Pledge Update dated January 31, 2003 was included for Council information. Two Certification of Adoption of Director's Resolutions authorizing a pledge of \$700,000 and a pledge of bank securities in the amount of \$250,000 was included for Council information.
13. Lakes State Bank Pledge Update dated January 31, 2003 was included for Council information.

A. COMMISSION REPORTS –

1. PUBLIC SAFETY – Police Chief Bob Hartman reported 91 incidents in Crosslake and 21 incidents in Mission Township in January. Approval was requested to accept a donation of \$2,725 from the Crosslake/Ideal Lions club for purchase of a laptop computer for the fifth squad car. MOTION 02R-09-03 WAS MADE BY IRENE SCHULTZ AND SECONDED BY CHUCK MILLER TO ACCEPT WITH APPRECIATION THE DONATION OF \$2,725 FROM THE CROSSLAKE/IDEAL LIONS CLUB FOR PURCHASE OF A LAPTOP COMPUTER. MOTION CARRIED WITH ALL AYES. Approval of the proposed Joint Powers Agreement between Crosslake and Mission Township was requested. If renewed for the May 1, 2003 through April 30, 2004 period, the annual cost to Mission Township is \$40,000. MOTION 02R-10-03 WAS MADE BY CHUCK MILLER AND SECONDED BY IRENE SCHULTZ TO APPROVE THE LAW ENFORCEMENT CONTRACT AND JOINT POWERS AGREEMENT FOR MISSION TOWNSHIP FOR THE PERIOD OF MAY 1, 2003 THROUGH APRIL 30, 2004. MOTION CARRIED WITH ALL AYES.

Councilmember Eggena inquired as to the prior years cost and he was informed that the cost was \$38,500 for four hours per day, six days per week. Councilmember Phillips asked if Mission Township contracted with any other municipality and he was told that they do not contract with anyone else. Chief Hartman requested Council approval to allow Sergeant Lee to join the Crow Wing County Tactical Team. The Council engaged in discussion regarding liability, additional costs that may be incurred and scheduling conflicts. Deputy Dennis Lasher, member of the Crow Wing County Tactical Team, addressed the Council and explained how the program works. He stated that the tactical team is used in situations where the investigators can't handle the situation such as perimeter work for suicides, high risk warrant arrests, searches for lost individuals and etc. He stated that currently fourteen officers belong to the Tactical Team from various municipalities. Training is conducted on the second and fourth Mondays of the month from noon to 4:00 P.M. along with some night training. Twice a year the officers go to Camp Ripley to train. All expenses are paid by Crow Wing County with the exception of ammunition. Mayor Swanson asked how the City would benefit from the specialized training. Lasher stated that training is based on attention to detail and how high the standards are. The current standards require a minimum of three years full time experience, firearms qualification of at least 80% twice annually, fitness tests conducted three times annually with a six month trial period. Councilmember Miller asked if all fourteen officers are called out at one time and Deputy Lasher stated that rarely is the whole team on site for a situation. Sergeant Lee stated that some of the items referenced on the equipment list provided to the Council will be paid for by the County. Sergeant Lee will provide his own rifle, holster and knife and will seek outside funding for ammunition. Deputy Lasher stated that the bulletproof vest could be obtained through a grant. Chief Hartman stated that an amendment to the Police Policy will be required. MOTION 02R-11-03 WAS MADE BY CHUCK MILLER AND SECONDED BY DICK PHILLIPS TO SUPPORT SERGEANT LEE'S PARTICIPATION AS A MEMBER OF THE CROW WING COUNTY TACTICAL TEAM CONTINGENT ON CHIEF HARTMAN COMING UP WITH A CHANGE IN THE POLICE DEPARTMENT POLICY. City Attorney Sandelin will check on the City's liability before the February 25th meeting and report back to the Council. MOTION CARRIED WITH ALL AYES. City Administrator Swenson stated that the Fire Department responded to eight medical and six fire calls for a total of fourteen calls in January.

2. LIBRARY – Co-Chair Sandy Eliason stated that the Library Committee has been working hard on developing a brochure. Jim Stevenson has done all of the artwork for the brochure. The Committee has enough money in the budget to have the brochure printed. The Committee is soliciting more volunteers to add to the twenty-eight volunteers who are already assisting

the Committee. They are also looking for someone with secretarial skills to assist City staff. Sandy Eliason will be presenting to the Crosslake/Ideal Lions Club to request a donation to the Library. With two new members on the Council, Sandy stated that the Committee would like to schedule a meeting to inform the Council to what the Committee has been involved in.

Sheila Wasnie Haverkamp, Executive Director of BLADC, addressed the Council and requested Council approval to contract for services with BLADC to provide economic development services to the City for 2003. Ms. Haverkamp stated that BLADC is an area wide economic development organization with the mission of expanding the economic base of the area. A brochure was distributed to the Council that shows what BLADC is involved in. She stated that the BLADC depends on the support they receive from the various cities throughout the area. An increase from \$1000 to \$1250 is being requested. It was noted that \$1250 was budgeted for BLADC. Councilmember Eggena asked what BLADC's total budget was and Ms. Haverkamp stated that their total budget is \$175,000. MOTION 02R-12-03 WAS MADE BY CHUCK MILLER AND SECONDED BY IRENE SCHULTZ TO APPROVE CONTRACTING FOR SERVICES WITH BRAINERD LAKES AREA DEVELOPMENT CORPORATION AT A COST OF \$1250. Councilmember Eggena stated that the increase from \$1000 to \$1250 represents a twenty-five percent increase when everyone is trying to hold the line on spending. City Administrator Swenson stated that BLADC also acts on behalf of the City for the Revolving Loan Fund. Ms. Haverkamp stated that Julie Hofius has been added to Staff to provide additional service to the Community and in her capacity attends the monthly EDA meeting and the Business Chamber Meeting. MOTION CARRIED WITH ALL AYES.

3. **PARK AND RECREATION** - Park and Recreation Director Jon Henke stated that the ice rink is open from 4-8 P.M. on Thursday and Fridays, from 1-9 P.M. on Saturdays and from 1-8 P.M. on Sunday. The rink will also be open on President's Day from 12:00 – 8:00 P.M. Residents were reminded that the Community Center is open for walking each weekday morning from 8-9 A.M. The first session of aerobics was held from January 6th through January 23rd and approval was requested to contract with Donna Keiffer for this instruction. The Council did give verbal approval to Jon Henke for this session but formal Council action was requested. MOTION 02R-13-03 WAS MADE BY IRENE SCHULTZ AND SECONDED BY CHUCK MILLER TO CONTRACT WITH DONNA KEIFFER TO PROVIDE AEROBIC INSTRUCTION FROM JANUARY 6TH THROUGH JANUARY 23RD AT A COST OF \$198.36. MOTION CARRIED WITH ALL AYES. Summer baseball and softball registrations were mailed out so scheduling can begin. Anyone interested

in coaching should contact the Community Center. AARP will start their free tax help on February 24th. The program will continue through April 14th. Approval was requested to appoint Mary Miller to a second term on the Park Advisory Commission. MOTION 02R-14-03 WAS MADE BY IRENE SCHULTZ AND SECONDED BY CHUCK MILLER TO APPOINT MARY MILLER TO A SECOND TERM ON THE PARK ADVISORY COMMISSION. MOTION CARRIED WITH ALL AYES. There are no minutes for the Commission Meeting in January due to lack of a quorum. Approval was requested to allow the Girl Scouts to use the Community Center on February 16th for an overnight stay. This has been an annual event for the Girl Scouts and they have assured staff that all Safety regulations will be followed in addition to notifying the local police department of their stay. MOTION 02R-15-03 WAS MADE BY IRENE SCHULTZ AND SECONDED BY CHUCK MILLER TO APPROVE THE GIRL SCOUTS USE OF THE COMMUNITY CENTER FOR AN OVERNIGHT STAY. MOTION CARRIED WITH ALL AYES. The City received a letter from Crow Wing County Land Commissioner Tom Cowell regarding two parcels of tax forfeit property in the City that is being recommended for sale. The Park Department along with the Planning and Zoning Department is recommending that the City classify the property as non-conversation and be offered for sale. The first property is located in Block #1, Lot #19 of Big Pine Trail Annex. MOTION 02R-16-03 WAS MADE BY IRENE SCHULTZ AND SECONDED BY CHUCK MILLER TO APPROVE RESOLUTION 03-03 CLASSIFYING BLOCK #1, LOT #19 OF BIG PINE TRAIL ANNEX AS NON-CONVERSATION. MOTION CARRIED WITH ALL AYES. The second parcel is located in 1st Addition to Bowers Point Outlot A. MOTION 02R-17-03 WAS MADE BY DICK PHILLIPS AND SECONDED BY DEAN EGGENA TO APPROVE RESOLUTION 03-04 CLASSIFYING OUTLOT A IN FIRST ADDITION TO BOWER'S POINT AS NON-CONVERSATION. MOTION CARRIED WITH ALL AYES.

4. PLANNING AND ZONING - The January 2003 Permit Summary showed a total of 12 permits issued for a valuation of \$3,000. This compares with 16 permits being issued in 2002 for a valuation of \$1,255,750. The Crow Wing County Summary of Permits issued for December 2002 ranks Crosslake with the highest number of permits issued in December and the second highest number of permits issued for the year 2002. The minutes of the December 20, 2002 Commission Meeting and Public Hearing were included for Council information. Community Development Director Paul Larson presented an update on the O'Brien Lake Public Access issue. A request was received to utilize a property off of Red Pine Road for a public access to O'Brien Lake. At the suggestion of the Council, a public hearing was held by the Planning and Zoning Commission along with several other meetings between the Lake Association, DNR and Staff. The DNR has commented extensively on this issue and a copy of a letter

dated January 28, 2003 to Mayor Swanson from John Voelker, Assistant Area Supervisor of the DNR was included in the packet for Council information. The Planning and Zoning Commission recommend denial of the request to use the property along Red Pine Road as a public access and recommend that a committee be set up to come up with a solution. MOTION WAS MADE BY DEAN EGGENA TO CONTACT FAIRFIELD TOWNSHIP TO OFFER A TEMPORARY SOLUTION TO PROVIDE PUBLIC SAFETY PROTECTION BY APPOINTMENT FOR THE OLD PUBLIC ACCESS IN FAIRFIELD TOWNSHIP BY PROVIDING POLICE PROTECTION FOR FOUR HOURS ON SATURDAY. MOTION FAILED FOR LACK OF A SECOND. MOTION 02R-18-03 WAS MADE BY DEAN EGGENA AND SECONDED BY IRENE SCHULTZ TO FORM A COMMITTEE CONSISTING OF MAYOR SWANSON AND COUNCILMEMBER EGGENA TO WORK WITH THE LAKE ASSOCIATION. MOTION CARRIED WITH ALL AYES. The City has been notified that Jay Blake has resigned from Dahlgren, Shardlow & Uban, Inc. as a consultant. Mr. Shardlow, President and Director of Planning for the firm, has reassured the City that his replacement, Senior Planner Phil Carlson will take over as Project Manager and work very closely with the City and the DSU St. Cloud Staff on the City's Comprehensive Plan. Mayor Swanson commented that Community Development Director Paul Larson is also leaving his position with the City to become a Planner for Sun Prairie, Wisconsin. Nancy Vernon of the Planning and Zoning Staff is trying to get up to speed with DSU and the Healthy Community Partnership Group in order to fill in on an interim basis. The HCP group is working through a draft plan which Paul Larson will review before he leaves in order to keep the process on schedule. A public meeting is scheduled for May and full presentation will be made to the Council this summer following any revisions that may be required after the public meeting. Community Development Director Paul Larson requested Council approval on an ordinance amendment to the Telecommunications Ordinance which would include language pertaining to devices which convert wind energy to a form of usable energy. This amendment would require consideration of such towers through the conditional use permit process. MOTION 02R-19-03 WAS MADE BY DEAN EGGENA AND SECONDED BY CHUCK MILLER TO APPROVE ORDINANCE AMENDMENT NO. 170 DEALING WITH TELECOMMUNICATION AND OTHER TOWER STANDARDS AND TO PUBLISH A SUMMARY OF SAID ORDINANCE AMENDMENT. MOTION CARRIED WITH ALL AYES. Approval was requested on an ordinance amendment dealing with vegetation removal, open/intense and silviculture which would require a forest management plan and allow for Staff to deal with timber harvesting without a CUP. MOTION 02R-20-03 WAS MADE BY DEAN EGGENA AND SECONDED BY CHUCK MILLER TO APPROVE ORDINANCE AMENDMENT NO. 171 REGARDING VEGETATION REMOVAL

AND TO PUBLISH A SUMMARY OF SAID ORDINANCE AMENDMENT. MOTION CARRIED WITH ALL AYES. Approval was requested to add a permit fee of \$25.00 for vegetation removal, open cutting/intensive clearing and silviculture with an approved Forest Management Plan and approved Harvest Plan. MOTION 02R-21-03 WAS MADE BY DEAN EGGENA AND SECONDED BY IRENE SCHULTZ TO APPROVE RESOLUTION 03-02 WHICH SETS THE PERMIT FEE OF \$25.00 FOR VEGETATION REMOVAL, OPEN CUTTING/INTENSIVE CLEARING AND SILVICULTURE WITH AN APPROVED FOREST MANAGEMENT PLAN AND APPROVED HARVEST PLAN. MOTION CARRIED WITH ALL AYES. Approval was requested on an ordinance amendment which would change the method used to calculate sign area of wall fascia or attached signs for commercial uses. The amendment would allow businesses to have two smaller signs versus one large sign or the flexibility on a corner lot to have a sign erected on each side. Staff met with the Chamber of Commerce to get their input on the proposed amendment and they were supportive of the change. MOTION 02R-22-03 WAS MADE BY DEAN EGGENA AND SECONDED BY CHUCK MILLER TO ADOPT ORDINANCE AMENDMENT NO. 172 DEALING WITH COMMERCIAL SIGNS AND TO PUBLISH A SUMMARY OF SAID ORDINANCE. Councilmember Eggena asked if the roof was included in calculating the façade. Paul Larson stated that the flat wall space, not the slope of the roof, was considered in this amendment but this may be something that needs to be considered at a later date. Nancy Vernon commented that what Councilmember Eggena is addressing is sign placement and where it can be installed which is separate from this proposed amendment. MOTION CARRIED WITH ALL AYES. Councilmember Eggena will request the Planning and Zoning Commission do some further review of the sign ordinance. Councilmember Phillips requested that the Commission look at the gaudy, neon signs as well and Councilmember Miller stated that the Ordinance already addresses such items. Approval of an ordinance amendment defining historical signs and applicable standards was requested. The Historical Society has requested to put up signs designating historical sites and Deanna Engen has agreed to work with the City to identify these sites. MOTION 02R-23-03 WAS MADE BY DEAN EGGENA AND SECONDED BY CHUCK MILLER TO APPROVE ORDINANCE AMENDMENT NO. 173 ADOPTING HISTORICAL SIGN DEFINITIONS AND TO PUBLISH A SUMMARY OF SAID ORDINANCE AMENDMENT. MOTION CARRIED WITH ALL AYES. A letter was received from Jim Trautmann resigning from the Planning and Zoning Commission due to health reasons. MOTION 02R-24-03 WAS MADE BY CHUCK MILLER AND SECONDED BY IRENE SCHULTZ TO ACCEPT THE RESIGNATION OF JIM TRAUTMANN WITH THANKS FOR HIS YEARS OF SERVICE TO THE CITY. MOTION CARRIED WITH ALL AYES. Approval on the

appointment of Richard Dietz to the Commission was requested. MOTION 02R-25-03 WAS MADE BY DEAN EGGENA AND SECONDED BY CHUCK MILLER TO APPOINT RICHARD DIETZ TO SERVE AS A MEMBER OF THE PLANNING AND ZONING COMMISSION TO FINISH THE THREE YEAR TERM EXPIRING JANUARY 31, 2005. MOTION CARRIED WITH ALL AYES.

Approval was requested to name an access easement located off of CSAH #36 that provides access to approximately six parcels of land. All property owners were sent a notice requesting input for a road name. From these suggestions, Staff is recommending the road be named Pine Creek Trail. MOTION 02R-26-03 WAS MADE BY DEAN EGGENA AND SECONDED BY CHUCK MILLER TO APPROVE ORDINANCE AMENDMENT NO. 174 NAMING PINE CREEK TRAIL AS THE NEW ROAD IN SECTION 23 AND TO PUBLISH A SUMMARY OF SAID ORDINANCE AMENDMENT. MOTION CARRIED WITH ALL

AYES. Mayor Swanson thanked Paul Larson for his three years of service to the City and wished him well in his new endeavor. Councilmember Phillips commented on a study he has received dealing with housing needs which contains an article where property owners can obtain loans to update failing septic systems. Paul Larson stated that the City's residents do quality for the program that Crow Wing County offers and this information is being sent out to property owners when they are notified of failing systems. Councilmember Phillips stated that with the boat traffic on Cross Lake whether the City had any control on the number of docks that can be installed. Paul Larson stated that the City does have an Ordinance for controlled access lots which limits the number of docks that are permitted. Nancy Vernon commented on the problems that property owners are having with frozen septic systems. Property owners were reminded that the tank must be pumped by a licensed pumper. It is a violation to pump the contents of a septic tank onto the ground or into the water.

5. SEWER COMMITTEE – A letter dated January 27, 2003 from WSN to the MPCA responded to questions by the MPCA in a letter to Mayor Swanson dated December 19, 2002 regarding equipment for the wastewater treatment facility. One question was in regards to canting and a decision was made to install valves at a cost of approximately \$3,300. This will be included in a change order to KHC Construction. A letter dated February 3, 2003 from Dale and Sharon Hultgren expressed concern for the degradation of Big Pine Lake. Mayor Swanson responded to the Hultgren's along with a letter from WSN addressing their concerns. City Engineer Dave Reese stated that during the course of the environmental assessment process, the MPCA performed a modeling which became the basis for the City's permit and set the criteria for the design of the plant. As part of the MPCA permit, the City is required to conduct a very strict monitoring process. A letter dated February 10, 2003 from Les Boozell was presented to the Council prior to the meeting and requested discussion

on three items namely, that the City work with the Native American community to identify and mark all known burial sites; hire a qualified archeologist to monitor all digging in the affected areas; and authorize a comprehensive study of the river to establish a baseline for future study. City Engineer Dave Reese responded to Mr. Boozell's letter and stated that during the initial review process, the City foresaw potential archeological value and hired an archeological firm, Loucks and Associates, who identified sites in the project area and prepared a work plan for protecting these sites now and during the construction process. Mayor Swanson asked if this takes care of Mr. Boozell's second concern and City Engineer Reese stated that it does to the point that if anything is found there is a plan in place. Regarding establishing a baseline for future study, Crosslake is the first City to work with the MPCA on a monitoring system. This will establish a baseline for future study. Councilmember Eggena asked if the City has an alternate plan if the study finds that pollution is taking place. City Engineer Reese stated that one option would be stabilization ponds and irrigation. He asked if the City had land available for this. City Engineer Reese stated that when this option was reviewed, the only land available was being managed by State and Federal entities and to convert this land would not be feasible. City Engineer Reese stated that the MPCA requires that a certified operator check the plant daily and if discharge levels are not being maintained, a modification would be made at the plant immediately. Councilmember Eggena referred to the Hultgren letter where it was suggested that the effluent be released down stream from Big Pine Lake into the Mississippi River. City Engineer Reese stated that there are situations both ways where Cities have had problems and had to install municipal systems where cluster systems failed and cluster systems where municipal systems have failed but in the case of Crosslake there isn't any affordable land available for stabilization ponds.

6. **PUBLIC WORKS** - City Engineer Dave Reese informed the Council in a letter dated January 21, 2003 that the 2003 Bituminous Specifications have been changed by the Minnesota Department of Transportation. He stated that these spec changes will be incorporated into the 2003 road projects. A letter dated February 5, 2003 from County Highway Engineer Duane Blanck to John Strohkirch, Manager of Facilities and Operations regarding obtaining funds from the DNR to assist in paving Greer Lake Road was included for Council information. A letter dated February 5, 2003 from Duane Blanck included the annual bridge inspection report on all bridges located within the City. Public Works Director Ted Strand stated that the bridges appear to be in good condition with the exception of some brushing that needs to be done.
7. **ECONOMIC DEVELOPMENT AUTHORITY** - The minutes of the December 14, 2002 meeting were included for Council information.
8. **PERSONNEL** - City Administrator Tom Swenson requested Council approval to allow the Personnel Committee to oversee the process of

filling the vacant Community Development Director position. This authorization would include approving minor revisions to the job description, review the need to utilize the services of a search firm and to develop a proposed wage and benefit package to begin advertising for the position. MOTION 02R-27-03 WAS MADE BY DEAN EGGENA AND SECONDED BY DICK PHILLIPS TO AUTHORIZE THE PERSONNEL COMMITTEE TO OVERSEE THE PROCESS OF FILLING THE VACANT COMMUNITY DEVELOPMENT DIRECTOR POSITION. MOTION CARRIED WITH ALL AYES.

9. CHARTER SCHOOL – Councilmember Schultz reported that the owner of the building that the Charter School is located in is contemplating adding another building to house more classrooms school. The new building will be completed by Fall. The Staff is working with the Pequot Lakes School on a learning readiness program and a sports program. A science fair is planned for March 20th.
10. LONG RANGE CAPITAL PLANNING – The minutes of the December 17, 2002 meeting were included for Council information. Over the past couple of meetings, the Committee is trying to complete a mission statement with the Comprehensive Plan being their guide. Approval was requested to reappoint Darrell Schneider to the Long Range Planning Commission. MOTION 02R-28-03 WAS MADE BY DEAN EGGENA AND SECONDED BY IRENE SCHULTZ TO RE-APPOINT DARRELL SCHNEIDER TO HIS SECOND THREE YEAR TERM ON THE LONG RANGE PLANNING COMMISSION BEGINNING FEBRUARY 1, 2003 AND EXPIRING JANUARY 31, 2006. MOTION CARRIED WITH ALL AYES.
11. RECYCLING - Councilmember Phillips reported that a total of 12.46 tons of recyclables were collected in January. Councilmember Phillips met with Doug Morris of Crow Wing County to find out how the recycling system works. Phillips will also be meeting with Al Benson, operator of Crosslake Recycling who handles the recycling efforts for the City. A letter from Clerk Roach to Douglas Morris requesting SCORE Funds for the City for 2003 was included for Council information.
12. UTILITIES – General Manager Dennis Leaser presented the Highlights Report for January. He stated that the auditors have completed the 2002 audit and a Joint Meeting with the Utilities Commission and City Council will be held on Tuesday, February 25, 2002 at 9:00 A.M. at the Community Center to review the audit. The 2003 budget will also be reviewed at this meeting. The Central Office Switch installation is ahead of schedule and is still on budget. Due to new licensing changes by the State Electrical Board, Crosslake Communications technicians are required to be licensed as Power Limited Technicians. The Utilities Commission recommends the appointment of Steve Roe to a three-year term on the Commission. MOTION 02R-29-03 WAS MADE BY CHUCK MILLER AND SECONDED BY DEAN EGGENA TO APPROVE THE APPOINTMENT OF STEVEN ROE TO HIS FIRST

TERM ON THE UTILITIES COMMISSION THROUGH JANUARY 31, 2006. MOTION CARRIED WITH ALL AYES. The minutes of the January 28, 2003 Utilities Commission meeting were included for Council information.

G. OLD BUSINESS – The City Attorney was directed at a prior meeting to pursue legal action against those individuals who have not brought their septic systems into compliance despite repeated letters to the property owners from the City. City Attorney Sandelin was requested to give an update on the progress to date. It was noted that the City has signed the required affidavits which were forwarded to City Attorney Sandelin. Councilmember Eggena stated that City Attorney Sandelin has requested that a timeframe be placed on the appeal process and it was determined that the timeframe should be determined by the Planning and Zoning Commission.

H. NEW BUSINESS – County Commissioner Ed Larsen and Resident Terry Curtis addressed the Council to provide an update on the work in progress by the Crow Wing County Comprehensive Plan Steering Committee. Terry Curtis is Crosslake's representative on the Committee. Commissioner Larsen stated that the County is reviewing things that Crosslake has already adopted such as banning the use of phosphorus fertilizer throughout the County. He stated that the County also has a dock ordinance, which not only limits the number of docks, but requires that the dock be located in front of the property owners property. Commissioner Larsen stated that there are some difficult times ahead and everyone needs to try and remain optimistic. He stated that everyone has to work together to get what we need with what we've got. Crow Wing County is trying to get ahead of the planning curve so they are in the process of updating the County Comprehensive Plan and they would like the County's plan to dovetail that of the Cities. The County Plan has twelve chapters with one chapter consisting of land use and another chapter dealing with economic development. He stated that County would like to schedule meetings throughout the County to get input as to how the County Plan will work. Terry Curtis invited anyone who may have an interest to attend the meetings. He stated that Karen Christofferson, another Crosslake resident, is also involved along with himself on the Steering Committee. Councilmember Eggena asked how the County feels about planned unit development and Commissioner Larson stated that they can be an important part of development but need to be used for the right purpose. He stated that he is opposed to Planned Unit Development on lakeshore property.

Councilmember Miller stated that he has heard favorable comments on a clock on the roof. City Administrator Swenson will work with Councilmember Eggena and Public Works Director Ted Strand on this.

I. PUBLIC FORUM – Councilmember Schultz stated that she has used the Crow Wing County Transit Bus and feels it is a very good service at a low price. She recommended that people use the bus to ensure its continued operation. There being no further comments, MOTION 02R-30-03 WAS MADE BY CHUCK MILLER AND

SECONDED BY DEAN EGGENA TO ADJOURN THIS REGULAR COUNCIL MEETING AT 10:10 P.M. MOTION CARRIED WITH ALL AYES.

Recorded and transcribed by,



Darlene J. Roach
City Clerk/Treasurer

Shared - REGULAR COUNCIL MEETING -- February 10, 2003

**BILLS FOR APPROVAL
10-Feb-03**

VENDORS	DEPT	AMOUNT
Ace Hardware, fittings	PW	1.33
Ace Hardware, fittings	PW	33.16
Ace Hardware, rearview mirror glue	Police	3.39
Ace Hardware, torch kit	P&R	68.15
Ace Hardware, charcoal, staples, lighter fluid	PW	60.23
Ace Hardware, cable ties and wire	PW	38.95
Ace Hardware, tape and trash bags	Gov't	37.79
Ace Hardware, plugs and bulbs	Gov't	30.71
Alex Air Apparatus, maintenance agreement and air test	Fire	465.00
Angel Guard Products, ra pontoons	Fire	233.15
B and B Products, build up new car	Police	1,429.88
Bureau of Criminal Apprehension, intoxilyzer class	Police	200.00
Cascade Computers, antivirus 1 year renewal	Adm/P&Z	243.89
Cascade Computers, install antivirus system	Adm/Police	96.25
Chief Supply, gloves and antiseptic	Fire	32.94
Complete Title Services, owner and encumbrance	Gov't	75.00
Council #65, union dues	ALL	205.10
Crosslake Bottle Gas, 2 tanks	Cemetery	94.00
Crosslake Communications, phone, internet, cable, fax	ALL	1,420.81
Crosslake Communications, reimburse social security books	Gov't	12.75
Crosslake Construction, washed sand	PW	410.03
Crosslake Rolloff, recycling	Gov't	2,450.00
Crow Wing Auto Body, install strip kit and decals	Police	120.00
Crow Wing County Recorder, filing fees	P&Z	80.00
Dacotah Paper, tissue and towels	Gov't	164.05
Dacotah Paper, soap and disinfectant	P&R	78.25
Dacotah Paper, urinal	P&R	581.33
Dahlgren Shardlow and Uban, comprehensive plan update	Gov't	864.40
Deferred Comp	ALL	1,186.92
Delta Dental, dental insurance	ALL	1,192.20
Echo Publishing, jan 24 p and z meeting	P&Z	108.00
Echo Publishing, ordinance 169	P&Z	27.00
Fastenal, bolts	PW	28.41
Fortis, disability	ALL	203.16
Gammello Sandelin Qualley, legal services	ALL	6,200.56
Heartland Tire, new tire	PW	49.80
Heartland Tire, replace valve stem	PW	8.40
Holiday Station, propane	P&R	23.41
Holiday Station, fuel	Police	342.35
Jay Lorch, reimburse antenna cost	Police	42.58
Lakes Area Rental, bar oil	P&R	12.46
Lakes Printing, winter newsletter	Gov't	221.47
Martin Communications, remote speaker	Fire	102.77
Mastercard, Applebees, reimburse travel meal	PW	33.26
Mastercard, Fleet Farm, uniform	PW	17.84

Mastercard, Fleet Farm, uniform	PW	139.68
Mastercard, Fleet Farm, tote boxes	Gov't	59.64
Mastercard, Home Depot, ceiling tiles	Gov't	199.37
Mastercard, JoAnn Fabrics, black vinyl	P&R	53.35
Mastercard, Menards, ceiling tiles	Gov't	91.50
Mastercard, Office Max, digital camera	Police	372.74
Medica, health insurance	ALL	11,084.71
Medtronic, defibrillator	Police	2,662.50
Minnesota Rural Water Assn., wastewater training session	Sewer	100.00
MN Benefits	Admin	100.92
MN Chiefs of Police, training institute	Police	280.00
MN Life, life insurance	ALL	225.00
MN Social Services, child support	PW	206.00
MN State Fire Chiefs Assn, membership dues	Fire	170.00
Moonlite Square, fuel	Police	411.70
Moonlite Square, fuel	Fire	55.00
Municipal Clerks and Finance Officers Assn, annual conference	Admin	200.00
NCPERS-Life Insurance	ALL	144.00
North Ambulance, subsidy	Ambulance	1,103.00
Office Max, digital cameras	Police	1,490.96
Pequot Auto Parts, air hammer spring	PW	17.47
Pequot Auto Parts, howes cond	PW	66.78
Pequot Auto Parts, battery	PW	94.73
PERA	ALL	N/A
Reed's Market, vinegar and cleaner	P&R	6.29
Reed's Market, charcoal	PW	52.70
Reed's Market, sentence to serve lunch	P&R	29.81
Reed's Market, sentence to serve lunch	P&R	34.61
Reed's Market, sentence to serve lunch	P&R	34.61
Reed's Market, sentence to serve lunch	P&R	59.47
Reed's Market, coffee, forks, paper towels, tissues, tylenol	Gov't	44.83
Reed's Market, sentence to serve lunch	P&R	40.55
Reed's Market, sentence to serve lunch	P&R	35.90
Roach's Lawn and Marine, starting battery	Fire	45.69
Samaritan Tire, 4 tires	Police	246.10
Shipman Auto Parts, seal kit and fix snowplow	PW	51.50
Simonson Lumber, lumber	PW	188.38
Simonson Lumber, lumber	PW	6.79
Simonson Lumber, lumber	PW	31.94
Simonson Lumber, lumber	PW	10.11
State and Federal Taxes	ALL	N/A
Streicher's, mounting pole	Police	104.26
Superior Lamp, light bulbs	Gov't	505.58
Superior Lamp, light bulbs	P&R	338.54
The Office Shop, frames, minute paper, time cards	Admin	118.69
The Office Shop, wall mounting tabs and sealing tape	Gov't	4.88
The Office Shop, file folder labels	Admin	24.12
The Office Shop, laser printer toner	Police	121.39
Tom Swenson, vehicle allowance	Admin	400.00
Top Job Office Cleaning, january cleaning	Gov't	692.25
Triangle Oil, diesel fuel	PW	299.00

Triangle Oil, unleaded fuel	PW	302.27
Triangle Oil, kerosene	PW	136.56
United Laboratories, foam soap, emulsifier	PW	659.45
Viking Coca Cola, pop	Gov't	8.09
Viking Coca Cola, pop	Gov't	24.28
Viking Coca Cola, pop	P&R	56.18
Viking Coca Cola, pop	P&R	91.86
Viking Coca Cola, pop	P&R	36.74
Viking Coca Cola, pop	P&R	75.62
Viking Electric, bulbs	P&R	11.95
Widseth Smith Nolting, engineering fees	ALL	39,086.10
Xcel Energy, gas utilities	ALL	2,361.46
TOTAL		85,038.73

ADDITIONAL BILLS FOR APPROVAL
10-Feb-03

VENDOR	DEPT	AMOUNT
Ace Hardware, dropcloth	PW	25.43
Ace Hardware, filter	P&R	15.96
Blue Lakes Disposal, trash removal	ALL	93.61
Chuck Miller, rekey locks	Gov't	32.00
Crosslake Construction, washed sand	PW	143.14
Crow Wing County Treasurer, e911 addresses	Gov't	75.00
Culligan, water cooler rental and water	PW	17.57
Culligan, water cooler rental and water	Gov't	66.03
Hillyard Inc, repair vaccuum	P&R	198.13
Mastercard, Sherwin Williams, paint	Gov't	70.29
Mastercard, Fleet Farm, tote boxes	P&Z	59.64
Mastercard, Fleet Farm, cart, dolly, hand truck	PW	95.82
Streicher's, modular mount	Police	56.39
Syvantis Technologies, computer notebook	Police	1,969.19
The Office Shop, paper, files, pens	Admin	46.96
TOTAL		2,965.16

CITY OF CROSSLAKE
STATE OF MINNESOTA
COUNTY OF CROW WING
RESOLUTION NO.03-02

WHEREAS, the City of Crosslake does hereby resolve to adopt the Zoning Fee Schedule effective February 10, 2003.

CITY OF CROSSLAKE
ZONING FEE SCHEDULE

<u>TYPE OF PERMIT</u>	<u>PERMIT FEE</u>
<u>SEPTIC: Upgrade/New System</u>	
• Residential	
* Single Family	125.00
* Multi-Unit Dwelling	175.00
• Commercial	
* Small Flow Systems (< 1000 gal/day)	175.00
* Large Flow System (> 1000 gal/day)	250.00
• Holding Tank/Other Systems/Performance	200.00
• Privy	50.00
• Re-inspection	50.00
<u>PLAT FEE</u>	
• Preliminary	250.00 + 20.00 per lot
• Final	150.00
<u>SITE PLAN REVIEW</u>	100.00
<u>METES AND BOUNDS</u>	150.00 + 20.00 per lot
<u>CONDITIONAL USE PERMIT</u>	
• Residential	250.00
• Commercial	300.00
• Planned Unit Development	
* Residential	250.00 + 20.00 per lot/unit
* Commercial	300.00 + 20.00 per lot/unit
<u>VARIANCES</u>	
• Residential	250.00
• Commercial	300.00
<u>ZONING ORDINANCE AMENDMENT</u>	200.00
<u>ZONING MAP AMENDMENT</u>	300.00
<u>APPEAL</u>	150.00
<u>ZONING INFORMATION</u>	
• Zoning Ordinance	15.00
• Subdivision Ordinance	10.00
• Comprehensive Plan	10.00

- Maps
- * Road (24x24) 15.00
- * Road (17x17) 10.00
- * Zoning (11x17) 5.00

RECORD SEARCH, MISC. ADMINISTRATION 25.00/ hour (1 hour minimum)

COPY FEE .25/ page

TAPE RECORD FEE 10.00/tape

HALF PRICE FOR NON-PROFIT ORGANIZATIONS

LOCATE MOVED BUILDING (Other than new) 50% OF Regular Sq. Ft. fee

RESIDENTIAL BUILDINGS ESTIMATED VALUE FACTORS:

- Main Floor & Second Story 80.00 / Sq. Ft.
- Walkout 40.00 / Sq. Ft.
- Basement 20.00 / Sq. Ft.
- Garage/Storage Shed 20.00 / Sq. Ft.
- Porch (Enclosed) 15.00 / Sq. Ft.
- Deck/Patio 10.00 / Sq. Ft.

COMMERCIAL BUILDINGS ESTIMATED VALUE FACTORS:

- Principal Use 80.00 / Sq. Ft.
- Accessory Structures, Storage & Warehouses 25.00 / Sq. Ft.

ON-SITE SIGN

- Residential/Home Occupation 20.00
- Commercial
 - * Permanent 40.00
 - * Temporary (30 day) 20.00
- E-911 Sign 55.00

TEMPORARY CAMPING & TRAILERS 50.00 per year (2 years max.)

DEMOLISH/REMOVE BUILDING 40.00

LAND ALTERATIONS

- As allowed under zoning ordinance 75.00 & site plan
 - * Rip Rap or Sand Blanket 25.00 & Site Plan
 - * Vegetation Removal, w/approved Forest/Harvest Plan 25.00 & Forest Management Plan & Harvest Plan

FENCE 20.00

DRIVEWAY 50.00 & site plan (+ cost of culvert if necessary)

AFTER-THE-FACT 10x's application fee

ACCESSIBILITY PLAN REVIEW 25.00/ hour (1 hour minimum)

* Costs incurred for Engineering, Legal and other services necessary for application review must be paid by the applicant.

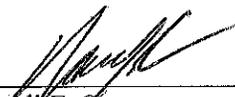
Approved by the City Council 2/10/03

Effective Date 2/10/03

BE IT RESOLVED, that the City Council for the City of Crosslake, Minnesota go on record as adopting the new fee schedule at the Council Session on the 10th day of February, 2003.

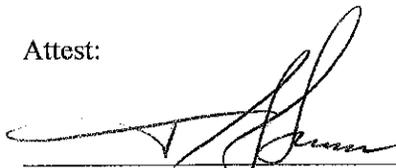
COUNCIL IN FAVOR: Five

COUNCIL AGAINST: None



Darrell E. Swanson
Mayor

Attest:



Thomas N. Swenson
City Administrator

RESOLUTION 03-03

WHEREAS, Certain parcels of land located in the City of Crosslake, Crow Wing County, Minnesota have been forfeited to the State for non-payment of taxes for the year(s) of 1993,
and

WHEREAS, the City Council of Crosslake is familiar with the peculiar suitability or desirability for particular uses, of said parcels of land and

WHEREAS, M.S.A. 282.01 calls for the classification of said parcels as to Conservation or Non-Conservation;

NOW, THEREFORE, BE IT RESOLVED, that the classification of each of said pieces or parcels of land is hereby declared to be Non-Conservation or Conservation land as indicated on the attached list, subject to the approval by the County Board.

Irene Schultz _____ moved the adoption of the foregoing resolution, which was seconded by Chuck Miller _____ and upon vote the same was carried and so declared.

Darrell Swanson

Dean Eggena

Dick Phillips

Board Members
City Council of Crosslake

State of Minnesota)
Crow Wing County)
City Council of Crosslake)

I, Darlene J. Roach _____ the duly elected, qualified, and acting Clerk of the City Council of Crosslake Crow Wing County, Minnesota, hereby certify that the foregoing is a true and correct copy of a resolution adopted by the City Council of Crosslake.


Clerk
City of Crosslake

SEAL

Dated 2/10/03

RESOLUTION 03-04

WHEREAS, Certain parcels of land located in the City of Crosslake, Crow Wing County, Minnesota have been forfeited to the State for non-payment of taxes for the year(s) of 1976, and

WHEREAS, the City Council of Crosslake is familiar with the peculiar suitability or desirability for particular uses, of said parcels of land and

WHEREAS, M.S.A. 282.01 calls for the classification of said parcels as to Conservation or Non-Conservation;

NOW, THEREFORE, BE IT RESOLVED, that the classification of each of said pieces or parcels of land is hereby declared to be Non-Conservation or Conservation land as indicated on the attached list, subject to the approval by the County Board.

Dick Phillips moved the adoption of the foregoing resolution, which was seconded by Dean Eggena and upon vote the same was carried and so declared.

Darrell Swanson

Chuck Miller

Irene Schultz

Board Members
City Council of Crosslake

State of Minnesota)
Crow Wing County)
City Council of Crosslake)

I, Darlene J. Roach the duly elected, qualified, and acting Clerk of the City Council of Crosslake Crow Wing County, Minnesota, hereby certify that the foregoing is a true and correct copy of a resolution adopted by the City Council of Crosslake.


Clerk
City of Crosslake

SEAL

Dated 2/10/03

