

**REGULAR COUNCIL MEETING
CITY OF CROSSLAKE
MONDAY, JANUARY 12, 2015
7:00 P.M. – CITY HALL**

The Crosslake City Council met in the Council Chambers of City Hall on Monday, January 12, 2015. The following Council Members were present: Mayor Steve Roe, Gary Heacox, Mark Wessels, Dave Schrupp, and Brad Nelson. Also present were City Administrator/Consultant Dan Vogt, Finance Director/Treasurer Mike Lyonais, City Clerk Char Nelson, Public Works Director Ted Strand, Park and Rec. Director Jon Henke, Police Chief Bob Hartman, Fire Chief Chip Lohmiller, CTC Manager Kevin Larson, Crow Wing County Land Service Supervisor Chris Pence, Land Services Specialist Jon Kolstad, City Attorney Brad Person, City Engineer Dave Reese, Northland Press Reporter Kate Perkins, and Echo Publishing Reporter Dan Determan. There were approximately twenty people in the audience.

- A. CALL TO ORDER** – Mayor Roe called the Regular Council Meeting to order at 6:30 P.M. The Pledge of Allegiance was recited. MOTION 01R-01-15 WAS MADE BY MARK WESSELS AND SECONDED BY GARY HEACOX TO APPROVE THE ADDITIONS TO THE AGENDA. MOTION CARRIED WITH ALL AYES.

B. CRITICAL ISSUES –

1. MOTION 01R-02-15 WAS MADE BY GARY HEACOX AND SECONDED BY BRAD NELSON TO MOVE COUNCIL INTO CLOSED SESSION AT 6:33 P.M. PURSUANT TO MN STATUTE SECTION 13D.05, SUBDIVISION 3(b) PURSUANT TO THE ATTORNEY-CLIENT PRIVILEGE TO DISCUSS PENDING/THREATENED LITIGATION REGARDING A FORMER EMPLOYEE. MOTION CARRIED WITH ALL AYES.

MOTION 01R-03-15 WAS MADE BY DAVE SCHRUPP AND SECONDED BY GARY HEACOX TO RECONVENE THE REGULAR MEETING AT 7:10 P.M. MOTION CARRIED WITH ALL AYES.

2. Patty Norgaard thanked the residents and businesses that participated in lighting up the dam, including Ace Hardware, public works employees, and many volunteers. The winner of the "Take the Dam Picture" contest was Reyer Mulder of Chicago. Mr. Mulder has given permission for the photo to be used on Crosslake promotional material. Chase Nelson of Brainerd took second place and Ray Gensinger of Lakeville took third place.

C. ORGANIZATIONAL MEETING APPOINTMENTS –

1. MOTION 01R-04-15 WAS MADE BY GARY HEACOX AND SECONDED BY BRAD NELSON TO APPOINT MARK WESSELS AS ACTING MAYOR AS RECOMMENDED BY MAYOR ROE. MOTION CARRIED WITH ALL AYES.
2. MOTION 01R-05-15 WAS MADE BY MARK WESSELS AND SECONDED BY GARY HEACOX TO APPOINT THE MAYOR AND FINANCE DIRECTOR/TREASURER AS EX OFFICIO MEMBERS TO THE FIRE RELIEF ASSOCIATION. MOTION CARRIED WITH ALL AYES.

3. MOTION 01R-06-15 WAS MADE BY DAVE SCHRUPP AND SECONDED BY GARY HEACOX TO APPROVE THE SCHEDULE OF REGULAR COUNCIL MEETINGS ON THE 2ND MONDAY OF THE MONTH AT 7:00 P.M. MOTION CARRIED WITH ALL AYES.

Because there will be no quorum of the Council on February 9, 2015, MOTION 01R-07-15 WAS MADE BY GARY HEACOX AND SECONDED BY MARK WESSELS TO CHANGE THE DATE OF THE REGULAR MEETING TO TUESDAY, JANUARY 27, 2015 AT 7:00 P.M. IN THE COUNCIL CHAMBERS. MOTION CARRIED WITH ALL AYES.

4. MOTION 01R-08-15 WAS MADE BY STEVE ROE AND SECONDED BY BRAD NELSON TO APPOINT THE NORTHLAND PRESS AS THE CITY'S OFFICIAL NEWSPAPER. MOTION CARRIED WITH ALL AYES.
5. MOTION 01R-09-15 WAS MADE BY DAVE SCHRUPP AND SECONDED BY GARY HEACOX TO APPOINT WIDSETH SMITH NOLTING AS CITY'S ENGINEER. MOTION CARRIED WITH ALL AYES.
6. MOTION 01R-10-15 WAS MADE BY STEVE ROE AND SECONDED BY DAVE SCHRUPP TO APPROVE THE FOLLOWING LIAISON APPOINTMENTS: BUILDING AND GROUNDS-BRAD NELSON; COMMUNICATIONS-BRAD NELSON; ECONOMIC DEVELOPMENT AUTHORITY-STEVE ROE AND MARK WESSELS; PARK AND RECREATION/LIBRARY-MARK WESSELS; PERSONNEL COMMITTEE-STEVE ROE, DAVE SCHRUPP, FINANCE DIRECTOR/TREASURER AND LOCAL MANAGER; PLANNING AND ZONING COMMISSION-GARY HEACOX; PUBLIC SAFETY-STEVE ROE, FIRE CHIEF, POLICE CHIEF, AND CITY ADMINISTRATOR; PUBLIC WORKS/CEMETERY/SEWER-DAVE SCHRUPP; RECYCLING-GARY HEACOX; AND EMERGENCY MANAGEMENT DIRECTOR-BOB HARTMAN. MOTION CARRIED WITH ALL AYES.
7. MOTION 01R-11-15 WAS MADE BY MARK WESSELS AND SECONDED BY GARY HEACOX TO APPROVE THE FOLLOWING APPOINTMENTS TO COMMISSIONS: PLANNING AND ZONING COMMISSION-MARK LAFON-1ST 3-YEAR TERM TO EXPIRE 1/31/18; PLANNING AND ZONING COMMISSION-DAVE NEVIN-1ST 3-YEAR TERM TO EXPIRE 1/31/18; UTILITY ADVISORY BOARD-JIM TALBOTT-2ND 3-YEAR TERM TO EXPIRE 1/31/18; PARK/LIBRARY COMMISSION-GARY NORDSTROM-1ST 3-YEAR TERM TO EXPIRE 1/31/18; PARK/LIBRARY COMMISSION-PATTY NORGAARD-2ND 3-YEAR TERM TO EXPIRE 1/31/18; PARK/LIBRARY COMMISSION-JOHN PRIBYL-2ND 3-YEAR TERM TO EXPIRE 1/31/18; AND PUBLIC WORKS COMMISSION-DARRELL SHANNON-2ND 3-YEAR TERM TO EXPIRE 1/31/18. MOTION CARRIED WITH ALL AYES.

D. CONSENT CALENDAR – MOTION 01R-12-15 WAS MADE BY MARK WESSELS AND SECONDED BY GARY HEACOX TO APPROVE THE FOLLOWING ITEMS LISTED ON THE CONSENT CALENDAR:

1. REGULAR COUNCIL MEETING MINUTES OF DECEMBER 8, 2014;
2. SPECIAL COUNCIL MEETING MINUTES OF DECEMBER 22, 2014;
3. CITY – MONTH END REVENUE REPORT DATED DECEMBER 2014;

4. CITY – MONTH END EXPENDITURES REPORT DATED DECEMBER 2014;
 5. DECEMBER 2014 BUDGET TO ACTUAL ANALYSIS;
 6. PLEDGED COLLATERAL REPORT DATED DECEMBER 31, 2014 FROM MIKE LYONAI;
 7. DESIGNATE OFFICIAL DEPOSITORIES AS FRANDSEN BANK, BLACKRIDGE BANK, LAKES STATE BANK, 4M FUND, RIVERWOOD BANK, AND WELLS FARGO;
 8. DESIGNATE SIGNATORIES ON CITY CHECKING AND SAVINGS ACCOUNTS AS MAYOR, ACTING MAYOR, FINANCE DIRECTOR/TREASURER, LOCAL MANAGER AND CITY CLERK;
 9. DESIGNATE SIGNATORIES ON UTILITIES CHECKING AND SAVINGS ACCOUNTS AS MAYOR, ACTING MAYOR, FINANCE DIRECTOR/TREASURER, LOCAL MANAGER, AND CITY CLERK;
 10. APPOINT LEGAL SERVICES AS BREEN & PERSON (CIVIL), JOHNSON, KILLEN & SEILER (LABOR), MALLIE (PROSECUTING) AND BRIGGS & MORGAN (BOND COUNSEL);
 11. 2015 MILEAGE REIMBURSEMENT RATE AS \$0.575;
 12. WEED INSPECTOR AS MAYOR ROE;
 13. ASSISTANT WEED INSPECTOR AS TED STRAND;
 14. POLICE REPORT FOR CROSSLAKE – DECEMBER 2014;
 15. POLICE REPORT FOR MISSION TOWNSHIP – DECEMBER 2014;
 16. 2014 ANNUAL POLICE REPORT FOR CROSSLAKE;
 17. 2014 ANNUAL POLICE REPORT FOR MISSION TOWNSHIP;
 18. RESOLUTION NO. 15-01 AUTHORIZING PARTICIPATION IN THE PERA POLICE AND FIRE PLAN FOR AARON CRONQUIST;
 19. FIRE DEPARTMENT REPORT – DECEMBER 2014;
 20. EDA MEETING MINUTES OF DECEMBER 3, 2014;
 21. PLANNING AND ZONING COMMISSION MEETING MINUTES OF NOVEMBER 21, 2014;
 22. CROSSLAKE ROLLOFF RECYCLING REPORT FOR DECEMBER 2014;
 23. WASTE PARTNERS RECYCLING REPORT FOR NOVEMBER 2014;
 24. MEMO DATED JANUARY 6, 2015 FROM CHARLENE NELSON RE: GROUP TRANSIENT MERCHANT PERMIT FOR MISSION OF THE CROSS;
 25. MEMO DATED JANUARY 6, 2015 FROM CHARLENE NELSON RE: REPURCHASE CEMETERY LOTS;
 26. APPLICATION FOR PERMIT FOR DISPLAY OF FIREWORKS FROM ZAMBELLI FIREWORKS DURING WINTERFEST ON FEBRUARY 6, 2015;
 27. BILLS PAID FROM 12/9/14 TO 12/31/14 IN THE AMOUNT OF \$53,796.46;
 28. BILLS FOR APPROVAL IN THE AMOUNT OF \$558,795.03;
 29. NORTH AMBULANCE RUN REPORT – DECEMBER 2014; AND
 30. ADDITIONAL BILLS FOR APPROVAL IN THE AMOUNT OF \$35,187.07.
- MOTION CARRIED WITH ALL EYES.

E. PUBLIC FORUM – None.

F. MAYOR'S REPORT –

1. Mayor Roe reported that he would like to hold town hall meetings with the Council and residents. Meetings could take place before the regularly scheduled monthly meetings. A citizen would need to volunteer to moderate the meetings. Interested persons should contact the Mayor.

G. CITY ADMINISTRATOR'S REPORT

1. MOTION 01R-13-15 WAS MADE BY MARK WESSELS AND SECONDED BY DAVE SCHRUPP TO APPROVE THE 2015 FEE SCHEDULE AS PRESENTED. MOTION CARRIED WITH ALL AYES.
2. MOTION 01R-14-15 WAS MADE BY MARK WESSELS AND SECONDED BY GARY HEACOX TO APPROVE SALARY INCREASE FOR PART TIME STAFF AT THE COMMUNITY CENTER FROM \$8.45 PER HOUR TO \$9.00 PER HOUR EFFECTIVE 1-1-15. MOTION CARRIED WITH ALL AYES.
3. MOTION 01R-15-15 WAS MADE BY GARY HEACOX AND SECONDED BY MARK WESSELS TO ACCEPT RETIREMENT NOTICE FROM PUBLIC WORKS EMPLOYEE BRUCE DOVENMUEHLE EFFECTIVE 1/31/15. A replacement has been hired and has been training with Mr. Dovenmuehle. Mayor Roe stated that a written letter of gratitude should be given to Mr. Dovenmuehle for his years of service. MOTION CARRIED WITH ALL AYES.
4. The Council reviewed a request from Ted Strand for approval to order the budgeted pickup with plow at a cost of \$28,427.53. Dave Schrupp suggested that this item be included in the discussions of items G.5. and G.6. Dan Vogt noted that this truck is in the budget and not included in the equipment certificates.
5. The Council reviewed bids received on surplus equipment. One bid was received on the 2007 loader after the deadline for acceptance of bids in the amount of \$75,500. A member of the audience offered \$77,000 for the loader. MOTION 01R-16-15 WAS MADE BY BRAD NELSON AND SECONDED BY MARK WESSELS TO AGAIN ADVERTISE FOR SEALED BIDS ON THE 2007 930G LOADER WITH A MINIMUM PRICE OF \$75,000. MOTION CARRIED WITH ALL AYES.

MOTION 01R-17-15 WAS MADE BY MARK WESSELS AND SECONDED BY BRAD NELSON TO ACCEPT BIDS ON THE FOLLOWING SURPLUS EQUIPMENT: 2001 BOBCAT T200 TO LUKE GENZ IN THE AMOUNT OF \$23,600; ROOTS SNOW BLOWER TO HENRY CONSTRUCTION IN THE AMOUNT OF \$3,101; AND 2003 CATERPILLAR 135H GRADER TO ROBERT CRASE IN THE AMOUNT OF \$77,610.15. MOTION CARRIED WITH ALL AYES.

6. The Council reviewed a memo dated January 7, 2015 from Mike Lyonais and Dan Vogt regarding staff's recommendations for the purchase of capital outlay items. A lengthy discussion ensued regarding whether the City could afford these items at this time. Staff had recommended that equipment certificates be issued to purchase items not included in the 2015 budget. The certificates would include four annual payments of approximately \$150,000. A lengthy discussion ensued regarding road projects and whether the City could bond for improvements. Dan Vogt noted that if the Council did not want to issue debt, it would take many years and substantially increased taxes to pay for road improvements. Dave Reese stated that he would research the requirements on

assessments to property owners. Brad Nelson and Steve Roe stated that maintained equipment should last many years. Mr. Nelson added that the Council should not consider trail projects if there is no money for roads. Dave Schrupp suggested that Mike Lyonais prepare a new 5-year plan with options on how to fund the plan. Mark Wessels stated that Mr. Lyonais and Mr. Vogt's plan was what the Council requested and that he was in favor of the purchases as outlined in the memo. MOTION 01R-18-15 WAS MADE BY MARK WESSELS AND SECONDED BY GARY HEACOX TO TABLE THE MATTER UNTIL THE NEXT MEETING ON JANUARY 27TH SO THAT THE NEWLY ELECTED COUNCIL MEMBERS COULD MEET WITH MIKE LYONAIIS REGARDING THE QUESTIONS THEY HAD ON THE PURCHASES. MOTION CARRIED WITH ALL AYES.

7. Dan Vogt noted that employee performance reviews would take place in February.

H. COMMISSION REPORTS

1. PLANNING AND ZONING

- a. Chris Pence gave a summary of permits issued in 2014. The addition of Development Review Team (DRT) meetings helped applicants decide whether to proceed with their projects that required a variance or conditional use permit.
- b. Chris Pence reviewed the timeline for the Commercial Land Use Ordinance Revisions. Final approval will be requested from the City Council on April 13, 2015.
- c. Included in the packet for Council information was the 2015 DRT and Planning Commission Meeting schedule.
- d. Chris Pence reported that the County would like to hold a training session in conjunction with the Crosslake City Council and Planning Commission on February 27th in Crosslake. The training would include the legalities of zoning, state statutes, and finding of facts. The lawyer hired to do the training works with the League of MN Cities. MOTION 01R-19-15 WAS MADE BY GARY HEACOX AND SECONDED BY MARK WESSELS TO SPLIT THE COST OF THE TRAINING WITH CROW WING COUNTY IN THE AMOUNT OF \$500 PLUS TRAVEL EXPENSES. MOTION CARRIED WITH ALL AYES.
- e. Chris Pence reported that the County was seeking public comment on the Proposed 2015 Aquatic Invasive Species Plan. The plan could be viewed on the County's website. Comments will be accepted until January 23, 2015. The plan includes a decontamination station located in Crosslake.

2. CROSSLAKE COMMUNICATIONS

- a. CTC Manger Kevin Larson presented the highlights report for December 2014 and stated that the CSAH 3 and CSAH 1 projects have been completed. Fiber was plowed in on CSAH 36 so that work can continue over the winter. Agreements with Channels 4, 5, 9, 11, 29, and 45 have been reached. The cost for these channels has almost doubled. The Advisory Board will be reviewing the need to increase customer rates. Mr. Larson reported that he attended an electronics show and that with the increase of internet controlled appliances, the City must be concerned with increasing internet speeds. Steve Roe stated that he is not in favor of the chair of the Advisory Board

being the Council liaison. Kevin Larson stated that the Board is reviewing policies and will bring recommendations for changes to the Council.

3. PARK AND RECREATION/LIBRARY

- a. Jon Henke gave the Council a brief update on the library, trail expansion, attendance and AARP tax help. Mr. Henke thanked Joel Knippel, Dick Elmquist, Ted Pederson, C&C Boatworks, PAL, and Crow Wing County for their assistance with the trail expansion.

I. CITY ATTORNEY REPORT –

1. Brad Person reported on the closed session that was held at 6:30 P.M. and stated that the Council heard an update from the labor attorney on pending litigation. No action was taken.

J. OLD BUSINESS – None.

K. NEW BUSINESS – Gary Heacox asked whether the retention ponds on CSAH 3 would be fenced. Ted Strand will talk to the County and report back to the Council.

L. PUBLIC FORUM – Ted Strand stated that he was disappointed that the Council did not proceed with the equipment purchases. The State contract ends at the end of the month and prices could increase.

Chip Lohmiller stated that the fire truck needing to be replaced is 20 years old. Because of the City's tax capacity, grants are not available. ISO ratings are partially based on the age of equipment. An increased ISO rating would mean increased insurance rates for residents.

M. ADJOURN - MOTION 01R-20-15 WAS MADE BY MARK WESSELS AND SECONDED BY GARY HEACOX TO ADJOURN THE MEETING AT 9:20 P.M. MOTION CARRIED WITH ALL AYES.

Respectfully submitted by,

Charlene Nelson
City Clerk
Deputy Clerk/Minutes/1-12-15

**CITY OF CROSSLAKE
RESOLUTION NO. 15-01**

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

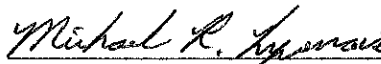
WHEREAS, the policy of the State of Minnesota as declared in Minnesota Statutes 353.63 is to give special consideration to employees who perform hazardous work and devote their time and skills to protecting the property and personal safety of others; and

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

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

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

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



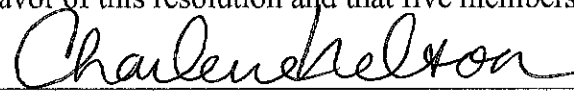
Michael Lyonais, Finance Director



Steve Roe, Mayor

STATE OF MINNESOTA
COUNTY OF CROW WING

I, Charlene Nelson, Clerk of the City of Crosslake, Minnesota, do hereby certify that this is a true and correct transcript of the resolution that was adopted at a meeting held on the 12th day of January, 2015; the original of which is on file in this office. I further certify that five members voted in favor of this resolution and that five members were present and voting.

Signed:  Date: 1-16-15

BILLS FOR APPROVAL
12/9/14 to 12/31/14

VENDORS	DEPT		AMOUNT
Ace Hardware, knife	PW	pd 12-16	24.29
Ace Hardware, hardware	PW	pd 12-16	13.46
Ace Hardware, paint	PW	pd 12-16	13.46
Ace Hardware, vacuum bags	Gov't	pd 12-30	7.64
Ace Hardware, hardware	Park	pd 12-30	6.74
Ace Hardware, keys	Park	pd 12-30	5.38
Ace Hardware, gloves	Park	pd 12-30	14.39
Ace Hardware, tool set, tape measure	PW	pd 12-30	104.98
Ace Hardware, seat adjuster	PW	pd 12-30	19.99
Ace Hardware, screwdrivers, circuit alert, hardware	PW	pd 12-30	59.79
Ace Hardware, hardware	PW	pd 12-30	11.29
Ace Hardware, hardware	Park	pd 12-30	1.16
Ace Hardware, hardware	Park	pd 12-30	23.16
Ace Hardware, air filters, rollers	PW	pd 12-31	44.84
Ace Hardware, ballasts	PW	pd 12-31	67.16
Ace Hardware, screw extractors	PW	pd 12-31	44.98
Ace Hardware, cap light, threadlocker	PW	pd 12-31	25.17
Ace Hardware, filters	PW	pd 12-31	191.88
Ace Hardware, hardware	PW	pd 12-31	5.59
Ace Hardware, electric supplies	Park	pd12-31	37.76
AW Research, water testing	Sewer	pd 12-22	230.40
Baker and Taylor, books	Library	pd 12-30	9.39
Baker and Taylor, books	Library	pd 12-30	747.14
Batteries Plus Bulbs, bulbs	PW	pd 12-31	159.99
Brainerd Hydraulics, coupler	PW	pd 12-16	54.00
Brainerd Hydraulics, vice, body and frame kit	PW	pd 12-22	650.00
Budget Lighting, bulbs	PW	pd 12-22	511.64
Chemsearch, wipes	PW	pd 12-30	225.24
City of Crosslake, sewer utilities	PW/Gov't	pd 12-31	148.00
Clean Team, strip, seal, wax floors	Gov't	pd 12-30	240.00
Crosslake Communications, reimburse for Olsen Thielen	Gov't	pd 12-30	438.00
Crosslake Communications, phone, fax, cable, internet	ALL	pd 12-31	2,260.68
Crosslake Communications, 50% pera aid	Gov't	pd 12-30	744.75
Crow Wing County Highway Dept, fuel, street signs	ALL	pd 12-30	3,854.90
Crow Wing Power, electric service	ALL	pd 12-22	8,058.43
Culligan, water and cooler rental	PW/Gov't	pd 12-16	73.78
D&D Beverage, cleaners	Gov't	pd 12-30	94.32
Fastenal, parts	PW	pd 12-22	150.00
Fastenal, parts	PW	pd 12-31	7.98
Fire Instruction, radio communications	Fire	pd 12-22	400.00
Guardian Pest Solutions, pest control	ALL	pd 12-30	77.60
Hawkins, chemicals	Sewer	pd 12-16	550.05
Holden Electric, install and repair lights	PW	pd 12-22	3,021.30
John Moengen, refund building permit fee	PZ	pd 12-22	500.00
Johnson, Killen & Seiler, legal fees	Gov't	pd 12-16	2,340.00

L&M Steel, steel for bridge repair	PW	pd 12-31	790.00
Lakes Area Rental, cover, labor, filter, plugs	PW	pd 12-22	99.89
Lakes Area Rental, floor cleaner	Gov't	pd 12-30	46.00
Lakes Gas, propane	PW/Park	pd 12-31	1,160.17
Little Falls Machine, blades	PW	pd 12-16	1,533.80
Marco, copier lease	ALL	pd 12-22	433.00
Mastercard, Amazon.com, ink cartridges	PZ	pd 12-31	42.81
Mastercard, Fleet Farm, backup camera, muffler	PW	pd 12-22	227.51
Mastercard, Fleet Farm, paint	PW	pd 12-31	31.13
Midwest Machinery, injection	PW	pd 12-22	442.88
Mike Lyonais, reimburse petty cash	ALL	pd 12-31	30.32
Mikes Electric, hook up well	Park	pd 12-22	145.00
Mikes Electric, repair switch, replace outlets	PW/Sewer	pd 12-22	474.00
MR Sign, address signs	PW	pd 12-22	84.48
MR Sign, street sign	PW	pd 12-31	55.97
MWOA, membership dues	Sewer	pd 12-31	75.00
Napa, hose fittings	Park	pd 12-22	9.40
Neopost, postage meter refill	ALL	pd 12-22	700.00
Northland Drilling, new well	Park	pd 12-22	5,758.25
Northland Press, comment period ad	PZ	pd 12-30	33.20
Planning and Zoning Commissioners, 4th quarter meetings	P&Z	pd 12-22	375.00
Simonson Lumber, treated lumber	Park	pd 12-22	9.06
Terry Kinkaid, reimburse for uniform	Park	pd 12-22	300.00
The Office Shop, boxes, files,	Police	pd 12-22	27.00
The Office Shop, nameplate	Council	pd 12-31	13.55
Triangle Oil, fuel conditioner	PW	pd 12-16	63.00
Triangle Oil, hydraulic fluid	PW	pd 12-31	123.96
Verizon, air card and ipad charges	ALL	pd 12-31	244.12
WSN, 2014 grant writing	Fire	pd 12-22	2,806.40
Xcel Energy, gas utilities	ALL	pd 12-31	3,014.83
Yellowstone Track Systems, grooming equipment	Park	pd 12-22	5,515.00
Zee Medical Service, 1st aid kit supplies	PW	pd 12-16	59.15
Ziegler, lubricant	PW	pd 12-22	515.16
Ziegler, regular maintenance	PW	pd 12-22	2,286.72
TOTAL			53,796.46

BILLS FOR APPROVAL

January 12, 2015

VENDORS	DEPT	AMOUNT
AW Research, water testing	Sewer	230.40
Avenet, web page hosting	Gov't	450.00
Baker & Taylor, books	Library	96.36
Birchdale Fire & Security, 1st quarter monitoring	PW	90.00
Breen & Person, legal fees	ALL	1,432.00
Business Forms and Accounting, checks	Admin	194.16
Clean Team, january cleaning	Gov't	707.50
Council #65, union dues	Gov't	440.00
Crosslake Rolloff, recycling	Gov't	2,695.00
Deferred Comp	ALL	300.00
Delta Dental, dental insurance	ALL	1,707.85
DJV Consulting, two months consulting services	Admin	3,818.75
DVS Renewal, tabs	PW	28.00
Fortis, disability	ALL	594.59
Hawkins, chemicals	Sewer	585.92
Health Partners, health insurance	Gov't	17,500.00
Marco, copier lease	Park	213.28
Mastercard, MN Chiefs of Police Assn, annual conference	Police	355.00
Mills Motors, oil change, repair hydraulic leak, tires	PW	1,293.76
Mills Motors, replace radiator	PW	1,377.59
MN Chiefs of Police Assn, membership dues	Police	165.00
MN Life, life insurance	ALL	378.60
MN Rural Water Assn, membership dues	Sewer	250.00
MN Rural Water Assn, technical conference	Sewer	450.00
MN Section CSWEA, wastewater operational problems course	Sewer	60.00
Moonlite Square, fuel	Fire	91.51
MPCA, wastewater certification examination	Sewer	55.00
MPCA, wastewater training	Sewer	300.00
MPCA, wastewater training	Sewer	300.00
NCPERS-Life Insurance	ALL	144.00
North Memorial Professional Education, training	Fire	229.00
Northland Trust Services, bond payments	Gov't	520,938.75
Squad Pro, decals	PW	90.00
The Office Shop, copy paper	PZ/Admin	215.40
The Office Shop, label tape, highlighters, calendars	PZ/Admin	36.35
The Office Shop, ink cartridge	Admin	33.99
Triangle Oil, oil	PW	42.00
Triangle Oil, fuel conditioner, hydraulic fluid	PW	206.16
Verizon, cell phone charges	ALL	452.31
Waste Partners, trash removal	ALL	246.80
TOTAL		558,795.03

ADDITIONAL BILLS FOR APPROVAL
January 12, 2015

VENDORS	DEPT	AMOUNT
Ace Hardware, light up the dam	Gov't	272.14
Baker & Taylor, books	Library	33.76
Bobby Willard, reimburse for uniform expense	Police	227.07
Brainerd Hydraulics, replace fitting	PW	19.95
Business Forms, checks, utility bills	Admin/Sewer	343.00
Crow Wing Power, electric service	ALL	8,662.86
CTC I.T., it labor	Police	250.00
Culligan, water and cooler rental	PW/Govt	42.83
Emergency Response Solutions, hose washer	Fire	475.88
Fire Instruction, gas detectors	Fire	600.00
Johnson, Killen & Seiler, legal fees	Gov't	4,402.00
Mastercard, Fleet Farm, tow strap, coupler, cotters, bushings	PW	98.41
MMUA, safety program dues	Gov't	2,475.00
MMUA, water utility member dues	Gov't	274.00
Napa, light	PW	13.29
Napa, washer fluid	PW	8.92
Napa, oil	PW	4.46
PNC Equipment, firetruck payment	Fire	16,342.93
Public Safety Center, parts	Police	59.31
Roseann Stans, refund weight room membership	Park	216.70
Streichers, uniform	Police	274.94
Tanner Motors, wheel cap	Police	89.62
TOTAL		35,187.07

**CITY OF CROSSLAKE
FEE SCHEDULE
EFFECTIVE JANUARY 1, 2015**

ADMINISTRATION – FEE SCHEDULE

ITEM DESCRIPTION	FEE
<u>CEMETERY</u>	
• Cemetery Plot for Resident/Property Owner	\$250
• Cemetery Plot for Non-Resident	\$500
• Staking Fee	\$50
• Full Opening in Summer	\$400
• Full Opening in Winter	\$500
• Cremation Opening in Summer	\$150
• Cremation Opening in Winter	\$200
• Holidays/Weekends	\$100
<u>FIRE</u>	
• Controlled House Burn	\$1600
<u>POLICE</u>	
• False Alarm Fee (after third response)	\$50
<u>LIQUOR LICENSES</u>	
• Club On Sale	\$300
• Off Sale 3.2 Beer	\$25
• Off Sale Intoxicating Liquor	\$100
• On Sale 3.2 Beer	\$75
• On Sale Intoxicating Liquor	\$1500
• Set Up and Display	\$50
• Sunday On Sale	\$200
• Background Investigation (in state)	\$500
• Background Investigation (out of state)	\$10,000 Max
<u>MISCELLANEOUS</u>	
• Assessment Searches	\$5 Per PID
• City Maps	\$10
• DVD Copies	\$10
• Duplicate License	\$10
• Election Filing Fee	\$2
• Fax	\$1 First Page/\$0.25 Each Addt'l Page
• Photo Copies Black/White	\$0.25 First Page \$0.10 Each Addt'l Page
• Photo Copies Color	\$1.00 Each Page

- Returned Check Fee \$10 + Actual Costs Incurred
- Water \$1.80/per 1,000 Gallons
- Special Council Meeting Request \$500

MUNICIPAL SEWER CHARGES

- Residential Usage Charge \$37/Per Month
- Commercial Usage Charge \$37/Per 8,000 Gallons/Per month
- Penalty Charge 10% of Unpaid Balance
- Residential Connection Fee \$4,000
- Commercial Connection Fee \$6,500

PERMITS

- Adult Establishment \$2,500
- Background Investigation (in state) \$500
- Background Investigation (out of state) \$10,000 Max
- Single Transient Merchant Permit – Single Event \$50
- Single Transient Merchant Permit – Annual \$100
- Group Transient Merchant Permit – Annual \$50
- Express Service - Process in Less Than 14 Days \$20
- Pawn Broker \$150/Calendar Year

PUBLIC WORKS

- Crack Sealing \$0.85/Per Foot
- Mowing \$75/Per Hour
- Petition to Vacate Road/Alley/Public Way \$500
- Salt/Sand \$25/Per Yard
- Snowplowing \$100/Per Hour
- Street Sweeping \$100/Per Hour
- Waste Hauler Determined on a Case by Case Basis

PARK AND RECREATION – FEE SCHEDULE

- Deposits: \$50 for meeting rooms. \$100 for gymnasium.
- Flat Fee of \$11 for use of the kitchen.
- All groups utilizing the Community Center before or after regular hours will be charged \$20 an hour in addition to the regular costs of room or gym rental. Regular hours are Monday – Thursday 8-8; Friday 8-5; Saturday 8-4; and Sunday 1-5.
- Civic Clubs and Community Clubs meeting room use that exceeds 6 hours a day will be charged an additional \$11.
- Set Up/Take Down Fee: This service will only be available if staffing permits. The minimum charge for set up of equipment will be \$10. Up to 6 banquet tables will be set up for this fee. A fee of \$3 per table will be charged for set up and take down of tables over the amount of six. The \$10 minimum fee for set up/take down does apply for card tables. Up to 25 chairs will be set up for free. Additional cost of chair set up/take down is \$1 per chair. Groups can avoid the set up/take down fees by setting up equipment themselves.

TYPE OF ACTIVITY	FEE
<u>MEETING ROOM RENTALS</u>	
There is a flat rate of \$11/per hour for meeting room #3. Meeting rooms #1 and #2 can be rented together for a discount of \$5/per hour.	
• City Activities	No Cost
• Youth Clubs	No Cost
• School District Youth Sports/Charter School	No Cost - Up to 2 Events Per Week/2 Hours Per Event
• County, State, Federal	\$11/Hour
• Community Education	\$1.50/Per Person
• Civic Clubs	\$11/Up to 6 Hours
(Lions and Legion have one free event (2 day maximum) per year. After hour fees are charged if event takes place after or before regular hours)	
• Community Clubs	\$11/Up to 6 Hours
• Lake Associations	\$11/Per Hour
• Private Groups and Other Businesses	\$16/Per Hour

<u>GYM RENTALS</u>	
• City Activities	No Cost
• Youth Clubs	\$11/Per Hour
• County, State, Federal	\$16/Hour
• School District Youth Sport/Charter School	No Cost – Up to 2 Events Per Week/2 Hours Per Event
• Charter School After School Sports Club	\$100/8 Week Session
• Civic Clubs	\$11/Per Hour
• Community Clubs	\$11/Per Hour
• Lake Associations	\$16/Per Hour

- Private Groups and Other Businesses \$26/Per Hour

MISCELLANEOUS RENTALS

- Disc Golf Set – 2 Hours \$5
- GPS – 4 Hours \$5
- GPS – All Day (8 Hours Max) \$10
- Piano Rental (Includes Delivery) \$200/2 Days
- Picnic Shelter \$27
(Two \$50 deposits are required. Beer and wine permits are available with City approval at a cost of \$27)
- Tennis Racket \$3
- Snowshoe Rental (2 Hours) \$10/Pair
- Pickleball \$10/Hour Equip & Court

MISCELLANEOUS SALES

- Disc Golf Disc (1 Disc) \$13
- Disc Golf Discs (Set of 3) \$32
- Tennis Balls \$4/Can
- Trail Maps \$1/Per Two- Sided Copy
- Shower \$3

ACTIVITY FEES

- T-Ball – Per Season \$35
- Mustang Baseball – Per Season \$35
- Colt Baseball and Up – Per Season \$45
- SilverSneakers Class Punch Card \$28/8 Classes
- SilverSneakers Class Day Pass \$4
- Silver & Fit Class Punch Card \$2/20 Classes
- Pickleball Day Pass \$4
- Pickleball Yearly Pass \$20
- Basketball \$35
- Summer Basketball Camp \$30/6 Sessions
- Soccer for Grades K-3 – Per Season \$30
- Soccer for Grades 4-6 – Per Season \$40
- Soccer for Grades 7-12 – Per Season \$50
- Summer Soccer Camp \$25/6 Sessions
- Tennis for Seniors – Per Season \$22
- Tennis Lessons – Per Week \$20
- Tennis Lessons – 3 Weeks \$50
- Volleyball – Daily \$4
- Volleyball – 10 Weeks \$17
- Weight Room – Daily \$6
- Weight Room – Monthly \$35
- Weight Room – 2 Months \$70
- Weight Room – Quarterly \$90
- Weight Room – Semi Annual \$160

- Weight Room – Nine Month \$225
- Weight Room – Annual \$260
- Personal Trainer \$30 / Hour
- Youth Sports Late Fee: Extra \$15 after deadline; if space is available

LIBRARY

- Library Cards \$5 – Adult
\$1 – Student
\$5 – Replacement
- Photo Copies \$0.25 First Page/
\$0.10 Each Addt'l Page
\$1.00/Color Page
Cost of Replacement
- Material Fines \$5
- Administrative Fee – fine for notice sent out \$5
- Summer Reading Program \$5
- Storage Disc \$2

PLANNING AND ZONING – FEE SCHEDULE

Subd. 8. Fees. The Council shall adopt the following schedule of fees for all permits and other services. No permit shall be issued or request brought before the Board of Adjustment or Planning and Zoning Commission until the fees are paid. Applications received after work has progressed shall require the payment of an additional fee as adopted in the schedule of fees to cover the additional costs of investigation. This fee shall be required whether the permit is issued or not.

TYPE OF PERMIT	PERMIT FEE
<u>RESIDENTIAL NEW CONSTRUCTION (not including accessory structure or addition)</u>	
• Up to 1,000 sq. ft. ground cover	\$250
• 1,001-2,000 sq. ft. ground cover	\$500
• 2,001-3,000 sq. ft. ground cover	\$750
• 3,001-4,000 sq. ft. ground cover	\$1,000
• Each additional 1,000 sq. ft. ground cover	\$250
<u>RESIDENTIAL ACCESSORY STRUCTURE OR ADDITION</u>	
• Up to 100 sq. ft. ground cover	\$25
• 101-200 sq. ft. ground cover	\$100
• 201-400 sq. ft. ground cover	\$125
• 401-600 sq. ft. ground cover	\$175
• 601-1,000 sq. ft. ground cover	\$250
• 1,001-2,000 sq. ft. ground cover	\$300
• 2,001 sq. ft. and greater ground cover	\$500
<u>COMMERCIAL NEW CONSTRUCTION (including plan review/not including accessory structure or addition)</u>	
• Up to 1,000 sq. ft. ground cover	\$400
• 1,001-2,000 sq. ft. ground cover	\$500
• 2,001-5,000 sq. ft. ground cover	\$750
• 5,001-10,000 sq. ft. ground cover	\$1,000
• 10,001 sq. ft. and greater ground cover	\$1,250
• Storage Building (no city sewer/per building)	\$400
<u>COMMERCIAL ACCESSORY STRUCTURE OR ADDITION (including plan review)</u>	
• Up to 100 sq. ft. ground cover	\$50
• 101-400 sq. ft. ground cover	\$100
• 401-1,000 sq. ft. ground cover	\$300
• 1,001-2,000 sq. ft. ground cover	\$400
• 2,001-5,000 sq. ft. ground cover	\$500
• 5,001-10,000 sq. ft. ground cover	\$750
• 10,001 sq. ft. and greater ground cover	\$1,000
• Multi-Storage Building (no city sewer/per building)	\$400

<u>DEMOLISH/REMOVE BUILDING</u>	\$50
<u>TEMPORARY STRUCTURES</u>	\$50
<u>SEPTIC: Upgrade/New System</u>	
• Residential	\$150
• Commercial	
* Small Flow System (< 1,000 gal/day)	\$250
* Large Flow System (> 1,000 gal/day)	\$325
<u>LAND ALTERATIONS</u>	\$150
<u>SUBDIVISIONS</u>	
Metes and Bounds	\$100 + \$75 per lot
Preliminary Residential Plat	\$500 + \$100 per lot
Final Residential Plat	\$500 + \$25 per lot
Preliminary Commercial Plat	\$750 + \$150 per lot
Final Commercial Plat	\$750 + \$50 per lot
Lot Line Adjustment/Lot Consolidation	\$100
<u>FENCE</u>	\$75
<u>AFTER-THE-FACT</u>	3x's application fee
<u>ON-SITE SIGN</u>	
• Residential/Home Occupation	\$25
• Commercial	
* Permanent	\$50
* Temporary (Up to 60 days)	No fee
• E-911 Sign/Address Fee	\$100
• E-911 Sign/Address Replacement Fee	\$55
<u>CONDITIONAL USE PERMIT (including amendments)</u>	
• Residential	\$500
• Commercial	\$500
<u>VARIANCE</u>	
• Residential	\$500
• Commercial	\$500
<u>ZONING ORDINANCE AMENDMENT</u>	\$350 + Printing Costs
<u>ZONING MAP AMENDMENT</u>	\$500
<u>APPEAL TO P&Z COMMISSION OR CITY COUNCIL</u>	\$500
<u>APPLICANT'S REQUEST FOR SPECIAL MEETING</u>	\$250

PARK DEDICATION FEES

\$1500 per new lot

ZONING INFORMATION

- **Maps**

- * Road

\$10

- * Zoning (11" by 17")

\$5

ADMINISTRATION FEE

\$50 / hour

ACCESSIBILITY PLAN REVIEW

\$40 / hour (1 hr. minimum)

NOTE: Direct costs incurred for Engineering, Legal and other consulting services necessary for application review must be paid by the applicant.

CERTIFICATION OF UNPAID CHARGES - Nothing in this section shall be held or construed as in any way stopping or interfering with the City's right to certify as unpaid service charges or assessments against any premises affected, any past due and/or delinquent fees, including interest and late fees. Each and every unpaid fee is hereby made a lien upon the lot, land, or premises served, and such charges that are past due and/or delinquent on October 15th of each year shall be certified to the Crow Wing County Auditor. The charges shall be collected and the collection thereof enforced in the same manner as county and state taxes, subject to like penalties, costs and interest charges. Upon certification to the County Auditor, any past due and/or delinquent fees shall be due and payable to the office of the County Auditor.