

SPECIAL COUNCIL MEETING
CITY OF CROSSLAKE
FRIDAY, JULY 2, 2021
9:00 A.M. – CITY HALL

1. Call to Order
2. Consider Application for Outdoor Public Fireworks Display from Crosslake Fitness (Motion)
 - a. Letter regarding concerns from Dennis Bengtson of 14145 Sugarloaf Road
3. Memo dated June 20, 2021 from Police Chief Re: Event Parking in City Hall Lot (Motion)
4. Memo dated June 30, 2021 from City Clerk Re: Use of City Hall After Hours by Private Groups (Motion)
5. Approve Bills for Payment (Motion)
6. Adjourn

2.

(FOR USE BY LOCAL JURISDICTIONS)

APPLICATION / PERMIT OUTDOOR
PUBLIC FIREWORKS DISPLAY

Applicant instructions:

1. This application is for an **outdoor** public fireworks display only and is **not** valid for an indoor fireworks display.
2. This application must be completed and returned at least 15 days prior to date of display.
3. Fee upon application is \$ _____ and must be made payable to _____

Name of Applicant (Sponsoring Organization): Crosslake Fitness

Address of Applicant: Co Rd 3 Crosslake MN 56442

Name of Applicant's Authorized Agent: Richard Burton

Address of Agent: 701 Charles St, Brainerd, MN 56401

Telephone Number of Agent: 218-829-8922 Date of Display: 7/2/21 Time of Display: 8-11pm

Location of Display: 14610 Big Pine Trail

Manner and place of storage of fireworks prior to display: ATF approved bunker in SW Brainerd

Type and number of fireworks to be discharged: assorted 1.4 cakes

**MINNESOTA STATE LAW REQUIRES THAT THIS DISPLAY BE CONDUCTED UNDER THE DIRECT
SUPERVISION OF A PYROTECHNIC OPERATOR CERTIFIED BY THE STATE FIRE MARSHAL.**

Name of Supervising Operator: Luke Hall Certificate No.: 1057

Required attachments. The following attachments must be included with this application:

1. Proof of a bond or certificate of insurance in amount of at least \$ see attached certificate
(Suggested Amount: \$1.5 million minimum)
2. A diagram of the ground at which the display will be held. This diagram (drawn to scale or with dimensions included) must show the point at which the fireworks are to be discharged; the location of ground pieces; the location of all buildings, highways, streets, communication lines and other possible overhead obstructions; and the lines behind which the audience will be restrained.
3. Names and ages of all assistants that will be participating in the display.

The discharge of the listed fireworks on the date and at the location shown on this application is hereby approved, subject to the following conditions, if any:

I understand and agree to comply with all provisions of this application, MN Statute 624.20 through 624.25, MN State Fire Code, National Fire Protection Association Standard 1123 (2006 edition), applicable federal law(s) and the requirements of the issuing authority and will ensure that the fireworks are discharged in a manner that will not endanger persons or property or constitute a nuisance.

Signature of Applicant (or Agent): Richard Burton Date: 6/29/21

Signature of Fire Chief/County Sheriff: _____ Date: _____

Signature of Issuing Authority: _____ Date: _____



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
6/26/21

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Allied Specialty Insurance, Inc. 10451 Gulf Blvd Treasure Island, FL 33706-4814	CONTACT NAME: Brenda Thomas	FAX (A/C, No): 727-367-5695	
	PHONE (A/C, No, Ext): 727-547-3070	E-MAIL ADDRESS: bthomas@alliedspecialty.com	
INSURED ALUMINUM KING MFG, LTD DBA: FLASHING THUNDER FIREWORKS SPECTACULAR AND FLASHING THUNDER FIREWORKS, INC. 700 E. VAN BUREN STREET MITCHELL IA 50461	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: T.H.E. Insurance Company		12866
	INSURER B: Liberty Mutual Insurance		
	INSURER C:		
	INSURER D:		
INSURER E:			
INSURER F:			

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		CPP0105095-06	10/15/2020	10/15/2021	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ N/A PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 10,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY		CPP0105095-06	10/15/2020	10/15/2021	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$		ELP0012014-06 GL	10/15/2020	10/15/2021	EACH OCCURRENCE \$ 4,000,000 AGGREGATE \$ 4,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y/N <input type="checkbox"/> N/A		WC5-39S-712358-020 Coverage is afforded in the State(s) of: IA, IL	12/03/2020	12/03/2021	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Excess VL		ELP0012015-06 VL	10/15/2020	10/15/2021	Occurrence Limit \$ 4,000,000 Aggregate Limit \$ 4,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Display Date: 7/2/21n

Rain Date: n/a

Location: 14610 Big Pine Trail, Crosslake MN

RE: General Liability, the following are named as additional insured in respects to the operation of the negligence of the named insured:

Crosslake Fitness, 33583 CR 3, Crosslake MN
City of Crosslake,

CERTIFICATE HOLDER

City of Crosslake
13888 Daggett Bay Road
Crosslake, MN 56442

Crosslake Fitness
33583 CR 3
Crosslake MN 56442

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Carol A. Sena



2.a.

Dear City Council Members:

My name is Dennis Bengtson.

I reside at 14145 Sugarloaf Rd, in the City of Crosslake

My lakefront property is on the north shore of Big Pine Lake

My property and several adjacent properties to the west are on a bluff which rises 45 feet above the lake.

The sloping face of that bluff is heavily wooded with mature trees and thick underbrush, as well as, carpeted by dead leaves from last fall.

The current moderate drought conditions in this area make my property and nearby properties particularly susceptible to wildfire damage.

The location of the Fireworks Display in the application for permit which you are reviewing today is on the south side of Big Pine Lake, across from my property, and may not impose a direct threat of wildfire to me or my immediate neighbors.

For that reason, I do not object to the approval of this permit IF all of the other criteria are satisfied.

However, I ask the Council to consider the increasing use of illegal fireworks throughout the summer months by residents and visitors to Big Pine Lake and the precedent that a large permitted display will likely set for other private, non-permitted users of illegal fireworks.

In 2019, after illegal exploding fireworks were launched from a neighboring dock on the west of my property, I observed and photographed multiple places on the canopy of my boat lift where the ashes of falling embers from exploding fireworks had landed (photos attached)

While no permanent damage was visible to the canopy, it is almost certain that such embers also landed on the adjacent, heavily wooded ridge face immediately adjacent to my boat lift.

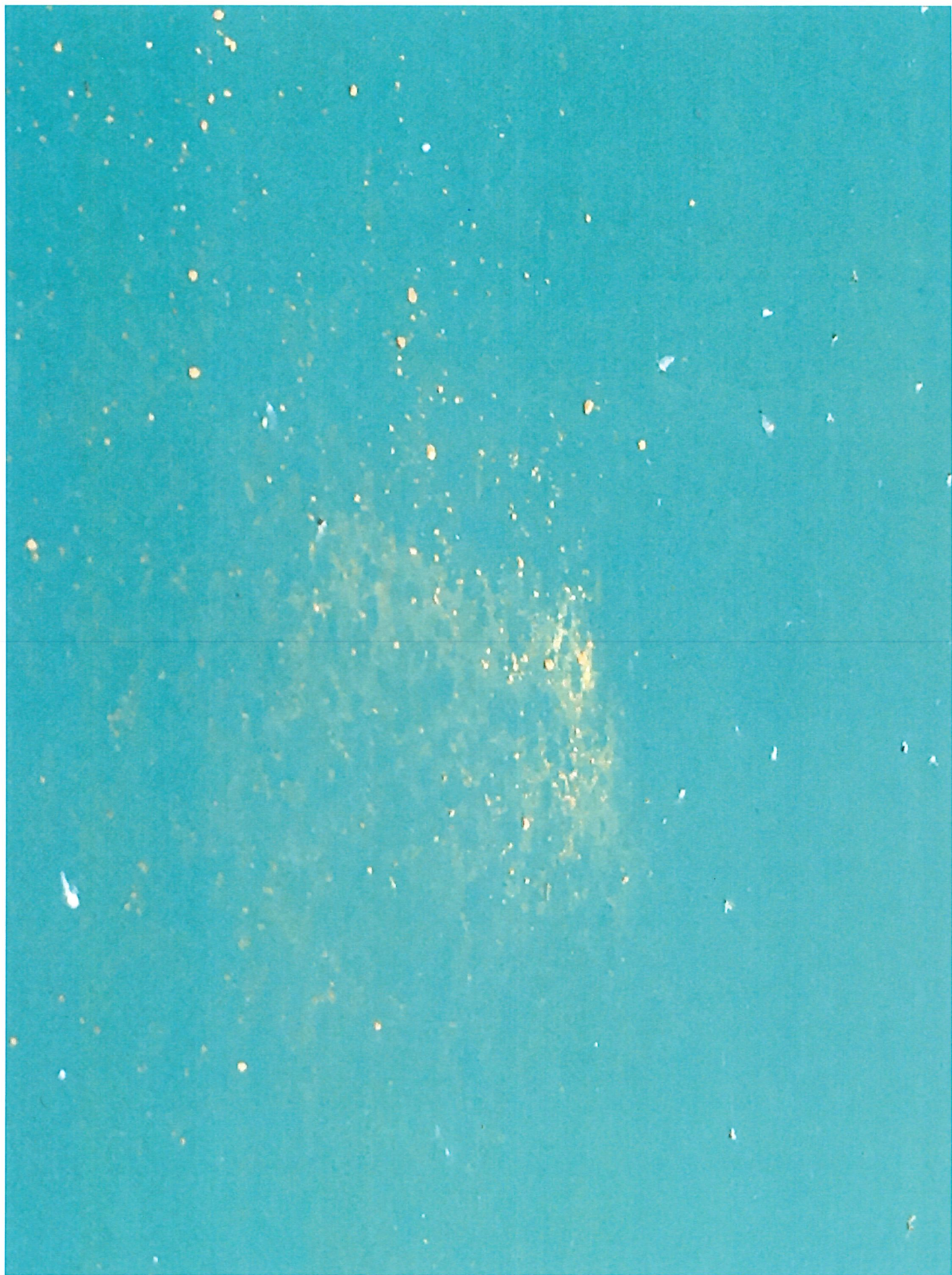
This is clear evidence of the potential risk of starting a wildfire on the north shore that I am so concerned about.

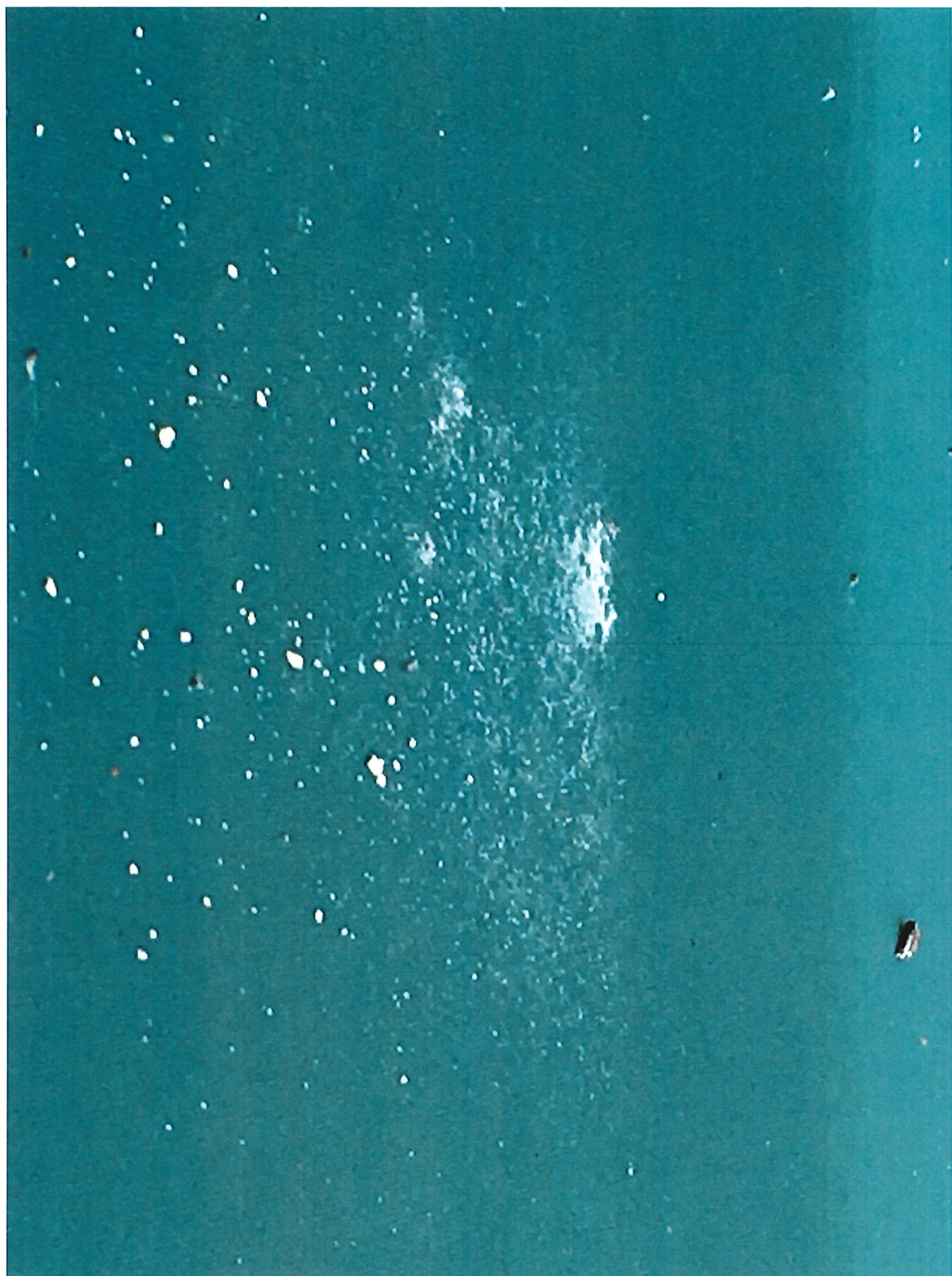
As a property owner and tax payer, I ask the Crosslake City Council to carefully consider the "ripple effect" of approving this application by encouraging the private use of illegal fireworks on Big Pine Lake and the associated potential risks of wildfire damage.

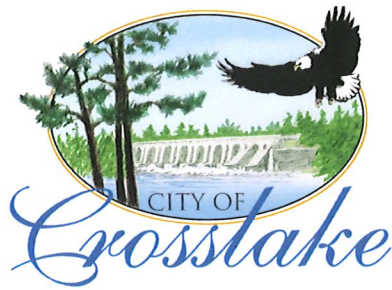
Thank you for your time and consideration.

Respectfully,

Dennis Bengtson
14145 Sugarloaf Rd.
Crosslake, MN 56442







3.

City of Crosslake
POLICE DEPARTMENT
13888 Daggett Bay Rd
Crosslake, MN 56442
Police Chief Erik J. Lee
OFFICE: 218/692-2222 • FAX 218/692-3076

Memorandum

June 30, 2021

To: Crosslake City Council

From: Police Chief Erik Lee

Re: Event Parking in City Hall Lot

Mayor/Council Members,

On July 2, 2021, Jesse and Stephanie Neumann will be having a fundraising event at their residence located off Co Rd #66. Their plan is to have a band play in the evening. There will be approximately 250 guests. In speaking with a representative of their event, I suggested, rather than parking on Co Rd #66, they could use the City Hall parking lot. There is a plan to have shuttles transport persons to the event. This will reduce the number of vehicles on Co Rd #66 and allow for better visual of pedestrians. I would also request that the area along Co Rd #66 near Daggett Bay Rd be signed "No Parking" during the event. It should be noted that the event is for the purchase of Automated External Defibrillator's (AED's) to be placed throughout Crosslake in businesses and other key locations.

Respectfully,

Erik Lee
Police Chief



MEMO TO: City Council

FROM: City Clerk

DATE: June 30, 2021

SUBJECT: Use of City Hall After Hours by Private Groups

I have a request from some parents of students at Pequot Lakes School to use the Council Chambers to hold a meeting next week at 7:00 pm. I believe the Council needs to set a policy regarding this. Attached is a sample policy from Little Falls which can give you some ideas. I think that staff would need to be present for meetings that occur after business hours. The Mayor stated that he will be in attendance at the meeting next week and would be responsible, but I think you would need to appoint a staff member to be present. I highlighted the first three bullet points on the sample policy that I think should be considered. The Community Center does have meeting rooms available to rent and does charge non-profit groups, but the concern of these parents is that they would like to form a 501c3 and have no funds to pay a fee.

Motion required to approve/deny use of Council Chambers by parents of students at Pequot Lakes School next week at 7pm.

Motion requested to direct staff to create policy regarding use of City Hall Council Chambers for meeting purposes.

CITY OF LITTLE FALLS
POLICY

Number 78

SUBJECT: Use of City Hall

DATE COUNCIL APPROVED: 07/01/2013

LOCATION IN MINUTES: Motion

PURPOSE: The intent of this policy is to permit public use of the City Hall Council Chambers and conference room for meeting purposes. It is recognized that City Hall was constructed to serve the general public by providing a facility conducive to the conduct of civic business. Since public funds made these facilities possible, the general public is encouraged to use the City Hall.

RULES AND REQUIREMENTS:

- The meeting or event shall not be partisan politics in nature unless all interested parties involved in the issue are present at the same time, and the meeting or event is conducted by a neutral party.
- The meeting rooms are only available between the hours of 8:30 a.m. and 4:30 p.m. Monday through Friday (excluding Legal Holidays) to ensure that overtime expenses are not incurred for City Hall staffing after normal business hours.
- There must always be a staff member present to open, close and be accountable for the use of the room.
- Groups are responsible for bringing their own supplies to conduct the meeting.
- The room must be left in the same condition as found.
- The person/organization reserving the room is responsible for cleanup and leaving the space used in a clean and orderly fashion after use. If the room and/or surrounding area is left in disarray, or damage occurs during use, the person/organization reserving the room will be held responsible for damages and will lose the privilege to use the meeting room in the future.
- Admission or membership fees or the purchase of any item as a condition for attending the meeting is not allowed.
- Programs that involve the sale of goods, processes, products, or services are prohibited.
- The use of meeting rooms does not constitute government endorsement of the philosophies, practices or viewpoints of the meeting participants.
- The meeting rooms are not available for personal use and private use such as birthday parties, profit making activities or fundraising.
- The areas of the building to which access may be granted are limited to the lobby, restrooms, conference room and Council Chambers. Access to any other areas of the facility is only allowed with specific permission from City Staff.
- The use of intoxicating and/or non-intoxicating malt liquor beverages is prohibited.
- Smoking is prohibited.
- Noise must be controlled to a limited area. Children must be under the direct supervision of an adult at all times.
- Decorations, banners, or signs may not be pinned, taped, or otherwise affixed to the walls, ceiling or windows.
- Approval from Staff is required for use of any of the City's equipment. Staff will assist with instructions for use of the City's equipment in the Council Chambers.

RESERVATION INFORMATION:

- Meeting room availability information can be obtained through the City Administrator's office at 320-616-5500 from 8:00 a.m. to 5:00 p.m. Monday through Friday (excluding Legal Holidays).
- Governmental operations of the City of Little Falls and its Departments shall have first priority to schedule use of the facilities. If a conflict occurs due to the scheduling of a City-sponsored function such as a City Council meeting, a 72 hour notice will be given to the applicant in order to reschedule the event.
- Reservations will be taken no more than 30 days in advance of the reservation time.
- A room reservation application form must be completed stating the name, address, phone number and other contact information for the applicant, and clearly state the purpose of the meeting and subject matter that will be discussed.
- Staff will review reservation submittals and decide whether the group meets the parameters established. If the request is denied, the group has the option of appealing staff's decision to the City Council.
- Room reservations are on a first-come, first serve basis.
- Cancellations should be made immediately.
- The City assumes no liability for loss, damage, injury or illness incurred by the users of the facility.

BILLS FOR APPROVAL
July 2, 2021

VENDORS	DEPT		AMOUNT
AAA Rental, auger bit	Park		90.00
AW Research, water testing	Sewer		839.29
Baker & Taylor, books	Library		357.78
Brock White, bright kure and seal, stakes	PW		358.58
Build All Lumber, 2x12-8 treated	PW		56.43
Crosslake Communications, phone, fax, internet, cable	ALL		2,828.88
Crow Wing County Recorder, filing fees	PZ		46.00
Dacotah Paper, janitorial supplies	PW		123.39
Diamond Industrial Cleaning, soap, car wash repair	PW		684.95
Dondelinger, truck repairs	PW		446.05
Echo Journal, tif disclosure	Admin		55.25
Fastenal, gloves, nuts	PW		326.17
Fire Safety USA, foam pro system	Fire		4,000.00
First Supply, sprinkler repair	PW		147.61
First Supply, sprinkler repair	PW		245.87
Follett School Solutions, follett infigo printer kit	Library		403.49
Grand Forks Fire Equipment, gear cleaner	Fire		144.83
Gull Lake Glass, plexi glass	PZ		72.80
Intintsity Window Tinting, window tinting	Police		275.00
Lakes Area Rental, saw rental	Park		79.00
Lakes Area Rental, tiller rental	Park		55.00
Mastercard, Amazon, double sided tape	Park	pd 6-21	14.99
Mastercard, CDWG, server protection	Gov't	pd 6-21	547.48
Mastercard, Culvers, travel expense	Police	pd 6-21	10.66
Metro Sales, copier lease	Police		44.12
Metro Sales, copier maintenance contract, copies	PZ/Admin		591.32
Midwest Machinery, hammers, bolts, nuts	PW		191.16
Midwest Machinery, spacer	PW		606.16
Midwest Machinery, hammers, nuts, bolts	PW		700.92
MN Chiefs of Police Assn, handgun permits	Police		112.50
MNPEA, union dues	ALL	pd 6-21	273.00
MN State Fire Chiefs Assn, conference registration	Fire	pd 6-21	375.00
Moonlite Square, water for battery	Park		7.96
Moonlite Square, premium fuel	Park		16.82
MR Sign, address number signs	PW		1,607.37
Napa, bulbs, refrignt	PW		38.49
Nate Deshayes, uniform reimbursement	PW		161.99
North Central Lawn Care, service call	Park		180.00
Northland Fire Protection, bracket, fire extinguishers	Fire		982.00
Northwedge Nursery, flowers for bridges	Gov't		417.24
Planning and Zoning Commissioners, 2nd quarter meetings	PZ		1,260.00
Safety First Playfound Maintenance, safety surfacing	Park		1,326.50
TJ Graumann, mileage reimbursement	Park		25.62
Trafficalm, 2-crosswalk lights	Gov't		10,782.00
Watch Guard, software and hosting annual fees	Police		8,910.00

Xcel Energy, gas utilities	ALL		178.34
Ziegler, air filters	PW		154.96
TOTAL			41,152.97