

**REGULAR COUNCIL MEETING  
CITY OF CROSSLAKE  
MONDAY, JUNE 10, 2019  
7:00 P.M. – CITY HALL**

The Crosslake City Council met in the Council Chambers of City Hall on Monday, June 10, 2019. The following Council Members were present: Mayor David Nevin, Gary Heacox, Dave Schrupp, John Andrews and Aaron Herzog. Also present were City Administrator Mike Lyonais, City Clerk Char Nelson, Public Works Director Ted Strand, Park Director TJ Graumann, Police Chief Erik Lee, Fire Chief Chip Lohmiller, Land Service Specialist Jon Kolstad, Zoning Administrator Jake Frie, City Engineer Dave Reese, City Attorney Brad Person, Echo Journal Reporter Jodie Tweed, and Northland Press Reporter Bill Monroe. There were approximately thirty people in the audience.

**A. CALL TO ORDER** – Mayor Nevin called the meeting to order at 7:00 P.M. The Pledge of Allegiance was recited. MOTION 06R-01-19 WAS MADE BY JOHN ANDREWS AND SECONDED BY DAVE SCHRUPP TO APPROVE THE ADDITIONS TO THE AGENDA. MOTION CARRIED WITH ALL AYES.

**B. CONSENT CALENDAR** – MOTION 06R-02-19 WAS MADE BY AARON HERZOG AND SECONDED BY JOHN ANDREWS TO APPROVE THE FOLLOWING ITEMS ON THE CONSENT CALENDAR:

1. Regular Council Meeting Minutes of May 13, 2019
2. City – Month End Revenue Report dated May 2019
3. City – Month End Expenditures Report dated May 2019
4. May 2019 Budget to Actual Analysis
5. Police Report for Crosslake – May 2019
6. Police Report for Mission Township – May 2019
7. Fire Department Report – May 2019
8. Planning and Zoning Monthly Statistics
9. Planning and Zoning Commission Meeting Minutes of April 26, 2019
10. Parks and Rec/Library Commission Meeting Minutes of 5/22/19
11. Revised Public Works Meeting Minutes of March 4, 2019
12. Public Works Meeting Minutes of May 6, 2019
13. Letter dated May 29, 2019 from County Engineer Re: Future County Highway Projects
14. Crosslake EDA Meeting Minutes of May 1, 2019
15. Waste Partners Recycling Report for April 2019
16. Bills for Approval in the Amount of \$141,303.27
17. Crosslake Roll-Off Recycling Report for May 2019
18. North Ambulance Run Report – May 2019
19. Application for Display of Fireworks from RES Specialty Pyrotechnics
20. Additional Bills for Approval in the Amount of \$4,597.68

MOTION CARRIED WITH ALL AYES.

**C. CRITICAL ISSUES**

1. Andy Waletzko of Hytec Construction gave the Council an update on the new City Hall building project. Dave Nevin reported that he met with some of the Special Building Committee members and updated them on changes to the original design. The committee members were in favor of adding an elevator, but not in favor of expanding the footprint of the building.

A MOTION WAS MADE BY DAVE NEVIN AND SECONDED BY JOHN ANDREWS TO SECURE HYTEC AS THE CONTRACTOR FOR THE PROJECT. Dave Schrupp stated that this motion was premature and that he would like to check Hytec's references. Aaron Herzog stated that he would like more information regarding cost before assigning a contractor. Mike Lyonais stated that it is premature to award the bid for the project before financing is in place. City Attorney Person suggested that Nevin and Andrews change the motion. MOTION 06R-03-19 WAS MADE BY DAVE NEVIN AND SECONDED BY JOHN ANDREWS TO DIRECT STAFF TO MEET WITH SOURCEWELL REGARDING THEIR RELATIONSHIP WITH THE GORDION GROUP WHICH ELIMINATES THE NEED FOR COMPETITIVE BIDS AND TO OBTAIN INFORMATION REGARDING THAT PROCESS. Dave Schrupp volunteered to check references and report back to the Council. MOTION CARRIED WITH ALL AYES.

2. Dave Fischer of the Crosslake Sanitary Sewer & Septic Advisory Committee reported that two actions were taken at their last meeting of May 3<sup>rd</sup> regarding the extension of City sewer and septic ordinance revisions. The Committee recommended that the Council approve the expansion of municipal sewer with 10" pipe to the intersection of County Roads 16 and 66, which would service both Moonlite Bay and Moonlite Square. The Committee did not discuss an assessment policy. MOTION 06R-04-19 WAS MADE BY JOHN ANDREWS AND SECONDED BY AARON HERZOG TO PROCEED WITH THE EXTENSION OF MUNICIPAL SEWER TO COUNTY ROAD 16 AND TO FORWARD THE MATTER TO THE PUBLIC WORKS COMMISSION FOR DIRECTION ON HOW AND WHEN TO PROCEED. MOTION CARRIED WITH ALL AYES.

Mr. Fischer reported that the Committee reviewed ordinance and administrative processes regulating the maintenance of individual sanitary septic systems. The Committee recommended that the City create an ordinance to require that all SSTs systems be pumped/inspected every three years and that a compliance report be filed with the City. The Committee offered suggestions on how the City could implement the ordinance and possible fees. MOTION 06R-05-19 WAS MADE BY DAVE SCHRUPP AND SECONDED BY AARON HERZOG TO MOVE FORWARD WITH THE IMPLEMENTATION OF THE PROPOSED ORDINANCE. Dave Schrupp added that if individual septic were maintained, the need for municipal sewer expansion could decrease. MOTION CARRIED WITH ALL AYES.

MOTION 06R-06-19 WAS MADE BY GARY HEACOX AND SECONDED BY JOHN ANDREWS TO DISBAND THE CROSSLAKE SANITARY SEWER & SEPTIC

ADVISORY COMMITTEE. MOTION CARRIED WITH ALL AYES. The Council thanked the committee members for their service.

**D. PUBLIC FORUM –**

1. Patty Norgaard of 37104 Bunkhouse Road invited the Council and community to the Annual WAPOA meeting on June 29, 2019.
2. Pat Davern addressed the Council regarding his mother's property at 12886 Manhattan Point Boulevard and provided the Council with a packet of information. Mr. Davern reported that neighbor, Steve Thompson, received permission from the Council to pave the right-of-way between the two properties. The paving has caused an erosion problem with water being channeled onto the Davern's property and running into the lake. In the letter to the Council, the Davern's ask that the Council resolve the erosion problem and identify the public right-of-way so that users know where the path is.

**E. MAYOR'S AND COUNCIL MEMBERS' REPORT**

1. Included in the packet were letters from W Gohman Construction and Bradbury Stamm Construction expressing interest in bidding on the new City Hall facility. The Council asked staff to keep the letters on file until Hytec's references are complete and a decision has been made whether or not competitive bidding will be used.
2. The Mayor read a letter from Robert Johnson thanking the Police and Fire Department for their service when his wife fell and required assistance. Mr. Johnson noted how helpful, professional and personable the responders were and that they would be welcome in his home anytime.
3. MOTION 06R-07-19 WAS MADE BY AARON HERZOG AND SECONDED BY DAVE SCHRUPP TO CREATE A SPECIAL VRBO COMMITTEE WITH THE FOLLOWING MEMBERS: BLAINE KRIESEL JR, DEANNE FURAN, DANIEL MATTHES, MATT BALMER AND CATHARINE FUNK. MOTION CARRIED WITH ALL AYES.
4. Pam Graves of the Crosslake Dog Park Committee reported that the Dog Park opened on May 25<sup>th</sup>. The park is fenced in and a security camera has been installed. Because the Dog Park Committee was made up of volunteers and the project is near completion, the committee members are requesting that the City take over the maintenance of the park. The committee has been working to get water to the park and to plant trees. Mayor Nevin noted that it was never clear that the City would assume responsibility of the park. Dave Schrupp stated that the committee needs to be commended for their accomplishment. Aaron Herzog stated that the City could take care of large maintenance issues, but not the daily maintenance of cleaning up after dogs. Dave Schrupp suggested that Public Works help with tree planting and getting water to the site. TJ Graumann addressed the Council and stated that there are other projects to finish in the dog park including the installation of the pavilion, cement for benches, adding fill and a possible retaining wall. There are no funds in this year's budget for these items. Mike O'Connell of the Dog Park Committee stated that the park is on City land so it is the City's responsibility to mow and to hire contractors for the extension of water. MOTION 06R-08-19 WAS MADE BY DAVE

SCHRUPP AND SECONDED BY JOHN ANDREWS TO DIRECT TJ GRAUMANN AND TED STRAND TO WORK WITH DOG PARK COMMITTEE TO CREATE LIST OF OUTSTANDING PROJECTS, ASSOCIATED COSTS AND TIMELINE OF COMPLETION AND BRING TO NEXT COUNCIL MEETING. MOTION CARRIED WITH ALL AYES.

5. Pat Netko of the Connectivity Committee asked if the City could take over the installation and removal of water system of the flower baskets on the bridges. Mayor Nevin asked if the cost of new flowers for this year was in the budget. Ms. Netko replied that there was not a specific request, but that the funds for the flowers could come from the \$10,000 earmarked for welcome signs. MOTION 06R-09-19 WAS MADE BY DAVE SCHRUPP AND SECONDED BY GARY HEACOX TO DIRECT TED STRAND TO WORK WITH SAM SHIREY TO LEARN HOW TO WORK THE WATER SYSTEM FOR THE FLOWER BASKETS ON THE BRIDGES AND TO APPROVE THE BILL FOR PAYMENT TO NORTHWEDGE NURSERY IN THE AMOUNT OF \$669.10 FOR FLOWERS. MOTION CARRIED WITH ALL AYES.
6. MOTION 06R-10-19 WAS MADE BY AARON HERZOG AND SECONDED BY JOHN ANDREWS TO APPROVE RESOLUTION NO. 19-07 ACCEPTING DONATION IN THE AMOUNT OF \$1,500 FROM THE CROSSLAKE FIREFIGHTER'S RELIEF ASSOCIATION TO THE FIRE DEPARTMENT FOR THE PURCHASE OF AN ALUMINUM FLATBED ATV TRAILER. MOTION CARRIED WITH ALL AYES.
7. The Council discussed whether or not to disband the Special Building Committee. Dave Nevin thought the committee should continue. The Mayor met with committee members last week to give them an update on the building design and get their input on changes. The meeting was not posted. Committee member Mark Wessels stated that the committee made a motion at their last meeting in May to disband. MOTION 06R-11-19 WAS MADE BY GARY HEACOX AND SECONDED BY AARON HERZOG TO DISBAND THE SPECIAL BUILDING COMMITTEE. MOTION CARRIED WITH ALL AYES.

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

1. The Council reviewed an email from Jennifer Bergman of Brainerd HRA asking for City participation in a county workforce housing study. MOTION 06R-12-19 WAS MADE BY AARON HERZOG AND SECONDED BY DAVE NEVIN TO APPOINT JOHN ANDREWS AS CITY REPRESENTATIVE FOR CROW WING COUNTY HRA WORKFORCE HOUSING STUDY MEETINGS. MOTION CARRIED WITH ALL AYES.
2. MOTION 06R-13-19 WAS MADE BY JOHN ANDREWS AND SECONDED BY DAVE SCHRUPP TO HOLD A WORKSHOP ON MONDAY, JUNE 17, 2019 AT 4:30 P.M. TO REVIEW THE CAPITAL IMPROVEMENT PLAN. MOTION CARRIED WITH ALL AYES.

3. MOTION 06R-14-19 WAS MADE BY DAVE SCHRUPP AND SECONDED BY GARY HEACOX TO APPROVE RESOLUTION NO. 19-08 ESTABLISHING PROCEDURES RELATING TO COMPLIANCE WITH REIMBURSEMENT BOND REGULATIONS UNDER THE INTERNAL REVENUE CODE. MOTION CARRIED WITH ALL AYES.

## **G. COMMISSION REPORTS**

### **1. PLANNING AND ZONING**

- a. The Council reviewed a request from Island View Association for refund of their variance fee. The association withdrew their application prior to the public hearing. Staff noted that the association withdrew their application two times after the public hearing was published two times in the two official newspapers. Staff recommended that the Council deny the request. MOTION 06R-15-19 WAS MADE BY AARON HERZOG AND SECONDED BY GARY HEACOX TO DENY THE REQUEST FROM ISLAND VIEW ASSOCIATION FOR A REFUND OF VARIANCE FEE. MOTION CARRIED WITH ALL AYES.
- b. The Council reviewed a request from staff to change the refund policy for variance and conditional use permits in order to capture costs associated with staff time, mailings, publications, and copies. The new policy would be as follows:

Once an application has been submitted for a public hearing and before the PC/BOA, the following refund policy is in effect:

- If the application is withdrawn within 5 days of the application deadline - 100% of the application fee can be refunded.
- After 5 days and prior to publication submittal, the applicant may withdraw the application and ask to receive no more than 50% of the application fee.
- After publication of the public hearing date, applicant can withdraw or ask to reschedule their application but will not receive a refund of their application fee(s). Rescheduling or resubmittal shall require an additional application fee.

When an application is tabled by the PC/BOA – the applicant shall not incur any fees because of the rescheduling of the public hearing.

This policy would be explained to applicant prior to payment.

MOTION 06R-16-19 WAS MADE BY JOHN ANDREWS AND SECONDED BY AARON HERZOG TO APPROVE THE PUBLIC HEARING REFUND POLICY AS PRESENTED. MOTION CARRIED WITH ALL AYES.

- c. MOTION 06R-17-19 WAS MADE BY AARON HERZOG AND SECONDED BY JOHN ANDREWS TO APPROVE THE PRELIMINARY AND FINAL PLAT OF PARCEL NUMBER 14280526, BENNETT L. AND JILL B. GIBBS, INVOLVING

71,264 SQUARE FEET INTO 8 TRACTS AND TO ACCEPT CASH IN LIEU OF LAND FOR PARK DEDICATION. MOTION CARRIED WITH ALL AYES.

- d. MOTION 06R-18-19 WAS MADE BY AARON HERZOG AND SECONDED BY GARY HEACOX TO APPROVE METES AND BOUNDS SUBDIVISION OF PARCEL NUMBER 14320699, JOHN KEIL & CORNERSTONE CONSTRUCTION SERVICES, LLC, INVOLVING 1.5 ACRES INTO 2 TRACTS AND TO ACCEPT CASH IN LIEU OF LAND FOR PARK DEDICATION. MOTION CARRIED WITH ALL AYES.
- e. Zoning Administrator Jake Frie addressed the Council with a plan to handle the administration of Crosslake Planning and Zoning when Jon Kolstad is absent from the office for several weeks beginning mid-June 2019. Mr. Frie addressed footing inspections, E911 flag locates, DRT meetings, enforcement intake, site visits for a “call for service”, site visits for permit follow-ups, BOA/PC site visits and BOA/PC meetings. Mr. Frie will be in the Crosslake office on Mondays and Fridays. No additional County staff beyond that of Jake Frie and Cheryl Stuckmayer will be allocated to Crosslake. Cheryl Stuckmayer’s additional duties during this time will include footing inspections, DRT meetings, enforcement intake, and scheduling of site visits.

## 2. PUBLIC WORKS

- a. MOTION 06R-19-19 WAS MADE BY GARY HEACOX AND SECONDED BY AARON HERZOG TO AWARD THE CONTRACT FOR CRACK SEALING TO LOWEST BIDDER KAMCO INC AT A COST OF \$38,600. Ted Strand noted crack sealing was included in the 2019 Budget. MOTION CARRIED WITH ALL AYES.
- b. WSN provided a proposal for engineering services for a feasibility study for sanitary sewer extension on Daggett Bay Road from CSAH 66 to Brook Street. This project will enable connection of the proposed new City Hall/PD/Admin facility and will abut two additional properties on Daggett Bay Road that will be served with sanitary sewer services. MOTION 06R-20-19 WAS MADE BY AARON HERZOG AND SECONDED BY DAVE SCHRUPP TO APPROVE WSN’S PROPOSAL FOR SERVICES FOR THE FEASIBILITY STUDY OF SEWER EXTENSION ON DAGGETT BAY ROAD IN THE AMOUNT OF \$3,800. MOTION CARRIED WITH ALL AYES.
- c. Dave Reese gave an update on the Perkins Road project. The archeologist’s review of burial grounds is complete and his preliminary report shows that the project will have no impact. Engineers met with the Army Corps of Engineers to work on the design of the end of road near South Bay park. WSN will be meeting with utility companies to determine the extent of relocation of services. The feasibility study will be complete in a few weeks.
- d. Attorney Person gave an update on the land acquisition for the Storm Water Retention System at Manhattan Point Blvd and CSAH 66. Attorney Person has made

several attempts to contact the property owner regarding the acquisition of land to no avail. If property owner fails to contact the City, MOTION 06R-21-19 WAS MADE BY JOHN ANDREWS AND SECONDED BY GARY HEACOX TO APPROVE RESOLUTION NO. 19-09 TO INITIATE LEGAL PROCEEDINGS TO ACQUIRE PROPERTY THROUGH EMINENT DOMAIN. MOTION CARRIED WITH ALL AYES.

d.1. MOTION 06R-22-19 WAS MADE BY DAVE NEVIN AND SECONDED BY DAVE SCHRUPP TO APPROVE THE MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF CROSSLAKE AND THE CROW WING SOIL AND WATER CONSERVATION DISTRICT (SWCD) REGARDING THE DISTRIBUTION OF FUNDS FROM THE BOARD OF WATER AND SOIL RESOURCES CLEAN WATER FUND GRANT OF \$475,000. Mike Lyonais noted that this MOU does not address the maintenance of the system. MOTION CARRIED WITH ALL AYES.

e. Included in the packet for Council information was a recap of the parking/pedestrian route study kickoff meeting held on June 3<sup>rd</sup>. Dave Reese reported that there have been requests to extend the scope of the project from the Pine River bridge to the Daggett Lake/Cross Lake bridge. Mike Lyonais noted that the City may be able to obtain funding from the Initiative Foundation and Sourcewell for the additional cost of an extended area study.

MOTION 06R-23-19 WAS MADE BY DAVE NEVIN AND SECONDED BY AARON HERZOG TO DIRECT THE CITY ATTORNEY TO APPROACH CROSSWOODS DEVELOPMENT REGARDING THE PURCHASE OF PROPERTY BEHIND ANDY'S TO BE USED FOR FUTURE DOWNTOWN PARKING. MOTION CARRIED WITH ALL AYES.

**H. PUBLIC FORUM** – None.

**I. CITY ATTORNEY REPORT** – None.

**J. OLD BUSINESS** – None.

**K. NEW BUSINESS** – None.

**L. ADJOURN** – MOTION 06R-24-19 WAS MADE BY DAVE NEVIN AND SECONDED BY JOHN ANDREWS TO ADJOURN THE MEETING AT 8:50 P.M. MOTION CARRIED WITH ALL AYES.

Respectfully Submitted,



Charlene Nelson

Administrative Assistant/City Clerk

**BILLS FOR APPROVAL**  
**June 10, 2019**

VENDORS	DEPT		AMOUNT
Ace Hardware, rotary access kit, dremel cutter	PW		108.43
Ace Hardware, bolt cutter, pickup tool	Park		61.45
Ace Hardware, hardware	PW		2.34
Ace Hardware, plug	Park		3.79
Ace Hardware, marking spray	PW		19.77
Ace Hardware, tool set, pliers	PW		32.47
Ace Hardware, shovel	Park		11.91
Ace Hardware, drill bits	PW		84.97
Ace Hardware, rakes	PW		67.96
Ace Hardware, power tool	PW		100.00
Ace Hardware, pvc cap	Park		2.79
Ace Hardware, cap	Park		1.39
Ace Hardware, galv nipple	Park		1.49
Ace Hardware, hose	Park		8.59
Ace Hardware, tools	PW		95.55
Ace Hardware, gloves	PW		24.57
Ace Hardware, flags, tiedowns	PW		87.95
Ace Hardware, bulbs	Park		8.99
Ace Hardware, trufuel	Fire		191.92
Ace Hardware, fuel, propane, safety vest	PW		70.94
Ace Hardware, chaps, trufuel	Fire		249.79
Ace Hardware, Roundup, trufuel	PW		164.51
Ace Hardware, hearing protection	PW		118.96
Ace Hardware, hardware	PW		49.89
Ace Hardware, roundup	Park		36.99
Ace Hardware, digital clamp meter	Sewer		79.99
Ace Hardware, concrete, feeder	Sewer		86.97
Ace Hardware, hardware	Sewer		1.78
Ace Hardware, tailpiece	Sewer		37.47
AT&T, cell phone charges	ALL		775.08
AW Research, water testing	Sewer		171.90
Baker and Taylor, books	Library		831.41
Birchdale Fire & Security, quarterly monitoring	Gov't		162.00
Birchdale Fire & Security, install camera system at dog park	Park		1,730.00
Blue Cross, health insurance	ALL		20,850.00
Breen & Person, legal fees	ALL		1,575.00
Brownells, parts	Police		85.97
Cassandra Otto, baseball refund	Park		35.00
City of Crosslake, sewer utilities	PW/Gov't		250.00
Clean Team, june cleaning	PW/Gov't		1,207.50
Colonial Masonry, install slab	PW		1,007.00
Council #65, union dues	Gov't		228.00
Cross Tech Manufacturing, truck boxes	PW		320.00
Crosslake Communications, phone, fax, internet, cable	ALL		1,485.85
Crosslake Rolloff, recycling	Gov't		2,695.00



Crow Wing Auto Body, decal removal	Police		290.00
Crow Wing Auto Body, install graphics	Police		196.00
Crow Wing County, tif annual certification	Gov't		100.00
Crow Wing County Recorder, filing fees	PZ		46.00
Culligan, water and cooler rental	PW/Gov't		128.70
Custom Fire, chassis	Fire		71,000.00
Dacotah Paper, janitorial supplies	Gov't		98.92
Dacotah Paper, janitorial supplies	Park		346.76
Delta Dental, dental insurance	ALL		1,348.70
Digital Horizons, audio repair	Park		173.82
East Side Oil, oil recycling	Gov't		50.00
Fastenal, battery kit, impact wrench	PW		659.05
Ferguson, meter	Sewer		769.88
Fire Instruction & Rescue, auto extrication	Fire	pd 5-28	600.00
Fire Instruction & Rescue, ems quarterly training	Fire		600.00
First Supply, solenoid assy	Park		29.02
Fortis, disability insurance	ALL		622.17
Forum Communications, ordinance 357	Admin		31.88
Galls, trauma kit	Police		403.99
Galls, stinger	Police		156.61
Galls, uniform	Police		44.64
Gary Heacox, mileage reimbursement	Council		40.60
Granite Electronics, battery	Fire		80.00
Holden Electric, instll panel, pole, yard light, receptables	Park		4,700.00
Hudson Magic, childrens program	Library		345.00
Kirvada Fire, replace valve	Fire		1,142.31
Kirvada Fire, rebuild tank	Fire		2,348.57
Lake Superior Zoo, childrens program	Library		235.00
Lakes Area Lock and Door, dnd stamped keys	PW		72.00
Mad Science of MN, childrens program	Library		595.00
Marco, copier lease	Park		237.99
Mastercard, Amazon, prime shipping	Park		77.94
Mastercard, Amazon, pickleballs	Park		59.98
Mastercard, Amazon, pickleballs	Park		45.16
Mastercard, BCA, training	Police		75.00
Mastercard, Fleet Farm, disc blade	PW	pd 5-21	37.75
Mastercard, Great American Marine, zodiac part	Fire		19.34
Mastercard, McAfee, anti virus	Sewer	pd 5-21	118.10
Mastercard, Mies Outland, ranger parts	Fire		897.21
Mastercard, Walmart, tennis balls	Park	pd 5-21	80.97
Menards, camera	PW		49.99
Mid American Research, weed killer	Park		624.30
Midwest Machinery, trimmer line	PW		20.95
Midwest Machinery, changed oil, trans fluid, and filters	Park		439.88
Mike Lyonais, reimburse for training	Admin	pd 5-21	152.10
MN BCA, background check	Park	pd 5-29	15.00
MN Fire Service Cert Board, certification exams	Fire		230.00
MN Life, life insurance	ALL		256.90
MN NCPERS, life insurance	ALL		96.00
Moonlite Square, fuel	Fire		30.59
MR Sign, e911 addresses	PW		110.65
Napa, wiper blades	Park		27.98
Nate Deshayes, reimburse for uniform	PW	pd 5-28	342.54

NLES, uniforms	Park		307.00
North Memorial, may subsidy	Gov't		1,100.00
Northland Press, business cards	Gov't		89.32
Northland Press, ordinance 357	PZ		63.75
Northland Press, employment ads	Park		106.92
Olson Thielen, document maintenance	Admin		125.00
Premier Auto, oil change, rotate tires	PW		81.37
Premier Auto, tire repair	Police		19.16
Premier Auto, brakes	Police		1,006.28
Reeds Market, water	Gov't		7.98
Specialty Solutions, fertilizer, grass seed	PW		591.32
Streichers, uniform	Police		149.98
Teamsters, union dues	Police	pd 5-1	205.00
The Office Shop, ink cartridges	Fire		307.92
The Office Shop, sealer, note pads	Admin		13.52
The Office Shop, staples	PZ		2.84
The Office Shop, personnel files	Admin		22.86
TJ Graumann, mileage reimbursement	Park		56.84
Ultimate Safety Concepts, caution tape	Fire		196.90
Upland Advertising, welcome signs	Gov't		1,770.00
US Bank, copier lease	ALL		156.00
Watch Guard, bracket kit	Police		120.00
WSN, stormwater project	PW		1,231.05
WSN, city engineering	PW		4,222.95
Xcel Energy, gas utilities	ALL		577.02
Ziegler, challenger repairs	PW		2,248.02
<b>TOTAL</b>			<b>141,303.27</b>

**ADDITIONAL BILLS FOR APPROVAL**  
**June 10, 2019**

VENDORS	DEPT		AMOUNT
AW Research, water testing	Sewer		311.40
American Welding, argon 5 year lease	PW		196.95
CTCIT, may 2019 i.t. labor	ALL		900.00
Demco, labels, summer reading program	Library		63.28
Emergency Medical Products, supplies	Fire		1,298.51
Forum Communications, meeting notice of 5/24	PZ		48.88
Hildi, acturaial audit	Admin		150.00
Holiday Station, fuel	Fire		39.01
Jobs HQ, employment ads	Park		80.00
Mastercard, Amazon, connector	Park		46.24
Metro Sales, staples	PZ/Admin		60.50
Municode, city code update	Gov't		975.74
Napa, needle, rad kit	Park		10.98
Napa, hose, fittings	PW		28.82
Premier Auto, mount and blance tire	Police		22.16
Premier Auto, tire repair	Police		15.00
TJ Graumann, mileage reimbursement	Park		20.30
Waste Partners, trash removal	ALL		329.91
<b>TOTAL</b>			<b>4,597.68</b>

City of Crosslake

**RESOLUTION 19-07**

**RESOLUTION ACCEPTING DONATION(S)**

WHEREAS, the City of Crosslake encourages public donations to help defray costs to the general public of providing services and improving the quality of life in Crosslake; and

WHEREAS, the City of Crosslake is generally authorized to accept donations of real and personal property pursuant to Minnesota Statutes Section 465.03 for the benefit of citizens; and

WHEREAS, said Statute 465.03 requires that all gifts and donations of real or personal property be accepted only with the adoption of a resolution approved by two-thirds of the members of the City Council; and

WHEREAS, the following person/persons and/or entity/entities has/have donated real and/or personal property as follows:

<b>FROM</b>	<b>DONATION</b>	<b>INTENDED PURPOSE</b>
Crosslake Firefighters Relief Assn	\$1,500.00	Aluminum Flatbed ATV Trailer

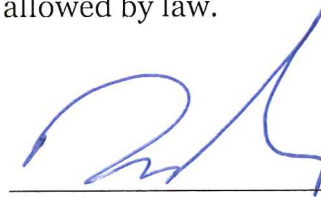
; and

WHEREAS, the City of Crosslake will strive to use the donation as intended by the donor; and

WHEREAS, the City Council finds that it is appropriate to accept said donation(s) as offered.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Crosslake that the donation(s) as described above are accepted as allowed by law.

Passed this 10th day of June, 2019.



David Nevin  
Mayor

ATTEST:



Michael R. Lyonais  
City Administrator  
(SEAL)

**RESOLUTION NO. 19-08  
CITY OF CROSSLAKE  
COUNTY OF CROW WING  
STATE OF MINNESOTA**

**RESOLUTION ESTABLISHING PROCEDURES  
RELATING TO COMPLIANCE WITH REIMBURSEMENT BOND  
REGULATIONS UNDER THE INTERNAL REVENUE CODE**

BE IT RESOLVED by the City Council (the "Council") of the City of Crosslake, Minnesota (the "City"), as follows:

1. Recitals.

- (a) The Internal Revenue Service has issued final Treasury Regulations Section 1.103-18 (the "Regulations") dealing with reimbursement bond proceeds, which would include those proceeds of the City's bonds to be used to reimburse the City for any project expenditure paid by the City prior to the time of the issuance of those bonds.
- (b) The Regulations generally require that the City make a prior declaration of its official intent to reimburse itself for such prior expenditures out of the proceeds of subsequent borrowings, that such declaration generally be made on or before the date the expenditure is actually paid, that the bonding occur and the reimbursement allocation be made from the proceeds of such bonds within one year of the payment of the expenditure (or not later than one year after the project is placed in service, if that is a longer period), and that the expenditure be a capital expenditure.
- (c) The City desires to comply with the Regulations and to establish certain procedures relating thereto.
- (d) The City's bond counsel has advised the City that the Regulations do not apply, and hence the provisions of this Resolution are intended to have no application, to payments of City project costs first made by the City out of the proceeds of bonds issued prior to the date of such payments.

2. Official Intent Declaration. The Regulations, in the situations in which they apply, require the City to have made an official declaration of its reasonable intention (hereinafter referred to as the "Official Intent Declaration" or the "Declaration") to reimburse itself for previously paid project expenditures out of the proceeds of subsequent bonds or other borrowings. The Council hereby authorizes the City Clerk to make the City's Official Intent Declarations or to delegate from time to time that responsibility to other appropriate City employees. Each Declaration shall comply with the requirements of the Regulations, including without limitation the following:

- (a) Each Declaration shall be made on or before the date the City pays the applicable project cost and shall state that the City reasonably intends and expects to reimburse itself for the expenditure with proceeds of a borrowing. Each Declaration may be made substantially in the form of the "Declaration of Official Intent" which is attached to and made a part of this Resolution.

- (b) Each Declaration shall specifically contain the following statement: "This Declaration is a declaration of official intent under Treasury Regulations Section 1.103-18.11
- (c) Each Declaration shall and is hereby declared to be made and filed in the publicly available official books, records, or proceedings of the City, which shall be reasonably available for public inspection at City Hall during normal business hours of the City on every business day during the period beginning on the earlier of 10 days after the making of the Declaration or the date of issuance of the reimbursement bonds and ending on the day after the issuance of such bonds.
- (d) Each Declaration shall, at a minimum, contain a general functional description of the property, project, or program for which the expenditure to be reimbursed is paid or, in the alternative, shall identify the particular fund or account of the City from which the expenditure to be reimbursed is paid, including a description of the general functional purpose of that fund or account.
- (e) Each Declaration shall also contain a statement of the maximum principal amount of debt expected to be issued for the subject project.
- (f) Care shall be taken so that the City, or its authorized representatives under this Resolution, not make Declarations in cases where the City does not reasonably expect that it will ultimately issue reimbursement bonds to provide long-term financing for the subject project costs, and the City officials are hereby authorized to consult with bond counsel to the city concerning the requirements of the Regulations in general and their application in particular circumstances. It is the Council's intention that Declarations not be made (i) when available funds of the City have been or are reasonably expected to be dedicated or otherwise reserved to fund on a long-term basis the particular expenditures involved or (ii) when it is not reasonably expected that reimbursement bonding will occur.
- (g) The Council shall be advised from time to time on the desirability and timing of the issuance of reimbursement bonds relating to project expenditures for which the City has made Official Intent Declarations, including recommendations on the timing of the issuance of such bonds so that the "reimbursement allocation" described in the Regulations and in paragraph 3 below can be made within the 1 year time limits prescribed in the Regulations.
- (h) This Resolution shall supplement and amend all prior determinations and policies adopted by the City in regard to complying with the Regulations, as initially proposed, and in the event of any inconsistency between the terms provided in this Resolution and said prior determinations or policies, the provisions of this Resolution shall govern.

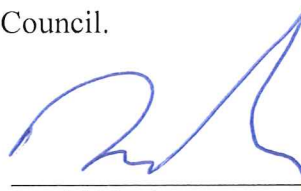
3. Reimbursement Allocations. The designated City officials shall also be responsible for making the "reimbursement allocations" described in the Regulations, being generally the transfer of the appropriate amount of reimbursement bond proceeds to reimburse the source of temporary financing used by the City to make payment of the prior expenditure. Each allocation shall be evidenced by an entry on the official books or records of the City maintained for such

reimbursement bonds; shall specifically identify the actual prior expenditure being reimbursed or, in the case of the reimbursement of a particular fund or account, the fund or account from which the expenditure was paid; and shall be effective to relieve the bond proceeds involved from any restriction under the bond resolution or other relevant legal documents for those bonds and under any applicable state statute applicable to unspent proceeds of such bond issue.

Adopted this 10th day of June 2019, by the Crosslake City Council.



Michael R. Lyonais  
City Administrator



David Nevin  
Mayor

## **Declaration of Official Intent**

The undersigned, being the duly appointed and acting City Clerk of the City of Crosslake, Minnesota (the "City"), pursuant to and for purposes of compliance with Treasury Regulations Section 1.103-18 (the "Regulations") under the Internal Revenue Code of 1986, as amended, hereby states and certifies as follows:

1. The undersigned has been and is on the date hereof duly authorized by the governing body of the City, the City Council, to make and execute this Declaration of Official Intent (the "Declaration") for and on behalf of the City. This Declaration is a declaration of official intent under Treasury Regulations Section 1.103-18.
- 2A. The property, project, or program to which this Declaration relates is generally and functionally described as follows:

### **2019 City Hall Project – Parcel # 120162200BA0009**

- 2B. The specific fund or account of the City from which the expenditure to be reimbursed will be paid, and the general functional purpose of that fund or account, are as follows:

### **General Fund \$ 171,994.03**

3. The maximum principal amount of the debt expected to be issued by the City for the purpose of reimbursing the expenditures to which this Declaration relates (the "Expenditures") is on the date hereof reasonably estimated to be **\$5,000,000**. Each of the Expenditures is (or would be with a proper election) a capital expenditure under federal tax law principles, as described in the Regulations.
4. The City intends and reasonably expects to reimburse itself for the payment of the Expenditures out of the proceeds of a borrowing (the "Bonds") to be made by the City after the date of payment of the Expenditures.
5. As of the date hereof, there are no sources of City funds which have been or are reasonably expected to be allocated or available on a long-term basis, reserved, or otherwise set aside to provide permanent financing for the Expenditures, other than pursuant to the subsequent issuance of the Bonds. On the basis on the foregoing, the statements and certifications contained in this Declaration are believed to be reasonable and accurate, and this Declaration is believed to be consistent with the City's budgetary and financial circumstances as they exist or are reasonably foreseeable on the date hereof, all within the meaning and content of the Regulations.
6. This Declaration is and shall remain a part of the publicly available official books, records, or proceedings of the City and shall be continuously available for inspection by the general public at City Hall during regular City hours for a period ending not earlier than the day after the issuance of the Bonds.



IN WITNESS WHEREOF, the undersigned has executed this Declaration and placed it on file in the official City records this 10th day of June, 2019

A handwritten signature in blue ink, reading "Charlene Nelson", written over a horizontal line.

City Clerk  
City of Crosslake, Minnesota

## CERTIFICATION

The undersigned, being the duly qualified and acting City Clerk of the City of Crosslake, Minnesota, hereby certifies the following:

The foregoing is a true and correct copy of a Resolution on file and of official, publicly available record in the offices of the City, which Resolution relates to procedures of the City for compliance with certain IRS Regulations on reimbursement bonds. Said Resolution was duly adopted by the governing body of the City (the "Council") at a regular or special meeting of the Council held on Monday, June 10, 2019. Said meeting was duly called, regularly held, open to the public, and held at the place at which meetings of the Council are regularly held. Councilmember Dave Schrupp moved the adoption of the Resolution, which motion was seconded by Councilmember Gary Heacox. A vote being taken on the motion, the following members of the Council voted in favor of the motion to adopt the Resolution: David Nevin, Dave Schrupp, John Andrews, Gary Heacox and Aaron Herzog

and the following voted against the same: none

Whereupon said Resolution was declared duly passed and adopted. The Resolution is in full force and effect and no action has been taken by the Council which would in any way alter or amend the Resolution.

WITNESS MY HAND officially as the City Clerk of the City of Crosslake, Minnesota, this 10th day of June 2019.



City Clerk  
City of Crosslake, Minnesota

EXTRACT OF MINUTES OF A MEETING  
OF THE CITY COUNCIL OF THE  
CITY OF CROSSLAKE, MINNESOTA

HELD: June 10, 2019

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Crosslake, Crow Wing County, Minnesota, was duly held at the City Hall in said City on the June 10, 2019 at 7:00 P.M.

The following members were present: Dave Nevin, Gary Heacox, Dave Schrupp, Aaron Herzog and John Andrews.

and the following members were absent: none.

Member John Andrews introduced the following resolution and moved its adoption.

RESOLUTION NO. 19-09

RESOLUTION TO INITIATE LEGAL PROCEEDINGS  
TO ACQUIRE PROPERTY THROUGH EMINENT DOMAIN

WHEREAS, the City of Crosslake, needs to acquire some lands for storm water retention along CSAH 66; and

WHEREAS, the City of Crosslake has attempted to acquire fee title and a temporary easement for land legally described as follows:

See temporary easement description and description for fee taking (labeled on survey as permanent easement) on the survey attached hereto.

WHEREAS, the City of Crosslake had the land appraised by William Ludenia, a licensed appraiser, and the appraised value was set at \$8,600 for the fee taking and another \$183 for the temporary easement; and

WHEREAS, the City of Crosslake has offered this appraised value of to the respective landowner. During this 60-day negotiation period, the City shared its appraisal with the landowners and recommended that they receive their own appraisal if they disagreed with the price and that the City would reimburse them for the cost of said appraisal. The City then increased their offer to \$15,000 to attempt avoiding further litigation costs; and

WHEREAS, the landowners did not accept either offer.

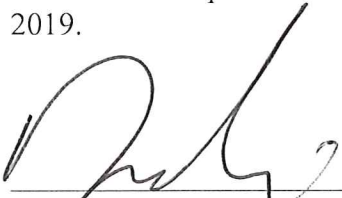
NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Crosslake, Minnesota as follows:

That the City initiate legal proceedings to acquire fee title and a temporary easement to the real estate described above through eminent domain.

The motion for the adoption of the foregoing resolution was duly seconded by member Gary Heacox, and upon vote being taken thereon, the following voted in favor thereof: Dave Nevin, Gary Heacox, Dave Schrupp, Aaron Herzog and John Andrews.

And the following voted against the same: none.

Whereupon said resolution was declared duly passed and adopted this 10<sup>th</sup> day of June, 2019.

  
\_\_\_\_\_  
David Nevin, Mayor  
\_\_\_\_\_  
Charlene Nelson, City Clerk