

**AGENDA  
REGULAR COUNCIL MEETING  
CITY OF CROSSLAKE  
MONDAY, JULY 22, 2013  
7:00 P.M. – CITY HALL**

**A. CALL TO ORDER**

1. Approval of Additions to the Agenda (Council Action-Motion)
2. Pledge of Allegiance

**B. CRITICAL ISSUES –**

1. Resolution Approving County Project Within Municipal Corporate Limits (Council Action-Motion)
  - a. Letter dated July 13, 2013 from Nancy Koch Re: CSAH 3 Road Project
  - b. Letter dated July 19, 2013 from Attorney Person Re: CSAH 3
2. Todd Lyscio – Crosslake Community School Update

**C. CONSENT CALENDAR – NOTICE TO THE PUBLIC –** All items here listed are considered to be routine by the City Council and will be acted on by one motion. There will be no separate discussion on these items unless a Citizen or Councilmember so requests:

1. Regular Meeting Minutes of June 27, 2013
2. Regular Meeting Minutes of July 8, 2013
3. June 2013 Wastewater Treatment Discharge Monitoring Report
4. Crow Wing County Sheriff's Community Update dated July 1, 2013
5. Memo dated July 9, 2013 from Land Service Director Re: Land Services Department – 2<sup>nd</sup> Quarter Update for 2013
6. EDA Meeting Minutes of June 5, 2013
7. BLAEDC 2<sup>nd</sup> Quarter Activity Report
8. Waste Partners Recycling Reports for May and June 2013
9. Memo dated June 1, 2013 from Minnesota State Demographer Re: 2012 Population and Household Estimates
10. Bills for Approval

**D. MAYOR'S REPORT**

**E. CITY ADMINISTRATOR'S REPORT**

1. Set Dates for 2014 Budget Workshops (Options: Morning of August 5, 9, 16, 19, 23, or 30)

**F. COMMISSION REPORTS**

**G. ATTORNEY REPORT –**

1. Update Re: Personnel Committee Members (Council Action-Motion)
  - a. Memo dated June 27, 2013 from the Personnel Committee Re: Recommendation Regarding Change to Personnel Committee

**H. OLD BUSINESS**

**I. NEW BUSINESS**

**J. PUBLIC FORUM**

**K. ADJOURN**

**RESOLUTION NO. \_\_\_\_\_**  
**RESOLUTION APPROVING COUNTY PROJECT WITHIN MUNICIPAL**  
**CORPORATE LIMITS**

**CITY OF CROSSLAKE**  
**COUNTY OF CROW WING**  
**STATE OF MINNESOTA**

WHEREAS, the City of Crosslake and Crow Wing County reviewed numerous design and alignment alterations related to the reconstruction of County State Aid Highway (CSAH) 3 from CSAH 37 to CSAH 1, culminating in the City choosing options and directing the County to proceed with detailed design according to City Resolution No. 11-10, and

WHEREAS, detailed final layouts for State Aid Project Number 018-603-022, showing proposed alignment, profiles, grades and typical sections for construction, reconstruction and improvement of County State Aid Highway (CSAH) 3 within the limits of the City of Crosslake have been prepared and presented to the City at a Public Meeting held on February 19, 2013.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF CROSSLAKE, MINNESOTA: That said final layouts and plan for State Aid Project Number 018-603-022 be in all things approved.

Adopted this 22<sup>nd</sup> day of July 2013.

---

Darrell Schneider  
Mayor

---

Charlene Nelson  
City Clerk

July 13, 2013

Crosslake Mayor

This letter is sent for several purposes –

1. At the last meeting of the council on 7/15/2013 parliamentary procedure was certainly not adhered to. It was not public forum but a letter from the public was displayed and read and you also let a resident in the audience ask questions.
2. I am not sure that all of you have truly read the petition that you received for reconsideration of County Road #3. (Also make note that a petition with 70 names was not displayed on the screen or read aloud to let the rest of the audience know what it was about versus a letter signed by two people which was). Please note that we are not asking for just a “pave over” of the existing road as you keep referring to. We are asking that all the work be done within the current 66 foot right away. Minimal disturbance to the environment, no new utilities line to be run, limited property devaluation and a couple of million dollars saved!
3. When you were elected it was expected that you would uphold all Crosslake policies in place and they would be adhered to until your administration amended or changed them! The Crosslake Community Plan is one such document adopted July 2007. From that document –
  - a. Page 8 Environmental Preservation – Crosslake recognizes that most people came to the area for its natural beauty of lakes, wetland and forests. Preserving the natural character of the community is important to the future health of the area.
  - b. Page 9 A Place Where Natural Resources are Preserved -  
The community recognizes the need to preserve the natural resources of the area, including public waters, wetlands, and rare and sensitive environmental features in the area. These items add value to the community and should be protected.
  - c. Pg 57 #7. Protect both the general welfare and the individual choices of Crosslake residents. Ensure that decisions that are made by the community reflect the needs of residents, visitors and business owners.
  - d. Pg 58 #8. Protect and enhance important historical, cultural and natural resources as a means to maintain the integrity, heritage and local character of Crosslake’s natural and built environment.
  - e. Pg 69 #3. Work with Crow Wing County to develop a scenic roadway classification for County Roads within the City to maintain and enhance views and preserve the character of the community.
4. I have traveled on many local roads and have yet to measure an eight foot shoulder. When #103 was done it seems that the Community Plan was followed – the road is still a scenic drive and even the sharp left and right turns are still there! They weren’t a safety issue?
5. My final comment- roads are not safe or unsafe it is the person behind the wheel that causes accidents. We have four lane highways with mediums and shoulders and we still have fatal accidents. Highway #6 from Crosby to Emily, there is not a straighter or more open road, yet two weeks ago yet another fatal accident. Making a hundred foot swath from Crosslake to Fifty Lakes is not going to make County Road #3 safer!

We urge you before making a final decision on County Road #3 to make sure you are in total compliance with the overall plan that Crosslake has in place so there are no violations!

A handwritten signature in black ink that reads "Nancy Koch". The signature is written in a cursive style with a large initial "N" and a long, sweeping underline.

Nancy Koch

## BREEN & PERSON, LTD

510 LAUREL STREET, BOX 472, BRAINERD, MN 56401  
AND  
35253 COUNTY ROAD 3, CROSSLAKE, MN 56443  
218-828-1248/218-692-4344  
BRAD@BREENANDPERSON.COM

July 19, 2013

Crosslake City Council  
RE: CSAH 3

Dear council members,

Since the City has received correspondence and written objections to the final design of CSAH 3, the Mayor asked for a more formal legal opinion on your role in this project or how you should receive petitions.

As stated at our last meeting, petitions from the public do not create any legal process whereby you must respond in any way. Of course you want to listen to the public and their concerns, but nothing need be done from a procedural standpoint.

Pursuant to MN Stat. 162, the County does need a City resolution approving the final design for the portion of the road within City limits or whenever a county is seeking financial assistance from the City. That resolution will be presented at your next meeting. As the County confirmed at our last meeting, however, this process has been ongoing for several years and if you fail to pass the resolution the County will not complete the project next year.

Sincerely,

J. Brad Person

REGULAR COUNCIL MEETING  
CITY OF CROSSLAKE  
THURSDAY, JUNE 27, 2013  
6:00 P.M. – CITY HALL

The Council for the City of Crosslake met in the Council Chambers of City Hall on Thursday, June 27, 2013. The following Council Members were present: Mayor Darrell Schneider, Steve Roe, Gary Heacox, John Moengen and Mark Wessels. Also present were City Administrator/Consultant Dan Vogt, City Clerk Char Nelson, Public Works Director Ted Strand, Finance Director/Treasurer Mike Lyonais, Community Development Director Ken Anderson, Police Chief Bob Hartman, GIS Coordinator Bryan Hargrave, City Attorney Brad Person, Northland Press Reporter Paul Boblett, and Echo Publishing Reporter Kate Perkins. There were approximately twenty-four people in the audience.

**A. CALL TO ORDER** – Mayor Schneider called the Regular Council Meeting to order at 6:00 P.M. The Pledge of Allegiance was recited. MOTION 06R2-01-13 WAS MADE BY JOHN MOENGEN AND SECONDED BY STEVE ROE TO APPROVE THE ADDITIONS TO THE AGENDA. MOTION CARRIED WITH ALL AYES.

**B. CRITICAL ISSUES –**

1. Mayor Schneider gave a recap of the Public Information Meeting that was held on June 11<sup>th</sup> at the Community Center. Approximately 45 were in attendance and approximately 10 people addressed the Council. The only comments received after the meeting were from WAPOA in a letter dated June 18, 2013. The letter contained more comments, observations and suggestions for the Council to consider. The Mayor read parts of the letter and some of the comments that were made on the 11<sup>th</sup>. Discussion ensued regarding whether or not the Comprehensive Plan should be redone before changes are made to the Land Use Ordinance. The Council felt that because the Comp Plan was adopted by the City Council 5 years ago, it did not need updating at this time. Mayor Schneider emphasized the importance to move forward with the County's Assessment and begin making changes. Mark Wessels stated that no Council Member wishes to get rid of Planning and Zoning and that it is important to get outside advice on how to handle complaints regarding the Planning and Zoning Department. Mr. Wessels wanted to proceed with adopting the 31 suggestions that the County listed in their Assessment. Steve Roe stated that a written plan should be developed before action is taken. A discussion ensued regarding whether a plan could be developed without first meeting with the County and obtaining more information. John Moengen stated that it was important to keep the public involved. Ken Anderson addressed the Council and stated he was disappointed that the Council has not communicated to him or his staff as to what issues the Council is trying to fix in the Planning and Zoning Department and why staff has not been included in discussions regarding potential changes. MOTION 06R2-02-13 WAS MADE BY MARK WESSELS AND SECONDED BY DARRELL SCHNEIDER TO AUTHORIZE ATTORNEY BRAD PERSON, CITY ADMINISTRATOR/CONSULTANT DAN VOGT AND TWO COUNCIL MEMBERS TO WORK WITH THE COUNTY TO EXPLORE THE IMPLEMENTATION PROCESS OF ADOPTING THE 31 SUGGESTIONS MADE BY THE COUNTY IN

THEIR ASSESSMENT OF THE CROSSLAKE PLANNING AND ZONING DEPARTMENT. Steve Roe suggested that a Planning and Zoning staff person be included in the meetings. Mark Wessels replied that staff is overworked and that staff can make comments when the plan is brought back to the Council. John Moengen addressed the elephant in the room of the fear that the Council wants to reduce Planning and Zoning staff and added that this possibility cannot be determined until talks with the County take place. Ken Anderson requested to be included in the discussions with the County. Mark Wessels did not change his motion. MOTION PASSED 3-2 WITH ROE AND MOENGEN OPPOSED.

MOTION 06R2-03-13 WAS MADE BY MARK WESSELS AND SECONDED BY DARRELL SCHNEIDER TO DIRECT MARK WESSELS, GARY HEACOX, BRAD PERSON AND DAN VOGT TO REPRESENT THE CITY AT THE MEETINGS WITH THE COUNTY. MOTION PASSED 3-2 WITH ROE AND MOENGEN OPPOSED.

Tom Watson of WAPOA addressed the Council and stated he was insulted that the Mayor only read the first paragraph of WAPOA's letter. WAPOA wants to collaborate with the City when making changes to the Land Use Ordinance. Mr. Watson noted that WAPOA was the only organization to respond to the County's Assessment and he would not be back to a meeting unless the Mayor invited him.

Patty Norgaard stated that she wanted the Council to include Ken Anderson and Planning and Zoning Commission Members in the discussions with the County.

2. Tristin Host of Virtual Management Group, LLC addressed the Council and requested approval to link the City's website to an Explore Crosslake Facebook Page that she maintains. Discussion ensued regarding the need and benefit for the City to be on Facebook. The Council did not give formal approval but noted that anyone could add a link to the website. Cindy Myogeto of the Brainerd Lakes Chamber of Commerce added that the Chamber is not affiliated with Ms. Host in any way.

**C. CONSENT CALENDAR - MOTION 06R2-04-13 WAS MADE BY JOHN MOENGEN AND SECONDED BY DARRELL SCHNEIDER TO APPROVE THE FOLLOWING ITEMS LISTED ON THE CONSENT CALENDAR EXCLUDING ITEM #3 WHICH WAS REMOVED AT STEVE ROE'S REQUEST: (1.) REGULAR MEETING MINUTES OF JUNE 10, 2013; (2.) PUBLIC INFORMATION MEETING MINUTES OF JUNE 11, 2013; (3.) REMOVED; (4.) MAY 2013 WASTEWATER TREATMENT DISCHARGE MONITORING REPORT; (5.) BILLS FOR APPROVAL DATED 6/27/13; AND (6.) ADDITIONAL BILLS FOR APPROVAL. MOTION CARRIED WITH ALL AYES.**

Steve Roe requested that Item (3.) Petition for Reconsideration of County Road 3 Upgrade Project to Crow Wing County and the Cities of Crosslake and Fifty Lakes be removed from the Consent Calendar and be open for discussion. Nancy Koch of 38881 County Road 3 addressed the Council and stated that she signed the petition because she was concerned about losing trees on her property. Ms. Koch stated that signers of the petition were in favor of maintaining the current road width of 66-feet and preserving the natural, scenic beauty of

the area. John Moengen expressed concern that the project is too far along in the planning stages to make major changes and that an overlay would not address safety issues. Changes to the project could reduce funding from other agencies. MOTION 06R2-05-13 WAS MADE BY DARRELL SCHNEIDER AND SECONDED BY STEVE ROE TO TABLE ACTION ON THE CSAH 3 UPGRADE PROJECT RECONSIDERATION PETITION UNTIL THE COUNTY WAS PRESENT TO ANSWER QUESTIONS. MOTION CARRIED WITH ALL AYES.

#### **D. MAYOR'S REPORT**

1. Mayor Schneider presented Ken Anderson with a Service Award for 10 Years of faithful and valuable service to the City.
2. The Mayor gave an update on the fundraising efforts for the fireworks display and noted that donations are still needed.

#### **E. CITY ADMINISTRATOR'S REPORT**

1. Dan Vogt reported that he has completed changes to the job descriptions of the Department Heads and will bring those to the Council for approval at the regular meeting in August.

The tennis courts received the second coat of blacktop and the project is on schedule. The Park Department received a quote from Anderson Brothers to sealcoat and stripe the parking lot. MOTION 06R2-06-13 WAS MADE BY JOHN MOENGEN AND SECONDED BY GARY HEACOX TO AUTHORIZE THE SEALCOATING AND STRIPING OF THE COMMUNITY CENTER PARKING LOT AT AN AMOUNT NOT TO EXCEED \$5,500. MOTION CARRIED WITH ALL AYES. Mr. Vogt reported that the new fitness equipment for the weight room arrived today.

Dan Vogt stated that he wants to work with Ken Anderson on making a list of properties with unsightly storage of vehicles and junk. He will bring this list to the Council before taking action.

Mark Wessels asked for an update on the recoupment of funds for the new sidewalk on Swann Drive. Brad Person stated that he, Dan Vogt, and the City Engineer have no solution at this point to recoup money from the property owner because the project has been completed. The City could ask the property owner for cooperation.

#### **F. COMMISSION REPORTS**

##### **1. PUBLIC SAFETY**

- a. MOTION 06R2-07-13 WAS MADE BY STEVE ROE AND SECONDED BY GARY HEACOX TO ACCEPT A DONATION TO THE CROSSLAKE POLICE DEPARTMENT OF \$100 FROM MARLENE ENGSTROM AS A THANK YOU TO SERGEANT ERIK LEE FOR HIS ASSISTANCE IN CHECKING ON HER HOME. MOTION CARRIED WITH ALL AYES.

Chief Hartman reported that a car accident with no injuries occurred at the Bourbon Room. Mark Wessels suggested that Chief Hartman discuss the safety issues with the County to find a solution to the ongoing parking problem.

**2. CROSSLAKE COMMUNICATIONS**

- a. MOTION 06R2-08-13 WAS MADE BY STEVE ROE AND SECONDED BY MARK WESSELS TO APPOINT THE FINANCE DIRECTOR/TREASURER OF THE CITY OF CROSSLAKE TO BE A SIGNATORY ON ALL CROSSLAKE COMMUNICATIONS FINANCIAL ACCOUNTS INCLUDING INVESTMENTS. MOTION CARRIED WITH ALL AYES.

**3. PLANNING AND ZONING**

- a. The Council reviewed a letter dated June 18, 2013 from the Minnesota DNR regarding a request for Implementation Flexibility and Revised Ordinance – City Code Chapter 26, Article I and Article II, Division 8. Attorney Person reported that Ken Anderson and he met with the DNR and worked together to fix technicalities on the City's Proposed Ordinance Amendment Related to Dwelling, Secondary Living Quarters in the R-3 Zoning District. If the Council is in agreement to the changes, the DNR will send a letter documenting final approval. MOTION 06R2-09-13 WAS MADE BY MARK WESSELS AND SECONDED BY JOHN MOENGEN TO APPROVE THE PROPOSED CHANGES TO THE ORDINANCE AMENDMENT RELATED TO DWELLING, SECONDARY LIVING QUARTERS IN THE R-3 ZONING DISTRICT. MOTION CARRIED WITH ALL AYES.

**4. PERSONNEL COMMITTEE**

- a. The Council reviewed a recommendation from the Personnel Committee changing the membership to include the Mayor, a Council Member, the General Manager, and the Finance Director/Treasurer. The City Administrator/Consultant would be a non-voting member. Dan Vogt stated that an employee had concerns of Mike Lyonais becoming a member of the Personnel Committee because he was still on probation. MOTION 06R2-10-13 WAS MADE BY JOHN MOENGEN AND SECONDED BY DARRELL SCHNEIDER TO TABLE ACTION UNTIL THE CITY ATTORNEY RESEARCHED MEMBERSHIP REQUIREMENTS AND REPORTED BACK TO THE COUNCIL. MOTION CARRIED WITH ALL AYES.
- b. MOTION 06R2-11-13 WAS MADE BY STEVE ROE AND SECONDED BY DARRELL SCHNEIDER TO REMOVE HEAVY EQUIPMENT/SEWER OPERATOR LEIGH MARTINEAU FROM PROBATIONARY STATUS AND PLACE HIM ON REGULAR FULL-TIME STATUS EFFECTIVE JUNE 12, 2013 AND APPROVE A STEP INCREASE FROM STEP 7 TO STEP 8 ON THE 2013 AFSCME SALARY SCHEDULE AT A RATE OF \$18.26 PER HOUR. MOTION CARRIED WITH ALL AYES.

**G. ATTORNEY REPORT -**

1. MOTION 06R2-12-13 WAS MADE BY STEVE ROE AND SECONDED BY MARK WESSELS TO APPROVE THE PINE VIEW CHILD CARE PARKING DEFERMENT AGREEMENT AS PRESENTED. MOTION CARRIED WITH ALL AYES.

2. Ken Anderson worked together with property owner Wayne Reinking of 12873 Red Oak Circle to relocate his patio from of the shore impact zone. The new location will be placed on the lot line of two adjoining properties that are both owned by Mr. Reinking. Attorney Person drafted an easement that will allow Mr. Reinking and the property with the home on it use of the patio should the adjacent lot ever sell. No variance is required. The easement will become part of the permanent title work. MOTION 06R2-13-13 WAS MADE BY MARK WESSELS AND SECONDED BY STEVE ROE TO APPROVE THE PERMANENT EASEMENT FOR A PATIO AT 12873 RED OAK CIRCLE AS DRAFTED BY THE CITY ATTORNEY. MOTION CARRIED WITH ALL AYES.
3. Attorney Person contacted the attorney of Dennis and Lynn Twitty regarding reconsideration by the Council of their request to apply for an after-the-fact variance for secondary living quarters constructed in their garage. The Twitty's have requested that the Council allow them up to one year to apply for the variance. MOTION 06R2-14-13 WAS MADE BY MARK WESSELS AND SECONDED BY STEVE ROE TO REQUIRE DENNIS AND LYNN TWITTY TO SUBMIT AN APPLICATION FOR AN AFTER-THE-FACT VARIANCE PERMIT OR SUBMIT A PLAN FOR BRINGING THEIR PROPERTY INTO COMPLIANCE BY SEPTEMBER 1, 2013 AND TO ALLOW THE TWITTY'S 6 MONTHS TO COMPLETE THE WORK. MOTION CARRIED WITH ALL AYES.

## H. OLD BUSINESS

## I. NEW BUSINESS

- J. **PUBLIC FORUM** – Mark LaFon of 13058 Happy Cove Road addressed the Council to express his dissatisfaction with the Planning and Zoning Department's lack of responsiveness to his complaints about his neighbors. Mr. LaFon filed his first complaint last July. To date no action has been taken and the problem persists. Mr. LaFon waited to bring this to the Council for fear of retaliation by the Planning and Zoning Department.

Tom Thompson of 16223 Pine Lure Drive addressed the Council to express his disappointment with the meeting and with the Council not listening to the people. Mr. Thompson stated that the Council already had their minds made up about things and the meetings were just a formality. Mr. Thompson stated that County Road 3 needs more work than just an overlay and that the City should not pay for the new sidewalks on Swann Drive.

Pat Netko of 36084 County Road 66 stated that the Council needs to show respect to staff and citizens and questioned Council comments regarding the reduction of staff in the Planning and Zoning Department. Gary Heacox replied that he has been on the Planning and Zoning Commission for 5 years and that people are irritated because they don't understand what they can and cannot do. After meeting with the County, Mr. Heacox suggested that they may decide the City needs more employees in that department. John Moengen replied to Ms. Netko that respect is important and that it goes both ways. The Council is doing their best and a disruptive audience is not respectful. Mr. Moengen

stated that reducing staff in the Planning and Zoning Department has never been discussed by the Council but the public keeps mentioning it.

**K. ADJOURN – MOTION 06R2-15-13 WAS MADE BY STEVE ROE AND SECONDED BY DARRELL SCHNEIDER TO ADJOURN THE MEETING AT 9:00 P.M. MOTION CARRIED WITH ALL AYES.**

Respectfully submitted by,

Charlene Nelson  
City Clerk

Deputy Clerk/Minutes/6-27-13

DRAFT

REGULAR COUNCIL MEETING  
CITY OF CROSSLAKE  
MONDAY, JULY 8, 2013  
7:00 P.M. – CITY HALL

The Council for the City of Crosslake met in the Council Chambers of City Hall on Monday, July 8, 2013. The following Council Members were present: Mayor Darrell Schneider, Steve Roe, Gary Heacox, John Moengen and Mark Wessels. Also present were City Administrator/Consultant Dan Vogt, City Clerk Char Nelson, Public Works Director Ted Strand, Park and Recreation Director Jon Henke, General Manager Paul Hoge, Finance Director/Treasurer Mike Lyonais, Community Development Director Ken Anderson, City Attorney Brad Person, City Engineer Dave Reese, Northland Press Reporter Paul Boblett, and Echo Publishing Reporter Kate Perkins. There were approximately thirty-two people in the audience.

**A. CALL TO ORDER** – Mayor Schneider called the Regular Council Meeting to order at 7:00 P.M. The Pledge of Allegiance was recited. MOTION 07R1-01-13 WAS MADE BY JOHN MOENGEN AND SECONDED BY GARY HEACOX TO APPROVE THE ADDITIONS TO THE AGENDA. MOTION CARRIED WITH ALL AYES.

**B. CRITICAL ISSUES –**

1. A petition requesting the reconsideration of the CSAH 3 upgrade project was presented at the June 27 meeting. Mayor Schneider read a resolution approved by the City Council on May 14, 2012 supporting the reconstruction of CSAH 3 from CSAH 37 to CSAH 1 and a letter dated July 5, 2013 from Mike and Cindy Myogeto supporting the construction project slated for County Road 3 to begin in 2014. Steve Stroschein of the Crow Wing County Highway Department addressed the Council and stated that many informational meetings were held for public input and that the road design and right-of-way plat are complete and ready to be recorded. Redesigning the road at this point would delay the project at least one year and the cost could increase 3-4%. A mil and overlay are not an option for this road because safety concerns would not be addressed. A final resolution is needed by the County to move forward with construction. MOTION 07R1-02-13 WAS MADE BY MARK WESSELS AND SECONDED BY DARRELL SCHNEIDER TO SUPPORT A RESOLUTION AT THE COUNCIL'S NEXT MEETING APPROVING CSAH 3 ROAD PROJECT WITHIN MUNICIPAL CORPORATE LIMITS. MOTION CARRIED WITH ALL AYES.
2. Mayor Schneider presented pictures of the south shore of Big Pine Lake showing flooded yards of many homes and asked if the property owners would be allowed to add fill to protect their property from future flooding. Ken Anderson replied that all of the homes in that area are in the flood plain and that a Letter of Map Revision from FEMA would be required in order to allow fill to be added to the properties. Ken Anderson noted that the City does not issue zoning permits for areas within the flood plain.
3. Cindy Myogeto of the Brainerd Lakes Chamber of Commerce thanked everyone for their participation in the fireworks display, especially: Zambelli Fireworks, Water Front Services for the use of barges, C&C Boatworks for the use of emergency boats, the PAL Foundation for collecting donations, Kent Carlson for the use of the island, the City for their donation and the Crosslake/Ideal Lions for their support in 2012. Pat Netko thanked

the local businesses for helping raise money by allowing donation cans to be placed in their stores. Alden Hardwick thanked the community and visitors for their donations and stated that donations are still being accepted. Mayor Schneider thanked Cindy Myogeto, Pat Netko, and Alden Hardwick for their hard work in making the fireworks display a success.

**C. CONSENT CALENDAR – MOTION 07R1-03-13 WAS MADE BY JOHN MOENGEN AND SECONDED BY MARK WESSELS TO APPROVE THE FOLLOWING ITEMS LISTED ON THE CONSENT CALENDAR: (1.) MEMO DATED JULY 3, 2013 FROM CHAR NELSON RE: LANDSCAPE CONTRACTORS/EXCAVATORS LICENSE; (2.) CROSSLAKE/IDEAL LIONS CONTRIBUTION REPORT FOR 1/1/2013-6/30/2013; (3.) CITY MONTH END REVENUE REPORT DATED JUNE 2013; (4.) CITY MONTH END EXPENDITURE REPORT DATED JUNE 2013; (5.) CROSSLAKE COMMUNICATIONS BALANCE SHEET AND INCOME STATEMENT/DETAIL OF RESERVE BALANCES DATED MAY 31, 2013; (6.) CROSSLAKE COMMUNICATIONS CHECK REGISTER DATED 5/1/13-5/31/13; (7.) CROSSLAKE COMMUNICATIONS REGULAR MEETING MINUTES OF JUNE 25, 2013; (8.) CROSSLAKE COMMUNICATIONS CUSTOMER COUNTS; (9.) PLEDGED COLLATERAL REPORT DATED 7/2/13 FROM MIKE LYONAI AND PLEDGE UPDATES; (10.) CROSSLAKE PARK/LIBRARY COMMISSION MEETING MINUTES OF MAY 22, 2013; (11.) POLICE REPORT FOR CROSSLAKE JUNE 2013; (12.) POLICE REPORT FOR MISSION TOWNSHIP JUNE 2013; (13.) FIRE DEPARTMENT REPORT JUNE 2013; (14.) NORTH MEMORIAL AMBULANCE REPORT JUNE 2013; (15.) MEMO DATED JULY 1, 2013 FROM CROW WING COUNTY LAND SERVICES DEPARTMENT RE: PROPOSED REVISION TO THE CROW WING COUNTY LAND USE ORDINANCE; (16.) LETTER DATED JUNE 26, 2013 FROM CROW WING COUNTY NATURAL RESOURCE MANAGER RE: TIMBER HARVEST PROJECT; (17.) CROSSLAKE ROLLOFF RECYCLING REPORT FOR JUNE 2013; (18.) PLANNING AND ZONING PERMIT SUMMARY FOR JUNE 2013; (19.) PLANNING AND ZONING COMMISSION REGULAR MEETING MINUTES OF APRIL 26, 2013; (20.) PLANNING AND ZONING COMMISSION REGULAR MEETING MINUTES OF MAY 17, 2013; (21.) BILLS FOR APPROVAL IN THE AMOUNT OF \$300,256.48; AND (22.) ADDITIONAL BILLS FOR APPROVAL IN THE AMOUNT OF \$5,651.13. MOTION CARRIED WITH ALL AYES.**

**D. MAYOR'S REPORT**

1. Mayor Schneider reported that the newspaper published an incorrect date in its article regarding the June 11<sup>th</sup> Public Information Meeting. Mark Wessels reported that due to conflicting schedules, a meeting with the County to discuss the Planning and Zoning Department Assessment has not yet been held due to scheduling conflicts. Mayor Schneider gave copies of the Minnesota Mayor's Association Handbook to all Council Members for review entitled "City Council Bylaws."

**E. CITY ADMINISTRATOR'S REPORT**

1. Dan Vogt reported that the Preliminary levy needs to be certified to the County by September 16<sup>th</sup>. After the levy is certified, it can be decreased but not increased. Mike Lyonais will be providing department heads with budget worksheets in the near future. If

the Council has any budget requests or direction, they should contact Mr. Lyonais. The Council should set dates for budget discussions at its next meeting.

2. Ken Anderson showed pictures of some properties with unsightly outdoor storage which neighbors have complained about. Dan Vogt stated that he would like the Planning and Zoning Department to send notice of violation letters to the property owners and informed the Council that they may receive calls regarding the issue. Ken Anderson showed pictures of a success story of a property that was cleaned up on Big Pine Trail. A discussion ensued regarding the process of enforcement of these types of violations. No action was required.
3. Dan Vogt reported that the City will begin putting Council agenda packets on the City's webpage prior to the meetings so that the public has access to the information.
4. The City is receiving an unusual amount of data requests from employees and the public and Mr. Vogt informed the Council that the City could charge a fee for research time and copies. Dan Vogt was directed to bring a data request policy to the Council for consideration at a future meeting.

## **F. COMMISSION REPORTS**

### **1. PARK AND RECREATION/LIBRARY**

- a. Jon Henke reported that he is working with the Kitchigami Regional Library on a 2014 budget and that they are exploring the idea of Crosslake becoming a branch library to the system. Mr. Henke gave an update on Community Center activities including the children's reading program at the Library, aerobics, senior meals, Silver Sneakers program, attendance, junior golf program, AAA classes, the Chautauqua program, pickleball, basketball camp, new fitness equipment, and tennis courts.

Jon Henke reported that a property located on Manhattan Point has a staircase, dock and storage of personal belongings on City of Crosslake platted public right-of-way. The Park/Library Commission reviewed the issue and recommended that the Council require the property owner to apply for a permit to construct a new staircase on his property, remove the staircase on City property, restore existing landscape/shoreline to its pre-construction state, relocate his dock to the 3 feet of shoreline on his lot and that the Council consider waiving the required 10' side lot setback. A discussion ensued regarding riparian rights and the City's liability should an accident occur on the staircase located on City land. MOTION 07R1-04-13 WAS MADE BY MARK WESSELS AND SECONDED BY STEVE ROE TO REQUIRE THE PROPERTY OWNER TO REMOVE THE STAIRCASE LOCATED ON CITY PROPERTY AND RELOCATE IT ON HIS PROPERTY, REQUIRE THE PROPERTY OWNER TO RESTORE THE LANDSCAPE AND SHORELINE TO PRECONSTRUCTION STATE, DIRECT THE PLANNING AND ZONING COMMISSION TO EXPEDITE THE VARIANCE PROCESS TO WAIVE THE 10' SIDE LOT SETBACK, AND TO DIRECT JON HENKE TO OVERSEE THE PROJECT. MOTION CARRIED WITH ALL AYES.

### **2. CROSSLAKE COMMUNICATIONS**

- a. MOTION 07R1-05-13 WAS MADE BY JOHN MOENGEN AND SECONDED BY STEVE ROE TO APPOINT DENNIS LEASER AS AN ALTERNATE MEMBER

TO THE CROSSLAKE COMMUNICATIONS ADVISORY BOARD. MOTION CARRIED WITH ALL AYES.

Paul Hoge reported that Crosslake Communications is purchasing a new weather system for Channel 12, that Crosslake Communications has redesigned their website and the Customer Open House is scheduled for August 14<sup>th</sup>. Internet usage over the 4<sup>th</sup> of July holiday was extremely high.

**3. PUBLIC WORKS/CEMETERY/SEWER**

- a. The Crow Wing County Highway Department is holding a construction and maintenance information sharing meeting to explore what opportunities exist to increase efficiencies between local partners and communities. The County requested one person from each agency attend the meeting. It was the consensus of the Council that Ted Strand represent the City at the meeting.

Ted Strand reported record flows at the sewer treatment plant over the 4<sup>th</sup> of July holiday.

**G. OLD BUSINESS**

1. The County is reviewing the parking situation in the vicinity of the Bourbon Room and noted a possible solution may be to prohibit parking in the areas directly in front of the restaurant.

**H. NEW BUSINESS – None.**

- I. **PUBLIC FORUM** – City Engineer Dave Reese gave an update on the 2013 Road Improvement Project and stated that Bonnie Lakes Road would be down to one lane for a few days this week and in gravel status for approximately one week. Paving would begin next week. The sidewalk on Swann Drive is complete. The Community Center parking lot will be done in the next week or two.

Dave Fischer of 36412 Rushmoor Blvd thanked Jon Henke and his staff for their help with WAPOA's Run for the Walleye Race. Mr. Fischer also stated that he was disappointed that the Council was not going to discuss each of the 31 suggestions made by the County in its Assessment of the Planning and Zoning Department.

- J. **ADJOURN** – MOTION 07R1-06-13 WAS MADE BY MARK WESSELS AND SECONDED BY DARRELL SCHNEIDER TO ADJOURN THE MEETING AT 9:00 P.M. MOTION CARRIED WITH ALL AYES.

Respectfully submitted by,

Charlene Nelson  
City Clerk

Deputy Clerk/Minutes/7-8-13

Supplemental Report Form

Facility Name:

CROSSLAKE-WWTP

Permit Number:

MN 0064882

Month:

JUNE

Year:

2013

\* Values reported as BDL and 0 should be reported as "<" the lab reportable limit.

DATE	DAY OF WEEK	PRECIPITATION (INCHES)	INFLUENT FLOW (MGD)	EFFLUENT FLOW (MGD)	INFLUENT CRODS (mg/L)	EFFLUENT CRODS (mg/L)	PERCENT REMOVAL (CRODS)	EFFLUENT CRODS (kg/day)	INFLUENT TSS (mg/L)	EFFLUENT TSS (mg/L)	PERCENT REMOVAL TSS (%)	EFFLUENT TSS (kg/day)	INFLUENT PH	EFFLUENT PH	INFLUENT PHOSPHORUS (mg/L)	EFFLUENT PHOSPHORUS (mg/L)	INFLUENT PHOSPHORUS (kg/day)	EFFLUENT PHOSPHORUS (mg/L)	EFFLUENT AMMONIA (mg/L)	EFFLUENT B.O. (mg/L)	FECAL COLIFORM (number/100 ml)	EFFLUENT CHLORINE RESIDUAL (mg/L)	
1	SAT		0.026	0.026																			
2	SUN		0.041	0.033																			
3	MON		0.029	0.029																			
4	TUE		0.024	0.024																			
5	WED		0.023	0.023	230	2.2	99.0434783	0.191288	160	4	97.5	0.34776	7.5	6.6	6.6	0.086	0.00486864	2.78	2.84	2.78	2		
6	THUR		0.022	0.022																			
7	FRI		0.026	0.026																			
8	SAT		0.034	0.034																			
9	SUN		0.044	0.044																			
10	MON		0.037	0.037																			
11	TUE		0.04	0.04																			
12	WED		0.029	0.029	330	2.5	99.2424242	0.21735	238	4	98.3193277	0.34776	7.5	6.6	7.22	0.063	0.00547722	2.57	2.78	2.78	2		
13	THUR		0.029	0.029																			
14	FRI		0.03	0.03																			
15	SAT		0.04	0.04																			
16	SUN		0.044	0.044																			
17	MON		0.041	0.041																			
18	TUE		0.031	0.031																			
19	WED		0.029	0.029	470	2	99.5744681	0.17388	303	4	98.679868	0.34776	7.4	6.6	8.35	0.084	0.00730296	2.62	2.68	2.68	2		
20	THUR		0.031	0.031																			
21	FRI		0.039	0.039																			
22	SAT		0.04	0.04																			
23	SUN		0.041	0.041																			
24	MON		0.038	0.038																			
25	TUE		0.039	0.039																			
26	WED		0.033	0.033	67	2	97.0149254	0.17388	191	4	97.9057592	0.34776	7.4	6.7	7.01	0.103	0.00895482	2.25	2.25	2.25	2		
27	THUR		0.039	0.039																			
28	FRI		0.036	0.036																			
29	SAT		0.047	0.047																			
30	SUN		0.058	0.058																			
Total		0.000	1.280	0.952	1097.600	8.700		0.756	892.000	16.000		1.391	29.180	0.000	0.027	0.306	0.000	0.000	1.55	1.77	1.77	0.000	



# Crow Wing County Sheriff's Office

## Sheriff Todd O. Dahl

### Community Update

July 1, 2013

Subject: **Third Quarter Update**

#### Sheriff's Message:

Summer is here and the Brainerd Lakes area is as busy as ever. It's wonderful to see.

It seems though our much anticipated warm weather has finally arrived which brings about some challenges to our office. Increased traffic congestion, higher speeds, water related incidents, alcohol violations and aggressive and distracted drivers. Our newsletter this quarter has an article on the topic of Aggressive Driving and we hope the tips provided help you to recognize aggressive driving behaviors so that you can respond appropriately.

Our second article highlights a group of volunteers who have been an invaluable resource to our office for many decades. Our Mounted Patrol does more than participate in parades. I think you will be surprised by their commitment to our mission and to the communities we represent. I hope you will enjoy what we have prepared.

Thanks for allowing me to serve as your Sheriff.

#### Aggressive Driving

Aggressive Driving has become a serious problem. It can include speeding, improper passing or frequent lanes changes, following to close (tailgating), driving too fast and disregarding traffic controls. Aggressive Driving can be dangerous, so here are some basic tips we would like you to remember:

- Observe common courtesy; avoid actions provoking others.
- Remain calm in traffic and keep your distance.
- Pass only when you have to.
- Keep your emotions in check.
- Think about the consequences before you react.
- If an aggressive driver is behind you, stay where you are, maintain the proper speed; do not respond with hostile gestures.
- Report aggressive driving by contacting local or state law enforcement by calling 9-1-1. Be prepared to provide vehicle description, license number and location.

Our goal is for motorist to arrive at their destinations safely which means that everyone must work together.

#### Crow Wing County Mounted Patrol

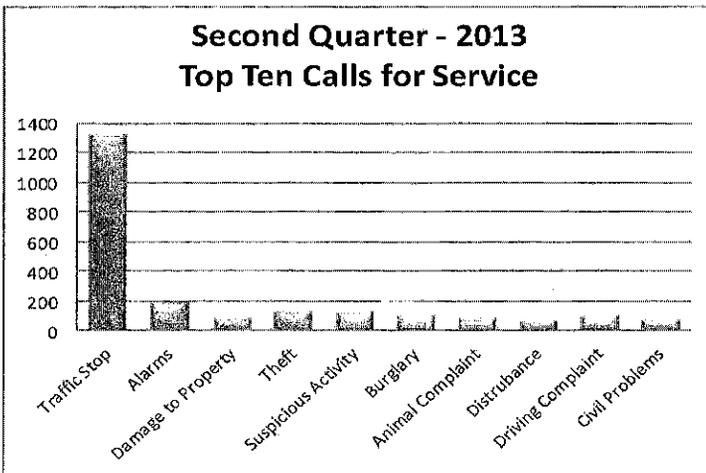
The Crow Wing County Sheriff Office deploys a volunteer Mounted Patrol which is comprised of three seven person teams. Each team is led by one team leader and all three teams are led by the Mounted Patrol Lt. John Francis. There are approximately 21 active riding members and up to eight auxiliary members. The Mounted Patrol is an integral part of the Crow Wing County Sheriff's Search and Rescue Team. They also have additional duties of attending 13 scheduled events a year. These events include crowd control during the Crow Wing and Aitkin County fairs, wide area searches, security for Fifty Lakes Days and Nisswa City of Lights, public relations during REA Days at Crow Wing Power, and local parades in the Crow Wing County area.

Members have recently been involved with the search for a missing Crosby man which involved members searching an area greater than 320 acres. Each member of our Mounted Patrol is expected to actively participate in the groups scheduled events; they also are required to attend 50% of all yearly training which include 19 different sessions and 30% of all call outs.

If you or someone you know is interested in joining the Sheriff's Mounted Patrol contact Sgt. Andy Bradley, Mounted Patrol Liaison at 218-829-4749 .

#### Thought for the day

*All the great things are simple, and can be expressed in a single word: freedom, justice, honor, duty, mercy, hope.*  
Winston Churchill



#### Other services provided by the Sheriff's Office

Warrant Arrests .....	247
Emergency Medical Calls .....	286
Fire.....	65
Gun Permits issued (purchase & carry).....	490
Transports.....	138
Alarm Registrations .....	2848

*With courage, honor and integrity, we protect the rights and dignity of all citizens.*

*In partnership with our communities, we strive to preserve the peace and are dedicated to excellence in the delivery of public safety services.*



**CROW WING COUNTY**

Office of Environmental Services  
Land Services Building  
322 Laurel Street, Suite 14  
Brainerd, MN 56401  
Telephone (218) 824-1125  
FAX (218) 824-1126  
Chris.Pence@crowwing.us

Office of Public Land Management  
Land Services Building  
322 Laurel Street, Suite 12  
Brainerd, MN 56401  
Telephone (218) 824-1115  
FAX (218) 824-1070  
Kirk.Titus@crowwing.us

**To:** Local Elected Officials  
**From:** Mark B. Liedl, Land Services Director  
mark.liedl@crowwing.us  
**Date:** July 9, 2013  
**Re:** Land Services Department – 2<sup>nd</sup> Quarter  
Update for 2013

Office of Property Valuation and Classification  
Land Services Building  
322 Laurel Street, Suite 15  
Brainerd, MN 56401  
Telephone (218) 824-1010  
FAX (218) 824-1011  
Gary.Griffin@crowwing.us

---

Below please find our quarterly report to keep you up-to-date on the activities of the Land Services Department. Any questions or suggestions, please let us know. Thank you for your partnership!

### **Environmental Services**

*Chris Pence, Land Services Supervisor*

#### **National Achievement Award**

The National Association of Counties (NACo) selected Crow Wing County for a National Achievement Award. In NACo's 44th year of recognizing innovative achievements among counties across the nation, Crow Wing received the award for its Lakeshore Impervious Surface Coverage Research Study conducted in 2012.

Impervious surface data was calculated on 32 lakes over 500 acres in size using high-resolution aerial photography and property sketches from the Property Valuation and Classification Office. The amount of impervious surface was calculated for the entire riparian lot as well as within 250 feet and 500 feet of the shoreline to determine how much impervious surface was located close to the shoreline. Impervious surface coverage is hard surfaces on a lot such as rooftops, sidewalks, patios and driveways that don't allow water to soak into the ground. Studies have shown that water quality begins to decline when impervious surface coverage reaches 12-15 percent. This local data will help guide land use decisions designed to keep our lakes and rivers clean.

#### **On-Line Permitting**

Citizens can now apply for land use permits on-line. The new permitting software was designed by RtVision from Little Falls, MN and provides a convenient way to apply for permits without having to come to the Land Services Office in Brainerd.

Access to the on-line permit system is as easy as following this link: <https://enviopermits.co.crow-wing.mn.us/>. All that is required is an email address to log in to the system. The permitting system will also allow customers to pay permit fees either with a check or credit card. The county will still accept paper permit applications but is encouraging the public to use the permitting system. Customers will be notified via email as the permit moves through the approval process so the customer knows where the permit is during the approval process. Townships will still be notified via email of approved permits or go to <http://gisweb2/link/Reports/DocViewer/search.aspx> to search for approved permits.

#### **2012 Recycling Report**

The Land Services Department Annual Recycling Report shows that recycling was up in Crow Wing County in 2012 by 2,896 tons or 9.9% compared to 2011. Overall, the County exceeded the state recycling goal of 35% - a total of 46%. The commercial area increased from 22,720 tons in 2011 to 25,552 tons in 2012 – an increase of 2,832 tons or a 12.5% increase. The residential area dropped from 5,150 tons in 2011 to 4,962 tons in 2012 – a reduction of 180 tons or a 3.7% reduction. Overall, the commercial sector accounted for 80% of the total recycling tonnage in 2012.

**Jenkins Satellite Office**

The Crow Wing County Land Services Department is pleased to announce it will be opening a satellite office at the Jenkins City Hall. Starting June 3<sup>rd</sup>, the office will be open every Monday from 8:30 am to 11:30 am through October 31<sup>st</sup>. Staff from the Land Services Department will be available to discuss land use issues, provide all necessary forms and will also be able to accept permit applications. The Jenkins City Hall is located at 33861 Cottage Avenue St Jenkins, MN 56474.

Permit Data by Townships													
* Permits through 6-28-2013													
Township	Jan.	Feb.	Mar.	April	May	June	Township	Jan.	Feb.	Mar.	April	May	June
Bay Lake	2	2	1	3	8	13	Rabbit Lake	0	1	0	0	2	0
Center	3	0	1	2	10	7	Roosevelt	1	1	3	2	5	5
Daggett Brook	0	0	0	0	0	3	Ross Lake	0	0	0	0	2	0
Deerwood	0	2	1	1	12	3	St. Mathias	0	0	0	0	1	1
Fairfield	0	2	2	2	3	1	Timothy	0	0	0	0	0	0
Fort Ripley	0	0	1	0	2	3	Wolford	0	1	1	0	0	2
Gail Lake	0	0	0	0	0	0	1st Assessment	2	0	5	4	13	17
Garrison	0	1	1	1	4	6	2nd Assessment	0	0	0	0	0	1
Ideal	2	3	1	3	10	21	City of Jenkins	0	0	0	0	0	0
Jenkins	0	0	0	1	3	2	Breezy Pt. Septic	0	0	0	0	0	0
Lake Edward	2	1	2	2	10	9							
Little Pine	0	0	0	0	2	0	<b>TOTAL</b>	<b>16</b>	<b>20</b>	<b>23</b>	<b>34</b>	<b>110</b>	<b>119</b>
Long Lake	0	1	0	2	3	5							
Maple Grove	0	0	1	0	2	6							
Mission	1	0	2	4	3	6							
Nokay Lake	0	1	0	2	3	1							
Oak Lawn	0	1	1	0	2	2							
Pelican	1	0	0	3	6	2							
Perry Lake	1	1	0	2	2	2							
Platte Lake	1	2	0	0	2	1							

**Public Land Management**  
*Kirk Titus, Land Services Supervisor*

**Tree Planting**

The County's tree planting program for 2013 totaled nearly 30,000 pine and spruce seedlings. The planting sites were located on approximately 36 acres in Mission, Crow Wing and Ideal townships. Survival rates are expected to be excellent again this year, because of the timely rains the county received this spring and early summer. More than 3.6 million seedlings have been planted on county tax forfeited timber lands in the last 30 years.

**Forest Certification Surveillance Audit**

Crow Wing County, including four other counties in the Minnesota Counties Sustainable Forestry Cooperative, is planning for a week long forest certification audit in July.

The independent third party audit will focus on the strict environmental principles established by both the Sustainable Forestry Initiative and the Forest Stewardship Council certification standards.

This important certification validates that these county forest lands are sustainably managed and will continue to provide multiple benefits for future generations. The certification is based on principles that promote sustainable forest management, including objective standards and measures to provide wood fiber for local economies while protecting water quality, biodiversity, wildlife habitat, and species at risk.

Crow Wing County, along with Beltrami, Carlton, Clearwater and Koochiching counties are members of the cooperative. This unique partnership has resulted in lower costs, increased efficiencies and the sharing of best practices.

### **Recreation Trail Planning**

Project Plans for the Miller Hills Off-Highway Motorcycle Trail and the Portage Lake Trail were approved by the County Board on May 14 2014.

The Cuyuna Pump Track Trail proposal has been out for public comment. Currently, Land Services staff is responding to comments. The project plan will be presented to the Parks and Trails Advisory Committee in August, followed by a presentation to the County Board and a request for approval shortly thereafter.

Proposed by the City of Cuyuna, the Pump Track Trail connects the Yawkey Unit of the Cuyuna Country State Recreation Area, mountain bike trail system to the Cuyuna Pump Track located within Cuyuna City Park. The proposed trail location is located of Cuyuna, still within the city limits.

For more information on County recreation trail planning, please visit the following webpage. <http://www.co.crow-wing.mn.us/index.aspx?NID=291>. Scroll to the bottom of the page to view all the project applications and project plans [Tax Forfeited Land Sale](#).

The first of two land sales in 2013 was held on Friday June 21. Eleven parcels, valued at nearly \$30,000 were sold and returned to the tax rolls. If you are interested in receiving a copy of future land sale brochures, please send an email request to: [landservices@crowwing.us](mailto:landservices@crowwing.us), call 218-824-1115 or visit the county website at <http://www.co.crow-wing.mn.us/index.aspx?nid=269>

### **Property Valuation and Classification**

*Gary Griffin, Land Services Supervisor*

### **2013 Assessment Completed**

The 2013 assessment ended with a total reduction of \$290 million in estimated market value vs. the 2012 assessment. We are committed to having accurate and uniform valuations and believe with this assessment we continued to move forward in both of those areas.

Overall, the last four years valuation combined, resulted in the total market value of the county being reduced 2.6 billion. This represents a total reduction in estimated market value of 21.2% from the 2009 assessment to the 2013 assessment.

### **2013 Appeals Process**

Taxpayers who disagree with their assessment may appeal the value or classification to the Local or County Boards of Appeal and Equalization. Fortunately, with the proactive communication we continue to provide (press releases, quarterly updates and yearly op-ed) our total numbers of appeals were reduced this year from 902 in 2012 to 454 - a 51% reduction. The process appeared to work very smoothly this year, and it appears decision makers are becoming more and more familiar and comfortable with the process. Please let us know if you have any suggested improvements for next year. Hopefully, this is a sign we are on the right track with uniformity and transparency to property owners. To help ensure this is the case we again surveyed all customers who appealed their valuations, to received feedback from them.

We surveyed 376 customers with 137 responding, for a 36% response. 96% agreed that the assessor who answered their question was prompt, professional and respectful.

The County Board of Appeal and Equalization was held on June 17<sup>th</sup> with a total of 3 appeals being heard. Last year there also were 3 appeals and in 2011 there were 5.

Thank you for your partnership with us on local boards this year!

### **Follow up – the 2014 Assessment**

We currently are doing our quintile work – state statute requires us to physically examine all improved property parcels in the County, approximately 41,000 improved parcels, during a five year period. Each year we examine 20% of the parcels, or approximately 8,200 parcels to be inspected this year. So, you may see or hear about our assessors visiting properties in the next few months.

Our objectives include: identifying inaccuracies on the property record, checking measurements and conditions of buildings, and educating the public about the assessment process. Our goal is to have this completed by the end of September. We will be surveying customers as to the level of service provided during these inspections. Then we will start reviewing all land use/zoning permits issued in the County which last year a total of 1,330 permits needed review. This will be completed near the end of the year.

We look forward to providing excellent customer service.  
Please contact our office with any questions you have.  
Thanks and have a great summer!

Please do not hesitate to email any feedback you may have to Darleen at: [darleen.wood@crowwing.us](mailto:darleen.wood@crowwing.us), and she will make sure we hear it.

## Crow Wing County Market Value

	2009 Assmt Year (2010 payable year)	2010 Assmt Year (2011 payable year)	2011 Assmt Year (2012 payable year)	2012 Assmt Year (2013 payable year)	2013 Assmt Year (2014 payable year)	% Change (2012-2013)
Res	5,259,754,400	4,881,215,100	4,562,751,100	4,302,815,000	4,168,759,300	- 3.1%
Seasonal	4,792,393,400	4,281,203,200	3,942,810,800	3,692,025,700	3,603,012,700	- 2.4%
Ag, RVL, Etc.	730,289,400	874,625,500	802,351,500	725,481,300	686,478,700	- 5.4%
Comm	1,299,765,500	1,213,055,500	1,122,218,800	1,088,891,400	1,060,284,800	- 2.6%
	12,082,202,400	11,250,098,800	10,430,133,400	9,809,213,900	9,518,536,100	- 3.0%

21.2% Decline in Total Estimated Market Value from 2009-2013

### % of Total Market Value

	2009 Assmt Year	2010 Assmt Year	2011 Assmt Year	2012 Assmt Year	2013 Assmt Year
Res	43.5%	43.4%	43.7%	43.9%	43.8%
Seasonal	39.7%	38.1%	37.8%	37.6%	37.9%
Ag, RVL, Etc.	6.0%	7.8%	7.7%	7.4%	7.2%
Comm	10.8%	10.8%	10.8%	11.1%	11.1%

ECONOMIC DEVELOPMENT AUTHORITY  
MEETING MINUTES  
8:30 A.M. – JUNE 5, 2013  
City Hall

1. The regular monthly meeting of the Crosslake EDA was called to order at 8:30 A.M. by Patty Norgaard with the following members present: Patty Norgaard, Dennis Leaser, Steve Roe, Al Ploeger, Mark Wessels and Alternate Mandy Mitchell. Also in attendance were Community Development Director Ken Anderson, Finance Director/Treasurer Mike Lyonais, Mayor Darrell Schneider, Sheila Haverkamp of BLAEDC, and Tami Martin of the Crosslake Community School. There was one person in the audience.
2. A MOTION WAS MADE BY STEVE ROE, SECONDED BY DENNIS LEASER TO APPROVE THE MINUTES OF THE MAY 1, 2013 MEETING. AYES: ALL.
3. The Board reviewed a memo dated June 3, 2013 from Char Nelson regarding the Revolving Loan Account financial information. The balance of the Revolving Loan Account as of 5/31/13 was \$338,113.98. No action was required.

A memo dated June 3, 2013 from Char Nelson requesting approval to transfer funds from the EDA Revolving Loan Fund Account to the City of Crosslake General Fund was included in the packet for Board review. A MOTION WAS MADE BY STEVE ROE, SECONDED BY DENNIS LEASER TO APPROVE THE TRANSFER OF \$507.63 FROM THE EDA REVOLVING LOAN FUND ACCOUNT TO THE CITY OF CROSSLAKE GENERAL FUND FOR EXPENSES INCURRED RELATING TO THE PURCHASE OF FOLDERS, LABELS, AND PRINTING FROM OFFICE MAX AND PRINTING OF BROCHURES FROM LAKES PRINTING. AYES: ALL.

Patty Norgaard presented an invoice from Julie Ingelman relating to the pictures included in the EDA brochure. A MOTION WAS MADE BY DENNIS LEASER, SECONDED BY MARK WESSELS TO APPROVE PAYMENT OF THE INVOICE IN THE AMOUNT OF \$85 TO JULIE INGELMAN FOR THE PICTURES INCLUDED IN THE EDA BROCHURE. MOTION CARRIED WITH ALL AYES.

4. Sheila Haverkamp gave a presentation on Revolving Loan Funds and how this financing tool is used in business growth. Crosslake's EDA was developed when the Revolving Loan Fund was created from the Lakes Area Medical Development Association (LAMDA) grant funds that were paid. These funds have been loaned as gap financing for participating businesses.

Tami Martin of the Crosslake Community School announced that she has taken a new job as superintendent in the Gibbon Fairfax Winthrop School District as of July 1<sup>st</sup>. The new director of the school will continue working with the City on the school expansion project. The ideal site for the school is still at the Community Center. Ms. Martin is waiting for approval from the Department of Education for the proposed grade expansion and will then ask for approval of the site expansion.

5. Old Business:

Patty Norgaard reported that a Finance Budget Meeting was held on May 20<sup>th</sup>. Steve Roe, Al Ploeger, Ken Anderson, Darrell Schneider and Patty Norgaard were in attendance. The group discussed setting a budget for 2014 and the remainder of 2013. A levy is the most efficient way to generate funds for the EDA. Included in the packet was a proposed budget of \$60,000 for 2014 to be submitted to the Council in July for approval. This budget includes \$9,000 to pay back the EDA Revolving Loan Fund for 2013 expenses. A discussion ensued regarding the EDA's authority to setup subcommittees and whether the budget should have been discussed at a regular EDA meeting.

Dennis Leaser left the meeting at 9:30 A.M.

The EDA discussed the pros and cons of a levy. The EDA used to function as a bank and gave loans to businesses. Now the EDA would like to be more proactive and attract businesses and year round residents to the City.

Members reported that the Business Visits are going well.

6. Due to the Fourth of July holiday, the EDA rescheduled the next regular meeting for Wednesday, July 10<sup>th</sup> at 8:30 A.M. and further discussion of a proposed budget will take place. There being no further business at 10:00 A.M., A MOTION WAS MADE BY STEVE ROE AND SECONDED BY AL PLOEGER TO ADJOURN THE MEETING. AYES: ALL.

Respectfully Submitted,



Charlene Nelson  
City Clerk

# BLAEDC Quarterly Activity Overview

2013 Q2, Government Version

Report Printed 7/10/2013 5:05:40 PM

	April	May	June	2nd Quarter
Entrepreneurial	4	3	4	11
Business Retention and Expansion	11	2	4	17
Attraction	4	2	2	8
Community and Economic Development Initiatives	4	5	3	12
Other Activities	2	0	0	2
Internal Projects	1	0	2	3
<b>Total</b>	<b>26</b>	<b>12</b>	<b>15</b>	<b>53</b>

## Highlights

### Entrepreneurial, Business Retention and Expansion, and Attraction Projects

		Likelihood of Success	Projected Investment	Projected Jobs
13-04-8367	BRE visit to local retailer			
13-04-8370	Local Professional/Service Business Merger or Sale Assistance	Low	<50k	1-10
13-04-8372	Individual Meat Locker Start Up	Low	50k-200k	1-10
13-04-8373	Individual business start-up/relocation assistance	Moderate	50k-200k	1-10
13-04-8374				
13-04-8375	Individual Business Opportunities	Low	200k-1M	1-10
13-04-8376	Restaurant Bar Start-up Inquiry	Low	200k-1M	1-10
13-04-8377	Media Organization BRE Visit			
13-04-8378	Local Manufacturer Grow MN BRE Visit			
13-04-8380	Local manufacturers business connection	Moderate	<50k	1-10
13-04-8381	Printing Company Expansion Project	Moderate	200k-1M	1-10
13-04-8382	Tech Services Company Staff Reduction	Low	<50k	1-10
13-04-8385	Site Selection Broker - Kansas City relocation prospect	Low	200k-1M	1-10
13-04-8387	Individual Personal Trainer	Low	<50k	1-10
13-04-8388	individual Business Start Up	Moderate	<50k	1-10
13-04-8389	Franchise Restaurant Start Up in Brainerd Lakes Area	Moderate	200k-1M	10-25
13-04-8392	Local Manufacturer Expansion	High	1M-5M	10-25
13-04-8393	Transportation Service Company	Low	5M+	100+

13-04-8394	BRE Visit - local transportation company			
13-05-8395	Individual New Business Venture	Low	200k-1M	1-10
13-05-8396	Manufacturer attraction project	Low	1M-5M	25-100
13-05-8397	Local landlord lease extension technical assistance inquiry	Moderate	200k-1M	1-10
13-05-8398	Local restaurant tourism traffic data request	Low	<50k	1-10
13-05-8403	Tech Services New Project Attraction	Moderate	200k-1M	10-25
13-05-8404	New Trade Program Educational Facility	High	50k-200k	1-10
13-05-8405	Local Individual New Business Venture	Moderate	50k-200k	1-10
13-06-8407	BRE Visit - Local Service Co			
13-06-8408	EXECS - Local manufacturer rent-a-board project			
13-06-8413	BRE Visit - local manufacturer			
13-06-8414	BRE Visit - local environmental service provider			
13-06-8423	Local business start-up	Moderate	<50k	1-10
13-06-8424	Local service company business plan development inquiry	Moderate	<50k	1-10
13-06-8426	MN manufacturer relocation inquiry	Low	200k-1M	1-10

#### Community and Economic Development Initiatives

13-04-8384	BLAEDC MKTG SPEC PROJ USED A GRANT 2020 Marketing Imagine 2040
13-04-8386	Business Property Redevelopment
13-04-8390	EXECS - local government agency Strategic Planning
13-04-8391	Brainerd "A Better Brainerd"
13-05-8399	Brainerd Paper Plant Asset Task Force
13-05-8400	CLC IT Course Development Initiatives
13-05-8401	BLAEDC MKTG SPEC PROJ EXECS Summer Event
13-05-8402	Region 5 Virtual Highway
13-05-8406	CLC Precision Agriculture Initiative
13-06-8409	BLAEDC MKTG Billboards

#### Other Activities and Internal Projects

13-04-8368	
13-04-8379	BLAEDC MKTG GO 2013 Marketing Plan
13-04-8383	FRED/FATHER and Related Programs
13-06-8412	BLAEDC MKTG GO 2013 Website Update

#### Ongoing Entrepreneurial, Business Retention and Expansion, and Attraction Projects

		Likelihood of Success	Projected Investment	Projected Jobs
11-01-7820	Healthcare Nursing Home Attraction Initiative	Moderate	5M+	100+

11-02-7844	Animal Shelter	High	1M-5M	1-10
11-05-7913	Modular Units Manufacturing Operation	High	5M+	1-10
11-09-8001	Local Manufacturer Seeking Equipment Financing	High	200k-1M	10-25
12-07-8199	Manufacturing and Distribution Expansion Project	High	200k-1M	1-10
12-12-8305	Individual Machine Manufacturing Operation	Low	1M-5M	25-100
12-12-8310	Company Fitness Complex	Moderate	200k-1M	10-25
12-12-8313	Individual Request for Assistance with Business	High	50k-200k	1-10
13-04-8392	Local Manufacturer Expansion	High	1M-5M	10-25
13-04-8393	Transportation Service Company	Low	5M+	100+

**Ongoing Community and Economic Development Initiatives**

09-10-7133	Charter School Expansion Project
11-01-7758	Brainerd HRA
11-01-7785	BLAEDC Marketing General Organization
11-01-7829	Tech Services Laborforce Growth Opportunities
11-06-7943	SCDP Renovation Project
12-04-8125	MN DEED National Career Readiness Certificate Initiative
12-07-8172	AAAA-BLAEDC MKTG SPEC PROJ EXECES Launch and Beyond/Mktg (after 7/12/12)
13-04-8384	BLAEDC MKTG SPEC PROJ USED A GRANT 2020 Marketing Imagine 2040
13-05-8399	Brainerd Paper Plant Asset Task Force
13-05-8401	BLAEDC MKTG SPEC PROJ EXECES Summer Event
13-05-8402	Region 5 Virtual Highway
13-06-8409	BLAEDC MKTG Billboards

**Ongoing Other Activities and Internal Projects**

10-05-7519	BLAEDC Budget and Funding Requests
11-01-7776	Brainerd City Council/EDA
11-01-7779	Crow Wing County Housing & Redevelopment Authority
11-01-7783	Chamber Events
11-01-7790	BLAEDC Board
11-01-7802	CREDI
11-01-7803	Initiative Foundation
11-05-7900	MN State Elected Officials and Candidates
11-07-7935	BLAEDC HR
12-01-8068	BLAEDC Organizational SBA CDC
12-08-8251	BLAEDC ORG FIN GRANTS
13-02-8359	BLAEDC ORG 2013 Membership Enhancement and Recruitment

13-04-8368

13-04-8379 BLAEDC MKTG GO 2013 Marketing Plan

13-06-8412 BLAEDC MKTG GO 2013 Website Update

# SCORE REPORT FORM

Mo./Yr. MAY 2013

**CROSSLAKE REPORT**

Organization:	Waste Partners Environmental Services, Inc. PO Box 677 Pine River, MN 56474
Contact Person:	Eric Loge    Ph: (218) 824-8727    Fax: (218) 765-3965

Materials delivered to:	Cass County - Pine River Transfer Station Metal - Crow Wing Recycling
-------------------------	--

**RESIDENTIAL    COMMERCIAL**

**Mixed Paper : (includes)**

- Corrugated Cardboard
- Newspaper
- High grade office paper
- Magazines
- Phone Books
- Other paper (specify)

**8400**

**Commingled Materials: (includes)**

%		lbs
0.05	Metals- Aluminum Cans	279
0.21	Tin Cans	1172
0.61	Glass-	3404
	Clear bottles	
	Green bottles	
	brown bottles	
0.1	Plastic - #1 & #2 bottles	568
0.03	Reject	167
1.00		5580

**5580**

**Total LBS.**

**Total Tons**

**13980**

**0**

**6.99**

**0**

**OUT OF COUNTY Waste Disposal**

Final Destination: N/A

Disposal Site Permit # :

Tons Delivered: **NONE**

Total Number of  
Households  
Served this Month

**765**

	Trash		Recycling		63800 paper	42380 commingle
	Accounts	Rate	Accounts	%		
BRD	2185	0.87	1898	0.50	31633	21013
BAX	847	0.88	747	0.20	12450	8270
B.P.	626	0.83	522	0.14	8700	5779
P.L.	254	0.62	157	0.04	2617	1738
C.L.	765	0.66	504	0.13	8400	5580
	<b>4677</b>	<b>0.82</b>	<b>3828</b>			

# SCORE REPORT FORM

Mo./Yr. JUNE 2013

**CROSSLAKE REPORT**

Organization:	Waste Partners Environmental Services, Inc. PO Box 677 Pine River, MN 56474
Contact Person:	Eric Loge Ph: (218) 824-8727 Fax: (218) 765-3965

Materials delivered to:	Cass County - Pine River Transfer Station Metal - Crow Wing Recycling
-------------------------	--

## RESIDENTIAL COMMERCIAL

**Mixed Paper : (includes)**

**7692**

- Corrugated Cardboard
- Newspaper
- High grade office paper
- Magazines
- Phone Books
- Other paper (specify)

**Commingled Materials: (includes)**

**5957**

%		lbs
0.05	Metals- Aluminum Cans	298
0.21	Tin Cans	1251
0.61	Glass-	3634
	Clear bottles	
	Green bottles	
	brown bottles	
0.1	Plastic - #1 & #2 bottles	596
0.03	Reject	179
1.00		5957

**Total LBS.**

**13650**

**0**

**Total Tons**

**6.82**

**0**

**OUT OF COUNTY Waste Disposal**

Final Destination:	N/A
Disposal Site Permit # :	
Tons Delivered:	NONE

Total Number of  
Households  
Served this Month

**765**

	Trash		Recycling		58440	45260
	Accounts	Rate	Accounts	%	paper	commingle
BRD	2185	0.87	1898	0.50	28968	22435
BAX	848	0.88	748	0.20	11416	8842
B.P.	626	0.83	522	0.14	7967	6170
P.L.	254	0.62	157	0.04	2396	1856
C.L.	765	0.66	504	0.13	7692	5957
	<b>4678</b>	0.82	<b>3829</b>			

**DATE:** June 1, 2013  
**TO:** Charlene Nelson, Clerk  
City of Crosslake  
**FROM:** Susan Brower  
Minnesota State Demographer  
**SUBJECT:** 2012 Population and Household Estimates

Your April 1, 2012 population estimate is 2,162.

Your April 1, 2012 household estimate is 1,039.

If you have any questions or comments about these estimates, please contact the State Demographic Center, 300 Centennial Office Building, 658 Cedar Street, St. Paul, MN 55155, phone (651) 201-2473 or send an e-mail to [local.estimate@state.mn.us](mailto:local.estimate@state.mn.us). All challenges must be submitted in writing. Please refer to the enclosed sheet for details

## HOW TO CHALLENGE THE POPULATION AND HOUSEHOLD ESTIMATES FROM THE STATE DEMOGRAPHER

The legal responsibilities of the State Demographer with respect to local population estimates dictate that we be able to defend any revisions of the estimates. Consequently, we need documentation for our files. Cited below are types of information we will accept with a challenge to our estimates. You may select whichever approach is most appropriate for your situation. However, the more information you can provide the better. No challenges will be accepted after June 24.

1. You may send us the number of active residential utility accounts in April 2010 and April 2012. We would prefer electrical accounts, but water and sewer accounts are acceptable. Please summarize your data. We don't need a list of all utility customers. Summary data for intervening years are helpful. Utility data are much more useful when provided together with building permit data (see #2 below).
2. Another approach is to provide the number of housing units added and lost by calendar year for the years beginning with 2010. Building and demolition permits are a good source of such information. Be sure to include mobile homes and apartments, and indicate whether any of the apartments were for the elderly. Please try to be as specific as possible about the type of unit involved (single-family, apartment, mobile home, etc.).
3. An actual count of persons or households may be accepted, but places with more than 100 people must contact the State Demographer before proceeding with a count. The count you submit should be for 2013. We will interpolate a number for 2012. You must provide the following information:
  - a. List the house number and street name of each housing unit in your city or township. If there is more than one unit at an address, please list each unit and provide an apartment number.
  - b. Indicate whether the unit is occupied or vacant. If the unit is occupied, indicate the number of residents. Only year-round residents should be counted. Young people away at college or in the military, elderly persons who have moved to a nursing home in another town and seasonal (summer) residents should not be counted.
  - c. Group quarters such as nursing homes, dormitories, jails and group homes should not be counted as housing units. Give us the name and address of the facility and the number of residents.
  - d. After you have listed each housing unit, you must summarize your data and give us the total number of residents, the total number of vacant units and the total number of occupied units.
  - e. Please indicate when the count was completed.

Any additional information you can provide about your community will be appreciated. Changes in vacancy rates, the conversion of summer homes to year-round use, and changes in employment opportunities are the types of things we like to hear about when we are evaluating an estimate. One final request--when you write to us, please provide your mailing address and a telephone number or e-mail address where you can be reached during the day.

Thank you.

**BILLS FOR APPROVAL**  
**July 22, 2013**

VENDORS	DEPT		AMOUNT
Ace Hardware, paint	Fire	pd 7-10	34.19
Ace Hardware, paint	Police	pd 7-10	28.85
Ace Hardware, paint supplies	Police	pd 7-10	92.82
Ace Hardware, air filters	PW	pd 7-10	14.94
Ace Hardware, hardware	Gov't	pd 7-10	29.89
Anderson Brothers, tennis courts	P&R		58,042.55
AW Research, water testing	Sewer		699.50
Bjerga's Feed Store, grass seed	P&R		17.00
Clifton Larson Allen, final billing for 2012 audit	Gov't		500.00
Crosslake Portable Welding, mower repair	PW		65.00
Crow Wing County Atty, 2nd quarter fines/fees	Gov't		1,210.25
Crow Wing Power, electric service	ALL		5,724.87
Dept of Emp & Econ Dev, unemployment benefits	Police		203.52
Fifty Lakes Cattle Co, straw bales	P&R		125.00
Hawkins, chemicals	Sewer		1,104.79
Joel Carlton, reimburse for safety equipment	Fire		203.03
Johnson, Killen & Seiler, labor attorney fees	Gov't		3,332.45
Mastercard, Aidrich Tractor, oil	PW		153.74
Mastercard, Dollar Tree, childrens program	Library		2.15
Mastercard, Mr. Tire, oil change	PW		49.41
Mastercard, Office Max, pens, ink	P&Z/PW		147.06
Mastercard, Office Max, paper, receipts, ink cartridges	P&R		245.22
Mastercard, Office Max, cart, paper	Library		44.00
Mastercard, Target, tape	Library		12.21
Mastercard, Target, batteries	P&R		79.17
Mastercard, Whitefish Auto, replace caliper	P&Z		186.57
Mastercard, WW Thompson, sprayer	PW		117.74
Nelsons Outdoor Lighting, sprinkler system	PW/Gov't		455.00
Neopost, ink for postage meter	P&Z/Admin		111.15
Northern Lakes Embroidery, childrens program	Library		578.50
Northwood Turf and Power, repair seal, install tires, oil change	PW		550.58
Northwood Turf and Power, disk harrow	PW		2,350.18
Parts City, starter	PW		159.24
Pequot Lakes Youth Sports, tournaments	P&R		19.82
Reed's Market, cleaning supplies	Gov't		31.51
Simonson Lumber, concrete mix	P&R		18.08
The Office Shop, calculator	Admin		161.24
Thelen Heating, replace switch	PW		424.00
USA Bluebook, filter element paper	Sewer		149.40
Viking Electric, bulbs	P&R		153.60
Viking Electric, bulbs	P&R		65.09
<b>TOTAL</b>			<b>77,693.31</b>

MEMO TO: City Council

FROM: Personnel Committee

DATE: June 27, 2013

SUBJECT: Recommendation Regarding Change to Personnel Committee

Now that the Administration Department is fully staffed, it is the recommendation of the Personnel Committee that the City Council change the membership of the Personnel Committee as follows:

1. Mayor (currently Darrell Schneider)
2. Council Liaison (currently John Moengen)
3. Finance Director/Treasurer (currently Mike Lyonais)
4. General Manager (currently Paul Hoge)
5. City Administrator/Consultant (currently Dan Vogt) non-voting member

The City Clerk will attend meetings to take minutes but will have no voting authority.

(Motion Required)

**City of Crosslake**

---

**From:** "Dan Vogt" <dvogt@crosslake.net>  
**Date:** Monday, July 15, 2013 8:44 AM  
**To:** "Char Nelson" <cityclerk@crosslake.net>  
**Subject:** Fw: Personnel Committee

While you probably don't need to include the e-mail below as an attachment to the next agenda, Brad should report his opinion as stated below so the Council can make the decision regarding the make-up of the Committee. Thanks.

----- Original Message -----

**From:** Brad Person  
**To:** Dan Vogt  
**Sent:** Sunday, July 14, 2013 7:35 PM  
**Subject:** RE: Personnel Committee

Sorry for the slow response.. I can't see any legal reason to prohibit him from so serving. Of course the council could decide politically that it makes sense for someone else to serve that's not on probation, but his position seems like an obvious choice for this committee.

Brad

---

**From:** Dan Vogt [mailto:dvogt@crosslake.net]  
**Sent:** Friday, July 12, 2013 11:38 AM  
**To:** Brad Person  
**Subject:** Personnel Committee

Brad - At a recent Council meeting, there was discussion regarding the make-up of the Personnel Committee. Specifically, whether it is appropriate for a probationary employee (Finance Director Mike Lyonais) to be appointed as a member the Committee. The question was raised by an employee of the City and echoed by Councilmember Roe. You may recall that this matter was briefly discussed by the Council. Please review and provide your opinion as to the appropriateness of having a probationary employee serve on this committee.

Let me know if you have any questions. Thanks. Dan