

**AGENDA  
REGULAR COUNCIL MEETING  
CITY OF CROSSLAKE  
MONDAY, SEPTEMBER 23, 2013  
7:00 P.M. – CITY HALL**

**A. CALL TO ORDER**

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

**B. CRITICAL ISSUES –**

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

1. Regular Meeting Minutes of August 26, 2013
2. Special meeting Minutes of August 29, 2013
3. Regular Meeting Minutes of September 9, 2013
4. August 2013 Wastewater Treatment Discharge Monitoring Report
5. North Ambulance Run Report – August 2013
6. Waste Partners Recycling Reports for July and August 2013
7. Letter dated September 6, 2013 from Crow Wing Power Re: Electric Line Replacement
8. Letter dated September 10, 2013 from Crow Wing Power Re: Vegetation Management Project
9. Letter date September 17, 2013 from Colleen Sheehan Re: ATV Restrictions
10. Resolution Regarding Unpaid Service Charges
11. Memo dated September 23, 2013 from Mike Lyonais Re: Recommendation to Close Fund 415 – Ambulance Project Fund
12. Memo dated September 23, 2013 from Mike Lyonais Re: Update on Purchase of New Plow Truck
13. Bills for Approval

**D. MAYOR'S REPORT**

1. WAPOA Presentation Information to House Legacy Committee

**E. CITY ADMINISTRATOR'S REPORT**

1. Application and Permit for a 1 Day Temporary On-Sale Liquor License for Immaculate Heart Church (Council Action-Motion)

**F. COMMISSION REPORTS**

1. PARK AND RECREATION
  - a. Staff Report dated September 18, 2013 from Jon Henke Re: Parking Lot/Sidewalk Improvements and Payment to Anderson Brothers for Tennis Court Construction (Council Action-Motion)

**G. ATTORNEY REPORT –**

**H. OLD BUSINESS**

**I. NEW BUSINESS**

**J. PUBLIC FORUM**

**K. ADJOURN TO A SPECIAL MEETING OF THE CITY COUNCIL TO BE HELD ON  
TUESDAY, SEPTEMBER 24<sup>TH</sup>, 2013 AT 7:00 P.M. TO DISCUSS THE PLANNING  
AND ZONING DEPARTMENT**

REGULAR COUNCIL MEETING  
CITY OF CROSSLAKE  
MONDAY, AUGUST 26, 2013  
7:00 P.M. – CITY HALL

The Council for the City of Crosslake met in the Council Chambers of City Hall on Monday, August 26, 2013. The following Council Members were present: Mayor Darrell Schneider, Steve Roe, Gary Heacox, John Moengen and Mark Wessels. Also present were City Administrator/Consultant Dan Vogt, City Clerk Char Nelson, Public Works Director Ted Strand, Park and Recreation Director Jon Henke, General Manager Paul Hoge, Finance Director/Treasurer Mike Lyonais, Community Development Director Ken Anderson, Police Chief Bob Hartman, City Attorney Brad Person, City Engineer Mark Hallan, and Echo Publishing Reporter Kate Perkins. There were approximately five people in the audience.

**A. CALL TO ORDER** – Mayor Schneider called the Regular Council Meeting to order at 7:00 P.M. The Pledge of Allegiance was recited. MOTION 08R2-01-13 WAS MADE BY JOHN MOENGEN AND SECONDED BY STEVE ROE TO APPROVE THE ADDITIONS TO THE AGENDA. MOTION CARRIED WITH ALL AYES.

**B. CRITICAL ISSUES –**

1. The City Council reviewed a request from Arlen Stensby of 37851 County Road 66 asking the City of Crosslake to request Crow Wing County to modify County Ordinance 0601 to prohibit only Class 1 ATV's from operating on County Road 66 from County Road 3 to State Hwy 1. A lengthy discussion ensued regarding the differences between Class 1 and Class 2 ATV's and the intent of the County to limit ATV use on County Road 66. Chief Hartman stated that Class 2 vehicles cannot operate in ditches. Class 2 ATV's are allowed on County Roads 3, 16, and 103 in Crosslake. MOTION 08R2-02-13 WAS MADE BY MARK WESSELS AND SECONDED BY GARY HEACOX TO ASK CROW WING COUNTY TO REVIEW/REVISIT ORDINANCE 0601 AND CONSIDER MODIFYING THE ORDINANCE TO ALLOW CLASS 2 ATV OPERATION ON COUNTY ROAD 66. MOTION CARRIED WITH ALL AYES.

**C. CONSENT CALENDAR** – MOTION 08R2-03-13 WAS MADE BY JOHN MOENGEN AND SECONDED BY GARY HEACOX TO APPROVE THE FOLLOWING ITEMS LISTED ON THE CONSENT CALENDAR EXCLUDING ITEM #9 BILLS FOR APPROVAL AT JON HENKE'S REQUEST: (1.) SPECIAL MEETING MINUTES OF AUGUST 9, 2013; (2.) REGULAR MEETING MINUTES OF AUGUST 12, 2013; (3.) SPECIAL MEETING MINUTES OF AUGUST 16, 2013; (4.) JULY 2013 WASTEWATER TREATMENT DISCHARGE MONITORING REPORT; (5.) LETTER DATED AUGUST 1, 2013 FROM MN DEPARTMENT OF LABOR & INDUSTRY RE: FULL SERVICE SAFETY CONSULTATION SURVEY RESULTS; (6.) INTERNET SERVICES AGREEMENT BETWEEN CROSSLAKE COMMUNICATIONS AND EMILY COOPERATIVE TELEPHONE COMPANY; (7.) EMAIL DATED AUGUST 8, 2013 FROM RICH HOPPE RE: THANK YOU FOR STORM CLEANUP; (8.) EMAIL DATED AUGUST 17, 2013 FROM RICHARD DIETZ RE: MANHATTAN POINT WALKING

PATH; (9.) **REMOVED** ; AND (10.) ADDITIONAL BILLS FOR APPROVAL IN THE AMOUNT OF \$5,450.91. MOTION CARRIED WITH ALL AYES.

Jon Henke requested that Item (9.) Bills for Approval be removed from the Consent Calendar and be open for discussion. Mr. Henke reported that after the heavy rain today, he noticed standing water on the new tennis courts and was concerned about drainage. The final pay request to Anderson Brothers Construction in the amount of \$63,888.53 was included in the bills for approval. Mr. Henke suggested retaining part of the final payment until outstanding issues were resolved. MOTION 08R2-04-13 WAS MADE BY JOHN MOENGEN AND SECONDED BY STEVE ROE TO REDUCE FINAL PAYMENT TO ANDERSON BROTHERS CONSTRUCTION FOR TENNIS COURT CONSTRUCTION BY \$10,000 AND TO APPROVE CONSENT CALENDAR ITEM (9.) BILLS FOR APPROVAL IN THE REVISED AMOUNT OF \$63,300.65. MOTION CARRIED WITH ALL AYES.

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

1. Mayor Schneider requested an update on Council registration for Local Boards of Appeal and Equalization Training. Steve Roe and Mark Wessels stated that they are interested in attending and plan to register for a training session between September and November.
2. Mayor Schneider reported that the City Council changed the job descriptions of the department heads at the last meeting to include, "Supervisor: City Council or Designee", however, a designee had not been appointed. MOTION 08R2-05-13 WAS MADE BY DARRELL SCHNEIDER AND SECONDED BY JOHN MOENGEN TO APPOINT DAN VOGT – CITY ADMINISTRATOR/CONSULTANT AS CITY COUNCIL DESIGNEE AND TO DIRECT DEPARTMENT HEADS TO REPORT TO MR. VOGT. Discussion ensued regarding the role of the designee to handle routine issues such as approving purchase requests. The designee would have no hiring/firing authority. MOTION CARRIED WITH ALL AYES.
3. Mayor Schneider announced that a Public Works Commission Meeting would be held Tuesday, September 3<sup>rd</sup> at 4:00 P.M. and requested that the Council receive a copy of the agenda.
4. Mayor Schneider reported that Region 5 Development Commission would hold a workshop at City Hall on Thursday, August 29<sup>th</sup> from 10:00 A.M. to 12:00 P.M. with a group of residents representing the diverse makeup of the community to hear what they feel is important to the community. The public and council is welcome to attend.

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

1. Dan Vogt reported that a Special Meeting to discuss the 2014 Budget would be held on Thursday, August 29<sup>th</sup> at 3:00 P.M. and suggested that the Council set the levy at that time. Once set, the Council is able to reduce the levy but not increase the levy.

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

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

- a. MOTION 08R2-06-13 WAS MADE BY JOHN MOENGEN AND SECONDED BY MARK WESSELS TO ACCEPT DONATIONS TO THE CROSSLAKE FIRE DEPARTMENT IN THE AMOUNT OF \$30,000 FOR THE PURCHASE OF A

TAHOE-TYPE AUTOMOBILE TO BE USED AS A FIRE/EMT VEHICLE AND \$10,000 TO THE CROSSLAKE POLICE DEPARTMENT FOR THE PURCHASE OF NON-LETHAL EQUIPMENT AND UPGRADES FROM JOHN HART. John Monegen stated that the Fire Department will use the Tahoe as an EMT vehicle and duty crews will take the vehicle home while they are on call. The Council was very grateful for the generous donation made by John Hart. MOTION CARRIED WITH ALL AYES.

**2. ECONOMIC DEVELOPMENT AUTHORITY**

- a. Patty Norgaard presented the proposed 2014 Budget for the EDA. The EDA has used Revolving Loan Funds to cover operating expenses in the past. Starting in 2014 the EDA wants a separate account for operating expenses so that the Revolving Loan Fund remains whole and increases with interest. The EDA wants to continue supporting the development of a strong, diversified, and growing economic base.

**3. PARK & RECREATION/LIBRARY**

- a. MOTION 08R2-07-13 WAS MADE BY JOHN MOENGEN AND SECONDED BY STEVE ROE TO APPROVE THE EXTENSION OF THE WSN AGREEMENT WITH THE CITY FOR THE 2013 CROSSLAKE STREET IMPROVEMENTS IN THE AMOUNT OF \$3,500-\$4,000 FOR PREPARATION OF ADA PLANS FOR THE ENTRANCE TO THE COMMUNITY CENTER. The estimated cost for the entire project including sidewalk, seal coating, and striping is approximately \$30,000. MOTION CARRIED WITH ALL AYES.

**4. PUBLIC WORKS/SEWER/CEMETERY**

- a. MOTION 08R2-08-13 WAS MADE BY JOHN MOENGEN AND SECONDED BY STEVE ROE TO RELEASE RETAINAGE OF \$2,000 TO ANDERSON BROTHERS CONSTRUCTION FOR THE COMPLETION OF THE 2012 STREET IMPROVEMENTS. MOTION CARRIED WITH ALL AYES.

**5. PLANNING AND ZONING**

*Due to severe weather, the Planning and Zoning report was postponed until the next Regular Council Meeting.*

**G. CITY ATTORNEY REPORT** – None.

**H. OLD BUSINESS** – None.

**I. NEW BUSINESS** – MOTION 08R2-09-13 WAS MADE BY GARY HEACOX AND SECONDED BY MARK WESSELS TO DIRECT THE PLANNING AND ZONING DEPARTMENT TO BE OPEN DAILY FROM 8:00 A.M. TO 4:30 P.M. SEPTEMBER 2, 2013. MOTION CARRIED WITH ALL AYES.

**J. PUBLIC FORUM** – None.

**K. ADJOURN – MOTION 08R2-10-13 WAS MADE BY DARRELL SCHNEIDER AND SECONDED BY MARK WESSELS TO ADJOURN THE MEETING AT 8:25 P.M. MOTION CARRIED WITH ALL AYES.**

Respectfully submitted by,

Charlene Nelson  
City Clerk

Deputy Clerk/Minutes/8-26-13

DRAFT

SPECIAL COUNCIL MEETING  
CITY OF CROSSLAKE  
THURSDAY, AUGUST 29, 2013  
3:00 P.M. – CITY HALL

The Council for the City of Crosslake met in a Special Session on Thursday, August 29, 2013 for the purpose of discussing the 2014 Budget. The following Council Members were present: Mayor Darrell Schneider, Steve Roe, Gary Heacox, John Moengen, and Mark Wessels. Also present were City Administrator/Consultant Dan Vogt, Finance Director/Treasurer Mike Lyonais, City Clerk Char Nelson, Public Works Director Ted Strand, Police Chief Bob Hartman, Community Development Director Ken Anderson, Parks Director Jon Henke, EDA President Patty Norgaard, and General Manager Paul Hoge. There were no public attendees.

Mayor Schneider called the Special Council Meeting to order at 3:00 P.M. and turned the meeting over to Finance Director/Treasurer Mike Lyonais.

Mr. Lyonais presented an analysis of the City's reserve account and explained how much money has been spent to date on projects and purchases. Mr. Lyonais met with department heads to discuss the purpose and intent of each designated line item and suggested that the City Council transfer approximately \$200,000 to the General Fund for 2013 expenses. John Moengen stated that this was the first time that he had seen this bank account information and stated the Council should be more involved in determining what the reserve account should be used for. Steve Roe stated that having a reserve account allows the City to finance major purchases without any debt. Dan Vogt suggested that the Council create a Capital Outlay account to be used for all projects and purchases rather than tracking many smaller funds.

In order to maintain the 2014 levy at the 2013 rate, the Council would have to make some cuts to the proposed budget. In response to Council discussions at the August 16<sup>th</sup> budget meeting, Mr. Lyonais proposed various cuts to several departments (see attached for detail) totaling \$547,398. Mark Wessels proposed that the City increase revenues by selling used equipment that is no longer being used and by selling the land near the wastewater treatment plant.

It was the consensus of the Council to set the preliminary levy at \$2.8 million dollars and to continue discussions to reduce that amount by December. The resolution to approve the preliminary levy will be presented at the September 9<sup>th</sup> meeting.

MOTION 08SP3-01-13 WAS MADE BY MARK WESSELS AND SECONDED BY GARY HEACOX TO APPROVE ORDERING AND MAKING A DOWN PAYMENT ON A 2013 INTERNATIONAL PLOW TRUCK AT A TOTAL COST OF \$139,286.60 FOR THE PUBLIC WORKS DEPARTMENT TO BE PAID WITH EXISTING FUNDS IN THE CAPITAL IMPROVEMENT FUND AND TO REPLENISH THE CAPITAL IMPROVEMENT FUND WITH THE 2014 LEVY. MOTION CARRIED WITH ALL AYES.

MOTION 08SP3-02-13 WAS MADE BY MARK WESSELS AND SECONDED BY DARRELL SCHNEIDER TO APPROVE THE PURCHASE OF A 2013 TAHOE FOR THE FIRE DEPARTMENT TO BE USED AS A RESCUE VEHICLE PENDING RECEIPT OF THE \$30,000 DONATION FROM JOHN HART. MOTION CARRIED WITH ALL AYES.

There being no further business at 4:30 P.M., MOTION 08SP3-03-13 WAS MADE BY MARK WESSELS AND SECONDED BY JOHN MOENGEN TO ADJOURN THE MEETING. MOTION CARRIED WITH ALL AYES.

Respectfully submitted by,

Charlene Nelson  
City Clerk

Deputy Clerk/Minutes/8-29-13

DRAFT



REGULAR COUNCIL MEETING  
CITY OF CROSSLAKE  
MONDAY, SEPTEMBER 9, 2013  
7:00 P.M. – CITY HALL

The Council for the City of Crosslake met in the Council Chambers of City Hall on Monday, September 9, 2013. The following Council Members were present: Mayor Darrell Schneider, Steve Roe, Gary Heacox, John Moengen and Mark Wessels. Also present were City Administrator/Consultant Dan Vogt, City Clerk Char Nelson, Public Works Director Ted Strand, Park and Recreation Director Jon Henke, General Manager Paul Hoge, Finance Director/Treasurer Mike Lyonais, Community Development Director Ken Anderson, Police Chief Bob Hartman, City Attorney Brad Person, City Engineer Dave Reese, and Echo Publishing Reporter Kate Perkins. There were approximately eight people in the audience.

**A. CALL TO ORDER** – Mayor Schneider called the Regular Council Meeting to order at 7:00 P.M. The Pledge of Allegiance was recited. MOTION 09R1-01-13 WAS MADE BY JOHN MOENGEN AND SECONDED BY MARK WESSELS TO APPROVE THE ADDITIONS TO THE AGENDA. MOTION CARRIED WITH ALL AYES.

**B. CRITICAL ISSUES –**

1. MOTION 09R1-02-13 WAS MADE BY JOHN MOENGEN AND SECONDED BY MARK WESSELS TO ADOPT RESOLUTION NO. 13-16 APPROVING THE PRELIMINARY 2013 TAX LEVY COLLECTIBLE IN 2014 IN THE AMOUNT OF \$2,800,000. MOTION CARRIED WITH ALL AYES.
2. MOTION 09R1-03-13 WAS MADE BY MARK WESSELS AND SECONDED BY JOHN MOENGEN TO SET THE DATE OF THE 2014 BUDGET/LEVY PUBLIC INPUT MEETING FOR TUESDAY, DECEMBER 3, 2013 AT 7:00 P.M. MOTION CARRIED WITH ALL AYES.

**C. CONSENT CALENDAR** – MOTION 09R1-04-13 WAS MADE BY MARK WESSELS AND SECONDED BY DARRELL SCHNEIDER TO REMOVE THE ANDERSON BROTHERS CONSTRUCTION BILL IN THE AMOUNT OF \$10,000 FOR TENNIS COURT CONSTRUCTION FROM THE ADDITIONAL BILLS FOR APPROVAL ON ITEM #C.20. MOTION CARRIED WITH ALL AYES.

MOTION 09R1-05-13 WAS MADE BY JOHN MOENGEN AND SECONDED BY MARK WESSELS TO APPROVE THE FOLLOWING ITEMS LISTED ON THE CONSENT CALENDAR: (1.) CITY MONTH END REVENUE REPORT DATED AUGUST 2013; (2.) CITY MONTH END EXPENDITURE REPORT DATED AUGUST 2013; (3.) CITY OF CROSSLAKE AUGUST 2013 BUDGET TO ACTUAL ANALYSIS; (4.) PLEDGED COLLATERAL REPORT FROM MIKE LYONAI; (5.) REQUEST FOR REASSIGNMENTS/BANK ACCOUNT TRANSFER ON CAPITAL RESERVE ACCOUNT; (6.) MEMO DATED SEPTEMBER 9, 2013 FROM MIKE LYONAI RE: TAX INCREMENT FINANCING REIMBURSEMENT; (7.) CROSSLAKE COMMUNICATIONS – BALANCE SHEET AND INCOME STATEMENT / DETAIL OF RESERVE BALANCES DATED JULY 31, 2013; (8.) CROSSLAKE

COMMUNICATIONS CHECK REGISTER DATED 7/1/13-7/31/13; (9.) CROSSLAKE COMMUNICATIONS REGULAR MEETING MINUTES OF AUGUST 27, 2013; (10.) CROSSLAKE COMMUNICATIONS CUSTOMER COUNTS; (11.) CROSSLAKE PARK/LIBRARY COMMISSION MEETING MINUTES OF JULY 24, 2013; (12.) POLICE REPORT FOR CROSSLAKE – AUGUST 2013; (13.) POLICE REPORT FOR MISSION TOWNSHIP – AUGUST 2013; (14.) FIRE DEPARTMENT REPORT – AUGUST 2013; (15.) NOTICE OF UPCOMING CITY-COUNTY-TOWNSHIP ROADWAY MAINTENANCE AND CONSTRUCTION COORDINATING MEETING OF OCTOBER 28, 2013; (16.) PLANNING AND ZONING PERMIT SUMMARY FOR AUGUST 2013; (17.) EDA MEETING MINUTES OF AUGUST 7, 2013; (18.) CROSSLAKE ROLL OFF RECYCLING REPORT FOR AUGUST 21013; (19.) BILLS FOR APPROVAL IN THE AMOUNT OF \$53,328.18; AND (20.) ADDITIONAL BILLS FOR APPROVAL IN THE ADJUSTED AMOUNT OF \$11,058.94. MOTION CARRIED WITH ALL AYES.

Jon Henke reported that he would like more time to test the drainage of the new tennis courts before releasing Anderson Brother's final \$10,000 payment.

**D. MAYOR'S REPORT – None.**

**E. CITY ADMINISTRATOR'S REPORT**

1. MOTION 09R1-06-13 WAS MADE BY JOHN MOENGEN AND SECONDED BY MARK WESSELS TO APPROVE THE COMMUNITY DEVELOPMENT DIRECTOR JOB DESCRIPTION AS PRESENTED. Steve Roe asked why the description decreased from 6 to 4 pages in length. Dan Vogt replied that the only reduction in duties was to eliminate the role of Acting City Administrator in absence of the City Administrator. The length of the description was reduced by eliminating task descriptions and redundancies. MOTION CARRIED WITH ALL AYES.

**F. COMMISSION REPORTS**

**1. PARK AND RECREATION/LIBRARY**

- a. Jon Henke gave the Council an update on Kitchigami Regional Library System's request that Crosslake consider becoming a branch library. If the City would decide to become part of the Kitchigami System, the Crosslake Library hours could reduce from 35 to 25 per week. The estimated cost for the City to be part of the system is \$67,000 per year. At this time there is not specific and detailed information on the actual costs. Mr. Henke suggested waiting to submit an answer until all the facts are considered. John Moengen questioned if waiting would close the door for future discussions with Kitchigami. Jon Henke replied that Kitchigami will continue pursuing the opportunity to make Crosslake a branch library and understands more information should be presented to the City. Because no agreement is in place, MOTION 09R1-07-13 WAS MADE BY MARK WESSELS AND SECONDED BY GARY HEACOX TO RECOMMEND THAT THE CROW WING COUNTY BOARD CONSIDER THE APPROVAL OF A RESOLUTION TO UTILIZE KITCHIGAMI REGIONAL LIBRARY RESERVE FUNDS DEDICATED FOR

LIBRARY USE IN CROW WING COUNTY TO FUND MATERIALS FOR THE CROSSLAKE AREA LIBRARY IN THE AMOUNT OF \$5,000 FOR THE YEARS 2014, 2015 AND 2016.

Jon Henke gave an update on Community Center activities including Library story hour, aerobics, senior meals, Silver Sneakers program, attendance, AAA classes, the Chautauqua program, pickleball, tennis court construction, Monster Dash, disc golf tournament, and bike path improvements.

Dave Reese gave an update on a plan for the Community Center sidewalk and parking lot. The City could request quotes for the project from various contractors or add this work to the existing 2013 Street Improvement Agreement with Anderson Brothers as a change order. Seal coating and striping of the parking lot would be done separately. MOTION 09R1-08-13 WAS MADE BY JOHN MOENGEN AND SECONDED BY MARK WESSELS TO DIRECT THE CITY ENGINEER TO OBTAIN A COST FOR A CHANGE ORDER WHICH INCLUDES THE SIDEWALK AND PARKING LOT CONSTRUCTION AT THE COMMUNITY CENTER. MOTION CARRIED WITH ALL AYES.

MOTION 09R1-09-13 WAS MADE BY JOHN MOENGEN AND SECONDED BY MARK WESSELS TO ACCEPT THE FOLLOWING DONATIONS: \$200 FOR THE ANNUAL SOFTWARE RENEWAL FOR THE LIBRARY, \$100 FROM THE WHITEFISH AREA LIONS FOR THE ANNUAL CHILDREN'S HALLOWEEN PARTY, AND \$2,137.17 FROM PAL FOUNDATION FOR THE RAIN GARDEN AND CHILDREN'S PROGRAM AT THE LIBRARY. MOTION CARRIED WITH ALL AYES.

## **2. CROSSLAKE COMMUNICATIONS**

- a. Paul Hoge reviewed the Highlight Report for Crosslake Communications. MOTION 09R1-10-13 WAS MADE BY JOHN MOENGEN AND SECONDED BY DARRELL SCHNEIDER TO DIRECT STAFF TO WORK WITH CROW WING POWER TO PLOW DUCT FROM C&C BOATWORKS NORTH TO DAGGETT PINE ROAD AT A COST OF \$20,790. MOTION CARRIED WITH ALL AYES.

## **3. PLANNING AND ZONING**

- a. The Council reviewed a letter dated August 13, 2013 from Crow Wing County Land Services Department regarding the Local Comprehensive Water Plan that was approved by local and state officials. It is now in effect until 2023. The Plan identifies local priority concerns, objectives, and actions related to the County's surface and ground water resources. Minnesota Statute 103B.325 requires local units of government to enact amendments to their plans and official controls as necessary in order to align with the Local Comprehensive Plan. It was the consensus of the Council to direct Ken Anderson to invite Mitch Brinks, Crow Wing County Water Protection Specialist, to the October 14<sup>th</sup> Council Meeting to provide the City recommendations to assist in this process.

- b. Ken Anderson reported that the Planning and Zoning Commission unanimously voted to recommend that the City Council direct staff to inform the property owners at 35724 County Road 3, Gordon and Alma Siemers, that Conditional Use Permit 2012-006, modification by extension, has expired and no further work associated with the permit shall be allowed. Mr. Anderson stated that outstanding issues include overhead doors, septic/sewer installation, landscaping, screening and drainage. A discussion ensued regarding the existing businesses at that location and whether some of the work, such as installing overhead doors, could be completed. Attorney Person stated that the existing businesses are not affected by the CUP and that no work shall take place until the property owner obtains a permit from Planning and Zoning. Steve Roe and Mark Wessels considered the sending of another letter to the property owner a form of harassment, noting that they were informed on July 2 and July 23 that the permit expired as of July 1, 2013. MOTION 09R1-11-13 WAS MADE BY STEVE ROE AND SECONDED BY JOHN MOENGEN TO ACKNOWLEDGE THAT PERMIT C2012-006 HAS EXPIRED AND THAT NO FURTHER WORK RELATED TO THE PERMIT SHALL TAKE PLACE AT 35724 COUNTY ROAD 3 AND THAT NO WRITTEN COMMUNICATION BE SENT UNLESS WARRANTED. MOTION CARRIED WITH ALL AYES.
- c. The Planning and Zoning Commission has requested Council direction with regards to the vehicle/equipment sales at the former site of The Exchange, 36095 County Road 66. Numerous complaints have been filed at City Hall regarding the appearance of the property and whether such sales are allowed in this zoning district. John Moengen stated that the property owner should be contacted and asked what the intended use of the property will be. It was the consensus of the Council to direct the Planning and Zoning Commission to look at the current use of the property and determine whether it is allowable in the Limited Commercial Zoning District.

Ken Anderson reported that a Special Planning and Zoning Meeting would be held on Friday, September 20<sup>th</sup> to consider Variance and CUP applications for the Dairy Queen. New owners are requesting approval of expanded parking and construction of a drive-thru lane. Mr. Anderson did not anticipate any issues with the approval.

#### **4. PUBLIC WORKS/SEWER/CEMETERY**

- a. MOTION 09R1-12-13 WAS MADE BY JOHN MOENGEN AND SECONDED BY GARY HEACOX TO DIRECT WSN TO UPDATE THE 5-YEAR CAPITAL IMPROVEMENT PLAN AT A COST OF APPROXIMATELY \$500. MOTION CARRIED WITH ALL AYES.
- b. The Council discussed the recommendation from the Public Works Committee to add \$50,000 to the 2014 Budget for a sewer extension feasibility study. Mayor Schneider noted that the EDA and Region 5 are actively engaged in expanding business in Crosslake and the current wastewater treatment system would need to be updated to handle more usage. No action was required at this time, but the Council will consider this recommendation when finalizing the budget before December.
- c. Ted Strand reported that the Public Works Commission recommended that the Council direct staff to create 10-foot parking stalls in the Community Center parking lot when it is re-striped. The stalls are currently 9 feet wide and City Code requires

that they be 10 feet wide. It was the consensus of the Council to bring the Community Center parking lot into compliance with City Code.

- d. MOTION 09R1-13-13 WAS MADE BY JOHN MOENGEN AND SECONDED BY DARRELL SCHNEIDER TO APPROVE CHANGE ORDER NO. 1 AND PARTIAL PAYMENT NO. 1 IN THE AMOUNT OF \$271,500.27 TO ANDERSON BROTHERS CONSTRUCTION FOR THE 2013 STREET IMPROVEMENT PROJECT. MOTION CARRIED WITH ALL AYES.

**G. CITY ATTORNEY REPORT** – Attorney Person reported that Planning and Zoning staff is compiling a large amount of requested information for Matt Kuker in regards to Kuker's noncompliant land alterations that was brought to the Council in February. Mr. Person stated that the information will be delivered shortly.

**H. OLD BUSINESS** – Mark Wessels reported that Gary Heacox, Brad Person, Dan Vogt and he have had one meeting with the Crow Wing County Land Services Department to explore options of improving Planning and Zoning operations. Another meeting is scheduled for this week.

**I. NEW BUSINESS** – None.

**J. PUBLIC FORUM** – None.

**K. ADJOURN** – MOTION 09R1-14-13 WAS MADE BY JOHN MOENGEN AND SECONDED BY MARK WESSELS TO ADJOURN THE MEETING AT 8:45 P.M. MOTION CARRIED WITH ALL AYES.

Respectfully submitted by,

Charlene Nelson  
City Clerk

Deputy Clerk/Minutes/9-9-13

## Supplemental Report Form

Facility Name:

CROSSLAKE-WWTP

Permit Number:

MN 0064882

Month:

AUGUST

Year:

2013

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

DATE	DAY OF WEEK	PRECIPITATION (INCHES)	INFLUENT FLOW (MGD)	EFFLUENT FLOW (MGD)	INFLUENT CRODS (mg/L)	EFFLUENT CRODS (mg/L)	PERCENT REMOVAL (CRODS)	EFFLUENT CHODS (kg/day)	INFLUENT TSS (mg/L)	EFFLUENT TSS (mg/L)	PERCENT REMOVAL TSS (%)	EFFLUENT TSS (kg/day)	INFLUENT pH	EFFLUENT pH	INFLUENT PHOSPHORUS (mg/L)	EFFLUENT PHOSPHORUS (mg/L)	EFFLUENT PHOSPHORUS (kg/day)	EFFLUENT AMMONIA (mg/L)	EFFLUENT D.O. (mg/L)	FECAL COLIFORM (number/100 ml)	EFFLUENT CHLORINE RESIDUAL (mg/L)	
1	THUR		0.055	0.045																0.96		21
2	FRI		0.05	0.04									7.5	6.1					1.12			
3	SAT		0.064	0.053									7.5	6.3					0.75			
4	SUN		0.074	0.07									7.6	6.1					0.7			
5	MON		0.066	0.058									7.5	6					0.64			
6	TUE	1.02	0.058	0.049	170	2	98	0.37	220	4	98	0.741	7.5	6.2	7.22	0.211	0.0391		0.86	1		
7	WED		0.057	0.044			#DIV/0!				#DIV/0!		7.5	6.3			0		0.48			
8	THUR		0.052	0.044									7.5	6.3					0.64			
9	FRI		0.056	0.046									7.4	6.4					0.48			
10	SAT		0.081	0.051									7.5	6.4					0.64			
11	SUN		0.079	0.068									7.4	6.3					0.32			
12	MON	0.01	0.07	0.06									7.4	6.3					0.21			
13	TUE		0.052	0.044	250	2	99	0.533	187	4	98	0.665	7.4	6.4	7.27	0.353	0.059		0.16	1		
14	WED		0.051	0.041			#NAME?	0			#NAME?	0	7.5	6.4			0		0.16			
15	THUR		0.054	0.043									7.5	6.3					0.21			
16	FRI		0.053	0.043									7.4	6.3					0.37			
17	SAT		0.062	0.051									7.5	6.3					0.43			
18	SUN	0.07	0.071	0.062									7.4	6.2					0.44			
19	MON		0.063	0.054									7.5	6.1					0.4			
20	TUE	0.04	0.049	0.049	280	2.5	99	0.463	193	4	98	0.741	7.4	6.2	7.71	0.344	0.064		0.65	1		
21	WED		0.041	0.038			#DIV/0!	0			#DIV/0!	0	7.4	6			0		0.61			
22	THUR		0.047	0.041									7.5	6.1					0.56			
23	FRI		0.043	0.039									7.5	6.1					0.59			
24	SAT		0.057	0.047									7.5	6.2					0.59			
25	SUN		0.07	0.061									7.4	6.2					0.57			
26	MON	0.49	0.062	0.053									7.4	6.2					0.56			
27	TUE		0.052	0.041	330	2.5	99	0.387	252	4	98	0.619	7.4	6.4	6.69	0.265	0.041		0.66	1		
28	WED		0.043	0.034			#NAME?	0			#DIV/0!	0	7.4	6.3			0		0.57			
29	THUR	0.13	0.039	0.031									7.4	6.5					0.64			
30	FRI		0.043	0.035									7.9	6.4					0.21			
31	SAT	0.19	0.06	0.049									7.5	6.5					0.5			
Total		1.950	1.754	1.484	1031.000	9.000		1.533	832.000	16.000		2.025			28.890	1.175	0.205	0.000				0.000

# **NORTH AMBULANCE CROSSLAKE**

## **AUGUST 2013 RUN REPORT**

**TOTAL CALLOUTS: 80**

NIGHT: 29

DAY: 51

No Loads:	13
Cancels:	05
Fire Standbys:	00
Police Standbys:	00
Transported Patients:	62

CROSSLAKE:	25 (8 No Load)
BREEZY POINT:	10 (1 No Load)
IDEAL:	00
MISSION:	00
FIFTY LAKES:	04
MANHATTAN BEACH:	01
CENTER:	00
TIMOTHY:	00

**MUTUAL AID TO:**

PINE RIVER:	16 (2 No Load, 5 Cancel)
BRAINERD:	22 (2 No Load)

BLS TRANSFERS:	00
ALS TRANSFERS:	02

**ALS INTERCEPTS (ADVANCED LIFE SUPPORT):**

BRAINERD:	00
PINE RIVER:	00
AIRCARE:	03

# SCORE REPORT FORM

Mo./Yr. **JULY 2013**

**CROSSLAKE REPORT**

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

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

**RESIDENTIAL COMMERCIAL**

**Mixed Paper : (includes)**

**9878**

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

**Commingled Materials: (includes)**

**10267**

%		lbs
0.05	Metals- Aluminum Cans	513
0.21	Tin Cans	2156
0.61	Glass-	6263
	Clear bottles	
	Green bottles	
	brown bottles	
0.1	Plastic - #1 & #2 bottles	1027
0.03	Reject	308
1.00		10267

**Total LBS.**

**20145**

**0**

**Total Tons**

**10.07**

**0**

## OUT OF COUNTY Waste Disposal

Final Destination: **N/A**

Disposal Site Permit # : \_\_\_\_\_

Tons Delivered: **NONE**

Total Number of  
Households  
Served this Month

**782**

	Trash		Recycling		73040	75920
	Accounts	Rate	Accounts	%	paper	commingle
BRD	2175	0.87	1895	0.49	35998	37417
BAX	846	0.88	747	0.19	14190	14750
B.P.	627	0.84	524	0.14	9954	10346
P.L.	254	0.63	159	0.04	3020	3139
C.L.	782	0.66	520	0.14	9878	10267
	<b>4684</b>	<b>0.82</b>	<b>3845</b>			



# SCORE REPORT FORM

Mo./Yr. **AUGUST 2013**

**CROSSLAKE REPORT**

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

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

**RESIDENTIAL COMMERCIAL**

## Mixed Paper : (includes)

**10722**

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

## Commingled Materials: (includes)

**8687**

%		lbs
0.05	Metals- Aluminum Cans	434
0.21	Tin Cans	1824
0.61	Glass-	5299
	Clear bottles	
	Green bottles	
	brown bottles	
0.1	Plastic - #1 & #2 bottles	869
0.03	Reject	261
1.00		8687

**Total LBS.**

**19408**

**0**

**Total Tons**

**9.70**

**0**

## OUT OF COUNTY Waste Disposal

Final Destination: **N/A**

Disposal Site Permit # : \_\_\_\_\_

Tons Delivered: **NONE**

Total Number of  
Households  
Served this Month

**780**

	Trash		Recycling		79360	64300
	Accounts	Rate	Accounts	%	paper	commingle
BRD	2177	0.87	1898	0.49	39134	31707
BAX	847	0.88	749	0.19	15443	12513
B.P.	626	0.84	523	0.14	10783	8737
P.L.	254	0.63	159	0.04	3278	2656
C.L.	780	0.67	520	0.14	10722	8687
	<b>4684</b>	<b>0.82</b>	<b>3849</b>			



*The power of human connections*

P.O. Box 507  
Highway 371 North  
Brainerd, Minnesota 56401  
218-829-2827  
1-800-648-9401  
Fax: 218-825-2209  
Web Site: [www.cwpower.com](http://www.cwpower.com)

*"This institution is an equal opportunity provider."*

A Touchstone Energy® Cooperative 

September 6, 2013

CITY OF CROSSLAKE  
DARLENE ROACH CLERK  
37028 COUNTY ROAD 66  
CROSSLAKE, MN 56442

Dear City Of Crosslake:

Crow Wing Power has started a project to replace an underground electric line in Crosslake along County Road 66. The project will be within or adjacent to the road right of way from the Corps of Engineer's Campground to the Daggett Pine Road, approximately 2 miles.

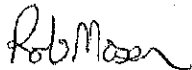
The existing underground electric line has reached the end of its useful life and is in need of replacement.

Our Staking Engineer, Chris Olson, has been designing the new route and soon MasTec Construction will start installing the new cable. We will do everything we can to keep any planned outages to a minimum during this project.

If you have any questions or concerns, please contact me or stop and ask Chris Olson in the field.

Thank you for your cooperation.

Sincerely,



Rob Moser  
Manager of Engineering

tkh



PO Box 507

Hwy 371 North

Brainerd, MN 56401

September 10, 2013

Dear Member:

This letter is to inform you of a vegetation management project in your area starting around the last week of September.

Crow Wing Power is establishing a six year vegetation management cycle for our right-of-way so the work to be done may be more extensive than you have experienced in the past.

If you would like please call 1-800-554-6724 and I will schedule a meeting between you and our right-of-way supervisor to discuss the work that needs to be done on your property. That way, you should not experience any unnecessary surprises after the work has been completed. Additionally, if you have any sewer tanks and/or drain fields in the right-of-way that could be damaged, please contact us so these areas can be identified.

**Phase One:** Is the removal of woody vegetation/trees, brush and tree limbs that are encroaching our right-of-way or endangering the line.

**Phase Two:** Involves a herbicide application to areas where trees and brush were removed to discourage re-sprouting. This treatment is done shortly after mechanical mowing operations. The herbicides used are chosen to encourage grasses to colonize. All herbicide applications are done by professional applicators licensed by the State of Minnesota through the Department of Agriculture. All products are approved for use in the rights-of-way by the U.S. EPA and the Minnesota Department of Agriculture.

Additional precautionary measures are taken by not applying near or in/on the following:

Lakes	Rivers	Streams or flowing bodies of water
Gardens	Grazing Lands	Wetlands
Ornamentals		

Please contact New Age Tree Service at 1-866-248-2661 if you choose not to have Phase Two performed on your property.

**Phase Three:** Follows 1-2 years after Phase Two. We will be inspecting right-of-way in your area for any danger trees and applying a herbicide application on trees within the right-of-way where applicable. Notification will be sent prior to this phase.

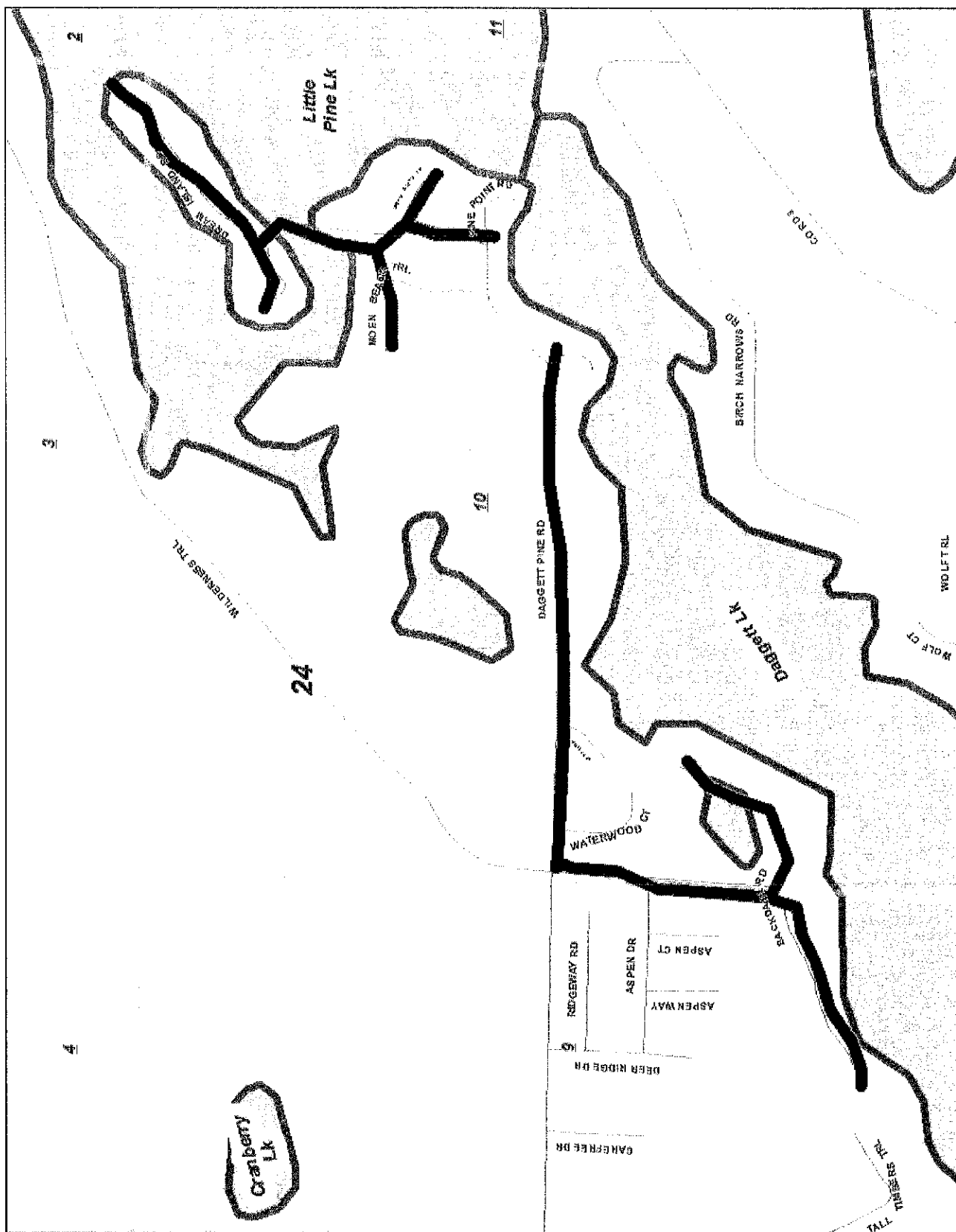
Our easement allows us to perform this necessary clearing and trimming in order to ensure reliable power to your area. However, if you have any questions please feel free to contact me at 1-800-554-6724. For more information you may also visit our website [www.cwpower.com](http://www.cwpower.com) and click on "Line Clearing Video" or call and request a ROW Clearing DVD be sent to you. We appreciate your cooperation as we continue to strive to improve service to your home or business.

Sincerely,

A handwritten signature in black ink, appearing to read "Chris Olander", with a stylized flourish at the end.

Chris Olander  
Resource & Planning Coordinator  
Crow Wing Power  
1-800-554-6724

CC: MnDot  
Townships  
Cities



September 17, 2013

Dear Crosslake Mayor and City Council Members:

On August 8, 2012, I wrote a letter to you regarding my concerns of ATV restrictions being lifted for County Road #66. I received a call from Mayor Schneider assuring me that the ban on County #66 would stand firm due to public safety and traffic issues. Your council meeting minutes of August 13, 2012 reflect your concern and intention of keeping an eye on this issue for both your City and Manhattan Beach.

You can imagine our frustration when reading the article in the newspaper with regard to Mr. Stensby's request for a change to the ATV/OHV ban in order to allow Class 2 vehicles to drive on the shoulders of County Road #66, and the response he received from the City of Crosslake and your police staff. We ask you to reconsider and keep the ban on all types of ATV/OHV vehicles. Here are some of the reasons why:

1. Type 2 vehicles have already been breaking the law by driving not only on the shoulders of County #66 this summer, but down the lanes. I have seen them as late as 10:30 at night. They have already demonstrated a disregard for the law.
2. Once you allow this type of ATV back on #66, all the other ATV enthusiasts will want the same rights or will just assume they have the same rights and begin riding along this area.
3. We have no enforcement for this recreation. The sheriff does not have the means nor the manpower to enforce ATV traffic, much less selective ATV/OHV traffic.
4. You are putting all of the joggers, walkers and bicyclists in harm's way with this action. I ride my bike to Moonlite Bay, Moonlite Square and Lake Country Crafts & Cones and it is dangerous enough to deal with roadway traffic without having to dodge vehicles on the shoulders also.
5. I applaud your effort to keep this traffic off of the green areas, but who will monitor this recreational traffic so that they truly stay off of the right-of-ways, ditches, hills and areas around the lakes?

The ban on County Road #66 has had nothing but positive outcomes. I

see numerous ATV vehicles trailered to trails north of Manhattan Beach daily, so I know that this recreation is growing in our area and people are being respectful of the areas that would be damaged by such use. This ban has worked! Please do not change the rules for a few. Please keep the ban in place on County Road #66 as it is.

Thank you,

Colleen Sheehan

**RESOLUTION NO. 13-\_\_**

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

**RESOLUTION REGARDING UNPAID SERVICE CHARGES**

WHEREAS, Minnesota Statutes, Chapter 366.012, authorizes a town board to certify to the County Auditor, on or before October 15 for each year, any unpaid service charges which shall then be collected together with property taxes levied against the property.

WHEREAS, Minnesota Statutes 415.01, Subd. 1, authorizes a city to exercise "within its limits any of the powers conferred by the chapters (365 to 368) upon towns."

WHEREAS, the Code of Ordinances of the City of Crosslake, MN, Appendix A, City Fee Schedule, provides: "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."

WHEREAS, a Settlement Agreement to Install a Septic System (hereafter "Agreement") was approved by the Crosslake City Council on November 14, 2011, and signed by Jere Miller and dated December 7, 2011, property owner of the property at 36039 Bonnie Lakes Road, Crosslake, MN.

WHEREAS, said Agreement allows the City to assess the costs and Mr. Miller agreed to not contest said assessment and waived his right to appeal said special assessment for installing the septic tank and drainfield, including the legal costs to draft the Agreement.

WHEREAS, the septic system was installed on July 19, 2013, for a cost of \$3,420.00 and the legal costs to draft the Agreement were \$181.25 with both costs paid in full by the City of Crosslake.

WHEREAS, as of September 15, 2013, the above listed legal and service fees were due and payable per said Agreement to the City of Crosslake, Minnesota:

<u>TAX PAYER NAME</u>	<u>REAL ESTATE CODE</u>	<u>AMOUNT</u>
Jere M. Miller	141770000280009	\$ 3,601.25



NOW, THEREFORE, BE IT RESOLVED that the City of Crosslake City Council hereby certifies as delinquent the above listed legal and service fees as of September 23, 2013, as taxes or assessments on the real estate identified above.

Adopted by the Crosslake City Council this 23rd day of September, 2013.

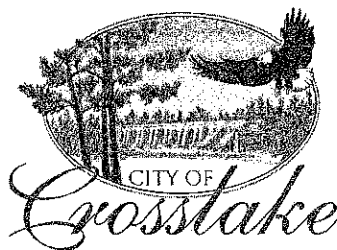
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Darrell Schneider  
Mayor

---

Charlene Nelson  
City Clerk

City Hall: 218-692-2688  
Planning & Zoning: 218-692-2689  
Fax: 218-692-2687



37028 County Road 66  
Crosslake, Minnesota 56442  
<http://crosslake.govoffice.com>

September 13, 2013

Jere M. Miller  
P. O. Box 142  
Crosslake, MN 56442

**RE: Certification of Service Fees to the Crow Wing County Auditor – Parcel No.  
141770000280009, 36039 Bonnie Lakes Road, Crosslake MN 56442.**

Dear Mr. Miller:

I tried to contact you by phone the other day and had left a message for you regarding the above referenced matter. Having not heard from you, I am forwarding this letter to inform you that the City Council of the City of Crosslake will be certifying legal and service fees for the preparation of a Settlement Agreement to Install a Septic System and to install the septic tank and drainfield at the above property. The amount to be certified to the Crow Wing County Auditor's office for your taxes and assessments due and payable in 2014 will be \$3,601.25. I have attached a copy of the draft resolution to be acted on by the City Council at their meeting scheduled for 7:00 p.m. on Monday, September 23, 2013.

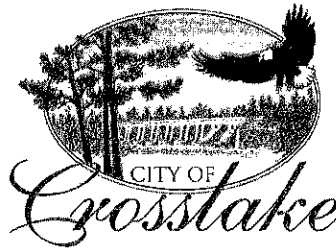
If you prefer, the City of Crosslake will accept payment by cash, money order, or certified check in the amount of \$3,601.25 prior to the meeting. If you do so, the amount will not need to be certified to the County to be payable with your assessments and taxes due next year. Please contact me or the City Clerk, Char Nelson, if you have questions. Thank you for your cooperation in eliminating your failing septic system and bringing your new system in compliance with the State of Minnesota rules. The new system should improve and protect your health as well as the surrounding environment of O'Brien Lake.

With best regards,

Kenneth R. Anderson  
Community Development Director

Attachment

City Hall: 218-692-2688  
Planning & Zoning: 218-692-2689  
Fax: 218-692-2687



37028 County Road 66  
Crosslake, Minnesota 56442  
<http://crosslake.govoffice.com>

MEMO TO: City Council

FROM: Michael R. Lyonais *ML*  
Finance Director/Treasurer

DATE: September 23, 2013

SUBJECT: Recommendation to Close Fund 415 – Ambulance Project Fund

All funding sources for the project were tracked in Fund 101 – General Fund. All projects costs were tracked in Fund 415 – Ambulance Project Fund.

The final step is to close out the project fund by making a book entry to move the funding sources for the project from Fund 101 - General Fund to Fund 415 - Ambulance Project Fund.

I request approval to close Fund 415 – Ambulance Project Fund. A brief project summary is attached for your reference.

A motion is required to close Fund 415 – Ambulance Project Fund.

(Council Action – Motion)

**City of Crosslake  
Fund 415 - Ambulance Project  
Project Summary**

---

**Project Costs:**

2012 Project Costs	\$ 88,616.10
2013 Project Costs	123,680.46

<b>Total Project Costs</b>	<b><u><u>\$ 212,296.56</u></u></b>
----------------------------	------------------------------------

**Funding Sources:**

Building Reserve Account	\$ 93,946.45
2012 Budgeted Capital Outlay	10,000.00
2012 Lions Donations	10,000.00
2013 Budgeted Capital Outlay	55,057.00
Other (City no longer pays a fee for ambulance service).	43,293.11

<b>Total Funding Sources</b>	<b><u><u>\$ 212,296.56</u></u></b>
------------------------------	------------------------------------

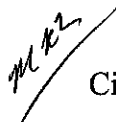
**Project Budget Summary:**

Preliminary Project Estimate - Approved 8/13/2012	\$ 175,614.00
Project cost revisions	9,056.00

Revised Project Estimate - Approved 10/8/2012	\$ 184,670.00
Change orders during construction.	27,626.56

<b>Total Project Costs</b>	<b><u><u>\$ 212,296.56</u></u></b>
----------------------------	------------------------------------

MEMO TO:



City Council

FROM:

Michael R. Lyonais – Finance Director/Treasurer  
Ted Strand – Public Works Director

DATE:

September 23, 2013

SUBJECT:

Update on Purchase of New Plow Truck

With respect the acquisition of a new 2013 Plow Truck for Public Works, we recommend final approval of the purchase of a 2013 International 7400 4 x 2 as per the attached invoice. As discussed in earlier meeting(s) Ted was able to secure a 2013 truck at substantial savings over waiting until the next budget cycle.

We recommend using existing Unassigned General Funds to finance this purchase internally and also recommend keeping this amount in the 2014 Budget to replenish our reserves. We anticipate delivery within the next two weeks.

Invoice is attached for your reference.

A motion is required for this acquisition. (Council Action – Motion)

**Maney International, Inc.**  
3204 Carlton Street (216) 624-4855  
DULUTH, MINNESOTA 55816-0286

CUSTOMER NUMBER		STATE CODE		COUNTY CODE		DATE 09-18-13		REFERENCE NO. 003063	
INC. *		SALESMAN Mike McCleod				NO.			
SOURCE									
JRWL ✓									
10		APPRAISER				NO.			

SOLD TO City Of Crosslake  
ADDRESS 37028 Cty Road 66  
CITY-STATE Crosslake, MN ZIP 56442

CONTROL NUMBER	QTY.	T/S	PROD. GRP.	F/S	KIND	CODE	DESCRIPTION (YEAR, MAKE, MODEL, ETC.)	SERIAL NUMBER	TOTAL PRICE
	1						2013 International 7400 4x2 s/n 1HTWDAZR2DJ199951		135,740 00
							Less Trade-In Ford L8000		(5,000 00)
							Sub Total		130,740 00
							License Document Fee		48 50
							6.5 % Sales Tax		8,498 10
							Total Cost		139,286 60
LESS ALLOWANCE FOR TRADE-INS									
CONTROL NUMBER	P/G	YEAR	MAKE	MODEL	SERIAL NO.	MIL / HRS	DESCRIPTION	SALES TAX	
							ALLOWANCE ON TRADE-IN		
							TOTAL AMOUNT DUE	➔	

FORM DADS-8130-1

**CUSTOMER COPY**

**BILLS FOR APPROVAL**  
**September 23, 2013**

VENDORS	DEPT		AMOUNT
Anderson Brothers, color coat tennis courts	P&R		675.00
Anderson Brothers, sunset island bridge patch	PW		253.45
AW Research, water testing	Sewer		131.40
Baker & Taylor, books	Library		285.69
BSN Sports, volleyball net, paint	P&R		270.38
Build All Lumber, nails	P&R		8.98
California Contractors, super wipes	PW		621.60
Crosslake Demolition, debris removal	P&R		646.38
Crow Wing Power, electric service	ALL		6,747.86
Fyle's, portable restrooms	P&R		256.50
Guardian Pest Solutions, pest control	ALL		82.94
Herculift, annual inspection	PW		146.42
Johnson, Killen & Seiler, labor attorney fees	Gov't		722.50
Linescape Linestripping, bonnie lakes road and dagget pine	PW		1,610.00
Mastercard, Amazon.com, vacuum	P&R		382.00
Mastercard, Fleet Farm, salt block	P&R		131.04
Mastercard, Soccer.com, uniforms	P&R		240.39
Mastercard, Spa Partners, gym equipment wipes	P&R		234.58
Mastercard, Whitefish Auto, maintenance	P&R		197.97
Mid American Research, dispensers	P&R		92.84
Napa Auto Parts, bulb	PW		43.39
North Central Lawn Care, large turf rotor	P&R		150.00
Northern Lakes Embroidery, silver sneakers tshirts	P&R		43.00
Northern Lakes Embroidery, soccer uniforms	P&R		238.00
Northland Fire Protection, recharge extinguisher	PW		54.93
Northwood Turf and Power, plug	PW		10.94
Oriental Trading, halloween party supplies	P&R		154.59
Randy Herrlich, soccer ref	P&R		32.00
Reed's Market, coffee	Gov't		50.81
The Office Shop, flash drives	P&Z		51.28
The Office Shop, folders, ink cartridges, paper	P&Z/Admin		114.69
Ziegler, couplings	PW		505.67
<b>TOTAL</b>			<b>15,187.22</b>



*Presentation to House Legacy Committee*

September 11, 2013

Dave Fischer,  
President

Tom Watson,  
Vice President, Director, Land Use &  
Government Relations

- Present Situation/Background

1. Whitefish Chain

- a) 14 Lakes, 14,000 Acres, 119 miles of Shoreline
- b) 3,700 Parcels, 2,700 Property Owners
- c) 7 Public Accesses, over 18 Private /unmarked Accesses
- d) 3 Cities, 3 Townships
- e) Economic driver for northern Crow Wing County.
- f) 1/3 of the total equalization valuation for Crow Wing County is riparian property on the Whitefish Chain!
- g) Adult Zebra Mussels confirmed in two of the lakes this summer. Veligers (microscopic larva) now confirmed in 9 of 14 lakes
- h) Curly Leaf Pondweed since 60's, not spreading.
- i) No Eurasian Watermilfoil, next major concern.

2. WAPOA

- a) In existence 43 years, 1,000 member families.
- b) Largest lake association in State in members
- c) One of the larger lake associations in geographic size & number of connected lakes
- d) Joined at hip with Pine River Watershed Alliance

- Lake Management, Water Quality and AIS

1. Lake Management Plan, 2008
2. Excess of \$500,000 in grants, member fees, and contributions over the last ten years to preserve and protect the water quality of the Pine River Watershed & Whitefish Chain.
3. WAPOA does not have financial resources to properly protect our lakes against AIS threats long term.
  - a) 2,600 hours of paid access monitors, 1/3 of our Annual Budget.

- Planning for Lake Management, Water Quality and AIS

1. Require 13,300 hours for 100 % coverage of the public accesses during daylight hours:
  - a) AIS Inspection, Monitoring, Education, and Lake Surveying
    1. Annual budget estimate = \$206,000 = 2.5 times our annual budget
  2. Eurasian Water Milfoil Control and Treatment (if detected in Whitefish Chain)
    1. Annual budget estimate = \$160,000
  3. Have slowly set aside war chest for quick response - \$75,000
2. Deterioration of water quality/desirability of the Chain will have a major negative impact on the tax base and economic activity of the County

- What is the problem? What are the issues?

1. Additional AIS threat

Post Office Box 342 Crosslake, MN 56442



2. Deteriorating water quality and clarity
3. Fish habitat; reduced oxygen levels
4. Economic impact of travel and tourism
- What do we need to manage AIS on the Whitefish Chain and PR Watershed?
  1. Increase the "shared responsibility"
  2. Inspections – increase from 20% coverage to something higher
  3. Differentiate boat and watercraft registration
    - a) Different registration decal colors, or symbols, or ?
    - b) Similar to vehicle registration
  4. Rules for boats and watercraft moving to/from different lakes
    - a) Mandatory decontamination of boats, trailers and docks, lifts, etc.
  5. Close ramps, restrict to "controlled" accesses
  6. More thoughts
- Water quality and water clarity ideas
  1. Implement Clean Water Fund (CWF) studies
  2. SSTs changes; implement new regulations immediately
  3. Stormwater management – add more rigor to LGU land use variance decisions; more oversight and litigation by DNR, MPCA & BWSR; add penalties
  4. Fish habitat and sensitive shoreland studies – implement with more rigor and oversight
- Economic impact of travel and tourism
  1. State resource allocations for managing public waters should consider the "travel and tourism" impact
    - a) Whitefish Chain and Crow Wing County lakes are a "destinations" with high transient boat traffic
  2. Univ of MN Extension/Tourism Center study
    - a) 2007-08: direct expenditures on travel and tourism = \$110 M with 49% spent during June, July & Aug
    - b) Indirect expenditures = additional \$150M
  3. Travel/Tourism expenditures in Crow Wing County and Whitefish Chain largest outside Metro after St. Louis and Olmsted Counties
  4. Econ development impacts
- Financial Resources
  1. Penalties – increase fines 5X or 10X
    - a) Confiscation of watercraft
  2. AIS surcharge – increase from present \$5 per year
    - a) Property owner "tax" vs. \$5 for AIS surcharge
  3. Include water resources in LGU state aid allocations
  4. DNR resources -far too thinly staffed and funded in water and ecology resource management
  5. Added/Permanent funding for research – U of M AIS Research Center
  6. Local Resources: Lake Association dues, grants, LGU funding, LID's
- Last Thoughts
  1. Overcome apathy; "It was inevitable"
  2. Is managing public surface and ground water resources a public responsibility, parallel to land use, fire, police, roads, schools, human services, etc?
  3. LGU's view - "It is a DNR responsibility."
  4. Are we ready to be serious about water quality and AIS problem and related issues?



Minnesota Department of Public Safety  
Alcohol and Gambling Enforcement Division  
444 Cedar Street, Suite 222, St. Paul, MN 55101  
651-201-7500 Fax 651-297-5259 TTY 651-282-6555  
**APPLICATION AND PERMIT FOR A 1 DAY  
TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE**

Name of organization <i>Immaculate Heart Church</i>		Date organized <i>10/6/1955</i>	Tax exempt number <i>22703</i>
Address <i>35208 Co Rd 37, PO Box 155</i>		City <i>Crosslake</i>	State <i>Minnesota</i>
Name of person making application <i>Rev Ryan J Moravitz</i>		Business phone <i>218-692-3731</i>	Home phone <i>218-692-2233</i>
Date(s) of event <i>Saturday, Dec. 7, 2013</i>		Type of organization <input type="checkbox"/> Club <input type="checkbox"/> Charitable <input checked="" type="checkbox"/> Religious <input type="checkbox"/> Other non-profit	
Organization officer's name <i>Rev Ryan J Moravitz</i>		City <i>Crosslake</i>	State <i>Minnesota</i>
Zip <i>56442</i>			

Location where permit will be used. If an outdoor area, describe.  
*35208 Co Rd 37, Crosslake MN 56442.  
In church narthex and social hall.*

If the applicant will contract for intoxicating liquor service give the name and address of the liquor license providing the service.

*n/a*

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.

*Catholic Mutual Group, 10843 Old Mill Rd, Omaha NE 68154*

APPROVAL

APPLICATION MUST BE APPROVED BY CITY OR COUNTY BEFORE SUBMITTING TO ALCOHOL AND GAMBLING ENFORCEMENT

City/County	Date Approved
City Fee Amount	Permit Date
Date Fee Paid	

Signature City Clerk or County Official

Approved Director Alcohol and Gambling Enforcement

NOTE: Submit this form to the city or county 30 days prior to event. Forward application signed by city and/or county to the address above. If the application is approved the Alcohol and Gambling Enforcement Division will return this application to be used as the permit for the event.

## Staff Report - Crosslake Parks, Recreation & Library

**Date:** September 18, 2013

**To:** Crosslake City Council

**From:** Jon Henke, Director of Parks, Recreation & Library 

### 1. Community Center Parking Lot and Sidewalk Improvements

Included with your packet tonight is the estimate for the Community Center Parking Lot and Sidewalk improvements. The Sidewalk is in need of repair and will ultimately need to be replaced soon. The patches that were installed in 2012 to make the sidewalk safe have started to decay over the last year. To create a safer environment for all users and to create a public parking area and sidewalk that meets all ADA codes we must look at making several changes to the current configuration. The estimate you have received tonight is from Anderson Brothers. I will let WSN explain the plan and the costs associated with this proposal or if WSN is not present, I will include a written explanation of what WSN would recommend on how to proceed. Below is WSN's response:

Jon - Anderson Brothers has bid several projects for area communities the past few weeks and they are all 10-20% higher because it is obvious they are very busy right now. This project could very well be 10-20% less next spring depending on what is on their slate for carryover and any new projects they pick up between now and then. Also, if the City can tie any other paving work in that is needed next year, there will be savings on mobilization. Right now, they are including mobilizing a paver to the community center just for this one job. If the project is critical to the City to be completed this fall, then the price may be worthwhile. That is a question we cannot answer. If the concrete is poured this fall, then the City may want to apply a sealer where salt will be used or you will have issues with flaking. Some discoloration may happen when a sealer is used, but the life of the surface will be extended to protect against salt usage. The City may want to apply a sealer every 2-3 years. If the concrete is poured next spring, then you will gain some cure time on the new concrete without salt exposure and you can seal it any time over the summer in preparation for next fall. Those are some thoughts to consider.

Seal coating is not recommended right away for new pavement. Opinions seem to vary, but waiting a month to a year is what most city, county, and state highway programs do.

On the issue of the egress door and the options given, there should be one or the other but not doing either is not an option. The access does not have to meet ADA, but the exit requires a stoop and means of getting to the sidewalk.

As far as Monday night, I have another meeting to attend but Mark Hallan could come if needed. Give me a call tomorrow to discuss if you would like.

Dave

Staff would recommend that the City do as much demolition on the sidewalk as possible to reduce the final bill by approximately \$2,800.00. We would plan on using the gym doors on the west end of the building to allow patrons to enter the building during the early stages of construction and then once the concrete is poured we would go back to utilizing the regular entry doors and finish the concrete at the west end of the building. If the project cannot be completed by October 22<sup>nd</sup> staff would recommend that this project be completed in 2014. The Crosslake Monster Dash and the annual Halloween party are scheduled for October 26<sup>th</sup> and we want to make sure the parking lot is fully functional before this large event. As far as the seal coating, Asphalt Contractors Incorporated is recommending that we wait until next year to do this improvement. They will not guarantee their work this late in the year as the humidity and cool temperatures makes the proper adhesion of the material very difficult. I have included ACI's estimate for seal coating to give you an idea of what it might cost next year to complete the seal coating. It is assumed that the cost for seal coating will be reduced as some of the areas will be redone with new bituminous when the parking lot is finished either this fall or next spring. After reviewing WSN's recommendations and Anderson Brother's cost estimates, City staff feels that it may be in the Cities best interest to wait until next spring to complete this project.

**Council Action/Motion**

**2. Payment to Anderson Brothers for Tennis Court Construction**

City staff has completed their study of the tennis courts and the issue with water pooling in certain areas. While there is still a substantial amount of water that remains in a few areas on the court it is our belief that the depth of the water is within the specifications that the USTA requires. We would recommend payment of the \$10,000.00 that the City was retaining for the Tennis Court Project be paid to Anderson Brothers Construction.

**Council Action/Motion**

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Anderson Brothers Construction Company  
P.O. Box 668  
Brainerd MN 56401  
218-829-1768  
218-829-7607 Fax

<b>To:</b>	CITY OF CROSSLAKE	<b>Contact:</b>	
<b>Address:</b>	37028 County Rd 66 Crosslake, MN 56442	<b>Phone:</b>	
<b>Project Name:</b>	Community Center "Concrete"	<b>Fax:</b>	
<b>Project Location:</b>		<b>Bid Number:</b>	
		<b>Bid Date:</b>	9/12/2013

Item Description	Estimated Quantity	Unit	Unit Price
Mobilization	1.00	LS	\$1,547.90
Remove Bituminous Pavement	1,057.00	SY	\$3.39
Saw Bituminous Pavement	384.00	LF	\$3.98
Sub Grade Prep	1,398.00	SY	\$0.71
Aggregate Base Class 5	110.00	TON	\$25.72
Bituminous Wear Course	152.00	TON	\$86.48
<b>Total Price for above Items:</b>			<b>\$23,626.19</b>

#### Concrete Walk

Remove Concrete Walk	2,500.00	SF	\$1.13
4" Concrete Walk	2,400.00	SF	\$4.21
<b>Total Price for above Concrete Walk Items:</b>			<b>\$12,929.00</b>

#### Option #1 Ramp

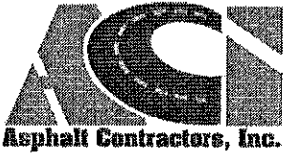
4" Concrete Walk Option #1= Ramp	50.00	SF	\$24.28
<b>Total Price for above Option #1 Ramp Items:</b>			<b>\$1,214.00</b>

#### Option #2 Landing

4" Concrete Walk Option #2 Landing	50.00	SF	\$10.30
<b>Total Price for above Option #2 Landing Items:</b>			<b>\$515.00</b>

#### Notes:

- \* We are pleased to quote the following on the above-referenced project.
- \* See Pre-Lien Notice on back side of proposal.
- \* All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.
- \* Base bid includes: Sawcutting, Asphalt and concrete removal, grade and compaction of existing soils to create proper grade and elevations, supplement use of 110 ton d/5 gravel base and the construction of 2 1/2" compacted hot mix bituminous surface over approximately 1057 square yards. Construction of 300 lin ft of new side walk 4" in depth with 6" thickened edge. Rebar as specified will be installed.
- \* Option #1 Construction of approximately 50 square feet of concrete ramp and placement of hand rail.
- \* Option #2 Construction of approximately 50 square feet of concrete sidewalk.



10285 89th Ave. N. • Maple Grove, MN 55369  
Ph. (763) 424-9191 • Fax (763) 424-9190

Proposal # 2013-1792

Date: Monday, June 24, 2013

**Submitted To:**

Jon Henke  
Crosslake Parks and Recreation  
14126 Daggett Pine Rd  
Crosslake, MN 56442

**Contact Information:**

Phone: (218) 692-4271  
Mobile:  
E-mail: jon.henke@crosslake.net  
Fax:

**Site Description: # S119420**

Crosslake Community Center  
14126 Daggett Pine Rd  
Crosslake, MN 56442

**Site Contact:**

Site Phone:  
Site Email:

**Prepared By:**

Tim Mears

**Contact Information:**

Mobile: 612-490-2880  
Office: 763-424-9191  
E-mail: tim@aciasphalt.com

**Project Manager:**

Justin Pomerleau  
Mobile: 612-382-8004

Qty	Proposed Service(s) & Description(s)	Depth
31,475 Sq. Ft.	Star Seal Micro Pave Pro Emulsion Sealer - 2 Spray Coats	\$4,720.00

**Service Description**

*Clean asphalt with power blowers and sweeper if needed. Remove debris from site. Apply Star Seal Micro Pave Pro Emulsion Sealer at a rate of 50-60 square feet per gallon. Sealer will be modified with 2 lbs. of silica sand per gallon. A rubber additive will also be added at 3% per gallon. (Vehicles need to be cleared and irrigation systems need to be turned off for 24 hours.)*

Budget for Striping and Lot Marking (Cost will be determined for the Final Striping Plan/Layout)

\$700.00

**Service Description**

*Done as per existing or plan using an oil or latex base paint depending on whether being applied over sealer or new asphalt pavement. NOTE: White paint will darken quicker than yellow. Please indicate color if different from existing. (Vehicles need to be cleared and sprinklers need to be turned off.)*

7,305 Sq. Ft.	Optional Add Alternate Sealcoat Area - \$1,095.00 See Attached Map for Area
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**PAYMENT TERMS** 0 Down, Balance Net 15

**Project Total: \$5,420.00**

This proposal may be withdrawn at our option if not accepted within 7 days of Jun 24, 2013

Pavement Consultant Tim Mears

Accepted Authorized Signature

**Professional People, Progressive Solutions**  
www.aciasphalt.com