

**REGULAR COUNCIL MEETING
CITY OF CROSSLAKE
MONDAY, NOVEMBER 8, 2021
7:00 P.M. – CITY HALL**

The Crosslake City Council held the Regular Council Meeting on Monday, November 8, 2021 in City Hall. The following Council Members were present: Mayor Dave Nevin, Aaron Herzog, John Andrews, Dave Schrupp, and Marcia Seibert-Volz. Also in attendance were City Administrator Mike Lyonais, City Clerk Char Nelson, Police Chief Erik Lee, Fire Chief Chip Lohmiller, Public Works Director Ted Strand, Park and Recreation Director TJ Graumann, City Engineer Phil Martin, and City Attorney Brad Person. Northland Press Reporter and Echo Journal Reporter Nancy Vogt attended via Zoom. There were approximately fifteen audience members in City Hall and on Zoom.

A. CALL TO ORDER – Mayor Nevin called the Regular Council Meeting to order at 7:00 P.M. The Pledge of Allegiance was recited. MOTION 11R-01-21 WAS MADE BY AARON HERZOG AND SECONDED BY DAVE SCHRUPP TO APPROVE THE ADDITIONS TO THE AGENDA. MOTION CARRIED WITH ALL AYES.

B. PUBLIC FORUM – Tyler Gardner of Pequot Lakes Sanitation asked the Council to consider reducing the fee for the Refuse Hauler's License. The fee is currently \$1,000 per year and Mr. Gardner provided the Council with information from surrounding cities showing much lower rates.

Tom Swenson of 35533 Sand Pointe Drive suggested that the Council hold another Budget Meeting prior to finalizing the tax levy in December. Mr. Swenson stated that he thinks there is fluff in the budget that needs to be cut. MOTION 11R-02-21 WAS MADE BY MARCIA SEIBERT-VOLZ AND SECONDED BY AARON HERZOG TO SCHEDULE A SPECIAL MEETING ON WEDNESDAY, NOVEMBER 17, 2021 AT 1:00 P.M. IN CITY HALL FOR THE PURPOSE OF DISCUSSING THE PROPOSED 2022 BUDGET AND FUND BALANCES. MOTION CARRIED WITH ALL AYES.

C. CONSENT CALENDAR – MOTION 11R-03-21 WAS MADE BY MARICA SEIBERT-VOLZ AND SECONDED BY JOHN ANDREWS TO APPROVE THE FOLLOWING ITEMS LISTED ON THE CONSENT CALENDAR:

1. Regular Council Meeting Minutes of October 11, 2021
2. Special Council Meeting Minutes of October 12, 2021
3. Draft Month End Revenues Report dated October 2021
4. Draft Month End Expenditures Report dated October 2021
5. Draft Balance Sheet dated October 2021
6. City Hall Construction Project Costs of 10/31/2021
7. Fire Hall Construction Project Costs of 10/31/2021
8. Police Report for Crosslake – October 2021
9. Police Report for Mission Township – October 2021
10. Fire Department Report – October 2021
11. North Memorial Ambulance Run Reports – October 2021
12. Public Safety Commission Meeting Minutes of October 2021
13. Planning and Zoning Monthly Statistics

14. Planning and Zoning Commission Meeting Minutes of September 24, 2021
 15. Crosslake Parks, Recreation and Library Commission Meeting Minutes of 9/22/21
 16. EDA Meeting Minutes of October 6, 2021
 17. Waste Partners Recycling Report for September 2021
 18. Letter dated September 30, 2021 from State Demographer Re: 2020 Census Population and Household Counts
 19. LG240B Application to Conduct Excluded Bingo for Knights of Columbus
 20. Bills for Approval in the Amount of \$94,478.49
 21. Additional Bills for Approval \$49,778.79
- MOTION CARRIED WITH ALL AYES.

D. CRITICAL ISSUES

1. Corey Boyer, Municipal Advisor of PMA Financial Network, LLC, that advises the League of Minnesota Cities on its 4M Fund (Minnesota Municipal Money Market) appeared before the Council to give an overview of the program. Mr. Boyer stated that over 400 municipal entities participate in the 4M Fund, including the City of Crosslake. Mr. Boyer explained the different types of products, programs, and investment solutions. The Council thanked Mr. Boyer for the presentation.
2. Alden Hardwick of the Park and Library Foundation appeared before the Council and explained that the funds that come from PAL are donations from community members. The funds do not belong to PAL. Last year PAL received over 230 donations. Mr. Hardwick stated that PAL was able to provide donated funds and labor to help build the pickleball shade feature at the community center. The money for that project was raised by a pickleball player donating a \$2,500 matching grant and a non-pickleball player matching that amount.

Alden Hardwick stated that the next project that PAL would like to work on is replacing the playground equipment at the community center. The Lions donated some of the existing equipment over 22 years ago. The cost to replace the first piece of equipment, Phase 1, is \$33,500. The Council was grateful for Mr. Hardwick's support from PAL.

TJ Graumann gave a presentation of what the next three phases of equipment would include. MOTION 11R-04-21 WAS MADE BY JOHN ANDREWS AND SECONDED BY DAVE SCHRUPP TO PROCEED WITH A PHASED APPROACH TO PURCHASE PLAYGROUND EQUIPMENT AS PRESENTED. MOTION CARRIED WITH ALL AYES.

MOTION 11R-05-21 WAS MADE BY MARCIA SEIBERT-VOLZ AND SECONDED BY JOHN ANDREWS ACCEPT DONATION OF \$5,466.09 FROM PAL TO BE USED FOR THE PURCHASE OF PLAYGROUND EQUIPMENT. Last month the Council accepted \$40,438.53 donation from PAL to be used towards the purchase of playground equipment. MOTION CARRIED WITH ALL AYES.

E. MAYOR'S AND COUNCIL MEMBERS' REPORT

1. The Council reviewed an Information Memo dated 10/19/2021 from the League of Minnesota Cities regarding City Options for Meeting Remotely. Minnesota State Statute 13D.02 states that "At any time, members can appear and participate in a meeting

remotely using interactive technology, defined as a device, software program, or other application that allows individuals in different physical locations to see and hear one another.” Council members can participate no more than three times in a calendar year from a location that is not open to the public. Dave Nevin stated that he thought if council members missed more than three meetings they could be removed from office. Attorney Person stated that was incorrect. Dave Nevin and Marcia Seibert-Volz stated that they think council members should be physically present at meetings. MOTION 11R-06-21 WAS MADE BY DAVE NEVIN AND SECONDED BY MARCIA SEIBERT-VOLZ TO DIRECT STAFF TO DOCUMENT ATTENDANCE OF COUNCIL MEMBERS AT COUNCIL MEETINGS AND NOTIFY COUNCIL OF ANY INFRACTIONS OF STATE LAW. MOTION CARRIED WITH ALL AYES.

2. MOTION 11R-07-21 WAS MADE BY DAVE NEVIN AND SECONDED BY AARON HERZOG TO APPOINT MATT KARLSON TO THE PUBLIC SAFETY COMMISSION. MOTION CARRIED WITH ALL AYES.
3. MOTION 11R-08-21 WAS MADE BY AARON HERZOG AND SECONDED BY DAVE SCHRUPP TO APPROVE FINAL PAYMENT TO HYTEC CONSTRUCTION FOR CITY HALL PROJECT IN THE AMOUNT OF \$11,064.35. MOTION CARRIED WITH ALL AYES.
4. The Council reviewed a proposed short-term rental ordinance dated November 2020 from a member of the VRBO Committee that met in 2019-2020. Steve Spencer addressed the Council and stated that he attended one of the mayor’s townhall meetings at the community center and is part of a board working on short-term rental regulations. The board is having a closed meeting this week. Dave Nevin asked to attend the meeting. Aaron Herzog told Mr. Spencer that new rules cannot override existing Homeowners Association Bylaws.

F. CITY ADMINISTRATOR’S REPORT

1. Included in the packet for Council information was the Annual Comment on Crosslake from Moody’s Investors Service.
2. MOTION 11R-09-21 WAS MADE BY JOHN ANDREWS AND SECONDED BY MARCIA SEIBERT-VOLZ TO APPROVE RESOLUTION NO. 21-33 ESTABLISHING PROCEDURES RELATING TO COMPLIANCE WITH REIMBURSEMENT BOND REGULATIONS UNDER THE INTERNAL REVENUE CODE. MOTION CARRIED WITH ALL AYES.
3. Removed by petitioner.
4. A memo dated October 21, 2021 from Sourcewell Re: Board of Director Election Nomination was included in the packet for Council information.
5. MOTION 11R-10-21 WAS MADE BY JOHN ANDREWS AND SECONDED BY AARON HERZOG TO APPROVE THE 2021 AUDIT ENGAGEMENT LETTER FROM CLIFTON LARSON ALLEN AT A COST OF \$26,750. MOTION CARRIED WITH ALL AYES.

G. COMMISSION REPORTS

1. PUBLIC SAFETY

- a. The Council reviewed the Public Safety Commission Ordinance, Function, and Guidelines that were recommended for Council approval from the Public Safety Commission. Marcia Seibert-Volz stated that she would like #5 and #6 removed, which relate to personnel and staffing. Dave Schrupp stated that the members of the Commission have more experience in public safety than the Council and they could add "if needed" before #5 and #6. Erik Lee stated that the Commission should be used to lay the groundwork for the process of hiring. Attorney Person stated that other cities use the Public Safety Commission to rank candidates for the Council to interview. Tom Swenson of 35533 Sand Pointe Drive stated that it is inappropriate for staff to be voting members of the commission. Attorney Person stated that the commission is advisory to the Council, so staff would not be making decisions for the City. Aaron Herzog suggested that the Council send the ordinance back to the commission for revisions before approval by the Council. MOTION 11R-11-21 WAS MADE BY MARCIA SEIBERT-VOLZ AND SECONDED BY JOHN ANDREWS TO APPROVE ORDINANCE NO. 375 AMENDING CHAPTER 2, ARTICLE VI BOARDS AND COMMISSIONS RELATED TO THE PUBLIC SAFETY COMMISSION WITH THE OMISSION OF ITEMS #5 AND #6. MOTION CARRIED 4-1 WITH HERZOG OPPOSED.
- b. Steve Roell of 11844 Lake Trail reported that a neighbor has an obscene flag on his dock that it is offensive and inappropriate for his grandchildren to see. Mr. Roell has discussed the matter with the police chief and sheriff and was told there is no ordinance in the City or County that regulates this. Mr. Roell stated that he has done extensive research on the matter and it is a problem all over the country. Mr. Roell would like to see the City and County give law enforcement the tools necessary to restrict these types of offenses. Dave Nevin stated that Mr. Roell will be attending the County Board meeting tomorrow and that he would like to go with him. It was the consensus of the Council that the Mayor attend the meeting with Mr. Roell. Attorney Person cautioned the Council that these offenses are difficult to try in court and could cost the City a lot of money in legal fees, if challenged.
- c. The Council reviewed a recommendation from the Public Safety Commission regarding parking near a proposed event center on County Road 3. Aaron Herzog noted that the matter came up during the Planning and Zoning Commission when the variance for the event center was being considered. MOTION 11R-12-21 WAS MADE BY JOHN ANDREWS AND SECONDED BY AARON HERZOG TO APPROVE THE FOLLOWING PARKING RESTRICTIONS AT THE PROPOSED EVENT CENTER AT 33816 COUNTY ROAD 3: NO PARKING ON EITHER SIDE OF SHAFER ROAD FROM COUNTY ROAD 3 TO GENDREAU/ANTLER ROAD. NO PARKING ON THE EAST SIDE OF GENDREAU ROAD 400' NORTH FROM SHAFER ROAD. NO PARKING ON THE EAST SIDE OF ANTLER ROAD 400' SOUTH FROM SHAFER ROAD. MOTION CARRIED WITH ALL AYES.

- d. MOTION 11R-13-21 WAS MADE BY MARCIA SEIBERT-VOLZ AND SECONDED BY AARON HERZOG TO APPROVE THE FIRE DEPARTMENT OFFICERS FOR 2022-2024 AS RECOMMENDED BY THE FIRE DEPARTMENT EXECUTIVE COMMITTEE. MOTION CARRIED WITH ALL AYES.
- e. MOTION 11R-14-21 WAS MADE BY AARON HERZOG AND SECONDED BY MARCIA SEIBERT-VOLZ TO APPROVE THE PROMOTION OF JAKE MAIER FROM INTERIM SERGEANT TO PERMANENT SERGEANT EFFECTIVE SEPTEMBER 1, 2021 WITH WAGE INCREASE EFFECTIVE AS OF 9/1/21 AFTER LABOR NEGOTIATIONS ARE COMPLETED. MOTION CARRIED WITH ALL AYES.
- f. MOTION 11R-15-21 WAS MADE BY DAVE SCHRUPP AND SECONDED BY JOHN ANDREWS TO MOVE CODY HAINES FROM STARTING WAGE OF TEAMSTERS UNION CONTRACT TO STEP 1 OF UNION CONTRACT EFFECTIVE 10/11/21. MOTION CARRIED WITH ALL AYES.

2. PARK AND RECREATION/LIBRARY

- a. MOTION 11R-16-21 WAS MADE BY JOHN ANDREWS AND SECONDED BY AARON HERZOG TO DIRECT THE PARKS, RECREATION AND LIBRARY COMMISSION TO PURSUE THE IDEA OF APPOINTING A YOUTH MEMBER TO THE COMMISSION AND TO DIRECT STAFF TO BRING RECOMMENDATION OF GENERAL PROVISIONS TO COUNCIL. MOTION CARRIED WITH ALL AYES.

3. PERSONNEL COMMITTEE

- a. MOTION 11R-17-21 WAS MADE BY MARCIA SEIBERT-VOLZ AND SECONDED BY JOHN ANDREWS TO ACCEPT RESIGNATION OF ZONING ADMINISTRATOR JON KOLSTAD EFFECTIVE NOVEMBER 3, 2021. MOTION CARRIED WITH ALL AYES.

Included in the packet for Council information were the draft minutes of the November 2, 2021 Personnel Committee meeting, where it was discussed that Sourcewell should be hired for their Planning and Zoning services. Aaron Herzog asked what would be gained by hiring Sourcewell. Dave Nevin stated that it would give the City time to decide what they wanted to do with the vacancy and if they wanted to add duties to the job description. Char Nelson stated that staff is concerned that jobs will be outsourced and noted that the Mayor had People Service walk through the sewer plant so that he could get a quote on having them run the plant. Ms. Nelson asked if they thought Cheryl Stuckmayer would train Sourcewell and then be let go. MOTION 11R-18-21 WAS MADE BY MARICA SEIBERT-VOLZ AND SECONDED BY DAVE NEVIN TO POST EMPLOYMENT AD FOR PLANNING AND ZONING ADMINISTRATOR AND TO INVITE SOURCEWELL TO DECEMBER COUNCIL MEETING TO DISCUSS THEIR PLANNING AND ZONING SERVICES. MOTION CARRIED WITH ALL AYES. Dave Schrupp asked Mike Lyonais to let Cheryl know that she will not be let go.

H. PUBLIC FORUM – None.

- I. CITY ATTORNEY REPORT** - Attorney Person reported that the shed at 12253 Whitefish Avenue on the public right of way has been removed.
- J. NEW BUSINESS** – Dave Schrupp suggested that the City consider starting negotiations for the purchase of land with the resident that owns property adjacent to the sewer plant. Marcia Seibert-Volz stated that the land should be appraised. Attorney Person stated that appraisals are taking approximately 4-6 months to get done. Dave Nevin suggested that staff be creative in the terms with the resident and allow him to reside there for several years, as the City has no intention of using the land soon. MOTION 11R-19-21 WAS MADE BY DAVE SCHRUPP AND SECONDED BY MARCIA SEIBERT-VOLZ TO DIRECT STAFF TO HAVE CONVERSATION WITH RESIDENT WHO LIVES BY SEWER PLANT REGARDING THE SALE OF PROPERTY TO THE CITY. MOTION CARRIED WITH ALL AYES.
- K. OLD BUSINESS** – Included in the packet were items pulled from the Consent Calendar in September by Council Member Seibert-Volz, which included Revised Draft Month End Revenue Report dated August 2021, Revised Draft Month End Expenditures Report dated August 2021, and Revised Draft Balance Sheet dated August 2021. Marcia Seibert-Volz asked for a copy of the updated bond issue payment schedule because she thinks the fire truck payment is not listed.
- Marcia Seibert-Volz suggested that the Council designate the \$124,546.64 in revenue from the American Rescue Plan funds towards the clarifier project. Mike Lyonais stated that the intended use was for the City's portion of the storm sewer upgrade project. Marcia Seibert-Volz asked Mike Lyonais to find out if the funds could be used for the clarifier project.
- Marcia Seibert-Volz questioned -\$60,000 in the Public Works Capital Outlay Expenditure Report and stated that the original August report showed a deficit of \$60,202.88. Mike Lyonais explained that he changed it so that it aligned with where the budget was because the Council had reassigned funds.
- Char Nelson asked the Mayor to return the Labor Attorney detailed invoices to City Hall, as directed by the City Council and Labor Attorney.
- L. ADJOURN** – MOTION 11R-20-21 WAS MADE BY AARON HERZOG AND SECONDED BY DAVE NEVIN TO ADJOURN THE MEETING AT 9:20 P.M. MOTION CARRIED WITH ALL AYES.

Respectfully submitted by,



Charlene Nelson
City Clerk

BILLS FOR APPROVAL
November 8, 2021

VENDORS	DEPT	AMOUNT
AAA Rental, saw for pickleball shade feature	Park	91.00
AAA Rental, aerator rental	PW/Park	450.00
Ace Hardware, hinge strap	Park	4.59
Ace Hardware, hardware	Park	1.50
Ace Hardware, retaining ring pliers	Sewer	31.99
Ace Hardware, electrical tester kit	PW	8.99
Ace Hardware, wd40	Park	4.59
Ace Hardware, rodent repellent	Sewer	41.99
Ace Hardware, pre-mix fuel	PW	175.92
Ace Hardware, batteries	Park	39.16
Ace Hardware, bird seed, drive guide, hardware	Park	59.55
Ace Hardware, marking paint	Cemetery	20.97
Ace Hardware, batteries	PW	42.97
Ace Hardware, seafoam	Park	15.98
Ace Hardware, leather gloves, batteries	Park	58.97
Ace Hardware, mirror, towing kit	Police	43.66
Ace Hardware, batteries	Police	5.99
Ace Hardware, digital caliper, hardware	PW	36.16
Ace Hardware, taper cards	PW	15.98
Ace Hardware, tarps, bungee cords	Cemetery	76.70
Ace Hardware, washers	Park	18.99
Ace Hardware, totes	Park	29.98
Ace Hardware, anti freeze	Police	10.50
Ace Hardware, hearing protection	Park	99.99
Ace Hardware, marking paint	PW	15.98
Ace Hardware, recip blades, batteries, recip saw	PW	464.95
Ace Hardware, antifreeze, seafoam	Park	14.99
Ace Hardware, bulb recycling	Park	15.00
Ace Hardware, batteries	Cemetery	16.99
American Door Works, door repair	PW	76.50
Anderson Brothers, crosswalks	PW	1,960.50
Aspen Mills, uniform	Fire	143.11
AW Research, water testing	Sewer	583.20
Baker & Taylor, books	Library	506.83
Bolton & Menk, biosolids review	Sewer	10,314.30
Bolton & Menk, general engineering	PW	1,200.00
Bolton & Menk, 2022 road improvements	PW	2,070.00
Bolton & Menk, water quality	PW	2,838.00
Breen & Person, legal fees	ALL	1,592.50
Brian Scheuss, travel expense reimbursement	Fire	425.90
City of Crosslake, sewer utilities	ALL	156.00
Clean Team, november cleaning	ALL	4,381.25
Corey Ledin, reimburse for travel expenses and course	Fire	1,115.76
Council #65, union dues	Gov't	329.96
Crosslake Communications, phone, fax, internet, cable	ALL	2,462.83

Crow Wing County, site visit	PZ		68.00
Crow Wing County, address assignments	PZ		125.00
Crow Wing County Recorder, filing fees	PZ		138.00
Crow Wing Power, electric services	ALL	pd 10-19	7,061.68
CTC, web hosting	Gov't		10.00
Culligan, water and cooler rental	ALL		135.00
DeLage Landen Financial Services, copier lease	Park		117.00
Delta Dental, dental insurance	ALL		1,588.10
Diamond Industrial, wax, handle, brush, repairs	PW		221.40
Fastenal, gloves, hardware	PW		115.46
Fire Instruction & Rescue, hands on skills	Fire		600.00
Fire Instruction & Rescue, air management	Fire		600.00
Fire Instruction & Rescue, emr quarterly training	Fire		500.00
Fire Instruction & Rescue, mn basic ff training	Fire		1,370.00
First Systems Technology, verification of magnetic flow meters	Sewer		2,100.00
Fortis, disability insurance	ALL		801.88
Forum Communications, meeting notice of 10/22	PZ		32.80
Galls, uniform	Police		471.47
Galls, uniform	Police		18.51
Ganz Cleaning, august and september cleaning	Fire		400.00
Grand Forks Fire Equipment, globe hoods	Fire		1,958.33
Grand Forks Fire Equipment, globe boots	Fire		469.82
Granite Electronics, pager repairs	Fire		368.70
Guardian Pest Solutions, pest control	ALL	pd 10-29	77.60
Guardian Pest Solutions, pest control	ALL		77.60
Hawkins, chemicals	Sewer		1,900.08
Hillcorr Plumbing, laundry box shut off repair	Park		404.00
Holiday Station, fuel	Police		27.53
Joe Chase, uniform reimbursement	PW		99.71
Johnson, Killen & Seiler, labor attorney fees	Gov't		1,126.50
Jon Kolstad, mileage reimbursement	PZ		172.70
Josh Runksmeier, uniform reimbursement	Park		198.95
Lakes Area Rental, equipment repairs	Park		84.26
Mastercard, Active 911, device subscription	Fire		14.00
Mastercard, Amazon, halloween party supplies	Park		79.55
Mastercard, Amazon, sharps containers	Park	pd 10-26	12.97
Mastercard, Amazon, digital pocket scales	Police		101.94
Mastercard, Amazon, gopher gasser	Cemetery	pd 10-26	34.49
Mastercard, Amazon, pest traps	PW	pd 10-26	13.78
Mastercard, Amazon, halloween party supplies	Park		13.69
Mastercard, Amazon, sling swivels	Police		17.98
Mastercard, Amazon, phone car mounts	Police		44.96
Mastercard, Amazon, vacuum cleaner bags	Park		14.49
Mastercard, BCA, training	Police		325.00
Mastercard, DMV, title transfer	PW		69.69
Mastercard, Eagle Engraving, plaque	Fire		776.00
Mastercard, Everblades, heated wiper blades	PW		511.00
Mastercard, Fleet Farm, uniform	Sewer		99.96
Mastercard, Galls, uniform	Police		462.29
Mastercard, Iron Sleek, mending channels	Park		31.08
Mastercard, Louisiana expenses	Fire	pd 10-26	126.67

Mastercard, Microsoft, monthly premium	Police		75.16
Mastercard, Office Max, labels	Sewer		50.15
Mastercard, Oriental Trading, halloween party supplies	Park	pd 10-26	176.08
Mastercard, The Fire Store, supplies	Fire		202.88
Mastercard, Valvoline, oil change	PW		101.26
Mastercard, Walmart, halloween party supplies	Park		78.86
MCSI, copier maintenance contract	Park		49.31
Menards, level, work light, clock, hardware	PW		544.02
Menards, washer	Park		450.94
Menards, batteries	Cemetery		37.98
Metro Sales, copier lease	Police		46.76
Mid American Research Chemical, weed killer	Park		926.21
Mid American Research Chemical, liquid ice melter	Park		194.54
Midwest Machinery, wheel kit	Park		29.49
Mills, oil change, fuel filters	PW		658.26
Mills, oil change	PW		227.48
Mills, brakes	PW		1,906.54
MN Life, life insurance	ALL		370.60
MN NCPERS, life insurance	Gov't		96.00
MNPEA, union dues	ALL		273.00
MN Rural Water Assn, conference registration	Sewer		250.00
Momentum Truck Group, dot inspections	PW		196.20
Momentum Truck Group, brakes	PW		3,861.10
Moonlite Square, premium fuel	Park		20.58
MR Sign, address number signs	PW		87.65
MR Sign, posts	PW		833.00
Napa, oil	Police		20.94
Napa, valve stems	Fire		25.99
Napa, howes dsl additive	PW		123.48
Napa, motor tune up 16oz	PW		191.76
Northland Fire Protection, vehicle brackets	Police		340.00
Northland Press, ordinances 372, 373, 374	PZ		199.75
Premier Auto, brakes	Fire		1,012.98
Premier Auto, towing	Police		159.99
Premier Auto, oil change	Police		64.25
Premier Auto, oil change	Police		67.60
Quadient Funding, postage meter refill	ALL		700.00
Reeds, employee recognition	PZ		39.99
Simonson Lumber, lumber, expansion joints	Park		182.32
Spa Partners, gym equipment wipes	Park		547.72
Streichers, bullet proof vests	Police		3,990.99
Streichers, nameplates	Police		35.97
Symbol Arts, badges	Police		836.99
Teamsters, union dues	Police		229.00
The Office Shop, envelope sealer	PZ/Admin		21.82
Ultimate Safety Concepts, rae sensor module	Fire		233.84
Ultimate Safety Concepts, road flare	Fire		288.64
US Bank, copier lease	ALL		165.00
Vector Solutions, safety training program	ALL		3,527.56
Waste Partners, trash removal	ALL		411.75
WW Goetsch, repairs	Sewer		418.00

WW Goetsch, spare ras pump	Sewer		10,268.50
Xcel Energy, gas utilities	ALL		369.32
TOTAL			94,478.49

ACH PAYMENTS

Blue Cross Blue Shield, health insurance	Payroll	pd 11-1	30,400.50
Deferred Comp, employee deductions	Payroll	pd 10-11	610.00
Deferred Comp, employee deductions	Payroll	pd 10-26	610.00
Health Care Savings Plan, employee deductions	Payroll	pd 10-11	830.77
Health Care Savings Plan, employee deductions	Payroll	pd 10-26	823.49
IRS, payroll tax	Payroll	pd 10-4	4,306.15
IRS, payroll tax	Payroll	pd 10-11	7,393.67
IRS, payroll tax	Payroll	pd 10-26	7,232.16
IRS, payroll tax	Payroll	pd 11-1	2,791.09
MN Dept of Revenue, payroll tax	Payroll	pd 10-4	504.37
MN Dept of Revenue, payroll tax	Payroll	pd 10-11	1,572.25
MN Dept of Revenue, payroll tax	Payroll	pd 10-26	1,557.51
MN Dept of Revenue, payroll tax	Payroll	pd 11-1	233.21
PERA, payroll deductions and benefits	Payroll	pd 10-11	7,844.34
PERA, payroll deductions and benefits	Payroll	pd 10-26	8,275.69
Sales Tax	ALL	pd 10-14	354.00

ADDITIONAL BILLS FOR APPROVAL
November 8, 2021

VENDORS	DEPT		AMOUNT
AT&T, cell phone and ipad charges	ALL		922.25
AW Research, water testing	Sewer		145.80
Baker & Taylor, books	Library		172.02
Bolton & Menk, biosolids review	Sewer		1,472.50
Crow Wing County, 2021 seal coat	PW		17,167.45
Crow Wing County Highway Dept, fuel	ALL		3,442.63
CTC I.T., october 2021 i.t. labor	ALL		900.00
Definitive Integrations, audio video equipment (sourcewell grant)	Fire		10,339.77
Dell, computer	Fire		1,572.40
Galls, uniform	Police		52.51
H2I Group, floor repairs, pickleball lines	Park		5,900.00
Honey Wagon, pump and backflush	Park		700.00
Johnson Killen & Seiler, labor attorney fees	Gov't		2,967.00
MacQueen Equipment, face pieces	Fire		1,255.49
Martin Joyce Septic Service, septic compliance	Park		300.00
Mastercard, Amazon, paper shredder	Park		151.01
Mastercard, Amazon, recorder	Park		39.99
Mastercard, Amazon, tricep rope cables	Park		30.19
Mastercard, Doodle, annual subscription	Gov't		83.40
Moonlite Square, fuel	Fire		31.50
Napa, air fresheners	PW		20.24
Napa, light bulbs	PW		81.00
Napa, lamp	Police		2.58
North Memorial Ambulance, october subsidy	Gov't		1,100.00
Rich Irish, travel reimbursement	Fire		549.00
Streichers, uniform	Police		120.00
Streichers, uniform	Police		77.96
Ziegler, butts and bolts	PW		182.10
TOTAL			49,778.79

RESOLUTION NO. 21-33

**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.

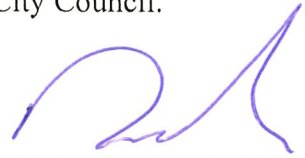
3. Reimbursement Allocations. The designated City officials shall also be responsible for making the "reimbursement allocations" described in the Regulations, being generally the transfer of the appropriate amount of reimbursement bond proceeds to reimburse the source of temporary

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 8th day of November, 2021, by the Crosslake City Council.



Charlene Nelson, City Clerk



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:

2021 – 2022 Clarifier Improvement Project for the Wastewater Treatment Plant

- 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:

Sewer Fund \$ 566,000

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 **\$566,000**. 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 8th day of November, 2021.



Charlene Nelson, 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 November 8, 2021.

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 John Andrews moved the adoption of the Resolution, which motion was seconded by Councilmember Marcia Seibert-Volz.

A vote being taken on the motion, the following members of the Council voted in favor of the motion to adopt the Resolution: John Andrews, Marcia Seibert-Volz, Dave Schrupp, Aaron Herzog, and Dave Nevin.

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 8th day of November, 2021.



Charlene Nelson, City Clerk
City of Crosslake, Minnesota