

**REGULAR COUNCIL MEETING
CITY OF CROSSLAKE
MONDAY, AUGUST 8, 2016
7:00 P.M. – CITY HALL**

The Crosslake City Council met in the Council Chambers of City Hall on Monday, August 8, 2016. The following Council Members were present: Mayor Steve Roe, Gary Heacox, Mark Wessels, and Dave Schrupp. Brad Nelson was absent. Also present were City Administrator/Consultant Dan Vogt, Finance Director/Treasurer Mike Lyonais, City Clerk Char Nelson, Public Works Director Ted Strand, Park and Rec. Director Jon Henke, Police Chief Bob Hartman, General Manager of Crosslake Communications Kevin Larson, Crow Wing County Land Service Supervisor Chris Pence, Land Services Specialist Jon Kolstad, City Attorney Brad Person, City Engineer Mark Hallan, Northland Press Reporter Kate Perkins, and Echo Publishing Reporter Theresa Bourke. There were approximately nine 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 08R-01-16 WAS MADE BY MARK WESSELS AND SECONDED BY DAVE SCHRUPP TO APPROVE THE ADDITIONS TO THE AGENDA. MOTION CARRIED WITH ALL AYES.
- B. PUBLIC FORUM** – Police Chief Bob Hartman reported that the Police Department received a donation in the amount of \$8,872 from Paul and Carol McCulloch for the purchase of body cameras for each officer. Currently officers have audio/visual cameras inside the squad. Crosslake will be the first department in Crow Wing County to have body cams. The Council thanked the McCulloch's for their generous donation.
- C. CONSENT CALENDAR** – MOTION 08R-02-16 WAS MADE BY DAVE SCHRUPP AND SECONDED BY GARY HEACOX TO APPROVE THE FOLLOWING ITEMS LISTED ON THE CONSENT CALENDAR:
1. REGULAR COUNCIL MEETING MINUTES OF JULY 11, 2016
 2. CITY – MONTH END REVENUE REPORT DATED JULY 2016
 3. CITY – MONTH END EXPENDITURES REPORT DATED JULY 2016
 4. 7/31/16 PRELIMINARY BUDGET TO ACTUAL ANALYSIS
 5. PLEDGED COLLATERAL STATEMENT DATED JULY 31, 2016
 6. CROSSLAKE COMMUNICATIONS BALANCE SHEET, INCOME STATEMENT, AND DETAIL OF RESERVE BALANCES DATED JUNE 30, 2016
 7. CROSSLAKE COMMUNICATIONS CHECK REGISTER DATED 6/1/2016-6/30/2016 IN THE AMOUNT OF \$345,529.98
 8. CROSSLAKE COMMUNICATIONS ADVISORY BOARD MEETING MINUTES OF JULY 22, 2016
 9. CUSTOMER COUNTS
 10. POLICE REPORT FOR CROSSLAKE – JULY 2016
 11. POLICE REPORT FOR MISSION TOWNSHIP – JULY 2016
 12. FIRE DEPARTMENT REPORT – JULY 2016
 13. NORTH MEMORIAL RUNE REPORT - JULY 2016
 14. EDA MEETING MINUTES OF JULY 6, 2016
 15. PLANNING AND ZONING COMMISSION MEETING MINUTES OF JUNE 24, 2016

- 16. MONTHLY PLANNING & ZONING STATISTICS
- 17. PUBLIC WORKS COMMISSION MEETING MINUTES OF JULY 5, 2016
- 18. CROSSLAKE ROLLOFF RECYCLING REPORT FOR JULY 2016
- 19. WASTE PARTNERS RECYCLING REPORTS FOR JUNE 2016
- 20. CROSSLAKE PARK/LIBRARY COMMISSION MEETING MINUTES OF JUNE 22, 2016
- 21. CITY-COUNTY-TOWNSHIP ROADWAY MAINTENANCE AND CONSTRUCTION COORDINATING MEETING MINUTES OF JULY 25, 2016
- 22. BILLS FOR APPROVAL IN THE AMOUNT OF \$90,972.60
- 23. EXTEND RETENTION PAYMENT DATE WITH CROSSLAKE COMMUNICATIONS NON-UNION EMPLOYEES TO EITHER THE CLOSING DATE OR OCTOBER 1, 2016, WHICH EVER IS SOONER AND
- 24. ADDITIONAL BILLS FOR APPROVAL IN THE AMOUNT OF \$16,112.39
MOTION CARRIED WITH ALL AYES.

D. CRITICAL ISSUES – Cindy Myogeto of the Chamber reported that Crosslake Days and Chili Cookoff would take place on September 24, 2016. MOTION 08R-03-16 WAS MADE BY MARK WESSELS AND SECONDED BY GARY HEACOX TO APPROVE THE PUBLIC TASTING OF CHILI IN THE CITY OF CROSSLAKE ON SEPTEMBER 24, 2016. MOTION CARRIED WITH ALL AYES.

E. MAYOR'S REPORT – Mayor Roe announced that a community wide meeting would be held on Thursday, August 11 at Zorbaz from 4:30-6:30 p.m. in preparation of the MDT visit in September. Mayor Roe reported that the Primary Election is tomorrow and all voters in Crosslake will vote at the Community Center.

F. CITY ADMINISTRATOR'S REPORT

- 1. Dan Vogt reminded the public that filing for Mayor and two City Council seats is now open and ends Tuesday, August 16th at 5:00 P.M. No one has filed so far.

Dan Vogt reported that the Preliminary Levy needs to be certified to the County by September 30th. Once certified, the levy can be decreased but not increased by December 31, 2016. MOTION 08R-04-16 WAS MADE BY GARY HEACOX AND SECONDED BY MARK WESSELS TO SET THE BUDGET WORKSHOP MEETINGS FOR AUGUST 22 AND AUGUST 29 AT 5:00 P.M. IN CITY HALL.

Dan Vogt suggested that the Council formally accept the donation received earlier from the McCulloch's. MOTION 08R-05-16 WAS MADE BY MARK WESSELS AND SECONDED BY GARY HEACOX TO ACCEPT THE DONATION OF \$8,872 TO THE CROSSLAKE POLICE DEPARTMENT FROM PAUL AND CAROL MCCULLOCH TO BE USED TOWARDS THE PURCHASE OF BODY CAMERAS FOR EACH POLICE OFFICER. MOTION CARRIED WITH ALL AYES.

- 2. Dan Vogt reported that he received a memo from the City's non-union employees regarding 2016 wage adjustments. The group asked that the Council consider a 3.5% wage increase effective 1-1-16, an adjustment to the longevity schedule to be consistent

with the union contracts, a retirement policy to allow employees to transfer accumulated sick time up to 800 hours to a health care savings account, and hiring a company to conduct a job classification and compensation evaluation. Mr. Vogt stated that the Council could discuss the severance policy and the cost of a job classification study at the upcoming budget meetings. Kevin Larson and Kristi Westbrook of CTC requested that non-union employees at Crosslake Communications receive a 3.5% wage increase effective 1-1-16. MOTION 08R-06-16 WAS MADE BY DAVE SCHRUPP AND SECONDED BY GARY HEACOX TO APPROVE THE 3.5% INCREASE FOR ALL NON-UNION EMPLOYEES AT THE CITY AND CROSSLAKE COMMUNICATIONS AND TO ADJUST THE LONGEVITY SCHEDULE TO INCLUDE A 1% INCREASE AT 25 YEARS OF SERVICE. MOTION CARRIED WITH ALL AYES. Dan Vogt stated that a job study has not been conducted in over 25 years and that because many job duties have changed over the years, it would be a good idea to consider having a study done.

G. COMMISSION REPORTS

1. PLANNING AND ZONING

- a. MOTION 08R-07-16 WAS MADE BY MARK WESSELS AND SECONDED BY GARY HEACOX TO APPROVE ORDINANCE NO. 336 OPTING-OUT OF THE REQUIREMENTS OF MINNESOTA STATUTES, SECTION 462.3593 RELATED TO TEMPORARY FAMILY HEALTH CARE DWELLINGS. Chris Pence noted that the City of Crosslake has an ordinance related to auxiliary quarters which would cover this type of housing. MOTION CARRIED WITH ALL AYES.

2. ECONOMIC DEVELOPMENT AUTHORITY

- a. Patty Norgaard of the Crosslake EDA reported that at their meeting of August 3, 2016 the EDA Board unanimously voted to recommend to the City Council that the City pursue the option of a transfer/assumption plan between the City and Crow Wing Power related to the Revolving Loan Fund. Because Crosslake Communications has been sold, the City is no longer eligible to retain the federal funds. The original \$300,000 needs to be returned to USDA or the funds need to be transferred to an eligible entity along with approximately \$140,000 in interest earnings and original matching funds.
- b. Sheila Haverkamp of BLAEDC addressed the Council and offered an alternative for the Revolving Loan Funds. BLAEDC is considering the creation of BLAEDC Unified Fund. Ms. Haverkamp explained that there are many small entities in the area holding loan funds and that BLAEDC could hold all of the funds in one place. Bart Taylor of Riverwood Bank offered to work out the details of the plan. When pooled together, the fund could potentially have between \$2,500,000 - \$3,000,000. Mark Wessels noted that the funds would no longer belong to Crosslake and the Council would not have a voice in the lending process. Ms. Haverkamp will provide monthly updates to the Council regarding the progress of the project. Mike Lyonais noted that there is approximately \$185,000 in outstanding loans. MOTION 08R-08-16 WAS MADE BY MARK WESSELS AND SECONDED BY GARY HEACOX TO PURSUE THE OPTION OF TRANSFERRING THE REVOLVING LOAN FUNDS

OF APPROXIMATELY \$440,000 TO BLAEDC'S UNIFIED FUND. MOTION CARRIED WITH ALL AYES.

3. CROSSLAKE COMMUNICATIONS

- a. General Manager Kevin Larson presented the Highlights Report for July 2016 and reported that there are less than 50 fiber equipment upgrades left to complete. Mr. Larson commended Crosslake Communications and CTC staff for their speedy progress with this project. Staff continues to troubleshoot cable TV problems. 145 high speed customers have been added since January. Since June 30th capacity of high speed internet has continually topped 1 Gigabit. On the evening of July 4th, an all time high of 1.8 Gigabit was reached. The annual customer appreciation event is scheduled for Wednesday, August 24th from 11:00 A.M. to 1:00 P.M. Hot dogs, chips and root beer floats will be served. Regarding the sale of Crosslake Communications, the necessary filings with the FCC and State of Minnesota have been completed and permission from both departments is pending. CTC staff has prepared detailed schematics of Crosslake's networks/servers and met with Emily Telephone staff to review the documentation. CTC will continue to work with TriCo for transitioning through the closing date. The duty officer with the MPCA has been contacted and indicated that the Duluth office of the MPCA will be contacting the surrounding property owners to test their wells. Mark Wessels noted that the value of Crosslake Communications has doubled since CTC began running its operations.

4. PUBLIC WORKS/SEWER/CEMETERY

- a. MOTION 08R-09-16 WAS MADE BY DAVE SCHRUPP AND SECONDED BY MARK WESSELS TO AWARD THE BID FOR THE 2016 STREET IMPROVEMENTS PROJECT TO THE LOW BIDDER TRI-CITY PAVING, INC. AT A COST OF \$335,124.90. MOTION CARRIED WITH ALL AYES.

5. PARK AND RECREATION/LIBRARY

- a. Jon Henke gave an update on activities at the Community Center including: AAA driving classes, Chautauqua program, art show, and installation of new flooring. Mr. Henke thanked Alden Hardwick and all of the volunteers that worked at the book sale. Over \$5,000 was raised this year. The Whitefish Warrior Adventure Run was a success. There were 93 participants and over 30 volunteers.

H. CITY ATTORNEY REPORT –

1. MOTION 08R-10-16 WAS MADE BY DAVE SCHRUPP AND SECONDED BY GARY HEACOX TO ADOPT ORDINANCE NO. 337 REGARDING NUISANCES. The proposed ordinance gives a more detailed definition of nuisance. Mark Wessels questioned the language in Section 2 which states "...litter of any kind upon any land or inside or under any building..." Chris Pence replied that staff would only be able to view the inside of a building if the door was opened. MOTION CARRIED WITH ALL AYES.
2. Attorney Person presented an ordinance which would add administrative fines to the City Code. Changes to the draft copy would include changing authorized employees from "licensed peace officers of the Crosslake Police Department" to "Planning and Zoning staff." Final copy would also exclude Section 1, (f), 2. and 3. Attorney Person stated that

the Council could reduce the number of offenses, approve as is or choose to not adopt the ordinance. Mark Wessels suggested that the Hearing Officer be an attorney from outside of Crosslake so that there was no bias. Mr. Wessels also suggested that the Council put a "sunset" provision of two years and if the policy is working well at that time, it could be approved again. Attorney Person replied that the Council could revoke the ordinance at any time if there were issues. Staff's first choice of enforcement will be to work with the property owner. Administrative fines would be used as a last resort. The Council must trust staff. Dave Schrupp and Gary Heacox have both been liaisons to the Planning and Zoning Commission and both said this type of enforcement is needed. MOTION 08R-11-16 WAS MADE BY GARY HEACOX AND SECONDED BY DAVE SCHRUPP TO ADOPT ORDINANCE NO. 338 AMENDING ARTICLE 2 TO ADD ADMINISTRATIVE FINES. Mark Wessels asked that the sunset provision be added to the motion. Mayor Roe stated that two years would be too soon to know if this is working well. MOTION CARRIED 3-1 WITH WESSELS OPPOSED.

MOTION 08R-12-16 WAS MADE BY STEVE ROE AND SECONDED BY DAVE SCHRUPP TO APPROVE THE PUBLICATION OF ORDINANCE 338 IN SUMMARY FORM IN THE OFFICIAL NEWSPAPER. MOTION CARRIED WITH ALL AYES.

3. MOTION 08R-13-16 WAS MADE BY DAVE SCHRUPP AND SECONDED BY GARY HEACOX TO APPROVE RESOLUTION NO. 16-19 SETTING ADMINISTRATIVE FINE SCHEDULE. MOTION CARRIED 3-1 WITH WESSELS OPPOSED.

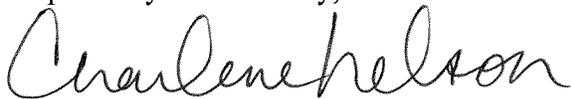
I. OLD BUSINESS – Mark Wessels asked what the status of the light poles at the Historical Society was. Ted Strand reported that he has received a quote from a private company and is waiting for a quote from Crow Wing Power. Crow Wing Power has not provided a quote due to working on storm damage.

J. NEW BUSINESS – None.

K. PUBLIC FORUM – None.

L. ADJOURN - MOTION 08R-14-16 WAS MADE BY GARY HEACOX AND SECONDED BY DAVE SCHRUPP TO ADJOURN THE MEETING AT 8:50 P.M. MOTION CARRIED WITH ALL AYES.

Respectfully submitted by,



Charlene Nelson
City Clerk
City Clerk/Minutes/8-8-16

B. 7.

CROSSLAKE COMMUNICATIONS
Accounts Payable
Check Register
06/01/2016 To 06/30/2016

Bank Account: 1 - GENERAL ACCOUNT

Check No.	Date	Vendor Name	Reference	Amount
2312	06/01/2016	FRANSEN BANK AND TRUST	APRIL VISA ACTIVITY	2,496.23
2320	06/03/2016	INTERNAL REVENUE SERVICE	FEDERAL, FICA, MEDICARE	3,876.00
2321	06/03/2016	PERA	PERA EE & ER	2,114.23
2322	06/03/2016	MINNESOTA DEPT OF REVENUE	MN WITHHOLDING	605.00
2323	06/03/2016	DEFERRED COMP	DEFERRED COMP	1,925.00
2324	06/10/2016	CITY OF CROSSLAKE (SEWER)	MAY SEWER	45.00
2325	06/30/2016	INTERNAL REVENUE SERVICE	EXCISE TAX	1,243.12
2332	06/17/2016	INTERNAL REVENUE SERVICE	FEDERAL, FICA, MEDICARE	3,365.80
2333	06/17/2016	PERA	PERA EE & ER	1,848.65
2334	06/17/2016	MINNESOTA DEPT OF REVENUE	MN WITHHOLDING	540.33
2335	06/17/2016	DEFERRED COMP	DEFERRED COMP	1,475.00
2336	06/30/2016	MINNESOTA DEPT OF REVENUE	JUNE SALES & USE TAX	16,027.00
2337	06/27/2016	CROW WING POWER	ELECTRIC SERVICE	4,530.27
32342	06/03/2016	FRANSEN BANK AND TRUST	HSA DEDUCTION	210.00
32343	06/10/2016	PAUL BUNYAN COMMUNICATIONS	JUNE LOCAL CHANNEL TRANSPORT	800.00
32344	06/10/2016	RONALD J. SCHMIDT	REIMBURSE FOR WORK BOOTS	150.00
32345	06/10/2016	CROSSLAKE ROLLOFF	MAY/JUNE DIRECTORY RECYCLE	110.00
32346	06/10/2016	NATIONAL FARMERS UNION	COMMERCIAL INS POLICY 6/2016-5/30/17	22,979.00
32347	06/10/2016	GOPHER STATE ONE CALL	LOCATES	243.00
32348	06/10/2016	ONVOY VOICE SERVICES	6264 PROGRAM, ANSWERING SERVICE	429.29
32349	06/10/2016	OLSEN THIELEN CO LTD	MIC ACTIVITY	466.40
32350	06/10/2016	UNITED PARCEL SERVICE	WEEKLY SERVICE & MISC. SHIPPING	135.12
32351	06/10/2016	CROSSLAKE COMMUNICATIONS	PHONE SERVICE	676.80
32352	06/10/2016	CITY OF CROSSLAKE	BRAD PERSON ASSISTANCE	1,095.00
32353	06/10/2016	CONSOLIDATED TELEPHONE	MANAGEMENT CONSULTING & OTHER SERVICES	32,620.00
32354	06/10/2016	CITI LITES INC	LOCATES	1,710.10
32355	06/10/2016	XCEL ENERGY	METER CHARGES SUNRISE & 16	134.04
32356	06/10/2016	AMERIPRIDE LINEN & APPAREL	RUG & TOWEL SERVICE	132.60
32357	06/10/2016	MINNESOTA 9-1-1 PROGRAM	911, TAP, & TAM	1,560.99
32358	06/10/2016	NCPERS MINNESOTA	JUNE LIFE PREMIUM	16.00
32359	06/10/2016	NATIONAL CABLE TELEVISION COOP	30 EA DCX700'S	2,777.91
32360	06/10/2016	CENTRAL TRANSPORT GROUP LLC	4 EA DS1'S	2,332.32
32361	06/10/2016	GRAYBAR ELECTRIC COMPANY INC	6 EA CLICK CLEANERS	401.31
32362	06/10/2016	ASSURANT EMPLOYEE BENEFITS	JUNE LONG TERM DISABILITY	221.76
32363	06/10/2016	PURCHASE POWER	POSTAGE METER REFILL	251.00
32364	06/10/2016	PINNACLE	TELEPHONE DIRECTORY-10	1,020.38
32365	06/10/2016	AVID COMMUNICATION CONST. INC	CONTRACT PLOWS	6,601.45
32366	06/10/2016	UNIVERSAL SERVICE ADMIN CO.	MAY FUSC	3,081.97
32367	06/10/2016	ROVI GUIDES	AFFILIATE PAYMENT	1,026.74
32368	06/10/2016	SHOWTIME NETWORKS INC	AFFILIATE PAYMENT	355.88
32369	06/10/2016	FOX SPORTS NET NORTH	AFFILIATE PAYMENT	11,718.16
32370	06/10/2016	TOWER DISTRIBUTION COMPANY	AFFILIATE PAYMENT	380.90
32371	06/10/2016	AZAR COMPUTER SOFTWARE SERVICES	UPGRADE SOFTWARE LICENSE, SUPPORT JUL-DEC	3,425.00
32372	06/10/2016	POP MEDIA NETWORKS, LLC	AFFILIATE PAYMENT	623.67
32373	06/10/2016	STAR TRIBUNE	SUBSCRIPTION RENEWAL THRU 9/11/16	78.78
32374	06/10/2016	AT&T - DALLAS TX	PARS - JUNE 2016 - BAN 1499	87.81
32375	06/10/2016	CROW WING COUNTY HIGHWAY DEPT.	MARCH UNLEADED FUEL	253.08
32376	06/10/2016	7SIGMA SYSTEMS INC	MAY CONSULTING	4,000.00
32377	06/10/2016	CROSSLAKE ACE	CLAMPS AND HARDWARE	17.66
32378	06/10/2016	NATIONAL CABLE TEL COOP INC	AFFILIATE PAYMENT	46,636.22
32379	06/10/2016	WASTE PARTNERS INC.	MAY TRASH REMOVAL	79.59
32380	06/10/2016	CNA SURETY	TECH SYSTEMS CONTRACTOR BOND	250.00
32381	06/10/2016	CHARTER BUSINESS	MONTH 23 OF 36 INTERNET FEED	3,000.00
32382	06/10/2016	AVNET, INC.	REPAIR 2 EA DCX3510'S	155.39
32383	06/10/2016	4M FUND F.B.O. 35373-101	FUND DEBT SERVICE RESERVE	31,817.00

32384	06/10/2016	ONLINE INFORMATION SERVICES	10 EXCHANGE REPORTS	2 of 2	57.00
32385	06/10/2016	ONLINE COLLECTIONS	COLLECTION COMMISSION		627.78
32386	06/10/2016	ARIN	ANNUAL RENEWAL FOR ISP REGISTRATION		2,000.00
32387	06/10/2016	BIG 10	AFFILIATE PAYMENT		2,819.94
32388	06/10/2016	COOPERATIVE NETWORK SERV LLC	MAY LOCAL CHANNEL TRANSPORT		500.00
32389	06/10/2016	VERIZON WIRELESS	CELL PHONES		138.61
32390	06/10/2016	NISC	MAY LICENSE FEES		4,347.56
32391	06/10/2016	FOX TELEVISION STATIONS, INC.	AFFILIATE PAYMENT		2,995.53
32392	06/10/2016	CBS TELEVISION STATIONS	AFFILIATE PAYMENT		2,576.80
32393	06/10/2016	CANON FINANCIAL SERVICES, INC.	COPIER LEASE 5/20/16 - 6/19/16		159.67
32394	06/10/2016	RAMSTAD TECHNOLOGIES, LLC	SPLICING		592.00
32395	06/10/2016	J.CARLSON SERVICES, INC.	CONTRACT LABOR-TECHNICIAN		3,780.00
32396	06/10/2016	JOHN W. FINKE	REIMBURSE FOR MAY MILEAGE		248.40
32397	06/10/2016	MAZER TELCOM ADVISORS, LLC	TRAVEL EXPENSES - MICHAEL 5/23 & 5/24		1,509.17
32398	06/10/2016	JOHN W O'KEEFE	CREDIT REFUND		19.02
32399	06/10/2016	RONNIE KOEHLER	CREDIT REFUND		23.42
32400	06/10/2016	GARY MIKKELSON	CREDIT REFUND		17.89
32401	06/10/2016	ERIC JACKSON	CREDIT REFUND		85.90
32402	06/10/2016	SCOTT SCHUPP	CREDIT REFUND		50.33
32403	06/10/2016	KEN FRAASCH	CREDIT REFUND		65.80
32404	06/10/2016	JOE GLAZIER	CREDIT REFUND		48.55
32405	06/10/2016	ROBERT HARTMAN	CREDIT REFUND		16.29
32406	06/10/2016	GARY R SIMONS	CREDIT REFUND		58.68
32407	06/10/2016	RICHARD SLIETER	CREDIT REFUND		7.24
32408	06/10/2016	JOY FUNK	CREDIT REFUND		31.78
32409	06/10/2016	TODD R KOZELKA	CREDIT REFUND		24.07
32410	06/10/2016	JUSTIN HAAS	CREDIT REFUND		55.44
32411	06/10/2016	MIKE NASH	CREDIT REFUND		82.51
32412	06/10/2016	UNITED HEALTH GROUP	CREDIT REFUND		29.28
32413	06/10/2016	DONALD PRIVITT	CREDIT REFUND		80.01
32414	06/10/2016	SHAWN COIL	CREDIT REFUND		68.84
32415	06/17/2016	IBEW LOCAL UNION 949	UNION DUES		238.59
32416	06/17/2016	FRANDSEN BANK AND TRUST	HSA DEDUCTION		210.00
32417	06/24/2016	STINSON LEONARD STREET	LEGAL SERVICES RELATING TO SALE		7,190.00
32418	06/24/2016	MINNESOTA DEPT OF COMMERCE	1ST QTR 2017 INDIRECT ASSESSMENT		278.90
32419	06/24/2016	EMILY COOPERATIVE TELEPHONE	LOCAL CHANNEL FEED		2,562.25
32420	06/24/2016	ONVOY VOICE SERVICES	SS7 SERVICE, OPERATOR SERVICES		5,729.13
32421	06/24/2016	OLSEN THIELEN CO LTD	1ST QTR 499Q, FSA RESEARCH		805.00
32422	06/24/2016	POWER & TELEPHONE SUPPLY	24 EA POWER SUPPLIES - (BATTERY BACKUP)		1,712.63
32423	06/24/2016	CONSOLIDATED TELEPHONE	150M INTERNET - JUNE		900.00
32424	06/24/2016	CITI LITES INC	LOCATES		988.45
32425	06/24/2016	AMERIPRIDE LINEN & APPAREL	RUG & TOWEL SERVICE		132.60
32426	06/24/2016	ELECTRIC SCIENTIFIC CO INC	REPAIR DETECTOR HEAD IN CATV/HE		2,672.22
32427	06/24/2016	NATIONAL CABLE TELEVISION COOP	12 EA SBG901 ROUTERS		14,610.85
32428	06/24/2016	NEUSTAR INC.	SOW & LNP CHARGES		180.09
32429	06/24/2016	NENA	CO IDENTIFIER RENEWAL		250.00
32430	06/24/2016	MINNESOTA LIFE INSURANCE CO	JULY LIFE PREMIUM		28.00
32431	06/24/2016	VANTAGE POINT	MAY TTP SERVICE		210.00
32432	06/24/2016	CROW WING COUNTY HIGHWAY DEPT.	APRIL UNLEADED FUEL		351.06
32433	06/24/2016	CORNERSTONE PUBL GROUP INC.	WEBSITE COMPASS SUMMER MAILING		2,399.95
32434	06/24/2016	TEGNA	AFFILIATE PAYMENT		2,899.80
32435	06/24/2016	CALIX NETWORKS INC	120 EA 721GE ONT'S		27,156.48
32436	06/24/2016	NORTH COUNTRY PLUMBING & HEAT	REPAIR TOILET IN WOMENS REST ROOM		156.58
32437	06/24/2016	CHERI E. AYD	JUNE OFFICE CLEANING		751.63
32438	06/24/2016	HUBBARD BROADCASTING, INC.	AFFILIATE PAYMENT		3,381.30
32439	06/24/2016	AQUARIUS WATER CONDITIONING INC.	JUNE WATER SOFTENER RENTAL		44.89
32440	06/24/2016	NTCA GROUP HEALTH PLAN	JULY LIFE & HEALTH		7,640.33
32441	06/24/2016	DQ TECHNOLOGY	10 EA VISIONNET 505N ROUTERS		1,114.98
32442	06/24/2016	NISC	JUNE BILLING-B		1,699.92
32443	06/24/2016	INTELLIWEATHER, INC	JUNE WEATHER FEED		6,773.41
32444	06/24/2016	SCR - NORTHERN	SEMI ANNUAL MAINT OF HVAC		749.48
32445	06/24/2016	J.CARLSON SERVICES, INC.	CONTRACT LABOR-TECHNICIAN		2,940.00
32446	06/24/2016	TBLCOM CONSTRUCTION, INC	TOWER INSPECTION		1,500.00
TOTAL FOR GENERAL ACCOUNT					345,529.98

BILLS FOR APPROVAL
August 8, 2016

VENDORS	DEPT	AMOUNT
AAA Equipment Center, tire	PW	156.95
Abra Equipment Supply, grapple bucket	PW	4,945.00
Ace Hardware, hose bibbs, paint, paint thinner	PW	103.91
Ace Hardware, faucet timer, sprinkler ring	PW	32.96
Ace Hardware, scissors	Park	19.99
Ace Hardware, fan, concrete, outlets	Sewer	61.38
Ace Hardware, chainsaws	PW	839.90
Ace Hardware, fuel, oil	PW	46.95
Ace Hardware, tool center cabinet	Sewer	106.73
Ace Hardware, fuel, oil	PW	46.95
Ace Hardware, pins	Park	3.29
Ace Hardware, squeegee	Park	13.53
Ace Hardware, nozzles, hoses	Park	68.45
Ace Hardware, gloves	PW	68.46
American Park and Recreation, bench memorial	Park	123.00
Ameripride, paper towels	PW	140.59
AW Research, water testing	Sewer	413.10
Baker & Taylor, books	Library	40.41
Blue Cross Blue Shield, health insurance march	ALL	20,664.00
Breen & Person, legal fees	ALL	1,035.00
Build All Lumber, sewer upgrades	Sewer	1,066.94
Centre Stage Mfg, winch for basketball hoop	Park	4,250.00
Char Nelson, reimburse mileage	Election	28.08
City of Crosslake, sewer utility charges	PW/Gov't	135.00
Clean Team, august cleaning	PW/Gov't	1,082.50
Council #65, union dues	Gov't	385.00
Country Works, brochures	MDT	332.79
Crosslake Communications, phone, fax, cable, internet	ALL	1,407.84
Crosslake Communications, reimburse PERA aid	Gov't	744.75
Crosslake Rolloff, recycling	Gov't	2,695.00
Crow Wing County Attorney, 2nd quarter fines and prosecution	Gov't	1,471.89
Crow Wing County Recorder, filing fee	PZ	46.00
Crow Wing County Sheriff, alarm registration	Gov't	20.00
Culligan, water and cooler rental	PW/Gov't	44.61
Dacotah Paper, trash bags	Gov't	57.66
Deferred Comp	ALL	300.00
Delta Dental, dental insurance	ALL	1,730.00
Diamond Industrial Cleaning Equipment, replace pump	PW	1,975.92
Diamond Industrial Cleaning Equipment, repair main gas valve	PW	569.62
DJV Consulting, july/august services	Admin	1,641.25
Election Judges, hours of service, mileage, training	Election	2,000.00
Emergency Response Solutions, msa's	Fire	3,619.35
Erika Strand, refund tennis lessons	Park	76.00
Fastenal, parts	PW	18.30
Fortis, disability	ALL	592.84

Fyles, portable restrooms	Park		500.00
Guardian Pest Solutions, pest control	ALL		77.60
Gull Lake Glass, aluminum framed windows, steel door	Sewer		2,856.94
Hawkins, chemicals	Sewer		2,572.54
Heartland Tire, alignment	PW		253.75
Holden Electric, motor and installation for agitator at sewer plant	Sewer		5,322.17
Holiday Station, premium fuel	Park		5.44
Holiday Station, water, ice cubes	PW		8.57
Honey Wagon, pump and back flush tanks, raised tanks	Park		935.00
Houston Ford, oil change	Police		41.63
Johnson, Killen & Seiler, labor attorney fees	Gov't		483.75
Jon Henke, reimburse mileage	Park		34.83
Kitchigami Library, damaged book fees	Library		56.00
Linescape Linestriping, road striping	PW		5,210.00
Maney International, alignment	PW		1,541.11
Marco, copier lease	Park		223.30
Mastercard, AICPA, license	Admin		375.00
Mastercard, Allen Shuffleboard, wax	Park	pd 7-26	101.78
Mastercard, Applebees, travel expense	PW		47.40
Mastercard, CDW, graphics card	Admin		45.45
Mastercard, Funny Girl Designs, headbands	Park		380.00
Mastercard, L&M Fleet, uniform	Sewer		89.90
Mastercard, Lucky 7, fuel	Sewer		35.84
Mastercard, Moonlite, special public works meeting	PW		75.52
Mastercard, Office Max, ink cartridges	Police		34.50
Mastercard, Office Max, paper, receipts, deskpads	Park		149.37
Mastercard, Sammy's Pizza, travel expense	Sewer		28.97
Mastercard, Shoebuy.com, insoles	Police		40.42
Mastercard, Target, enr max	Park		30.18
Mastercard, Timber Lake Lodge, lodging	Sewer		359.28
Mastercard, Verizon, accessories	PW	pd 7-26	107.86
Menards, rubber roofing, black poly	Sewer		532.98
Midwest Machinery, parking brake repair, replace axle seals	Park		1,420.22
Midwest Machinery, insecticide, backpack sprayer	PW		734.96
Mike Lyonais, reimburse petty cash	ALL		63.93
Mike's Tree Company, tree removal	PW		250.00
MN County Atty Assn, forfeiture forms, property receipts	Police		110.00
MN Fire Service Certification Board, testing	Fire		25.00
MN Life, life insurance	ALL		387.20
Moonlite Square, fuel	Fire		48.50
Napa, gloves	PW		67.96
Napa, gloves	PW		17.99
Napa, ac pro premium	Park		44.99
National Independent Health Club Assn, annual membership	Park		399.00
NCPERS-Life Insurance	ALL		96.00
Neofunds, admin error	Admin		9.64
NLES, tshirts	Library		28.00
Northland Press, advertisement for bids	PW		323.00
Northland Press, notice of filing	Council		46.75
Northland Press, envelopes	P&Z/Admin		158.07

ADDITIONAL BILLS FOR APPROVAL
August 8, 2016

VENDORS	DEPT	AMOUNT
AW Research, water testing	Sewer	235.80
Brainerd Lakes Chamber of Commerce, yearly contribution	Gov't	2,000.00
Char Nelson, reimburse mileage	Election	84.24
Country Works, mn design team brochures	MDT	484.85
CTC, july 2016 labor	ALL	750.00
Great Northern Environmental, module assembly	Sewer	9,438.13
Northland Press, election notice	Election	23.37
Steffen Tree Service, tree removal	PW	300.00
Tim Mears, siding	Cemetery	500.00
WW Goetsch, pump	Sewer	2,181.00
WW Goetsch, transducer repair	Sewer	115.00
TOTAL		16,112.39

**CITY OF CROSSLAKE
RESOLUTION NO. 16-19**

RESOLUTION SETTING ADMINISTRATIVE FINE SCHEDULE

WHEREAS, the City of Crosslake has just authorized the use of administrative fines.

WHEREAS, the Council must set a fine schedule to implement said ordinance.

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

See Attached list of offenses, fines and ordinance references.

Adopted by the City Council of the City of Crosslake on August 8, 2016.

Approved:



Mayor

Attested:



City Clerk

Proposed Administrative Fines

Offense	Amount of Fine	Ordinance Reference	
Abandoned Motor Vehicle	\$75	Chapter 30, Article V	Sec 30-104
Littering, dumping	\$75	Chapter 30, Article II	Sec 30-23
Construction without a permit	\$75	Chapter 26, Article 3	Sec 26-68 (1)
Failure to follow Conditions of Approved Variance/CUP	\$75	Chapter 26, Article 7 & 8	Sec 26-195 Sec 26-226 (3)
Earth Moving without permit	\$75	Chapter 26, Article 21	Sec 26-574 (1)
Erosion control	\$75	Chapter 26, Article 20	Sec 26-549
Unfinished Construction Project	\$75	Chapter 26, Article 3	Sec 26-70
Sign Violation	\$75	Chapter 26, Article 33	Sec 26-863
Septic Violation	\$75	Chapter 26, Article 31	
Public Property Infringement	\$75	Chapter 32, Article II	Sec 32-36
Land Use Ordinance Violation	\$75	Chapter 26	

Sec. 30-104. - Abandonment of motor vehicles.

It is unlawful for any person to abandon a motor vehicle on any public or private property without the consent of the person in control of such property. For the purpose of this section, a "motor vehicle" is as defined in M.S.A. ch. 169.

Sec. 30-23. - Dumping.

- a) It is unlawful for any person to throw or deposit on public property any nails, dirt, glass or glassware, cans, discarded cloth or clothing, metal scraps, garbage, leaves, grass or tree limbs, paper or paper products, shreds or rubbish, oil, grease or other petroleum products, or to empty any water containing salt or other injurious chemical thereon.
- b) It is a violation of this section to place or store any building materials or waste resulting from building construction or demolition on public property without first having obtained a written permit from the council.

Sec. 26-68 Application for a Permit

(1) Scope of work subject to permitting. Prior to engaging in any land use activity regulated under the provision of this Chapter, the owner of the property shall make application for the necessary permit or permits required by this Chapter. A permit or fee is not required for inside or outside residential maintenance provided the exterior dimensions of the structure remain the same.

Sec. 26-195 Revocation of Conditional Use Permit

The Planning Commission/Board of Adjustment, subsequent to a public hearing, may revoke a conditional use permit if any conditions imposed as part of granting the conditional use permit request, are violated.

Sec. 26-226 Conditions May Apply

(1) If the variance criteria in Section 26-225 have been met, the Planning Commission/Board of Adjustment, in approving any such application, may require additional conditions and mitigating requirements to protect the public health, safety, or the environment, as may be reasonable under all circumstances concerned therewith, to be imposed as a condition for granting of the permit that shall fulfill the purposes of this Chapter. A condition must be directly related to and must bear a rough proportionality to the impact created by the variance. Such conditions may include, but are not limited to, the following:

- a) Mitigation actions to off-set environmental consequences of variance approval according to Articles 19
- b) Increased setbacks from the ordinary high water level;
- c) Limitations on the natural vegetation to be removed or the requirement that additional vegetation be planted according to Article 19;
- d) Special provisions for the location, design, size and use of allowed structures, sewage treatment systems, and vehicle parking areas;
- e) Performance security as prescribed in Section 26-72 of this Chapter.
- f) Extension of the time frame upon which the variance must be substantially completed.

(2) The Department may conduct follow up inspections as necessary to insure that the conditions established by the Board of Adjustment are met.

(3) Failure to comply with variance conditions as imposed by the Planning Commission/Board of Adjustment is a violation of this Chapter punishable under Section 26-71.

Sec. 26-574 Applicability and Permits

(1) The standards in this Article shall apply to all dirt moving activities within the City. Except as specified in 2, a through j below, dirt moving activities shall require permits and may require a site plan, scope of work, and additional supporting documents including, but not limited to, surveys, wetland delineation reports, engineered grading plans with profile view, engineered drainage plans including erosion and sediment control and stormwater management plans according to Article 20 of this Chapter.

Sec. 26-549 General Standards

(1) All Stormwater plans shall be designed for permanent on-site treatment of one inch of stormwater runoff on all impervious surface coverage on the lot. This means that a volume of water equal to one inch multiplied by the area of impervious surface must be treated. Preference should be given to volume reduction techniques that include infiltration basins, rain gardens, enhanced infiltration swales, filter strips, disconnected impervious areas, soil amendments, bioretention, and other approved volume reduction techniques. The plan shall be approved by the Department and effectively implemented.

(2) Approved permits that create over 10,000 square feet of new impervious surface on a lot and for all plats, the Department shall require the applicant to submit a plan for permanent on-site treatment of one inch of stormwater runoff designed by a Minnesota-licensed professional engineer.

(3) All stormwater management systems shall be capable of safely passing a 100 year-24 hour storm event, including grassed swales, grit chambers, vegetated filter strips, bioretention areas, off-line retention areas, and natural depressions for infiltration, is required before the runoff leaves the project site or enters surface waters. Constructed storm water outfalls to public waters must provide for filtering or settling of suspended solids and skimming of surface debris before discharge.

(4) All management technologies must be consistent with the most current version of the Minnesota Stormwater Manual, which is incorporated herein by reference.

(5) Performance security as specified in Sec 26-72 may be required to assure implementation of stormwater plan recommendations or designs. For engineered designs, certification that installation meets the design standards must be received from the design engineer before the performance security will be released.

(6) A minimum 12-foot wide driveway from the nearest road right-of-way to the principal structure must be included in the impervious surface coverage calculation unless the driveway is constructed with approved pervious materials. The Department shall use actual on-site driveway dimensions if such data is provided by

(7) The Department may give credit for up to 100% of the area covered by a permeable surfacing system as pervious surface if it is designed and inspected by a Minnesota-licensed professional engineer and is certified annually to the Department that it is functioning as a pervious surface. Best management practices shall be followed in design, installation, and maintenance as found in the latest Minnesota Stormwater Manual, subject to the following standards:

- a) No credit may be given for a permeable pavement system in a shore or bluff impact zone, except as otherwise allowed for watercraft access ramps;
- b) The base of the installed permeable pavement system must have a minimum of three feet separation from the seasonally saturated soils or from the bedrock unless there is an outlet to another stormwater treatment area; and
- c) The design of a permeable pavement system must allow the infiltration of one inch of stormwater on the pavement surface.

Sec. 26-70 Expiration of Permits

All permits are valid for a period of two years from the date of approval, unless otherwise specified. Permits are transferrable to future landowners provided the two year time limit is not exceeded.

Sec. 26-863 Administration

(1) Permit required. With the exception of signs listed in Section 26-863 (2) below, no sign shall be erected, altered, reconstructed, maintained or moved in the city without first securing a permit from the Department.

(2) Exemptions. The following signs shall not require a permit:

- a) The changing of the display surface on an existing painted or printed sign.
- b) On-premises real estate and contractor/financial/institutional signs six square feet or less in size.
- c) Campaign signs.
- d) Generic real estate, off-premises directional signs.
- e) No more than two off-premises directional signs for public and non-profit organizations shall be allowed. Signs shall not exceed 2 square feet in size and shall not be illuminated.
- f) Signs advertising the sale or lease of the real property upon which the sign is displayed.
- g) Signs identifying the property owner and/or tenant and /or facility name located on the premises in a residential district.
- h) Holiday decorations. Decorations or banners, and similar items used to celebrate holidays.
- i) "Private Property" signs; "No Hunting" signs; on-site directional, regulator and parking signs; and 911 address signs, street signs, or warning signs. Such signs shall not be considered in calculating the sign area of permitted signs. No such signs shall exceed three square feet in area, and shall not exceed eight feet in height.
- j) Historical signs. No historical signs shall exceed eight square feet in area and shall not exceed eight feet in height. No sign shall be recognized as an historical sign unless authenticated in writing from the Crosslake Area Historical Society recognizing the historical significance of the event, structure, or site being memorialized.

k) Garage/yard sale signs.

l) Two temporary signs for community events (not to exceed 30 sq ft total) which shall be removed no later than 10 days after the event.

m) Temporary commercial signs allowed in Section 26-865 (9) below.

(3) Prohibited signs. The following signs are prohibited:

a) Any sign, signal, marking or device which is an imitation of or resembles any official traffic control device or emergency vehicle signal, or which attempts to direct the movement of traffic or which hides from view or interferes with the effectiveness of any official traffic-control device;

b) New commercial billboards erected after March 1 2015 except for a Multi-Business Pylon Sign pursuant to Section 26-864 (18) of this ordinance;

c) Signs with flashing or blinking lights;

d) Moving or stationary searchlights;

e) All new private off-premises signs advertising a business or commercial service;

f) Signs painted, attached, or in any other manner affixed to trees, rocks, or similar natural surfaces, or attached to public utility poles, bridges, towers, or similar public structures;

g) Roof-mounted signs;

h) Electronic changing message signs;

i) Real estate directional signs that are not white with black letters reading "Property for Sale" with a black, directional arrow not to exceed a total of three square feet in size;

j) Notwithstanding part (2) e) above, new blue directional special service signs erected by Crow Wing County.

Sec. 32-36. - Platted public rights-of-way to public waters.

a) There are various public rights-of-way that lead to the water within the city which have been dedicated to the public through the approval of plats or dedicated to the public through use and maintenance by the city. The city views these areas as green space, with use of these areas controlled by the city.

b) The removal, maintenance or planting of any trees, vegetation or soils is prohibited.

c) Structures, equipment or storage of personal property of any sort on, above or below ground is prohibited in these areas.

d) Access to private property may be allowed over these access areas if alternative means of ingress and egress is not possible and the appropriate permit is first approved by the planning and zoning department. Impervious driveways are not permitted on these access areas unless authorized by the city council.

e) All regulations contained in the city open zoning district shall apply to these areas.

f) Structures on adjacent lots shall be set back a minimum of ten feet from the side lot lines and are subject to the respective zoning district standards.

g) Watercraft may be launched or removed only at accesses designated for such use. No watercraft may be operated in a designated swimming area

h) No person shall leave, store or moor on or directly in front of any public access any watercraft after such person has left the lake area or cause such watercraft to remain on the access site overnight.

i) Motorized use of accesses shall be permitted for winter recreational purposes.

j) Storage or placement of debris, leaves, grass clippings or brush is prohibited.