

**REGULAR COUNCIL MEETING  
CITY OF CROSSLAKE  
MONDAY, APRIL 13, 2015  
7:00 P.M. – CITY HALL**

The Crosslake City Council met in the Council Chambers of City Hall on Monday, April 13, 2015. The following Council Members were present: Mayor Steve Roe, Gary Heacox, Mark Wessels, Dave Schrupp, and Brad Nelson. Also present were City Administrator/Consultant Dan Vogt, Finance Director/Treasurer Mike Lyonais, City Clerk Char Nelson, Public Works Director Ted Strand, Police Chief Bob Hartman, Park and Recreation Director Jon Henke, Crosslake Communications General Manager Kevin Larson, Crow Wing County Land Service Supervisor Chris Pence, Crow Wing County Land Service Specialist Jon Kolstad, City Attorney Brad Person, City Engineer Mark Hallan, and Echo Publishing Reporter Dan Determan. There were approximately eleven people in the audience.

- A. CALL TO ORDER** – Mayor Roe called the Regular Council Meeting to order at 7:00 P.M. The Pledge of Allegiance was recited. MOTION 04R-01-15 WAS MADE BY MARK WESSELS AND SECONDED BY GARY HEACOX TO APPROVE THE ADDITIONS TO THE AGENDA. MOTION CARRIED WITH ALL AYES.
- B. CONSENT CALENDAR** – MOTION 04R-02-15 WAS MADE BY MARK WESSELS AND SECONDED BY GARY HEACOX TO APPROVE THE FOLLOWING ITEMS LISTED ON THE CONSENT CALENDAR:
1. REGULAR COUNCIL MEETING MINUTES OF MARCH 9, 2015;
  2. JOINT CITY COUNCIL/CROSSLAKE COMMUNICATIONS ADVISORY BOARD MEETING MINUTES OF MARCH 19, 2015;
  3. CITY – MONTH END REVENUE REPORT DATED MARCH 2015;
  4. CITY – MONTH END EXPENDITURES REPORT DATED MARCH 2015;
  5. MARCH 2015 BUDGET TO ACTUAL ANALYSIS;
  6. PLEDGED COLLATERAL REPORTS FROM MIKE LYONAI;
  7. CROSSLAKE COMMUNICATIONS CUSTOMER COUNTS;
  8. POLICE REPORT FOR CROSSLAKE – MARCH 2015;
  9. POLICE REPORT FOR MISSION TOWNSHIP – MARCH 2015;
  10. RESOLUTION 15-07 AUTHORIZING PARTICIPATION IN THE PERA POLICE AND FIRE PLAN FOR DAVID WATSON;
  11. FIRE DEPARTMENT REPORT – MARCH 2015;
  12. NORTH AMBULANCE RUN REPORT – MARCH 2015;
  13. EDA MEETING MINUTES OF FEBRUARY 4, 2015;
  14. PLANNING AND ZONING COMMISSION MEETING MINUTES OF FEBRUARY 27, 2015;
  15. DNR SEEKING COMMENTS FOR JOINT APPLICATION FORM OF ACTIVITIES AFFECTING WATER RESOURCES IN MINNESOTA FILED BY NIKOLAUS LARSEN OF 36855 COUNTY ROAD 66;
  16. CROSSLAKE PARK/LIBRARY COMMISSION MEETING MINUTES OF FEBRUARY 25, 2015
  17. CROSSLAKE ROLLOFF RECYCLING REPORT FOR MARCH 2015;
  18. WASTE PARTNERS RECYCLING REPORT FOR FEBRUARY 2015;

19. RESOLUTION NO. 15-08 SUPPORTING DEDICATED STATE FUNDING FOR CITY STREETS;
20. LG220 APPLICATION FOR EXEMPT PERMIT FOR CROSSLAKE COMMUNITY SCHOOL PTO TO CONDUCT A RAFFLE;
21. ACCEPT RESIGNATION FROM COMMUNITY CENTER EMPLOYEE AND AUTHORIZE THE HIRING TO REPLACE EMPLOYEE;
22. LETTER DATED MARCH 23, 2015 FROM JERRY AND MARIA VOLZ RE: BRIDGE TO DREAM ISLAND;
23. LETTER DATED APRIL 8, 2015 TO CSAH 36 PROPERTY OWNERS FROM COUNTY HIGHWAY DEPT RE: ROAD CONSTRUCTION;
24. BILLS FOR APPROVAL IN THE AMOUNT OF \$197,095.99; AND
25. ADDITIONAL BILLS FOR APPROVAL IN THE AMOUNT OF \$12,676.70. MOTION CARRIED WITH ALL AYES.

**C. CRITICAL ISSUES** – Jason Connell appeared before the Council to request that the City take over ownership and maintenance of Pine Lure Drive which is currently a private road. Pine Lure Drive is 7.56 acres of land and has its own property identification number (120023105ZA0009). This parcel is owned by Judy Connell. City Code has criteria for improvement and acceptance of private roads. This situation is unusual because the road is owned by one person even though approximately 25 homeowners use the road to access their property. The Connell's have been paying for all maintenance costs. A lengthy discussion ensued regarding how this situation could set precedence for maintaining other privately owned roads, how to acquire easements, whether there should be a provision in the City Code for minimally maintained roads, what the costs would be to upgrade the road, how to determine who is responsible to pay for upgrades and whether it is possible to meet with all of the property owners to discuss the situation. Ted Strand stated that he could obtain quotes from Anderson Brothers and TriCity Paving for options of adding gravel to the existing road or for upgrading and paving the road to City standards. Dave Schrupp volunteered to work with Ted Strand, Brad Person, WSN, and Mark Wessels to find viable options for this situation and to report back to the Council at a later time.

**D. PUBLIC FORUM** – None.

**E. MAYOR'S REPORT** –

1. Mayor Steve Roe presented a 15-Year Service Award to Park and Recreation/Library Director Jon Henke and thanked him for his faithful, devoted and valuable service given to the City of Crosslake.
2. Mayor Roe reported that a recent applicant for the Utility Advisory Board went through the requirements and procedures outlined in the City policy. The procedure was cumbersome and lengthy. Mayor Roe stated that it is already difficult to recruit volunteers to serve on committees and that the policy deters applicants. MOTION 04R-03-15 WAS MADE BY STEVE ROE AND SECONDED BY BRAD NELSON TO REMOVE THE REQUIREMENT OF A BACKGROUND CHECK AND THE REQUIREMENT OF A PERSONNEL COMMITTEE INTERVIEW TO THE GUIDELINES FOR ADVISORY BOARD, COMMISSION, COMMITTEE, AND EDA

APPOINTMENTS AND PROCEDURES POLICY. MOTION CARRIED WITH ALL AYES.

3. Mayor Roe reported that he has received two anonymous complaints. The City will not act on anonymous complaints. Mayor Roe reminded the public that a complainant must turn in a written and signed complaint. The name of the complainant is confidential.
4. MOTION 04R-04-15 WAS MADE BY STEVE ROE AND SECONDED BY MARK WESSELS TO APPOINT DAVE FISCHER AS ALTERNATE MEMBER TO THE UTILITY ADVISORY BOARD. MOTION CARRIED WITH ALL AYES.

Mayor Roe reported that the recent Town Hall Meeting and the Chautauqua Meeting were well attended. The consensus of most attendees was that people are in favor of making Crosslake a better place to live. The Mayor thanked Cindy Myogeto of the Chamber for the successful St. Patrick's Day celebration.

**F. CITY ADMINISTRATOR'S REPORT**

1. Dan Vogt presented the Council with two updated versions of the City's organizational chart. The difference in the two was whether the Crosslake Communications General Manager reported directly to the Council. The Council thought it was important to list the Planning and Zoning staff on the chart even though County employees run the department. MOTION 04R-05-15 WAS MADE BY STEVE ROE AND SECONDED BY GARY HEACOX TO APPROVE THE REVISED VERSION OF THE ORGANIZATIONAL CHART DATED 4/13/15 WHICH SHOWS THE GENERAL MANAGER REPORTING DIRECTLY TO THE CITY COUNCIL AND WITH THE ADDITION OF PLANNING AND ZONING STAFF ON THE CHART. MOTION CARRIED WITH ALL AYES.
2. MOTION 04R-06-15 WAS MADE BY DAVE SCHRUPP AND SECONDED BY GARY HEACOX TO DECLARE THE FOLLOWING VEHICLES SURPLUS EQUIPMENT AND APPROVE THE SALE OF THE ITEMS BY SEALED BID: 2002 FORD EXPLORER, 2006 FORD CROWN VICTORIA, AND 2000 FORD F250 WITH PLOW. MOTION CARRIED WITH ALL AYES.
3. Dan Vogt reported that staff has met with David Drown and Dave Reese to determine funding and road project priorities. David Drown is working on a preliminary numbers and options and Mr. Vogt hopes to bring a report to the Council at the May meeting. Mr. Vogt reported that State legislature is considering an omnibus transportation funding bill that provides dedicated funds for cities under 5,000 in population for street maintenance, construction and reconstruction.

**G. COMMISSION REPORTS**

**1. PLANNING AND ZONING**

- a. MOTION 04R-07-15 WAS MADE BY MARK WESSELS AND SECONDED BY GARY HEACOX TO APPROVE THE PRELIMINARY AND FINAL PLAT OF POTLATCH ADDITION TO CROSSLAKE SUBDIVISION OF PARCEL 120183200000009 AND TO ACCEPT CASH IN LIEU OF LAND FOR PARK DEDICATION IN THE AMOUNT OF \$4,500. MOTION CARRIED WITH ALL AYES.

- b. Chris Pence gave a brief update regarding the most current changes and comments received from the Planning and Zoning Commission in reference to the Commercial Land Use Ordinance Revision. Included in the Council packets was a draft copy of the Ordinance with changes noted in blue. The two most recent changes are related to transient merchants and off-premise signs. Chris Pence reported that transient merchant restrictions had been added to the Commercial Ordinance and that the Planning and Zoning Commission heard from the City Clerk that Chapter 34 of City Code addresses Transient Merchants, Peddlers and Solicitors and that any changes made, should be made to Chapter 34 rather than adding restrictions to Chapter 26. The Planning and Zoning Commission agreed to remove language relating to transient merchants from Chapter 26.

A lengthy discussion ensued regarding off-premise signs. Mark Wessels was concerned that not enough enforcement is done for illegally placed signs. Chris Pence was not in favor of removing signs and noted that he would rather contact the owner of sign first and ask for it to be removed. Dan Vogt stated that Planning and Zoning is willing to aggressively enforce the sign ordinance if the City Council specifically requests it. Ted Strand reported that other items are often found in the right of ways and could become safety issues. Mark Wessels suggested that Planning and Zoning staff remove all items in the right of way because this is a state-wide law and make phone calls to the violators of signs in other locations.

MOTION 04R-08-15 WAS MADE BY GARY HEACOX AND SECONDED BY BRAD NELSON TO APPROVE ORDINANCE 324 ENTITLED "CROSSLAKE LAND USE ORDINANCE AMENDMENT COMMERCIAL USES AND STANDARDS", TO APPROVE THE PUBLICATION OF ORDINANCE 324 IN SUMMARY FORM, AND TO REQUEST THAT PLANNING AND ZONING STAFF CONTINUE TO MONITOR THE ENFORCEMENT OF ILLEGALLY PLACED SIGNS. MOTION CARRIED WITH ALL AYES.

- c. Chris Pence gave a brief summary of year to date permits that have been issued. There have been twice as many customer contacts in March compared to January and February combined.

## **2. CROSSLAKE COMMUNICATIONS**

- a. Crosslake Communications General Manager Kevin Larson presented the highlights report for March 2015. The new service packages have been well received by customers. The technicians continue to work on the County Road 36 project in preparation for the construction beginning on April 20<sup>th</sup>. MOTION 04R-09-15 WAS MADE BY MARK WESSELS AND SECONDED BY GARY HEACOX TO APPROVE THE 2015 CROSSLAKE COMMUNICATIONS OPERATIONS AND CAPITAL BUDGETS USING "UNRESTRICTED" RESERVES FOR THE CASH NEEDS AS PRESENTED. MOTION CARRIED WITH ALL AYES.

Kevin Larson announced that Crosslake Communications is holding a Joint Advisory Board/Council Strategic Planning Meeting on Tuesday, April 28 at Whitefish Lodge and Suites from 8:00 am to 1:00 pm.

**3. PUBLIC WORKS/SEWER/CEMETERY –**

- a. Mayor Roe announced that Public Works staff will be cleaning the Pinewood Cemetery the week of May 18<sup>th</sup>. Items should be removed from the cemetery no later than May 17<sup>th</sup>. Items that are faded and torn that are not removed will be disposed of.

**4. PARK AND RECREATION/LIBRARY**

- a. Jon Henke reported there has been an increase in revenue for the weight room since the new hours have taken effect. Silver Sneakers instructor Donna Keiffer will be adding a yoga class. A refresher course for AAA senior driving will be offered May 14<sup>th</sup>. AARP will present a program on May 7<sup>th</sup> on how to prevent and avoid fraud and scams.

**H. CITY ATTORNEY REPORT –** None.

**I. OLD BUSINESS –** None.

**J. NEW BUSINESS –** None.

**K. PUBLIC FORUM –** Dave Nevin of the Planning and Zoning Commission encouraged the Council to get aggressive with enforcement of the sign ordinance.

**L. ADJOURN - MOTION 04R-10-15 WAS MADE BY MARK WESSELS AND SECONDED BY GARY HEACOX TO ADJOURN THE MEETING AT 9:05 P.M. MOTION CARRIED WITH ALL AYES.**

Respectfully submitted by,



Charlene Nelson  
City Clerk  
Deputy Clerk/Minutes/4-13-15

**CITY OF CROSSLAKE  
RESOLUTION NO. 15-07**

**RESOLUTION AUTHORIZING PARTICIPATION IN THE  
PERA POLICE AND FIRE PLAN**

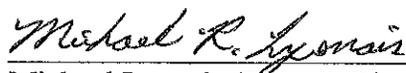
WHEREAS, the policy of the State of Minnesota as declared in Minnesota Statutes 353.63 is to give special consideration to employees who perform hazardous work and devote their time and skills to protecting the property and personal safety of others; and

WHEREAS, Minnesota Statutes Section 353.64 permits governmental subdivisions to request coverage in the Public Employees Police and Fire plan for eligible employees of police departments whose position duties meet the requirements stated therein and listed below.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CROSSLAKE, MINNESOTA hereby declares that the position titled Part-Time Police Officer, currently held by **DAVID JAMES WATSON** meets all of the following Police and Fire membership requirements:

1. Said position requires a license by the Minnesota peace officer standards and training board under sections 626.84 to 626.863 and this employee is so licensed;
2. Said position's primary (over 50%) duty is to enforce the general criminal laws of the state;
3. Said position charges this employee with the prevention and detection of crime;
4. Said position gives this employee the full power of arrest, and
5. Said position is assigned to a designated police or sheriff's department.

BE IT FURTHER RESOLVED that this governing body hereby requests that the above-named employee be accepted as a member of the Public Employees Police and Fire Plan effective the date of this employee's initial Police and Fire salary deduction by the governmental subdivision.

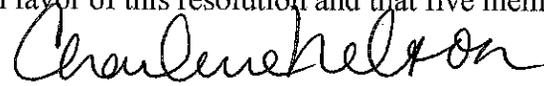
  
\_\_\_\_\_  
Michael Lyonais, Finance Director

  
\_\_\_\_\_  
Steve Roe, Mayor

STATE OF MINNESOTA  
COUNTY OF CROW WING

I, Charlene Nelson, Clerk of the City of Crosslake, Minnesota, do hereby certify that this is a true and correct transcript of the resolution that was adopted at a meeting held on the 13th day of April, 2015; the original of which is on file in this office. I further certify that five members voted in favor of this resolution and that five members were present and voting.

Signed: \_\_\_\_\_



Date: \_\_\_\_\_

4-13-15

**CITY OF CROSSLAKE  
RESOLUTION NO. 15-08**

**RESOLUTION SUPPORTING DEDICATED STATE FUNDING FOR CITY STREETS**

WHEREAS, Minnesota contains over 141,000 miles of roadway, and over 19,000 miles – or 13 percent – are owned and maintained by Minnesota’s 852 cities; and

WHEREAS, over 80 percent of municipal streets are ineligible for dedicated Highway User Tax Distribution Fund dollars; and

WHEREAS, the more than 700 Minnesota cities with populations below 5,000 are ineligible for dedicated Highway User Tax Distribution Fund dollars; and

WHEREAS, city streets are a separate but integral piece of the network of roads supporting movement of people and goods; and

WHEREAS, existing funding mechanisms, such as Municipal State Aid (MSA), property taxes and special assessments, have limited applications, leaving cities under-equipped to address growing needs; and

WHEREAS, city cost participation in state and county highway projects diverts resources from city-owned streets; and

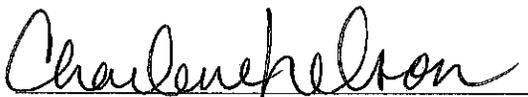
WHEREAS, maintenance costs increase as road systems age, and no city – large or small – is spending enough on roadway capital improvements to maintain a 50-year lifecycle; and

WHEREAS, for every one dollar spent on maintenance, a road authority – and therefore taxpayers – save seven dollars in repairs; and

WHEREAS, cities need greater resources, including an additional dedicated state funding source for transportation, and flexible policies in order to meet growing demands for street improvements and maintenance.

NOW THEREFORE, BE IT RESOLVED BY THE CITY OF CROSSLAKE that the City of Crosslake supports an omnibus transportation funding bill that provides dedicated state funds for non-MSA cities under 5,000 in population for street maintenance, construction and reconstruction.

Adopted by the City of Crosslake this 13<sup>th</sup> day of April, 2015.

  
Charlene Nelson, City Clerk

  
Steve Roe, Mayor

**BILLS FOR APPROVAL**  
**April 13, 2015**

VENDORS	DEPT		AMOUNT
Ace Hardware, hardware	PW		53.69
Ace Hardware, bulb, caliper	PW		31.68
Ace Hardware, adapter sockets, utility box	PW		1.16
Ace Hardware, hardware	PW		1.70
Ace Hardware, ratchets, socket, wrench	PW		216.15
Ace Hardware, batteries	Park		25.18
Ace Hardware, spray paint, epoxy	Park		9.43
Ace Hardware, hardware	PW		6.18
Ace Hardware, hardware	PW		5.02
Ace Hardware, blade, pliers, rods	PW		155.29
Ace Hardware, roofing square	PW		20.67
Ace Hardware, circuit alert, screw drivers, pliers	PW		57.57
Ace Hardware, extension cord	PW		17.09
Ace Hardware, key ring	Park		8.54
Ace Hardware, hardware	Park		8.43
Ace Hardware, battery	PW		5.39
Ace Hardware, blade set	Park		20.69
Ace Hardware, argon dey	PW		65.70
Ace Hardware, wrench set	PW		62.99
Ace Hardware, marking paint	PW		6.74
Ace Hardware, 20v li-ion combo kit	Fire		231.26
Ace Hardware, hardware	Park		7.16
Ace Hardware, wd-40, tee	PW		7.45
Ace Hardware, hardware	PW		18.12
Ace Hardware, extension cord, cable ties	Fire		10.78
Alex Air Apparatus, compressor, air quality test	Fire		725.00
AW Research, water testing	Sewer		356.40
Baker & Taylor, books	Library		248.12
Baker & Taylor, books	Library		133.01
Batteries Plus Bulbs, batteries	PW		25.44
Big Ass Fans, fans	Park		4,700.00
Birchdale Fire & Security, 2nd quarter monitoring	PW		90.00
Bob Hartman, reimburse mileage	Police	pd 4-7	39.10
Bob Hartman, reimburse for uniform expense	Police		40.00
Bob Hartman, reimburse mileage	Police		105.22
Bob Hartman, reimburse for uniform expense	Police		39.99
Breen & Person, legal fees	ALL		466.00
Brindlee Fire Apparatus, broker fee	Fire		6,500.00
Char Nelson, reimburse mileage	Admin	pd 3-23	253.43
Char Nelson, reimburse for concessions, cleaning supplies	Gov't	pd 3-26	47.72
City of Crosslake, sewer utilities	PW/Gov't		111.00
Clean Team, april cleaning	PW/Gov't		1,082.50
Clifton Larson Allen, billing 2 for financial statements	Gov't		15,190.00
Complete Integrated Solutions, computer memory	Police		100.00
Crosslake Communications, phone, fax, cable internet	ALL		1,268.59

Crosslake Rolloff, recycling	Gov't		2,695.00
Crosslake Welding, front end loader repair	PW	pd 4-1	1,040.00
CrossTech, painting parts	Sewer		120.00
Crow Wing Auto Body, lite	Police		62.95
Crow Wing County Highway Dept, fuel	ALL		2,450.85
Crow Wing County Recorder, recording fee	PZ		46.00
Crow Wing County Treasurer, property tax	ALL		128.00
Culligan, water and cooler rental	PW/Gov't		78.33
Cuyuna Range Fire Chiefs Assn, membership dues	Fire		300.00
Dacotah Paper, paper towels	Gov't		182.37
Dacotah Paper, janitorial supplies	PW		87.68
Fire Instruction & Rescue, forcible entry training	Fire	pd 3-26	850.00
Fire Instruction & Rescue, emr refresher	Fire	pd 3-26	360.00
Follett, hosted service renewal	Library		1,000.00
Gopher Sign, traffic signs	PW		585.97
Jefferson Fire, turnout gear	Fire		5,840.31
Jobs HQ, employment ad	Park		27.00
Joe Chanse, reimburse mileage	Sewer		91.86
Johnson, Killen, & Seiler, labor attorney fees	Gov't		365.50
Lakes Area Rental, blade sharpening	Park		20.00
Lakes Area Rental, equipment rentals	PW		132.75
League of MN Cities Insurance Trust, property insurance	ALL		97,444.00
League of MN Cities Insurance Trust, volunteer accident ins.	Gov't		155.00
Leigh martineau, reimburse mileage	Sewer		83.95
Marco, copier lease	ALL		433.00
Mastercard, Arrowwood Resort, lodging	Council	pd 3-23	106.29
Mastercard, Dyson, brushbar	Park	pd 3-26	32.05
Mastercard, Fleet Farm, flashlight	PW		32.20
Mastercard, Holiday Inn, travel expense	Sewer	pd 3-23	475.60
Mastercard, Home Depot, saws	PW		202.94
Mastercard, Mr. Tire, oil change	PW		32.24
Mastercard, Office Max, office supplies	Park		142.88
Mastercard, Office Max, office supplies	Library		101.97
Mastercard, Pine Peaks, meeting expense	Fire		23.61
Mastercard, Reed's Market, propane	PW		35.98
Mastercard, Treasure Island, lodging	Admin		229.50
Mastercard, U of MN, training manuals	Sewer		132.95
Mastercard, Valley Pools, chemicals	Sewer		833.36
Mastercard, Welding Supplies, welding helmet	PW		383.50
Mastercard, Whitefish Lodge, lodging	Fire		59.33
Mastercard, lodging	Sewer		615.03
Menards, air regulator, hardware	PW		136.77
Midwest Machinery, service	PW		1,028.62
Midwest Machinery, filters, oil, blades, brush	Park		638.62
MMUA, 2nd quarter safety dues	Gov't		2,475.00
MN Fire Service Certification Board, certification renewals	Fire		400.00
Moonlite Square, fuel	Fire		39.75
Napa, battery	PW		12.40
Napa, cable, headlight	PW		22.55
Napa, socket	PW		7.12
Napa, funnel	PW		0.58



**ADDITIONAL BILLS FOR APPROVAL**  
**April 13, 2015**

<b>VENDORS</b>	<b>DEPT</b>	<b>AMOUNT</b>
Baker & Taylor, books	Library	196.55
Crow Wing Power, electric service	ALL	7,994.47
CTC I.T., it labor	ALL	750.00
Fire Instruction & Rescue, wildland urban interface	Fire	400.00
Hawkins, chemicals	Sewer	868.12
Mastercard, Neta, training education	Park	20.31
Menards, shelving, cabinets	PW	785.00
Midwest Machinery, smv emblem	Park	85.60
Napa, battery	PW	274.43
North Central Lawn Care, fertilizer	Park	1,156.39
Premier Towing, forfeiture	Police	103.75
Ziegler, bolts	PW	42.08
<b>TOTAL</b>		<b>12,676.70</b>