

SPECIAL JOINT MEETING  
OF THE  
CROSSLAKE CITY COUNCIL  
PLANNING AND ZONING COMMISSION/BOARD OF ADJUSTMENTS  
AND  
SEWER COMMITTEE

9:30 A.M., TUESDAY, AUGUST 3, 2004  
COUNCIL CHAMBERS – CITY HALL

MINUTES

**CITY COUNCIL MEMBERS PRESENT:** Mayor Darrell Swanson, Irene Schultz, Dean Eggena.

**Absent Members:** Dick Phillips, Betty Miller.

**PLANNING AND ZONING COMMISSION MEMBERS PRESENT:** Terry Curtis, George Riches, Peter Abler, Roger Lynn, Dick Dietz.

**Absent Members:** Nancy Koch, Olaf Olsen.

**SEWER COMMITTEE MEMBERS PRESENT:** Dennis Leaser, Dennis Palm, Dean Swanson, Bill Reed.

**Absent Members:** Ted Strand, Public Works Director.

**CITY STAFF PRESENT:** Tom Swenson, City Administrator; John Henke, Park and Recreation Director; Ken Anderson, Community Development Director; Dave Reese, City Engineer; Carie Fuhrman, Planner-Zoning Coordinator.

**OTHERS PRESENT:** Cynthia L. Holden; Kevin McCormick, Landeckers & Associates; Rick Carlson, Developer.

**1. CALL TO ORDER:** Mayor Darrell Swanson called the City Council meeting to order at 9:34 a.m. Dick Dietz called the Planning and Zoning Commission meeting to order at 9:35 a.m. Dean Swanson called the Sewer Committee meeting to order at 9:35 a.m.

**2. RICK CARLSON HOUSING DEVELOPMENT:** Ken Anderson introduced the concept plan by Rick Carlson to build twinhomes on 27 acres in Section 16 of the City of Crosslake. Ken explained the reason for the meeting was to provide information to the Council, the Planning and Zoning Commission, and the Sewer Committee. He also stated that the developer needed input concerning the concept plan, especially regarding whether the proposed development could be serviced as part of Phase I of the City Sanitary sewer plan. Ken Anderson referenced a memo and maps of the subject property that were distributed in the packet.

Rick Carlson, owner and developer, introduced his concept plan which involves approximately 28 acres; building 31 townhomes with 62 units; each unit containing between 1500-1700 sq. ft. on the first floor; some of the units would be walk-outs and some would be slab-on-grade, depending on the topography of each site. The base price would range from \$250,000-\$300,000 and would be available for people 50 years old and

older. The plan includes establishing an Association with Covenants. He discussed the many amenities to be provided, including guest parking, the nearby golf course, storage facilities, trails, and sidewalks. He stated that he was willing to work with the City for screening between the commercial and the residential properties. He also discussed planning for smart growth and conservation. He was looking to provide affordable housing for seniors. He emphasized that he was not looking for financial assistance from the City.

Kevin McCormick of Landeckers and Associates discussed the fact that they were not looking for a variance; they wanted to work with the density situation under the current ordinances. There would be 20 ft. road widths, 80 ft. cul-de-sacs, and hammerhead turn-arounds. Kevin explained that he believed the project could still proceed without being added to Phase I of the Sewer Plan, but it would not be without major changes to the plan. Rick Carlson stated that the project would take approximately four years to develop and build out.

Discussion followed regarding where the City sewer currently runs, including the fact that the Corp of Engineers campground had decided not to hook up to the City sewer, which left 60 residential-equivalent hook-ups open. The proposed housing development includes approximately 62 units. It was clarified that the City sewer abuts the subject property, but the property is not within Phase I. It would be a policy decision whether or not the proposed development would replace the Corp of Engineers campground hook-ups. Dean Swanson pointed out that the Sewer Committee has not discussed this issue at all yet, but that others have verbally asked to be included into the City sewer area.

The proposed road specifications were discussed and whether or not they meet City standards. Kevin from Landecker's explained that there were no plans to dedicate the road right-of-way to the City. If they were to widen the roads, they would lose opportunities to get more density.

Dean Eggena discussed his agreement with the "first come, first serve" policy for the City sewer and that he was in favor of this project. He would also like to see a way to get the roads in the proposal to meet City road specifications. Tom Swenson questioned what would happen if a few units were built and the capacity for the sewer ran out before the remaining units were built. Rick Carlson responded that he was prepared to handle that situation if it came along.

Discussion followed regarding storm water run-off. Rain gardens would be placed in the development to serve as holding areas.

Darrell Swanson referred to an article in the Echo regarding the City of Nisswa's city sewer and how it took 15 years for them to become self-sustaining. He also noted that WAPOA complimented the City of Crosslake for installing the City sewer system.

Discussion followed regarding the funding for the City sewer system. The current PUD moratorium was discussed, but it was decided that it did not apply to this property. It was

discussed that the Planning and Zoning Commission needs to address this proposed development. The Sewer Committee also needs to look at the proposal. There was also discussion regarding a policy being established to address issues similar to this one, that is, stating under what conditions the City would consider expansion to the current Phase I Sewer service area. Council member Dean Eggena stated his position was clear and that our system should truly be a first come, first serve system. If someone wants to connect to the system and pay the necessary costs, then the City Council should consider each request. He cited the example of the proposed bar and restaurant to be located south of Waterfront Services on County Road 3 as a good example of a proposed development the council should consider. He does not want any staff decided if these proposals should be serviced.

Darrel Swanson then adjourned the Sewer Committee meeting at 11:04 a.m. Dick Dietz adjourned the Planning and Zoning Commission meeting at 11:04 a.m.

**3. RESCHEDULE ASSESSMENT HEARINGS FOR THE 2003 ROAD IMPROVEMENT PROJECTS:** The notice was sent to the paper for the assessment hearings to be held on August 17<sup>th</sup>, but the paper did not get the notices published, so the assessment hearings need to be rescheduled for August 19<sup>th</sup>.

IRENE SCHULTZ MADE A MOTION TO ADOPT RESOLUTION NO. 04-25 CALLING FOR A HEARING ON THE PROPOSED ASSESSMENT ON ABC DRIVE AT 6:00 P.M. ON AUGUST 19<sup>TH</sup> AT CITY HALL. DEAN EGGENA SECONDED THE MOTION. ALL MEMBERS VOTED "AYE." MOTION CARRIED.

DEAN EGGENA MADE A MOTION TO ADOPT RESOLUTION NO. 04-26 CALLING FOR A HEARING ON THE PROPOSED ASSESSMENT ON GREER LAKE ROAD AT 6:45 P.M. ON AUGUST 19<sup>TH</sup> AT CITY HALL. IRENE SCHULTZ SECONDED THE MOTION. ALL MEMBERS VOTED "AYE." MOTION CARRIED.

DEAN EGGENA MADE A MOTION TO ADOPT RESOLUTION NO. 04-27 CALLING FOR A HEARING ON THE PROPOSED ASSESSMENT ON WILDWOOD DRIVE AT 7:30 P.M. ON AUGUST 19<sup>TH</sup> AT CITY HALL. IRENE SCHULTZ SECONDED THE MOTION. ALL MEMBERS VOTED "AYE." MOTION CARRIED.

**4. APPROVE BILLS:** IRENE SCHULTZ MADE A MOTION TO APPROVE THE BILLS FOR PAYMENT AS SUBMITTED IN THE AMOUNT OF \$60,910.93. DEAN EGGENA SECONDED THE MOTION. ALL MEMBERS VOTED "AYE." MOTION CARRIED.

**5. ADJOURN:** DEAN EGGENA MADE A MOTION TO ADJOURN THE MEETING AT 11:12 A.M. IRENE SCHULTZ SECONDED THE MOTION. ALL MEMBERS VOTED "AYE." MOTION CARRIED.

Minutes Prepared by:

Carie A. Fuhr

Carie A. Fuhrman  
Planner-Zoning Coordinator

RESOLUTION 04-25

RESOLUTION FOR HEARING ON PROPOSED ASSESSMENT

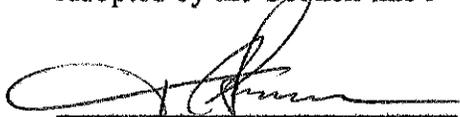
WHEREAS, by a resolution passed by the Council on July 12, 2004, the City Administrator was directed to prepare a proposed assessment of the cost of improving ABC Drive from the intersection of C.S.A.H. 16, north, approximately 1130 feet by constructing street and drainage improvements.

AND WHEREAS, the City Administrator has notified the Council that such proposed assessment has been completed and filed in his office for public inspection.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF CROSSLAKE, MINNESOTA:

1. A hearing shall be held on the 19th of August, 2004 in the City Hall at 6:00 P.M. to pass upon such proposed assessment and at such time and place all persons owning property affected by such improvement will be given an opportunity to be heard with reference to such assessment.
2. The City Administrator is hereby directed to cause a notice of the hearing on the proposed assessment to be published once in the official newspaper at least two weeks prior to the hearing, and he shall state in the notice the total cost of the improvement. He shall also cause mailed notice to be given to the owner of each parcel described in the assessment roll not less than two weeks prior to the hearings.
3. The owner of any property so assessed may, at any time prior to certification of the assessment to the County Auditor, pay the whole of the assessment on such property, with interest accrued to the date of payment, to the City Administrator, except that no interest shall be charged if the entire assessment is paid within 30 days from the adoption of the assessment. He/she may at any time thereafter, pay to the County Auditor the entire amount of the assessment remaining unpaid, with interest accrued to December 31st of the year in which such payment is made. Such payment must be made before November 15th or interest will be charged through December 31st of the succeeding year.

Adopted by the Council this 3<sup>rd</sup> day of August, 2004.



Thomas N. Swenson  
City Administrator



Darrell E. Swanson  
Mayor

RESOLUTION 04-26

RESOLUTION FOR HEARING ON PROPOSED ASSESSMENT

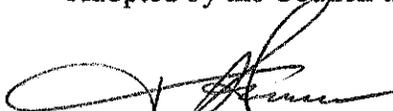
WHEREAS, by a resolution passed by the Council on July 12, 2004, the City Administrator was directed to prepare a proposed assessment of the cost of improving Greer Lake Road from the entrance to Greer Lake Campground, north, to lot 18 Greer Lake Homesites Addition by constructing street and drainage improvements.

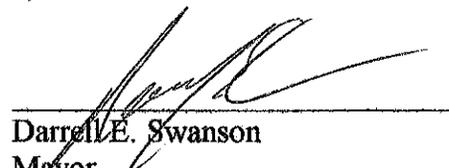
AND WHEREAS, the City Administrator has notified the Council that such proposed assessment has been completed and filed in his office for public inspection.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF CROSSLAKE, MINNESOTA:

1. A hearing shall be held on the 19th of August, 2004 in the City Hall at 6:45 P.M. to pass upon such proposed assessment and at such time and place all persons owning property affected by such improvement will be given an opportunity to be heard with reference to such assessment.
2. The City Administrator is hereby directed to cause a notice of the hearing on the proposed assessment to be published once in the official newspaper at least two weeks prior to the hearing, and he shall state in the notice the total cost of the improvement. He shall also cause mailed notice to be given to the owner of each parcel described in the assessment roll not less than two weeks prior to the hearings.
3. The owner of any property so assessed may, at any time prior to certification of the assessment to the County Auditor, pay the whole of the assessment on such property, with interest accrued to the date of payment, to the City Administrator, except that no interest shall be charged if the entire assessment is paid within 30 days from the adoption of the assessment. He/she may at any time thereafter, pay to the County Auditor the entire amount of the assessment remaining unpaid, with interest accrued to December 31st of the year in which such payment is made. Such payment must be made before November 15th or interest will be charged through December 31st of the succeeding year.

Adopted by the Council this 3<sup>rd</sup> day of August, 2004.

  
Thomas N. Swenson  
City Administrator

  
Darrell E. Swanson  
Mayor

RESOLUTION 04-27

RESOLUTION FOR HEARING ON PROPOSED ASSESSMENT

WHEREAS, by a resolution passed by the Council on July 12, 2004, the City Administrator was directed to prepare a proposed assessment of the cost of improving Wildwood Drive from the intersection of C.S.A.H. 3 to the end of the road (Block One, Lot 19), Wildwood Trail from the intersection of Wildwood Drive to the end of the road (Block Four, Lot 9), Whitebirch Lane from the intersection of Wildwood Drive (Block One, Lot 7) to the intersection of Wildwood Drive (Block One, Lot 18) by constructing street and drainage improvements.

AND WHEREAS, the City Administrator has notified the Council that such proposed assessment has been completed and filed in his office for public inspection.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF CROSSLAKE, MINNESOTA:

1. A hearing shall be held on the 19th of August, 2004 in the City Hall at 7:30 P.M. to pass upon such proposed assessment and at such time and place all persons owning property affected by such improvement will be given an opportunity to be heard with reference to such assessment.
2. The City Administrator is hereby directed to cause a notice of the hearing on the proposed assessment to be published once in the official newspaper at least two weeks prior to the hearing, and he shall state in the notice the total cost of the improvement. He shall also cause mailed notice to be given to the owner of each parcel described in the assessment roll not less than two weeks prior to the hearings.
3. The owner of any property so assessed may, at any time prior to certification of the assessment to the County Auditor, pay the whole of the assessment on such property, with interest accrued to the date of payment, to the City Administrator, except that no interest shall be charged if the entire assessment is paid within 30 days from the adoption of the assessment. He/she may at any time thereafter, pay to the County Auditor the entire amount of the assessment remaining unpaid, with interest accrued to December 31st of the year in which such payment is made. Such payment must be made before November 15th or interest will be charged through December 31st of the succeeding year.

Adopted by the Council this 3<sup>rd</sup> day of August, 2004.

  
Thomas N. Swenson  
City Administrator

  
Darrell E. Swanson  
Mayor

**BILLS FOR APPROVAL  
3-Aug-04**

VENDOR	DEPT	AMOUNT
A W Research, water test	Sewer	132.00
Ace Hardware, valve ball, tape	Sewer	22.84
Ace Hardware, neoprene, lubrication kit	Sewer/PW	58.80
Ace Hardware, pipe, clamp, couple	P&R	17.30
Alex Air Apparatus, compressor repair	Fire	756.00
American Welding and Steel, contact tip	PW	31.36
Ameripride, mats	PW	97.55
Animal Control Enforcement Services, dog to HART	Police	123.51
Aspen Equipment, dump, plow, toolbox	PW	25,528.05
Chief, fire vests	Fire	71.96
Crosslake Communications, phone, fax, cable , internet	ALL	1,381.91
Crosslake Construction, storm damage repairs	Gov't	874.00
Crosslake Construction, demolition debris	PW	28.80
Crow Wing County Highway Dept., fuel	ALL	2,326.81
Dacotah Paper, plates, cups	PW	126.38
Echo Publishing, notice to bid on truck	Fire	37.50
Echo Publishing, ordinance 198	P&Z	25.00
Erik Lee, reimburse travel expenses	Police	150.33
Government Training Services, land use workshop	P&Z	233.00
Great Northern Seamless Gutter, gutters	Sewer	1,072.00
Greg Larson Sports, bases	P&R	79.47
Lakes Area Rental, bobcat rental	PW	239.63
League of MN Cities, clerks conference	Admin	180.00
Martin Communications, radio	PW	485.64
Menards, brush, water kit	Sewer	21.28
Minnesota Telecom Alliance, safety program dues	Gov't	1,265.00
Molly's Cleaning Service, july cleaning	Gov't	745.50
M R Sign, street signs	PW	200.00
Pequot Auto Parts, filters	PW	82.73
Reed's Market, sentence to serve	PW	52.13
Simonson Lumber, coil, clevis, sand, turnbuckle	Fire	279.50
Streicher's, uniform	Police	29.95
USA Bluebook, hose, manhole lid, solutions	Sewer	300.49
Whitefish Auto, replace solenoid	PW	101.98
WSN, engineering fees	ALL	14,576.42
Xcel Energy, gas utility charges	ALL	209.38
Ziegler, loader payment	PW	8,966.73
<b>TOTAL</b>		<b>60,910.93</b>