

**AGENDA  
REGULAR COUNCIL MEETING  
CITY OF CROSSLAKE  
MONDAY, JANUARY 10, 2022  
7:00 P.M. – CITY HALL**

**A. CALL TO ORDER**

1. Pledge of Allegiance
2. Approval of Additions to the Agenda

**B. PUBLIC FORUM** - No action will be taken on any of the issues raised. If appropriate, the issues will be placed on the agenda of a future council meeting. Speaker must state their name and address. Each speaker is given a three-minute time limit.

**C. CRITICAL ISSUES**

1. Recognition of Retiring Firefighter
2. Friends of the City Recognition
3. Alden Hardwick – Update on Playground Equipment

**D. ORGANIZATIONAL MEETING APPOINTMENTS**

1. Designate Acting Mayor – (Council Action-Motion)
2. Appointment of 2-Ex Officios to the Fire Relief Association (Mayor and City Administrator) (Council Action-Motion)
3. Approve Schedule of Regular Council Meetings – (2<sup>nd</sup> Monday of Month at 7:00 P.M.) (Council Action-Motion)
4. Appointment of Official Newspaper (Council Action-Motion)
  - a. Letter from Echo Publishing Re: 2022 Rates
  - b. Letter dated January 4, 2022 from Northland Press Re: 2022 Rates
5. Appointment of Legal Services (Council Action-Motion)
  - a. Civil (Breen & Person – no change in rate)
  - b. Labor (Johnson, Killen & Seiler – no change in rate)
  - c. Prosecuting (Crow Wing County)
  - d. Bond Counsel (Briggs & Morgan)
  - e. Bond Advisor (David Drown Associates)
6. Appointment of City Engineer (Council Action-Motion)
7. Approval of Official Depositories – (Frandsen Bank, 4M Fund) (Council Action-Motion)
8. Designate Signatories on City Checking and Savings Accounts – (Mayor, Acting Mayor, City Administrator, and City Clerk) (Council Action-Motion)
9. Designate Electronic Fund Transfer Delegates – (Mayor, Acting Mayor, City Administrator, City Clerk) (Council Action-Motion)
10. Memo dated January 5, 2022 from City Clerk Re: Commission Appointments (Council Action-Motion)

**E. 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. Public Information Meeting Minutes of December 13, 2021
2. Regular Council Meeting Minutes of December 13, 2021
3. Unadjusted Draft 12.31.2021 Month End Revenue Report
4. Unadjusted Draft 12.31.2021 Month End Expenditures Report
5. Unadjusted Draft 12.31.2021 Balance Sheet
6. City Hall Construction Project – Draft dated 12/31/2021
7. Fire Hall Remodel Costs dated 12/31/2021
8. Approve 2022 Mileage Reimbursement Rate (Current IRS Amount is \$0.585)
9. Approve Weed Inspector – (Mayor Nevin)
10. Approve Assistant Weed Inspector – (Ted Strand)
  
11. Police Report for Crosslake – December 2021
12. Police Report for Mission Township – December 2021
13. Fire Department Report – December 2021
14. Fire Department Annual Report 2021
15. North Memorial Ambulance Run Report – December 2021
16. Planning and Zoning Meeting Minutes of October 2021
17. Park, Recreation & Library Annual Report 2021
18. Park and Recreation/Library Commission Meeting Minutes of November 17, 2021
19. Public Works Commission Meeting Minutes of October 4, 2021
20. Public Works Commission Meeting Minutes of December 6, 2021
21. Economic Development Authority Meeting Minutes of November 2, 2021
22. Crosslake Housing Assessment Meeting of December 15, 2021
23. Crosslakers Meeting Minutes of December 6, 2021
24. Waste Partners Recycling Report for November 2021
25. Application for Group Transient Merchant Permit from Mission of the Cross Lutheran Church for 2022 Flea Markets
26. Bills Paid from 12/14/21 to 12/31/21
27. Bills for Approval

#### **F. MAYOR’S AND COUNCIL MEMBERS’ REPORT**

1. Resolution Accepting Donations (Council Action-Motion)
2. Application for Permit for Outdoor Public Fireworks Display on February 2, 2022 during WinterFest (Council Action-Motion)

#### **G. CITY ADMINISTRATOR’S REPORT**

1. Resolution to Approve Waste Hauler Licenses for 2022 (Council Action-Motion)
2. Approval of 2022 Fee Schedule (Council Action-Motion)
3. Resolution for the City of Crosslake to Apply for Transportation Alternatives Program Grant (Council Action-Motion)
4. Memo dated January 10, 2022 from Mike Lyonais Re: Recommendation to Accept Teamsters Union Contract (Council Action-Motion)
5. League of MN Cities Liability Coverage – Waiver Form (Council Action-Motion)

#### **H. COMMISSION REPORTS**



1. PUBLIC WORKS/SEWER/CEMETERY

- a. Memo dated January 4, 2022 from Public Works Commission Re: Recommendation Re: Simonson Lumber – City Stormwater Utility Easement (Council Action-Motion)

2. PARK AND RECREATION/LIBRARY

- a. Request for Council Action Re: Declare Concession Stand as Surplus (Council Action-Motion)

**I. PUBLIC FORUM -** No action will be taken on any of the issues raised. If appropriate, the issues will be placed on the agenda of a future council meeting. Speaker must state their name and address. Each speaker is given a three-minute time limit.

**J. CITY ATTORNEY REPORT**

**K. NEW BUSINESS**

**L. OLD BUSINESS**

**M. ADJOURN**

# <sup>pineandlakes</sup> **ECHO** **JOURNAL**

D.4.a.

To: The Crosslake City Council

Re: Legal newspaper for 2022

The Pineandlakes Echo Journal is applying to be the legal publication for the City of Crosslake in 2022. We're proud of the relationship with the city over the years, including publishing news coverage of the monthly council meetings.

All legal notices are published in the weekly Pineandlakes Echo Journal classified section and also available on the [pineandlakes.com](http://pineandlakes.com) website.

The Pineandlakes Echo Journal publishing legal rate for 2022 remains at \$8.50 per column inch, which includes being posted online at no additional charge.

Thanks for considering the Pineandlakes Echo Journal for publishing City of Crosslake legal notices in 2022.



Pete Mohs

Publisher

Echo Journal/Brainerd Dispatch

(218) 855-5855

D. 4. b.

# Northland PRESS

Crosslake Office: 13833 Riverwood Lane, Suite 2 • 218.692.5842 • news@northlandpress.com

January 4, 2022

To: Crosslake City Council

Re: 2022 Legal Newspaper Designation

Crosslake City Council,

I would like to take this opportunity to thank the Crosslake City Council for choosing Northland Press as the designated legal newspaper for the past several years.

Since the Northland Press newspaper is delivered to every postal customer in Crosslake at no charge every week, the council can be assured that all residents that receive mail have the opportunity to see public notices and information from the City.

Due to increases in postal and printing costs, we are raising our rates for the first time since 2015. The 2022 rate for publishing legal and public notices will be \$9.00 per column inch.

Additionally, all notices will be posted on our website, as required by Minnesota Statute.

Thank you for considering Northland Press as your official newspaper. Please direct any questions to me. I can be reached at 218-692-5842 or by email at paul@northlandpress.com.

Sincerely,

Paul Boblett  
Co-Owner/Editor Northland Press

# Office of the Minnesota Secretary of State

## Legal Newspaper Status Application

Minnesota Statutes, Chapter 331A.02



STATE OF MINNESOTA  
DEPARTMENT OF STATE  
FILED

DEC 01 2021

Steve Simon  
Secretary of State

Must be filed between September 1 and December 31, each year

Filing Fee: \$25.00

Please read the instructions before completing this form.

1. Current Name and Known Office of Issue Address of Newspaper:

The Northland Press Inc  
2220 Peninsula Rd NE  
Outing, MN 56662

2. **IF CHANGED**, list the new name and/or address of known office of issue:

Name of Newspaper: \_\_\_\_\_

Street Address: \_\_\_\_\_  
(Must be a complete street address or rural route and rural route box number)

City: \_\_\_\_\_ State: MN Zip Code: \_\_\_\_\_

3. County of Known Office of Issue: (Required) Cass County  
4. Legal Newspaper Phone Number: (Required) 218 792-5842 Outing, MN Office  
218 692-5842 Crosslake, MN Office  
(Area Code) Phone Number

5. Name and daytime phone number of contact person:

Joanne W. Boblett, Publisher/co-owner 218 792-5842  
Contact Name Daytime Phone Number

6. Email Address for Official Notices

Enter an email address to which the Secretary of State can forward official notices required by law and other notices:

E-Mail Address: jo@northlandpress.com

7. This legal newspaper certifies that it has complied with all of the requirements of Minnesota Statutes, section 331A.02.

8. I, the undersigned, certify that I am signing this document as the person whose signature is required, or as agent of the person(s) whose signature would be required who has authorized me to sign this document on his/her behalf, or in both capacities. I further certify that I have completed all required fields, and that the information in this document is true and correct and in compliance with the applicable chapter of Minnesota Statutes. I understand that by signing this document I am subject to the penalties of perjury as set forth in Section 609.48 as if I had signed this document under oath.

Joanne W. Boblett 11-16-2021  
Signature of Authorized Representative (Required) Date

D. 5. 6.

# JOHNSON, KILLEN & SEILER,

A PROFESSIONAL ASSOCIATION

ATTORNEYS AT LAW

230 West Superior Street, Suite 800

Duluth, Minnesota 55802

www.duluthlaw.com

Telephone: 218-722-6331

Facsimile: 218-722-3031

WRITER'S E-MAIL ADDRESS:  
jdurbin@duluthlaw.com

STEVEN J. SEILER \*  
ROBERT C. PEARSON \*  
JOSEPH J. ROBY, JR. \* ♦  
ALOK VIDYARTHI  
ROY J. CHRISTENSEN \*  
JESSICA L. DURBIN \*  
DIANA BOUSCHOR DODGE \*  
JACOB K. STONESIFER \*  
KEVIN C. PILLSBURY \*  
DARYL T. FUCHIHARA \*  
SUSAN L. WALDIE \*  
AMANDA M. MANGAN

OF COUNSEL  
ROBERT J. ZALLAR  
JOSEPH V. FERGUSON \*  
RICHARD J. LEIGHTON \* ^

\* ALSO MEMBER OF  
WISCONSIN BAR

^ ALSO MEMBER OF  
NORTH DAKOTA BAR

♦ MINNESOTA STATE BAR ASSOCIATION  
CERTIFIED LABOR AND  
EMPLOYMENT LAW SPECIALIST

January 6, 2022

Honorable Mayor and City Council  
Attn: Michael Lyonais  
City Administrator/Treasurer  
City of Crosslake  
37028 County Road 66  
Crosslake, MN 56442

Via Email & U.S. Mail

Re: 2022 Labor Relations Proposal

Dear Mayor, Councilors and Mr. Lyonais:

Please consider this letter as our proposal to provide labor relations services for the City of Crosslake for 2022.

I would propose to conduct labor negotiations and handle other labor and employment matters at the rate of \$215 per hour (no increase from 2021 rate). Bills would be submitted monthly and would contain an itemization of services rendered and the hours of service per month. Mileage would be billed at the City's then-current rate. I would not bill for meals or other travel-related expenses (except where an overnight stay is required), nor for clerical assistance or long-distance telephone calls.

Thank you kindly for your consideration. I look forward to continuing to work with you and City staff in 2022.

Very truly yours,

  
Jessica L. Durbin

JLD/gr

D.6.

**From:** Phil Martin <Phillip.Martin@bolton-menk.com>  
**Sent:** Wednesday, January 5, 2022 2:12 PM  
**To:** City of Crosslake <cityclerk@crosslake.net>  
**Cc:** Mike Lyonais (mlyonais@crosslake.net) <mlyonais@crosslake.net>  
**Subject:** RE: 2022 RATES

Hi Char

Our general engineering rates remain unchanged... we provide the first 10 hrs of general engineering to the City monthly at a discounted rate of \$120/hr. For general engineering work, I've included the staff most likely involved.

Staff	Role	2022 Rate	2020 Proposal Rate
Phil Martin, PE	Primary City Engineer	\$190/hr	\$180/hr
Andrew Beadell, PE	Assisting Engineer	\$143/hr	\$130/hr
Zac Zetah, LS	Surveyor	\$160/hr	\$150/hr

I've attached a copy of our 2022 company rate schedule. When we have scoped projects, we use the current company rate schedule with the anticipated effort of experienced staff to prepare a proposal for the City Council to consider and approve before proceeding with work.

For WWTF related engineering, the following personnel are primarily involved:

Staff	Role	2022 Rate	2020 Proposal Rate
John Graupman, PE	Primary Wastewater Engineer	\$225/hr	\$195/hr
TBD	Assisting Wastewater Engineer	\$130/hr	\$140/hr

Let me know if you have questions.

Thanks

Phil Martin  
218-821-7265



# 2022 SCHEDULE OF FEES

The following fee schedule is based upon competent, responsible professional services and is the minimum, below which adequate professional standards cannot be maintained. It is, therefore, to the advantage of both the professional and the client that fees be commensurate with the service rendered. Charges are based on hours spent at hourly rates in effect for the individuals performing the work. The hourly rates for principals and members of the staff vary according to skill and experience. The current specific billing rate for any individual can be provided upon request.

The fee schedule shall apply for the period through December 31, 2022. These rates may be adjusted annually thereafter to account for changed labor costs, inflation, or changed overhead conditions.

These rates include labor, general business, and other normal and customary expenses associated with operating a professional business. Unless otherwise agreed, the above rates include vehicle and personal expenses, mileage, telephone, survey stakes, and routine expendable supplies; no separate charges will be made for these activities and materials. Expenses beyond the agreed scope of services and non-routine expenses, such as large quantities of prints, extra report copies, outsourced graphics and photographic reproductions, document recording fees, outside professional and technical assistance, and other items of this general nature will be invoiced separately. Rates and charges do not include sales tax, if applicable.

Employee Classification	Hourly Billing Rates
Senior Principal	\$220-295/Hour
Principal Engineer/Surveyor/Planner/GIS/Landscape Architect	\$150-235
Senior Engineer/Surveyor/Planner/GIS/Landscape Architect	\$140-225
Project Manager (Inc. Survey, GIS, Landscape Architect)	\$130-250
Project Engineer/Surveyor/Planner/Landscape Architect	\$100-195
Design Engineer/Landscape Designer/Graduate Engineer/Surveyor	\$85-195
Specialist (Nat. Resources; GIS; Traffic; Graphics; Other)	\$90-180
Senior Technician (Inc. Construction, GIS, Survey <sup>1</sup> )	\$100-190
Technician (Inc. Construction, GIS, Survey <sup>1</sup> )	\$80-165
Administrative/Corporate Specialists	\$60-140
Structural/Electrical/Mechanical/Architect	\$120-295
GPS/Robotic Survey Equipment	NO CHARGE
CAD/Computer Usage	NO CHARGE
Routine Office Supplies	NO CHARGE
Routine Photo Copying/Reproduction	NO CHARGE
Field Supplies/Survey Stakes & Equipment	NO CHARGE
Mileage	NO CHARGE

<sup>1</sup> No separate charges will be made for GPS or robotic total stations on Bolton & Menk, Inc. survey assignments; the cost of this equipment is included in the rates for Survey Technicians.



D. 10.

MEMO TO: City Council  
FROM: Mayor Nevin  
DATE: January 6, 2022  
SUBJECT: Commission Appointments

I hereby recommend the following appointments:

**Planning & Zoning**

Bill Schiltz - reappointment to 2<sup>nd</sup> – 3-year term ending 1/31/2025

**Park and Recreation/Library**

Kera Porter - appointment to 1<sup>st</sup> – 3-year term ending 1/31/2025  
(currently an alternate)

Peter Graves - appointment to 1<sup>st</sup> – 3-year term ending 1/31/2025

**Public Works**

Tom Swenson - appointment to 1<sup>st</sup> – 3-year term ending 1/31/2025  
(finished John Pribyl's term that ended 1/31/22)

Bob Frey - appointment to 1<sup>st</sup> – 3-year term ending 1/31/2025

THANK YOU TO **MIC TCHIDA** FOR YOUR SERVICE OF 6 YEARS ON THE PARK AND  
REC COMMISSION AND TO **DOUG VIERZBA** FOR YOUR SERVICE OF 6 YEARS ON  
THE PUBLIC WORKS COMMISSION!



## CITY OF CROSSLAKE

### APPLICATION FOR APPOINTMENT TO CITY BOARD OR COMMISSION

#### PERSONAL INFORMATION

Name: Last Graves First Peter

Address: \_\_\_\_\_

Phone: (H) \_\_\_\_\_ (W) \_\_\_\_\_ (Cell) \_\_\_\_\_

Occupation: Retired Employer: \_\_\_\_\_

Email Address: \_\_\_\_\_

Are you a Crosslake resident or property owner? ☒ Yes ☐ No If yes, ☐ Seasonal ☒ Permanent

If yes, how long have you been a Crosslake resident or property owner? 19+ years

☐ Please check this box if you are currently on a board or commission and wish to be considered for reappointment. Please note below the current board or commission you are currently serving. You are not required to complete the remainder of the application.

Please rank in order which of the following boards and commissions you are interested in serving on:

- \_\_\_\_\_ Planning and Zoning Commission (Crosslake residency or property ownership required)
- \_\_\_\_\_ Economic Development Authority (Crosslake residency or property ownership required)
- \_\_\_\_\_ Public Works/Cemetery/Sewer Commission (Crosslake residency or property ownership required)
- 1 \_\_\_\_\_ Parks and Recreation/Library Commission (Crosslake residency or property ownership not required)
- \_\_\_\_\_ Crosslake Communications Advisory Board (Must own property within service area)

Why are you interested in being appointed to a City advisory board or commission?

I believe it is important to be actively involved in your community. To that end I have actively participated in the Lions Club, Crosslakers Dog Park committee, and Crosslake Pickleball Association. I also elect to attend, in person or via Zoom, the City Council meeting for the past several years.

What strengths and abilities would you bring to the board or commission? Please include any education and experience that would assist you in serving on a board or commission.

Masters Degree in Special Education, Retired Certified Financial Planner 18+ years coaching Volleyball, Certified Pickleball instructor, documented fund raising abilities, Fosterer of rescued Golden Retriever dogs

What are the most important issues facing our community over the next several years? What do you think the role of your board or commission should be in addressing those issues?

How does the City deal with its growth in population and popularity while maintaining its connection to its roots? How does the City meet the needs of both its permanent and seasonal residents, while also being a destination spot for short term visitors. (over)

Attendance: Are you aware of the importance of regular meeting attendance, including the time commitment involved in preparing for meetings, and do you feel you have the time available to be an active participant? ☒ Yes ☐ No

Comments: *Having served on many boards and committees in the past I am aware of the time commitment and importance of being present and prepared at regular and special meetings.*

**POTENTIAL CONFLICTS**

*Conflicts of Interest* may arise by the participation in any activity, recommended action, or decision from which you receive or could potentially receive direct or indirect personal financial gain. In accordance with this definition, do you have any legal or equitable interest in any business which could be construed as a conflict of interest? ☐ Yes ☒ No

If yes, please explain:

*I am retired and do not need any direct or indirect personal financial gain.*

*Peter J. Graves*  
\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date *12/13/2021*

Note: The selection process will vary according to the number of applications and vacancies, and may not include interviews with all applicants.

THANK YOU FOR YOUR INTEREST IN SERVING ON A CITY BOARD OR COMMISSION!

Please return application to:

*Jenny Max*  
~~Clerk/Treasurer~~  
City of Crosslake  
37028 County Road 66  
Crosslake, MN 56442  
218-692-2688 Phone  
218-692-2687 Fax

**DATA PRACTICES ADVISORY**

We are required to provide the following information to you. Under Minnesota law, some of the information requested above is public information, which must be provided to anyone who requests it. Some of it is classified as private information, which is not generally available to the public. However, all of the information will be used by the City Council in determining whether you should be appointed to a Board or Commission. Therefore, the information will be provided to the City Council in a public forum and will be reviewed in public. It will therefore be part of the public record, which will be available to anyone. Failure to provide the requested information may result in your not being considered for appointment. If you have concerns about providing any of the requested information, please contact City Hall at 218-692-2688.



**CITY OF CROSSLAKE**  
**APPLICATION FOR APPOINTMENT TO CITY BOARD OR COMMISSION**

**PERSONAL INFORMATION**

Name: Last Frey First Robert

Address: \_\_\_\_\_

Phone: (H) \_\_\_\_\_ (W) \_\_\_\_\_ (Cell) \_\_\_\_\_

Occupation: Manufacturing Employer: Frey Manufacturing Corp.

Email Address: \_\_\_\_\_

Are you a Crosslake resident or property owner? ☒ Yes ☐ No If yes, ☒ Seasonal ☐ Permanent

If yes, how long have you been a Crosslake resident or property owner? 1 Year

☐ Please check this box if you are currently on a board or commission and wish to be considered for reappointment. Please note below the current board or commission you are currently serving. You are not required to complete the remainder of the application.

Please rank in order which of the following boards and commissions you are interested in serving on:

\_\_\_\_\_ PLANNING AND ZONING COMMISSION (Crosslake residency or property ownership required)

\_\_\_\_\_ ECONOMIC DEVELOPMENT AUTHORITY (Crosslake residency or property ownership required)

X PUBLIC WORKS/CEMETERY/SEWER COMMISSION (Crosslake residency or property ownership required)

\_\_\_\_\_ PARKS AND RECREATION/LIBRARY COMMISSION (Crosslake residency or property ownership not required)

Why are you interested in being appointed to a City advisory board or commission?

There are several Crosslake projects that I have some experience in dealing with during my career and could be of value to the city.

What strengths and abilities would you bring to the board or commission? Please include any education and experience that would assist you in serving on a board or commission.

Frey Manufacturing Corporation, President/CEO

40 years business background in transportation equipment manufacturing.

35 years experience in electric power design.

(over)

What are the most important issues facing our community over the next several years? What do you think the role of your board or commission should be in addressing those issues?

1. Maintenance, design and installation of transportation and waste & clear water infrastructure.  
Design and accomodation of existing and new construction.
2. Give guidance and opinions on projects and proposals facing the commission.

Attendance: Are you aware of the importance of regular meeting attendance, including the time commitment involved in preparing for meetings, and do you feel you have the time available to be an active participant? ☒ Yes ☐ No  
Comments:

### **POTENTIAL CONFLICTS**

*Conflicts of Interest* may arise by the participation in any activity, recommended action, or decision from which you receive or could potentially receive direct or indirect personal financial gain. In accordance with this definition, do you have any legal or equitable interest in any business which could be construed as a conflict of interest? ☒ Yes ☐ No

If yes, please explain:

My company manufactures equipment that FHWA, MNDOT, and local districts are specifying and/or has approved. If the city has a project that would use the products we manufacture to comply with specifications, that could be perceived as a potential conflict.

---

Signature Robert C. Frey Date 1-4-22  
January 4, 2022

Note: The selection process will vary according to the number of applications and vacancies, and may not include interviews with all applicants.

THANK YOU FOR YOUR INTEREST IN SERVING ON A CITY BOARD OR COMMISSION!

Please return application to:  
City of Crosslake  
13888 Daggett Bay Road  
Crosslake, MN 56442  
218-692-2688 Phone  
218-692-2687 Fax

### **DATA PRACTICES ADVISORY**

We are required to provide the following information to you. Under Minnesota law, some of the information requested above is public information, which must be provided to anyone who requests it. Some of it is classified as private information, which is not generally available to the public. However, all of the information will be used by the City Council in determining whether you should be appointed to a Board or Commission. Therefore, the information will be provided to the City Council in a public forum and will be reviewed in public. It will therefore be part of the public record, which will be available to anyone. Failure to provide the requested information may result in your not being considered for appointment. If you have concerns about providing any of the requested information, please contact City Hall at 218-692-2688.

E.  
1.

PUBLIC INFORMATION MEETING  
CITY OF CROSSLAKE  
MONDAY, DECEMBER 13, 2021  
6:00 P.M. – CITY HALL

The Council for the City of Crosslake held a Public Information Meeting on December 13, 2021. The following Council Members were present: Mayor Dave Nevin, Dave Schrupp, Marcia Seibert-Volz, Aaron Herzog and John Andrews. Also present were City Administrator Mike Lyonais, City Clerk Char Nelson, Public Works Director Ted Strand, Park and Recreation Director TJ Graumann, and Police Chief Erik Lee. Northland Press Reporter Paul Boblett and Echo Publishing Reporter Nancy Vogt attended via Zoom. There were three people in the audience.

Mayor Nevin called the meeting to order at 6:00 P.M. and turned the meeting over to Mike Lyonais. Mr. Lyonais reported that the purpose of the meeting was to take public comment and answer questions regarding the 2022 Budget and proposed tax levy.

Tom Swenson of 35533 Sand Pointe Drive addressed the Council and provided the following comments on the proposed 2022 budget: There was no need for the City to purchase a second skid steer and snow blower. The engineering costs in the public works budget could be reduced from \$25,000 to \$5,000. \$6,000 has been budgeted twice for police fines/fees expenditures. Mr. Swenson did not suggest that the levy be reduced but that these amounts be reallocated to other funds.

Marcia Seibert-Volz noted that the Council has received many requests from residents to plow the walking trails and suggested reallocating \$6,000 from fines/fees and \$25,000 from engineering fees to the cost of clearing trails. Ms. Seibert-Volz stated that staff should keep track of the hours spent clearing trails. TJ Graumann stated that there is more cost than just labor and asked if staff should track the cost of fuel, scraper blades and salt. Ms. Seibert-Volz and Dave Nevin stated that only labor needed to be tracked.

Dave Nevin stated that he was in favor of the proposed levy and that the Council did not have to move funds tonight. Mr. Nevin stated that he is in favor of the City purchasing land for future use and asked if the City could spend \$500,000 on land. Mike Lyonais stated that the City could use cash to purchase land. Dave Nevin asked if Ted Strand had spoken to the owner of the land adjacent to the sewer plant. Ted Strand replied that he has not been able to contact him.

Dave Nevin read into the record two emails from Crosslake resident Liz Luskey. Ms. Luskey asked what the process was to justify the expenditures to the city council and taxpayers the need for new equipment and road repairs, what inspection of the equipment and roads has been done, and what justification has been provided by each department manager. Ms. Luskey also was in favor of the City purchasing the land behind Andy's. Dave Nevin stated that the levy could not be increased now so the City would have to use cash to purchase land.

There were no other public comments.

Dave Schrupp stated that the City may see high bids for the sewer project next year and that he is okay with the budget the way it is.

There being no further business at 6:35 P.M., MOTION 12SP1-01-21 WAS MADE BY AARON HERZOG AND SECONDED BY DAVE NEVIN TO ADJOURN THE MEETING. MOTION CARRIED WITH ALL AYES.

Respectfully submitted by,

Charlene Nelson  
City Clerk



E. 2.

**REGULAR COUNCIL MEETING  
CITY OF CROSSLAKE  
MONDAY, DECEMBER 13, 2021  
7:00 P.M. – CITY HALL**

The Crosslake City Council held the Regular Council Meeting on Monday, December 13, 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, Planner-Zoning Coordinator Cheryl Stuckmayer, and City Attorney Brad Person. City Engineer Phil Martin, Northland Press Reporter Paul Boblett and Echo Journal Reporter Nancy Vogt attended via Zoom. There were approximately thirty 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 12R-01-21 WAS MADE BY DAVE SCHRUPP AND SECONDED BY JOHN ANDREWS TO APPROVE THE ADDITIONS TO THE AGENDA. MOTION CARRIED WITH ALL AYES.

**B. CRITICAL ISSUES**

1. MOTION 12R-02-21 WAS MADE BY MARCIA SEIBERT-VOLZ AND SECONDED BY JOHN ANDREWS TO ADOPT RESOLUTION NO. 21-34 APPROVING FINAL 2021 TAX LEVY COLLECTIBLE IN 2022 AS PRESENTED TOTALING \$4,467,112. MOTION CARRIED WITH ALL AYES.
2. MOTION 12R-03-21 WAS MADE BY MARCIA SEIBERT-VOLZ AND SECONDED BY AARON HERZOG TO APPROVE THE 2022 CITY BUDGET AS PRESENTED. MOTION CARRIED WITH ALL AYES.
3. Alden Hardwick presented Phase 5, a newly designed upgrade to the playground equipment, generously donated by Dick Dietz and family, in memory of Mary Lu Dietz. Phase 5 is an obstacle course and will be built in the northeast corner of the playground. The cost of Phase 5 is \$80,000 and will leave a legacy for the future of our youth. Alden Hardwick stated that Mary Lu Dietz was an active leader in the library youth program and other activities in the community. Dick Dietz attended the meeting via Zoom and his children, Mike and Jill, were in the audience. Jill Dietz stated that this will mean so much to her family. TJ Graumann stated that the proposed equipment is very unique and will attract people to the park. MOTION 12R-04-21 WAS MADE BY DAVE NEVIN AND SECONDED BY MARCIA SEIBERT-VOLZ TO ACCEPT \$80,000 DONATION FROM THE DIETZ FAMILY TO BE USED FOR THE PURCHASE OF OBSTACLE COURSE PLAYGROUND EQUIPMENT AT THE COMMUNITY CENTER. MOTION CARRIED WITH ALL AYES.

Alden Hardwick stated that PAL would like to add an expressive swing set to the playground at a cost of approximately \$20,000-\$30,000 and asked the community to consider making donations to PAL.

4. Cindy Myogeto of the Chamber gave an update on the Winterfest celebration to be held February 4-6, 2021. MOTION 12R-05-21 WAS MADE BY AARON HERZOG AND SECONDED BY JOHN ANDREWS TO APPROVE THE SERVING OF SOUP ON FEBRUARY 5, 2022 FOR WINTERFEST. MOTION CARRIED WITH ALL AYES.
5. Laura Stromberg of the St. Patrick's Day Committee reported that the parade will take place on Saturday, March 19, 2022. Ms. Stromberg listed the planned events. MOTION 12R-06-21 WAS MADE BY MARCIA SEIBERT-VOLZ AND SECONDED BY DAVE SCHRUPP TO ALLOW THE USE OF CITY STREETS FOR 5K RACE AND PARADE AND TO ALLOW CITY STAFF TO HELP WITH SNOW REMOVAL, BARRICADES, AND SAFETY. MOTION CARRIED WITH ALL AYES.
6. County Engineer Tim Bray addressed the Council and reported that he met with City Administrator Lyonais, Mayor Nevin and Corrine Hodapp of the US Army Corps of Engineers to discuss upgrades to the intersection of County Roads 3 and 66 at the entrance of the campground. A roundabout is being considered. Mr. Bray stated that the project may be eligible for a federal grant that could pay up to 100% of the cost of the improvements. The County and City would share the costs of items not covered by the grant, including engineering. Mr. Bray met with the Crosslakers and received their support. Corrine Hodapp wrote a letter of support on behalf of the US Army Corps of Engineers and the County Board is in support. Funds could be available by 2023. If the project is awarded the grant, community involvement is required to determine the best alternative for the improvements. Mr. Bray stated that roundabouts help reduce serious crashes. MOTION 12R-07-21 WAS MADE BY AARON HERZOG AND SECONDED BY JOHN ANDREWS TO APPROVE THE DRAFT LETTER OF SUPPORT TO THE COUNTY FOR USACE CAMPGROUND AND RECREATION AREA ACCESS IMPROVEMENT PROJECT. MOTION CARRIED WITH ALL AYES.

**C. PUBLIC FORUM** – Jerry Volz of 37668 Moen Beach Trail asked why the sidewalk in front of City Hall has not been fixed. The parking lot curb was damaged last year. Ted Strand replied that he obtained a quote, presented it to the Council and nothing was done. Marcia Seibert-Volz asked why the damage was not submitted to the insurance company. Aaron Herzog stated that he thought they planned to add a handicapped ramp there. Ted Strand replied that the contractor said there was not enough room for a ramp.

Cindy Myogeto of the Chamber of Commerce stated that only half the business community is in favor of a roundabout. Marcia Seibert-Volz asked why the City would participate in the cost to improve that intersection since it is on County roads.

Peter Graves of 14131 Sugarloaf Road announced that a new event, "April Foolish Day Pickleball Event", would be held in 2022 to raise money for local charities and invited the Council, staff and residents to participate.

**D. CONSENT CALENDAR** –MOTION 12R-08-21 WAS MADE BY JOHN ANDREWS AND SECONDED BY DAVE SCHRUPP TO APPROVE THE FOLLOWING ITEMS LISTED ON THE CONSENT CALENDAR:

1. Regular Council Meeting Minutes of November 8, 2021

2. Budget Workshop Meeting Minutes of November 17, 2021
  3. Draft Month End Revenues Report dated November 2021
  4. Draft Month End Expenditures Report dated November 2021
  5. Draft Balance Sheet dated November 2021
  6. City Hall Construction Project Costs of 11/30/2021
  7. Fire Hall Construction Project Costs of 11/30/2021
  8. Police Report for Crosslake – November 2021
  9. Police Report for Mission Township – November 2021
  10. Fire Department Report – November 2021
  11. North Memorial Ambulance Run Reports – November 2021
  12. Planning and Zoning Monthly Statistics
  13. Crosslake Parks, Recreation and Library Commission Meeting Minutes of 10/27/21
  14. Waste Partners Recycling Report for October 2021
  15. 2022 Schedule of City Council and Commission Meetings
  16. Bills for Approval in the Amount of \$97,721.49
- MOTION CARRIED WITH ALL AYES.

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

1. MOTION 12R-09-21 WAS MADE BY AARON HERZOG AND SECONDED BY JOHN ANDREWS TO APPROVE RESOLUTION NO. 21-35 ACCEPTING DONATIONS FROM AMERICAN LEGION POST 500 THE AMOUNT OF \$1,000 FOR THE POLICE DEPARTMENT, FROM ROGER AND CAROL ROY IN THE AMOUNT OF \$1,000 FOR THE FIRE DEPARTMENT FOR AIR MONITOR CALIBRATION UNIT, AND FROM JUDITH C. NELSON IN THE AMOUNT OF \$1,000 FOR THE POLICE DEPARTMENT. MOTION CARRIED WITH ALL AYES.
2. Steve Roell of 11844 Lake Trail gave an update regarding an amendment to the sign/flag ordinance since he talked to the County. The County Sheriff and a County Commissioner were not in favor of restricting signage. Mr. Roell would like the Council to consider amending the City sign ordinance to restrict obscene and offensive language. Dave Nevin explained that Mr. Roell's neighbor had an inappropriate flag on his dock. When Mr. Nevin heard of the issue, he called the property owner and asked him to take it down, which he did. Aaron Herzog suggested tabling the issue for a while. The Council took no action.
3. Dave Nevin reported that there will be vacancies on many commissions and encouraged interested individuals to apply for a position. Appointments will be made at the regular meeting in January.
4. Dave Nevin stated that he is in favor of the City purchasing property and suggested that the Council watch for available property to purchase.
5. County Commissioner Bill Brekken provided a written Short-Term Rental Update to the Mayor and the Mayor stated that interested parties could get copies at City Hall.
6. Dave Nevin asked how often the City website is updated and who is responsible to update it. Char Nelson replied that each department head updates their section as needed.

Dave Nevin stated that when he goes on the website, he sees things on there going back to 2018 and suggested that it be more colorful.

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

1. MOTION 12R-10-21 WAS MADE BY AARON HERZOG AND SECONDED BY JOHN ANDREWS TO APPROVE THE PAYMENT OF BILLS FROM DECEMBER 14-31, 2021 WITH RETRO APPROVAL AT THE JANUARY 2022 COUNCIL MEETING. MOTION CARRIED WITH ALL AYES.
2. Mike Lyonais reported that the State reallocated remaining ARPA funds after all eligible city requests were received. The City's share is \$4,078.56. MOTION 12R-11-21 WAS MADE BY JOHN ANDREWS AND SECONDED BY MARCIA SEIBERT-VOLZ TO APPROVE RESOLUTION NO. 21-36 TO ACCEPT THE ADDITIONAL CORONAVIRUS LOCAL FISCAL RECOVERY FUND ESTABLISHED UNDER THE AMERICAN RESCUE PLAN ACT. MOTION CARRIED WITH ALL AYES. MOTION CARRIED WITH ALL AYES.
3. MOTION 12R-12-21 WAS MADE BY MARCIA SEIBERT-VOLZ AND SECONDED BY AARON HERZOG TO APPROVE PAYMENT OF \$5,973.70 TO MIDWEST PROPERTIES FOR REIMBURSEMENT OF 90% OF INCREMENTAL TAX REVENUE. MOTION CARRIED WITH ALL AYES.
4. MOTION 12R-13-21 WAS MADE BY AARON HERZOG AND SECONDED BY DAVE SCHRUPP TO CONTRACT WITH GREG KOSSAN FOR SEPTIC DESIGN REVIEWS AND APPROVALS AND FOR SEPTIC INSTALLATION INSPECTIONS AND TO PASS-ON MR. KOSSAN'S CHARGES TO THE RESIDENT THROUGH THE SEPTIC PERMIT APPLICATION. MOTION CARRIED WITH ALL AYES.
5. Char Nelson reported that she had received one complete application for 2022 Waste Hauler License Renewals from Waste Partners. Pequot Lakes Sanitation had submitted nothing and Waste Management submitted an application, but no payment. The application renewals were due to the City by December 10. In addition, Waste Management is not offering recycling to customers through its website. City Code requires that waste haulers provide curb side recycling in Crosslake. Dave Schrupp stated that the City's fee of \$1,000 was too high and suggested it be lowered. MOTION 12R-14-21 WAS MADE BY DAVE NEVIN AND SECONDED BY DAVE SCHRUPP TO REDUCE THE WASTE HAULER LICENSE FEE FROM \$1,000 TO \$100 PER YEAR. MOTION CARRIED WITH ALL AYES.

MOTION 12R-15-21 WAS MADE BY DAVE SCHRUPP AND SECONDED BY AARON HERZOG TO EXTEND THE APPLICATION DEADLINE FOR WASTE HAULER LICENSES TO 12/31/21. MOTION CARRIED WITH ALL AYES.

It was the consensus of the Council to direct City Clerk to notify Waste Management that recycling must be offered on phone and on website or their waste hauler license will not be renewed.

#### **G. COMMISSION REPORTS**

## **1. PARK AND RECREATION/LIBRARY**

- a. TJ Graumann reported that the irrigation project was postponed from earlier in the year to fall due to the planning and construction of the pickleball shade feature. North Central Lawn & Irrigation of Long Prairie was unable to do the project in the fall, but guaranteed their quote of \$4,300 for spring of 2022. MOTION WAS MADE BY DAVE NEVIN TO HAVE LOCAL CONTRACTOR BID THE JOB. Motion died for lack of a second.

MOTION 12R-16-21 WAS MADE BY MARCIA SEIBERT-VOLZ AND SECONDED BY AARON HERZOG TO ASSIGN \$4,300 FROM 2021 PARK AND RECREATION BUDGET TO 2022 PARK AND RECREATION BUDGET FOR IRRIGATION PROJECT TO BE COMPLETED IN SPRING 2022. MOTION CARRIED WITH ALL AYES.

- b. MOTION 12R-17-21 WAS MADE BY AARON HERZOG AND SECONDED BY JOHN ANDREWS TO APPROVE THE KITCHIGAMI REGIONAL LIBRARY SYSTEM SERVICE CONTRACT FOR 2022. MOTION CARRIED WITH ALL AYES.
- c. MOTION 12R-18-21 WAS MADE BY JOHN ANDREWS AND SECONDED BY AARON HERZOG TO ACCEPT CASH IN LIEU OF LAND FOR THE MACGREGOR LOT SPLIT ON TAMARACK ROAD IN THE AMOUNT OF \$1,500. MOTION CARRIED WITH ALL AYES.
- d. MOTION 12R-19-21 WAS MADE BY AARON HERZOG AND SECONDED BY DAVE SCHRUPP TO ACCEPT CASH IN LIEU OF LAND FOR THE CURTIS LOT SPLIT ON COUNTY ROAD 37 IN THE AMOUNT OF \$1,500. MOTION CARRIED WITH ALL AYES.

## **2. PUBLIC WORKS**

- a. The Council reviewed a memo dated December 1, 2021 from Phil Martin regarding updates on City projects. No action was taken.
- b. MOTION 12R-20-21 WAS MADE BY DAVE SCHRUPP AND SECONDED BY JOHN ANDREWS TO APPROVE RESOLUTION NO. 21-37 ORDERING ADVERTISEMENT FOR BIDS FOR SEWER EXTENSION PROJECT. MOTION CARRIED WITH ALL AYES.
- c. The Council reviewed a quote from Quality Flow Systems for lift station controller and cellular monitor upgrade in the amount of \$49,980. Ted Strand explained that the City received a quote of \$400,000 for new panels and equipment. Quality Flow Systems, the installer of the original equipment, suggested that the equipment be updated rather than replaced. Ted Strand stated that there is \$50,000 in the 2021 Budget for capital expenses and suggested that the Council move those funds to 2022. MOTION 12R-21-21 WAS MADE BY MARCIA SEIBERT-VOLZ AND SECONDED BY AARON HERZOG TO MOVE FORWARD WITH QUOTE

FROM QUALITY FLOW SYSTEMS AND TO ASSIGN \$50,000 FROM 2021 BUDGET TO 2022 SEWER BUDGET. MOTION CARRIED WITH ALL AYES.

- d. Ted Strand reported that he met with the City Administrator, City Clerk and his staff and determined that Public Works staff will take the minutes of Public Works meetings. Marcia Seibert-Volz stated that the Council gave staff a chance and the minutes were not done. Ted Strand stated that he completed the minutes. MOTION 12R-22-21 WAS MADE BY MARCIA SEIBERT-VOLZ AND SECONDED BY DAVE NEVIN TO DIRECT CITY CLERK TO TAKE MINUTES OF PUBLIC WORKS COMMISSION MEETINGS. MOTION FAILED 2-3 WITH HERZOG, SCHRUPP AND ANDREWS OPPOSED. Aaron Herzog stated that the Council should see how the plan works.

**H. PUBLIC FORUM** – Bob Frey of 37803 White Pine Trail stated that if a roundabout is constructed, the City should acquire the land behind Andy's and asked if anyone has looked into purchasing the land. Dave Nevin stated that the City has been looking at that piece of land since 2017 and he has not been able to get the Council to pursue it. Mr. Frey suggested putting the topic on the agenda to discuss. Mr. Nevin stated that he thinks the land is no longer for sale. Dave Schrupp reminded the Mayor that the City spent millions of dollars on buildings the last few years and when the topic came up to purchase this property, the timing was not right. Dave Schrupp suggested that the community get involved in some sort of committee to determine the cost of the land and the cost of development and make a recommendation to the Council. It was the consensus of the Council that Park and Rec Department form a community committee to discuss the acquisition of land. Dave Nevin stated that he thinks the City waited too long and that the land is not available.

**I. CITY ATTORNEY REPORT** - None

**J. NEW BUSINESS** – None.

**K. OLD BUSINESS** – None.

**L. ADJOURN** – MOTION 12R-23-21 WAS MADE BY AARON HERZOG AND SECONDED BY DAVE SCHRUPP TO ADJOURN THE MEETING AT 8:40 P.M. MOTION CARRIED WITH ALL AYES.

Respectfully submitted by,

Charlene Nelson  
City Clerk

E.  
11.

**Crosslake Police Department**  
**Monthly Report**  
**December 2021**

Agency Assist	17	Traffic Arrest	2
Alarm	20	Traffic Citations	8
Animal Complaint	5	Traffic Warnings	69
Assault	1	Trespass	1
Burning Complaint	1	Vehicle Off Road	2
Civil Problem	1	Welfare Check	7
Conduct on Premises	1		
Damage To Property	1	<b>Total</b>	<b>211</b>
Disturbance	1		
Driving Complaint	4		
Ems	33		
Fire	2		
Fraud	1		
Gun Permits	1		
Hazard In Road	2		
Information	3		
Motorist Assist	1		
Parking Complaint	4		
Property Damage Acc	7		
Public Assist	3		
Scam/Con	4		
Suspicious Activity	1		
Suspicious Person	1		
Suspicious Vehicle	6		
Theft	1		



E. 12.

**Crosslake Police Department  
Mission Township Police Report  
December 2021**

Agency Assist	2
Alarm	2
Ems	4
Hazard In Road	1
Housewatch	1
Motorist Assist	2
Personal In Accident	1
Property Damage Acc	1
Traffic Arrest	1
Traffic Citations	6
Traffic Warnings	51
Trespass	1
Vehicle Off Road	1
<b>Total</b>	<b>74</b>



# Crosslake Fire Department

Date: December 2021

E. 13.

Description of Incident	Incidents	
	Calls	YTD
<b>300 - Rescue &amp; Emergency Medical Services</b>		
311 - Medical Assist - Assist EMS Crew	27	339
300 - Rescue, EMS Incident		1
322 - Motor Vehicle Accident with Injuries	1	6
324 - Motor Vehicle Accident with No Injuries		3
326 - Snowmobile Accident With Injuries		
362 - Ice Rescue		2
Total:	28	351
<b>100 - Fire</b>		
111 - Building Fire		2
111 - Building Fire (Mutual Aid)		2
112/118/113/114 - Fire Other / Chimney Fire		
143 - Grass Fire/Wildland Fire		6
130/131/134/142 - Mobile Property/Automobile Fire/Off Road Vehicle		2
Total:	0	12
<b>400 - Hazardous Condition (No Fire)</b>		
411 - Gasoline or other Flammable Liquid Spill		
412 - Gas Leak (Natural Gas or LPG)		5
424 - Carbon Monoxide Incident		1
444 - Power Line Down/Trees on Road		2
445 - Arcing, Shorted Electrical Equipment		
Total:	0	8
<b>500 - Service Call</b>		
561 - Unauthorized Burning	1	4
531 - Smoke or Odor Removal		1
550 - Public Assist / 571 - Standby	2	17
551 - Agency Assist	1	22
Total:	4	44
<b>600 - Good Intent Call</b>		
611 - Dispatched and Cancelled en route		16
600 - Good Intent Call		
651 - Smoke scare, Odor of smoke	1	5
661 - EMS Party Transport - Aircare - Traffic Control		18
Total:	1	39
<b>700 - False Alarm &amp; False Call</b>		
743 - Smoke Detector Activation - No Fire	1	11
746 - Carbon Monoxide Detector Activation - No CO	2	6
731 - Sprinkler Activation due to Malfunction		1
Total:	3	18
<b>800 - Severe Weather &amp; Natural Disaster</b>		
814 - Lightning Strike (No Fire)		
815 - Severe Weather Standby		
Total:	0	0
<b>Total Incidents:</b>	<b>36</b>	<b>472</b>

## Annual Fire Situation Report - Month &amp; Year

## Basic Incident Type Code And Description (FD1.21)

## Total Fires

## Basic Incident Year-Month Number (FD1.3): 2021-01

311 - Medical assist, assist EMS crew	28
322 - Motor vehicle accident with injuries	1
360 - Water & ice-related rescue, other	1
362 - Ice rescue	1
551 - Assist police or other governmental agency	1
611 - Dispatched and cancelled en route	1
746 - Carbon monoxide detector activation, no CO	1

Total: 34

## Basic Incident Year-Month Number (FD1.3): 2021-02

311 - Medical assist, assist EMS crew	33
322 - Motor vehicle accident with injuries	1
412 - Gas leak (natural gas or LPG)	1
531 - Smoke or odor removal	1
551 - Assist police or other governmental agency	3
651 - Smoke scare, odor of smoke	1
661 - EMS call, party transported by non-fire agency	3
731 - Sprinkler activation due to malfunction	1
745 - Alarm system activation, no fire - unintentional	1

Total: 45

## Basic Incident Year-Month Number (FD1.3): 2021-03

142 - Brush or brush-and-grass mixture fire	1
311 - Medical assist, assist EMS crew	25
324 - Motor vehicle accident with no injuries.	1
424 - Carbon monoxide incident	1
551 - Assist police or other governmental agency	2
561 - Unauthorized burning	1
611 - Dispatched and cancelled en route	2
661 - EMS call, party transported by non-fire agency	3

Total: 36

## Basic Incident Year-Month Number (FD1.3): 2021-04

131 - Passenger vehicle fire	1
143 - Grass fire	1
311 - Medical assist, assist EMS crew	24
551 - Assist police or other governmental agency	2
553 - Public service	1
561 - Unauthorized burning	1
611 - Dispatched and cancelled en route	1
735 - Alarm system sounded due to malfunction	2
746 - Carbon monoxide detector activation, no CO	1

Total: 34

## Basic Incident Year-Month Number (FD1.3): 2021-05

111 - Building fire	1
134 - Water vehicle fire	1
311 - Medical assist, assist EMS crew	29
550 - Public service assistance, other	1
551 - Assist police or other governmental agency	3
611 - Dispatched and cancelled en route	1
651 - Smoke scare, odor of smoke	1
745 - Alarm system activation, no fire - unintentional	1

Total: 38

## Basic Incident Year-Month Number (FD1.3): 2021-06

142 - Brush or brush-and-grass mixture fire	1
311 - Medical assist, assist EMS crew	29

## Basic Incident Type Code And Description (FD1.21)

Total Fires

322 - Motor vehicle accident with injuries	1
351 - Extrication of victim(s) from building/structure	1
551 - Assist police or other governmental agency	2
611 - Dispatched and cancelled en route	1
661 - EMS call, party transported by non-fire agency	2
745 - Alarm system activation, no fire - unintentional	2

Total: 39

## Basic Incident Year-Month Number (FD1.3): 2021-07

111 - Building fire	1
311 - Medical assist, assist EMS crew	30
324 - Motor vehicle accident with no injuries.	1
412 - Gas leak (natural gas or LPG)	1
551 - Assist police or other governmental agency	2
553 - Public service	1
561 - Unauthorized burning	1
611 - Dispatched and cancelled en route	3
651 - Smoke scare, odor of smoke	1
661 - EMS call, party transported by non-fire agency	2
745 - Alarm system activation, no fire - unintentional	1
746 - Carbon monoxide detector activation, no CO	1

Total: 45

## Basic Incident Year-Month Number (FD1.3): 2021-08

111 - Building fire	1
142 - Brush or brush-and-grass mixture fire	1
311 - Medical assist, assist EMS crew	30
412 - Gas leak (natural gas or LPG)	1
444 - Power line down	1
553 - Public service	1
611 - Dispatched and cancelled en route	1
661 - EMS call, party transported by non-fire agency	1

Total: 37

## Basic Incident Year-Month Number (FD1.3): 2021-09

111 - Building fire	1
142 - Brush or brush-and-grass mixture fire	2
311 - Medical assist, assist EMS crew	31
322 - Motor vehicle accident with injuries	1
550 - Public service assistance, other	1
571 - Cover assignment, standby, moveup	3
611 - Dispatched and cancelled en route	2
661 - EMS call, party transported by non-fire agency	1
735 - Alarm system sounded due to malfunction	1

Total: 43

## Basic Incident Year-Month Number (FD1.3): 2021-10

311 - Medical assist, assist EMS crew	30
322 - Motor vehicle accident with injuries	1
412 - Gas leak (natural gas or LPG)	2
550 - Public service assistance, other	3
551 - Assist police or other governmental agency	5
611 - Dispatched and cancelled en route	2
651 - Smoke scare, odor of smoke	1
661 - EMS call, party transported by non-fire agency	2
745 - Alarm system activation, no fire - unintentional	2
746 - Carbon monoxide detector activation, no CO	1

Total: 49

## Basic Incident Year-Month Number (FD1.3): 2021-11

311 - Medical assist, assist EMS crew	23
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## Basic Incident Type Code And Description (FD1.21)

Total Fires

324 - Motor vehicle accident with no injuries.	1
444 - Power line down	1
550 - Public service assistance, other	3
551 - Assist police or other governmental agency	1
553 - Public service	1
611 - Dispatched and cancelled en route	2
661 - EMS call, party transported by non-fire agency	4

Total: 36

## Basic Incident Year-Month Number (FD1.3): 2021-12

311 - Medical assist, assist EMS crew	27
322 - Motor vehicle accident with injuries	1
551 - Assist police or other governmental agency	1
553 - Public service	2
561 - Unauthorized burning	1
651 - Smoke scare, odor of smoke	1
745 - Alarm system activation, no fire - unintentional	1
746 - Carbon monoxide detector activation, no CO	2

Total: 36

Total: 472

## Report Filters

Basic Incident Date Time: is between '01/01/2021' and '12/31/2021'

Agency Name: is equal to 'CROSSLAKE'



# CROSSLAKE FIRE DEPARTMENT ANNUAL REPORT 2021

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## MESSAGE FROM THE FIRE CHIEF

### Chief Chip Lohmiller

It is my pleasure to present the 2021 Crosslake Fire Department Annual Report to the Honorable Mayor, distinguished members of the City Council and the citizens of Crosslake.

The mission of the Crosslake Fire Department is to provide the highest level of professional service to the public by protecting lives, property, and the environment.

We continue to be challenged with the current COVID-19 health crisis and variants that began in March of 2020. Keeping our staff safe from the Pandemic is always our top priority. The Crosslake Fire Department acquired the proper PPE, established new Fire Department EMS Standard Operating Procedures and Guidelines for responding to Covid-19 incidents and have continued to work through these challenging times.

In April of 2021, the Crosslake Fire Station completed its renovation after years of planning. This renovation will help the Fire Department with apparatus space needs, decontamination areas, membership showers, training room/emergency operations center, administrative offices, and much needed storage space. This process was long and faced many challenges throughout the process including the discovery of mold throughout the existing building and structural decay from water issues. These findings were addresses and taken care of during the remodel process.

In April of 2021, the Crosslake Fire Department took delivery of our new E1 HP78 Aerial Apparatus. This new apparatus has a 2000 GPM pump, 500 Gallons of on-board water, hoses for fire attack and water supply, an elevated master stream on the 78' ladder, and an ample supply of ground ladders. Ladder 1 can respond to many types of incidents and will be a valuable addition to our fleet.

One of our members of the Fire Department deployed to Louisiana for an EMAC Response to Hurricane Ida this past fall and gained valuable knowledge and experience serving the needs of the State of Louisiana during their crisis.

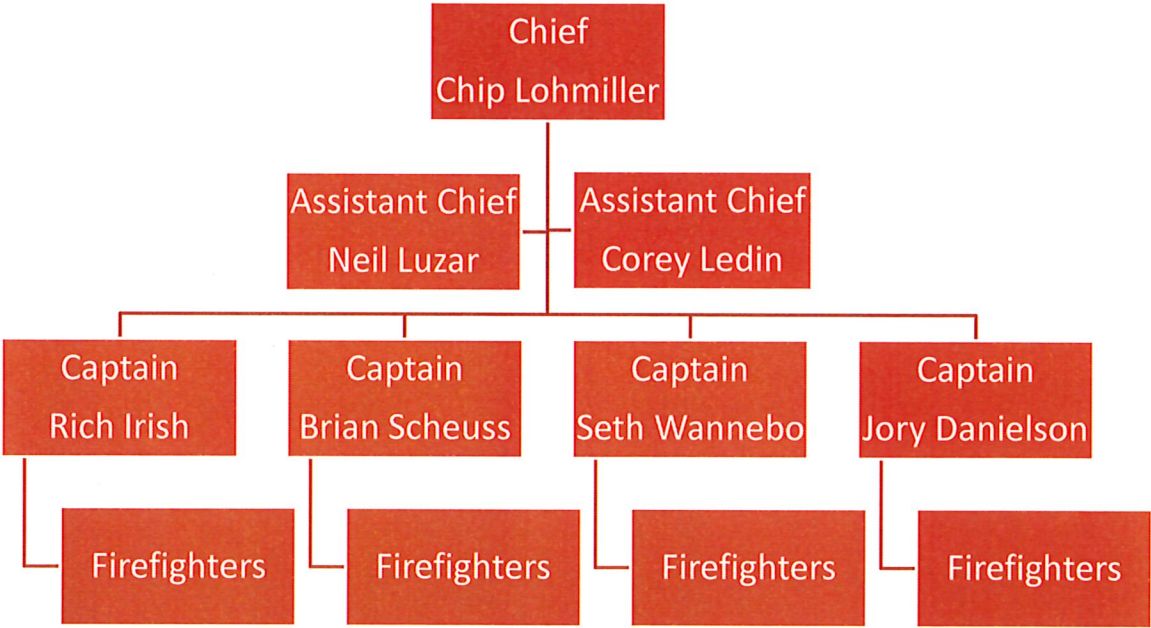
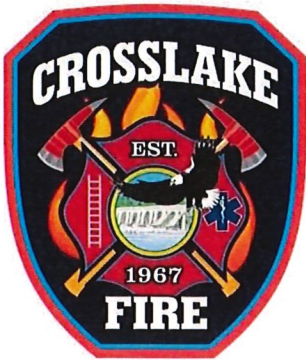
This 2021 annual report illustrates our commitment to the citizens of our community. The members of the Crosslake Fire Department take great pride each day to serve the citizens and visitors of Crosslake.

In closing, I would like to thank the members of the Crosslake Fire Department and their families for their dedication to the organization and our community. We are fortunate to have a City Council and Administration that supports our mission to deliver the highest quality emergency services possible to our community.

Respectfully,  
Chip Lohmiller  
Fire Chief



ORGANIZATIONAL CHART







## CROSSLAKE FIRE DEPARTMENT STAFF

	First	Last	Hired	FIRE	Years
1	Brian	Scheuss	1992	Captain	29
2	David	Demcho	1992	Paramedic – EMS Calls	
3	Chip	Lohmiller	1997	Chief/EMR	24
4	Sonya	Kosloski	1997	Firefighter/EMR	24
5	Dean	Olson	1998	Firefighter/SO/EMR	24-Ret 2022
6	Joe	St. Pierre	2000	Firefighter	20
7	Scott	Johnson	2001	Captain/EMR	20
8	Matt	Gallaway	2002	Firefighter/EMT	18
9	Neil	Luzar	2004	Assistant Chief/EMR	17
10	Paul	Nelson	2004	Firefighter/EMT	16
11	Randy	Maxfield	2007	Firefighter	14
12	Corey	Ledin	2007	Assistant Chief/EMR	14
13	Seth	Wannebo	2005	Captain/EMR	14
14	Rich	Irish	2009	Captain/EMR	12
15	Evyn	Thompson	2010	Firefighter/EMR	11
16	Rob	Clement	2010	Firefighter/EMR	11
17	Joel	Carlton	2011	Firefighter/EMR	10
18	Joe	Chase	2012	Firefighter/EMR	9
19	Nick	Spaeth	2015	Firefighter/EMR	6
20	Doug	Benzer	2015	Firefighter/EMR	6
21	Rob	Birkeland	2016	Firefighter/EMR	5
22	Teresa	Haines	2016	EMT – EMS Calls	5
23	Ryan	Gruba	2016	Firefighter/EMR	5
24	Jory	Danielson	2018	Captain/EMR	3
25	Caitlin	Mailin	2018	Firefighter	3
26	Reed	Nelson	2018	Firefighter	3
27	Logan	Olson	2019	EMR – EMS Calls	2



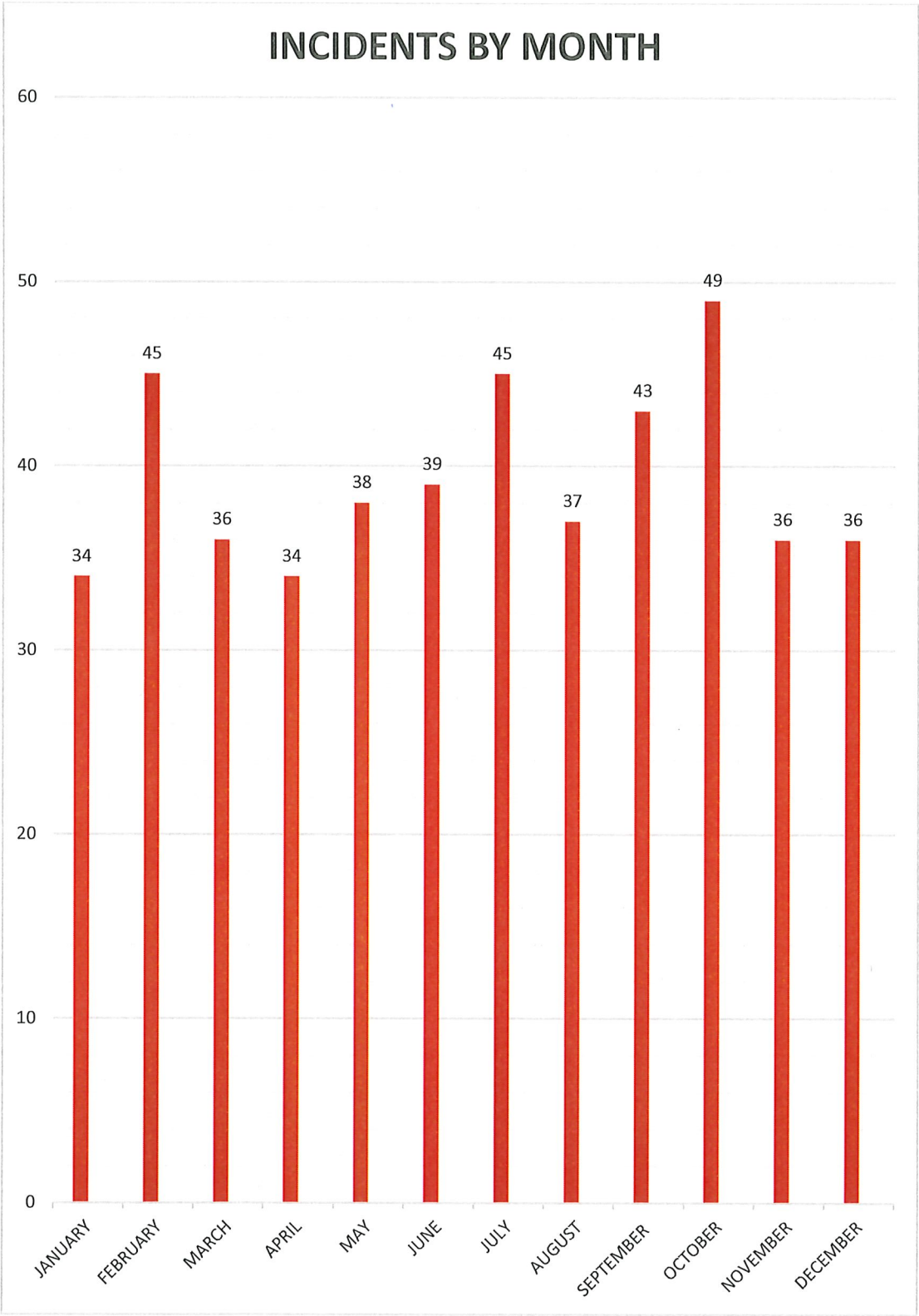
## APPARATUS / EQUIPMENT

Year	Age	Make	Vehicle ID		Description
2015	6	SPARTAN	Engine 1		First Engine
2021	1	E-ONE	Ladder 1		Quint – Second Engine/Aerial
2019	2	Ford	Rescue 1		Rescue/Air Support
2013	8	FREIGHT	Tender 3		3000 Gallon Tender
2004	17	FREIGHT	Tender 4		Mutual Aid / 2000 Gallon Tender/Pumper

1996/2003	25	E-ONE	Engine 2		Reserve Engine
2013	8	CHEVY	EMS Command		Command / EMS
2008	13	FORD	R3		Rescue 3 – EMS/Drone
2003	18	FORD	F-450		Type V1 – Grass Rig
2013	8	Polaris	Side by Side		Rescue/Grass Rig
2017	4	ZODIAC	Rescue Boat		Water/Ice Rescue

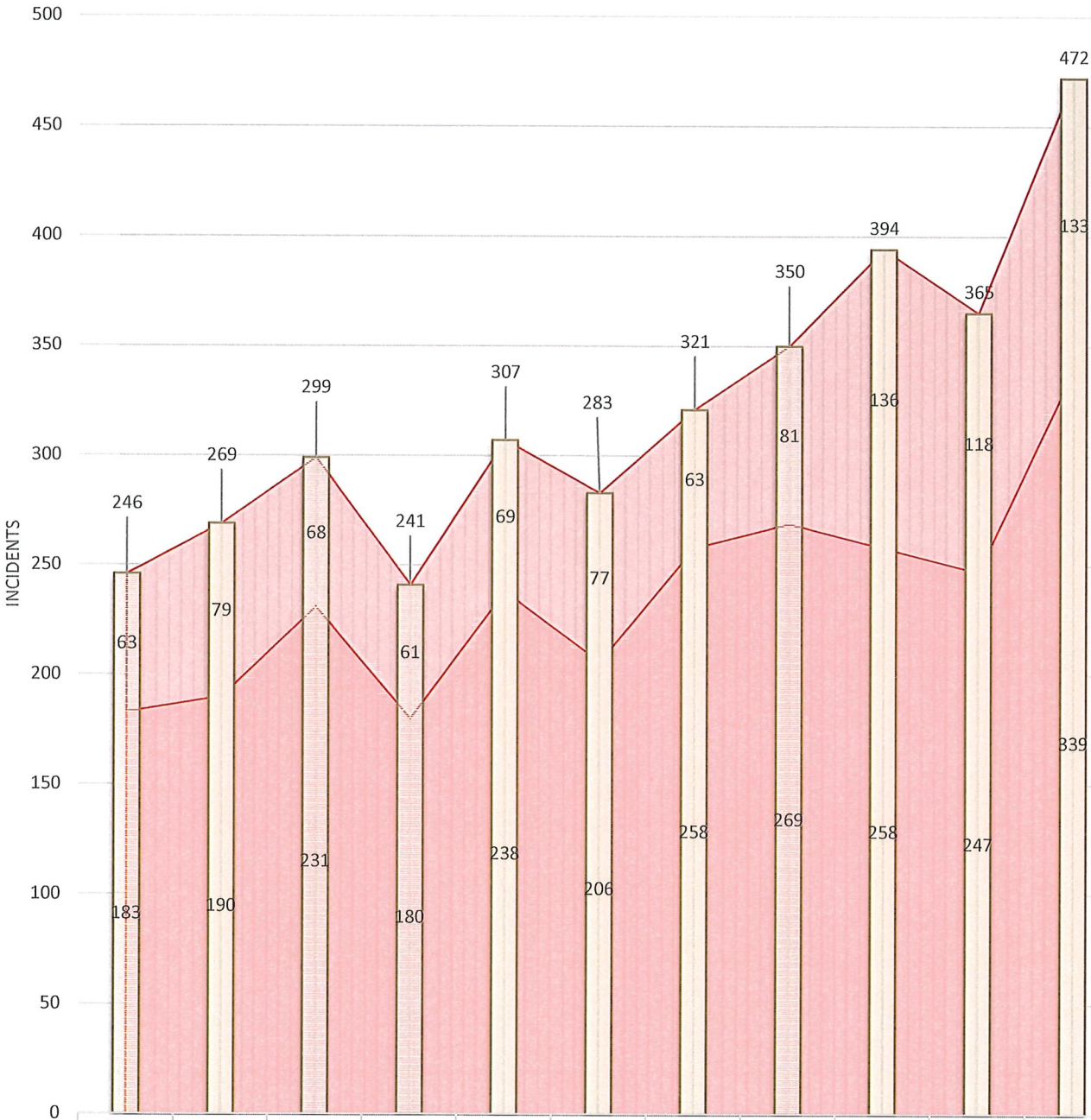
<b>Crosslake Fire Department</b>	<b>Incidents</b>
<b>Description of Incident</b>	<b>2021</b>
<b>300 - Rescue &amp; Emergency Medical Services</b>	
311 - Medical Assist - Assist EMS Crew	339
300 - Rescue, EMS Incident	1
322 - Motor Vehicle Accident with Injuries	6
323 – Motor Vehicle Accident with No Injuries	3
362 – Ice Rescue	2
<b>Total Medical:</b>	<b>351</b>
<b>100 - Fire</b>	
111 - Building Fire	4
143 - Grass Fire/Wildland Fire	6
130/131/134/142 – Mobile Property Fire	2
<b>Total Fire:</b>	<b>12</b>
<b>400 - Hazardous Condition (No Fire)</b>	
411/412 - Flammable Liquid Spill - Gas Leak (Natural Gas or LPG)	5
424 - Carbon Monoxide Incident	1
444 - Power Line Down	2
<b>Total Hazardous Condition:</b>	<b>8</b>
<b>500 - Service Call</b>	
531 - Smoke or Odor Removal	1
550/571 - Public Assist / Standby	17
551 – Agency Assist	22
561- Unauthorized Burning	4
<b>Total Service Call:</b>	<b>44</b>
<b>600 - Good Intent Call</b>	
661 – EMS Air Care – Landing Zone	18
611 - Dispatched and Cancelled en route	16
651 - Smoke scare, Odor of smoke	5
<b>Total Good Intent:</b>	<b>39</b>
<b>700 - False Alarm &amp; False Call</b>	
735/744/745 - Smoke Detector/Alarm Activation - No Fire	11
746 - Carbon Monoxide Detector Activation - No CO	6
731 – Sprinkler Activation due to Malfunction	1
<b>Total False Alarms:</b>	<b>18</b>
<b>800 - Severe Weather &amp; Natural Disaster</b>	
812/813/814/815 – Severe Weather Standby/Flood/Tornado	0
<b>Total Standby:</b>	<b>0</b>
<b>TOTAL INCIDENTS</b>	<b>472</b>







# INCIDENTS 2011 - 2021



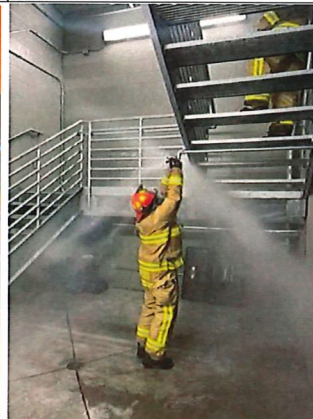
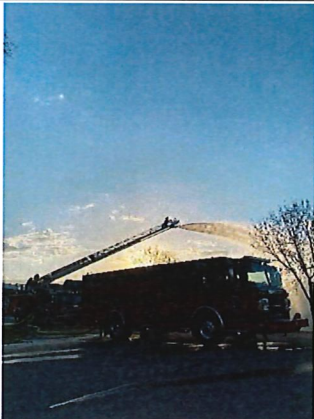
	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
FIRE	63	79	68	61	69	77	63	81	136	118	133
EMS	183	190	231	180	238	206	258	269	258	247	339
INCIDENTS	246	269	299	241	307	283	321	350	394	365	472

AXIS TITLE

EMS FIRE INCIDENTS

## DEPARTMENT FIRE/EMS TRAINING 2021

	<b>JANUARY FEBRUARY</b>
Aerial Operations Solar Power Awareness OSHA Training Building Construction	EMS Training Small Engines / Tools Aerial Operations SCBA Refresher
<b>MARCH</b>	<b>APRIL</b>
Aerial Operations Tactics Hose Deployment Fire Behavior/Control Forcible Entry	EMS Training Aerial Operations Defensive Driving Pump Operations
<b>MAY</b>	<b>JUNE</b>
Ladder Relay Pumping Elevated Rescue Aerial Operations Leadership	Aerial Operations Pumping Scenarios Wildland Training
<b>JULY</b>	<b>AUGUST</b>
Pump Operations Aerial Operation w/Mutual Aid Wildland Training	EMS Training Pump Operations
<b>SEPTEMBER</b>	<b>OCTOBER</b>
EMS Training Elevated Rescue / High Angle First Due Scenarios	FDC / Sprinklers Aerial Operations – Relay Pumping Chiefs Conference
<b>NOVEMBER</b>	<b>DECEMBER</b>
Ground Ladders Truck Equipment Carbon Monoxide Refresher	Electrical Safety OSHA Refresher / BBP Live Burn Training Hazmat Refresher / Air Monitoring



**Total Hours of Staff Fire/Ems Training: 4,286 Hours**



2021 Completion of the Fire Station Remodel

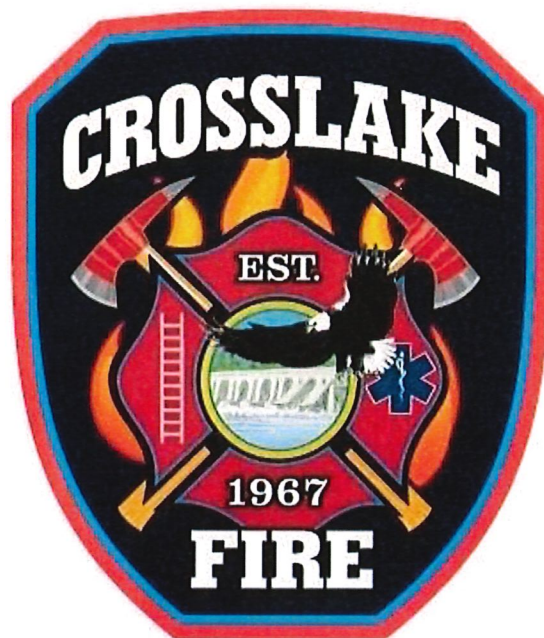


01/01/2021



THE CROSSLAKE FIRE DEPARTMENT IS COMMITTED TO  
SERVING THE CITIZENS AND VISITORS OF OUR  
COMMUNITY. WE WANT TO THANK YOU FOR YOUR  
CONTINUED SUPPORT.

WE HOPE YOU HAVE A SAFE 2022!



**NORTH AMBULANCE  
CROSSLAKE**

**DECEMBER 2021 RUN REPORT**

**TOTAL CALLOUTS:** **83**

NIGHT: 29 DAY: 54

No Loads:	16
Cancels:	10
Fire Standbys:	01
Police Standbys:	00
Transported Patients:	56

CROSSLAKE:	34 (7 No Load, 2 Cancel)
BREEZY POINT:	12 (2 No Load, 4 Cancel)
MERRIFIELD	06 (1 No Load)
FIFTY LAKES:	03 (1 No Load)
MANHATTAN BEACH:	00

**MUTUAL AID TO:**

PINE RIVER:	22 (4 No Load, 2 Cancel, 1 Fire)
BRAINERD:	06 (1 No Load, 2 Cancel)

BLS TRANSFERS:	00
ALS TRANSFERS:	00

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

BRAINERD:	00
PINE RIVER:	00
AIRCARE:	00



E. 16.

## STATED MINUTES

### City of Crosslake Planning Commission/Board of Adjustment

October 22, 2021  
9:00 A.M.

Crosslake City Hall  
13888 Daggett Bay Road  
Crosslake, MN 56442

1. Present: Chair Mark Wessels; Vice-Chair Mark Lindner; Randy Dymoke; Bill Schiltz; Alternate Kristin Graham; Alternate Joel Knippel and Liaison Council Member Aaron Herzog
2. Absent: Jerome Volz
3. Staff: Jon Kolstad, Planning & Zoning Administrator and Cheryl Stuckmayer, Planner-Zoning Coordinator
4. 9-24-21 Minutes & Findings – **Motion by Lindner; supported by Schiltz to approve the minutes & findings as written. All members voting “Aye”, Motion carried.**
5. Old Business-Variances are heard on their individual requests, past variances hold no precedents. Commissioners may table the request if needed and an applicant can withdraw their request. If the variance(s) is/are approved, all existing nonconformities will be eliminated and will hereafter be required to follow the variance decision. If a variance is denied the applicant can rebuild the nonconformity as is per the Crosslake Ordinance.
  - 5.1 None
6. New Business
  - 6.1 P&F Capital LLC – Conditional Use Permit (CUP) for residential & event center use
7. Other Business
  - 7.1 Staff report
8. Open Forum – No action will be taken on any of the issues raised. If appropriate, the issues will be placed on the agenda of a future PC/BOA meeting. Speakers must state their name and address. Each speaker is given a three minute time limit.
9. Adjournment

**P&F Capital LLC  
14330660**

Wessels announced the Conditional Use Permit (CUP) request. Kolstad read the Conditional Use Permit (CUP) request, location, project details, no comments received, impervious percentage, stormwater management plan submitted, compliant septic system and sized appropriately for the requested use, history of the parcel, possible sign change, park dedication fee, on-site comment from resident, and that if there would be a noise issue that it is covered by the ordinance into the record. Wessels read the possible conditions from the packet. Wessels invited Whirley, the applicant/owner, to the podium. Whirley stated the everyone has been working from home; couldn't find anyone new to share the space; researched for possible new uses in the vacant building space(s); came up with a request to hold small events which were just being added to the ordinance along with short term rental. Schiltz questioned the short-term rental and parking. Whirley stated the rental would be in the front with his office in the back and agreed to use the back lot for additional parking if/when needed. Discussion was held pertaining to parking on Shafer, the safety issues with such a narrow road and the possibility of having no parking signs installed. Kolstad stated that the first step for signs would be to have someone recommend it to the safety committee and if they recommended it, then it would go before the city council; neighbors could bring it to the public safety committee; it was decided and agreed upon to have Herzog bring it to the committee. Wessels stated that a rule could be put into the rental contract of the owner's as well. Wessels asked if the CUP was for two parcels with Whirley stating it was just for one and if it goes well he would be back for the other lot. Wessels opened up the hearing to the public. Imbrock of 13970 Shafer Rd stated that he did not receive a notice with Kolstad explaining the 350-foot radius notice distance and more if needed. Imbrock stated the road is a concern with the topography, the small incline, narrow road, busy traffic area, and no shoulders really does not allow for any parking; noise is another concern. Wessels closed the hearing to the public. Kolstad with the applicants' requests there would be no need for a permit to be pulled. Wessels asked if any of the commissioners had additional questions, but none were forthcoming. Wessels requested Kolstad to initiate the findings of fact procedure with the board members deliberating and responding to each question.

**October 22, 2021 Action:**

**Motion by Lindner; supported by Schiltz to approve the Conditional Use Permit (CUP) for residential dwelling and event center use**

Per the findings of fact as discussed, the on-site conducted on 10-21-21 and as shown on the certificate of survey received at the Planning & Zoning office dated 8-31-21 for property located at 33816 County Rd 3, Crosslake, MN 56442

**Conditions:**

1. License for short term rental per the Crow Wing County ordinance
2. Herzog (City Council Liaison) to make a recommendation at a public works meeting concerning parking/safety on Shafer Rd
3. Compliance inspection every 3 years submitted to the City of Crosslake
4. No activity that would compact the septic system drainfield area; such as, but not limited to, no tents/band-DJ equipment/dance floor-dance area/vehicles of any kind/catering equipment/inflatable bounce equipment

**Findings: See attached**

**All members voting "Aye", Motion carried.**



**Other Business:**

Staff report:

- \*Monthly city council report
- \*Development Review Team (DRT) had 4 October monthly meetings
- \*Permits – nothing significant to report (NSTR)
- \*Ordinance Changes – passed council on 10-12-2021; became effective on Tuesday, 10-19-2021.

There was discussion from the Mayor about the building height; he thought the 12' wall height was too restrictive and he voted against the changes. Kolstad reminded them that the Mayor was the one that brought up the idea and that he wanted them to be 10' high maximum. Wessels stated that sometime you hear from people their ideas and then you may change your mind.

**\*ROW DRT Process – review for council**

Kolstad explained the below ROW information with additional details. A discussion was held on several aspects: who should and should not be on the DRT committee; the applying procedure and requirements; Lindner-no purchase cost to the applicant to obtain a valuable piece of property (Kolstad explained- no fee title to the property so no purchase cost to applicant by state law); Herzog-the amount of time it takes at the city council and the negative consequences to the community; against or for any ROW vacations; the 3 commissions that would make a recommendation to the city council; and what the applicant is responsible to provide at their expense.

TO: Planning Commission/Board of Adjustment  
FROM: Jon Kolstad, Planning and Zoning Administrator  
DATE: October 22, 2021  
RE: ROW Development Review Team Proposal

---

The City Council established a Right-of-Way (ROW) committee to come up with a process to prescreen and advise applicants that are interested in submitting an application to request vacation of a ROW or a Land Use Agreement. This committee has met over the last few months and a proposed process has been drafted.

The Committee is submitting the draft for the PC/BOA to review and discuss. If the PC/BOA feels that the process will work, staff is asking that they make a recommendation to bring forward to the City Council for approval.

This Draft process follows closely with the DRT process P&Z uses for all Variances, CUPs, Lot splits and Subdivision applications. The Idea is to meet with applicants prior to submission of an application to:

*address environmental and Infrastructure concerns, reduce unnecessary costs to the applicants, and offer expertise and advise to applicants, Commission members and the City Council*

This process has been reviewed by the Public Works Commission and will be reviewed by the Park Commission at their next meeting.

Staff is requesting a recommendation be sent forward to the Council on this process.

**City of Crosslake**

**ROW Vacation Process**

- City Code, Chapter 42, Article V, Division 2. Vacating Streets

**Development Review Team.** In order to address environmental and infrastructure concerns, reduce surveying and platting costs, and offer expertise to applicants, developers, and planning officials, the Development Review Team (DRT) shall conduct a pre-project review of all Right-of-Way (ROW) proposals prior to submission of any application.

- a) The DRT shall adopt policies and rules of business governing its timely review and reporting on all ROW Vacation requests.
- b) Meetings will be scheduled and held no more than once a month
- c) ROW Vacation or Use Agreement DRT application shall be submitted through the P&Z Department and coordinated with Public Works, Parks & Rec & the City Attorney.
- d) The DRT shall consist of at least one staff from the following departments (Parks and Rec, Public Works and P&Z).

#### **Submission of ROW Vacation Applications**

ROW Vacation applications shall be submitted through the P&Z office. Applications will be forwarded to Public Works, Parks, the City Clerk and the City Attorney.

Each Department shall be responsible for their own Notifications and including the Application in their next scheduled Commission meeting. The City Attorney shall be responsible for notification of the public (Either within the 350-ft radius or entire plat) and the MN DNR (60-day notice). A recommendation from each Commission shall be forwarded to the City Council for their consideration at a regularly scheduled City Council Meeting, but not before the 60-day notice period afforded the MN DNR.

#### **Public Hearing**

A public Hearing shall be held according to Chapter 42, Article V, Division 3 of the City Code

In considering a ROW Vacation application, the City Council shall determine and make findings for approval or denial based on the following during the Public Hearing:

1. Have a majority of landowners, on a frontage basis, abutting the street, alley, public ground, public way or part thereof, signed on as applicants for this petition?
2. Does any part of the ROW terminate at, abut upon, or is adjacent to any public water?
  - a. Has the DNR been notified of the ROW request?
3. Are there currently improvements on the ROW?
4. Are there currently encroachments from adjacent parcels onto the ROW?
5. Is there currently a Use Agreement in place between the neighboring property owners and the City for the encroachments onto the ROW?
6. Is the ROW currently being used by the public?
7. Based on the topography and shoreline, can the ROW Access be improved for use by the public?
8. What are the public benefits of vacating the ROW?
9. How will the vacation impact the conservation of natural resources?

#### **Proposed Addition to Chapter 42 of the City Code:**

*Addition to Chapter 42:*

**Development Review Team.** *In order to address environmental and Infrastructure concerns, reduce unnecessary costs to the applicants, and offer expertise and advise to applicants, Commission members and the City Council, the Development Review Team (DRT) shall conduct a pre-application review of all Road Right-of-Way (ROW) Vacations and Land Use Agreements.*

- a) *The DRT shall consist at least one staff person from Planning & Zoning, Public Works and Park & Recreation.*
- b) *The DRT shall adopt policies and rules of business governing its timely review and reporting on ROW Vacation and Land Use Agreements in ROWs.*
- c) *DRT applications and Minutes of meetings shall be submitted to each commission (P&R, P&Z and Public Works) along with any application, for review and a recommendation to the City Council prior to the Council holding a public hearing and making their decision on the application per Chapter 42 of the City Code.*

*No decisions will be made on an applicant's request at the DRT meeting. Submittal of an application after the DRT does not constitute approval. Approval or denial of applications is determined by the City Council of Crosslake at a public meeting as per Minnesota Statute 412.851 and the Crosslake City Code Chapter 42.*

**October 22, 2021 Action:**

**Motion by Wessels; supported by Linder to recommend that the city council setup a Road Right-of-Way DRT review team.**

**All members voting “Aye”, Motion carried**

**\*Septic Options/Recommendations** – from PC/BOA on septic design reviews and inspections:

Option 1 – hire a contractor to review and inspect

Option 2 – give the entire septic program to the county and eliminate it from our ordinance

Kolstad explained the below septic design information with additional details. A discussion was held on several items pertaining to the septic design: what course of action to pursue; what repercussions would go with each below option; variance process if county would take the septic over; what is required for the review process and who is doing it now; another option #3 would be to hire a person with the required qualifications in the replacement process of the Planning & Zoning Administrator position that is being vacated; the winter window agreement process; and the repercussions of a possible delay in purchasing property that requires a compliance inspection.

TO: Planning Commission/Board of Adjustment

FROM: Jon Kolstad, Planning and Zoning Administrator

DATE: October 22, 2021

RE: Septic Design Review and Installation Inspections

---

On 9/15/2021, Crow Wing County Environmental Supervisor, Jake Frie, contacted us to discuss Septic Design Reviews/Approvals and Installation Inspections within the City of Crosslake. Currently designers submit their proposed designs to Crow Wing County Land Services for review and approval. Installation Inspections are also done through the County. We were informed that this current agreement will end as of December 31, 2021.

Staff is requesting a recommendation from the PC/BOA to be sent forward to the City Council regarding the future of Septic Approvals, permitting and Inspections in the City of Crosslake.

**Option #1:** Publish a RFP to hire a contractor to review and approve designs and conduct Septic Installation Inspections. The current cost to the county to contract for these services is \$55 per review and \$165 per installation inspection. If this option is chosen – we would recommend increasing the Septic Permit Fee from \$250 to \$400 to cover costs. The upside of this is that the City maintains control over the process.

**Option #2:** Delete the septic section of Chapter 26 and hand the entire septic program back to the County. They would be responsible for Design Review, Permitting and Installation Inspections at no cost to the City. The down side of this option – the City may be delayed in issuing Land Use Permits for new construction waiting for County approval of Septic Permits.

Staff is asking for a recommendation to bring forward to the City Council for their consideration.

## Jon Kolstad

---

**From:** Jacob Frie <Jacob.Frie@crowwing.us>  
**Sent:** Wednesday, September 15, 2021 4:35 PM  
**To:** Jon Kolstad  
**Cc:** Gary Griffin  
**Subject:** RE: City of Crosslake's SSTS program and Crow Wing County

Hello Jon:

You would have access to approved designs after a septic permit has been approved/issued for those designs. We would work with the City to send an automatic e-mail each time a permit is approved. We also do this for other townships. The permit doesn't necessarily say on the front end that it's "septic only", so you'd have to click on it to find out...99% chance any permit approved in Crosslake is going to be septic though on our end.

For the inspections, we index inspection records as part of a certificate of installation. They would then be viewable online through the County's Interactive map. There is some lag tie with that process as it is limited by when the indexing occurs.

Thank you.

**Jacob Frie**  
**Environmental Services Supervisor**  
Land Services Department  
322 Laurel Street, Suite 16  
Brainerd, MN 56401

Office: (218) 824-1124  
[www.crowwing.us](http://www.crowwing.us)

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**Our Mission:** Serve well, Deliver value, Drive results.  
**Our Values:** Be responsible, Treat people right, Build a better future.

---

**From:** Jon Kolstad <jkolstad@crosslake.net>  
**Sent:** Wednesday, September 15, 2021 12:56 PM  
**To:** Jacob Frie <Jacob.Frie@crowwing.us>  
**Subject:** RE: City of Crosslake's SSTS program and Crow Wing County

Jake

Thank you for the email. We will discuss and get back with you regarding the direction the City will take with septic.

October 22, 2021 Planning Commission/Board Of Adjustment Meeting

If we were to turn everything over to the county – could we be assured that we would have access to approved designs so that we can continue to ensure Land Use Permits requiring new or upgraded systems have pulled a County permit prior to us issuing a permit for a dwelling?

Also – would we still get a copy of any septic inspection for our permitting process?

Thank you

Jon

**Jon R. Kolstad**  
**Planning & Zoning Administrator**  
Crosslake Planning and Zoning Department  
Phone: (218) 692-2689  
Email: [crosslakepz@crosslake.net](mailto:crosslakepz@crosslake.net)

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---

**From:** Jacob Frie [<mailto:Jacob.Frie@crowwing.us>]  
**Sent:** Wednesday, September 15, 2021 12:51 PM  
**To:** Jon Kolstad <[jkolstad@crosslake.net](mailto:jkolstad@crosslake.net)>  
**Cc:** Bethany Soderlund <[Bethany.Soderlund@crowwing.us](mailto:Bethany.Soderlund@crowwing.us)>; Gary Griffin <[Gary.Griffin@crowwing.us](mailto:Gary.Griffin@crowwing.us)>; Tim Houle <[Tim.Houle@crowwing.us](mailto:Tim.Houle@crowwing.us)>; [mlyonals@crosslake.net](mailto:mlyonals@crosslake.net)  
**Subject:** City of Crosslake's SSTS program and Crow Wing County

Hello Jon:

This e-mail is a follow-up to our phone conversation yesterday afternoon (9/14) regarding the City of Crosslake's SSTS program as it relates to Crow Wing County's involvement.

As you know, Article 31 of the City of Crosslake's Land Use Ordinance – sec. 26-79B (1) acknowledges that the City of Crosslake Planning and Zoning Department administers the entirety of their SSTS and all provisions of the article. Subpart (2) includes a listing of those responsibilities, including but not limited to a.) review all applications for SSTS, c.) inspect all work regulated in this article, and i.) employ or retain under contract qualified and appropriate licensed professionals to administer and operate the SSTS program.

At this time, Crow Wing County is performing septic inspections and septic design reviews for the City of Crosslake through the County's contract with a licensed septic professional. The costs associated with that contract are also being paid fully by Crow Wing County.

The County is also performing some clerical work associated with the transfer of designs and inspections to the City for record keeping purposes.

For the remainder of the 2021 calendar year, the County will continue to perform these same functions with no change in process.

October 22, 2021 Planning Commission/Board Of Adjustment Meeting

However, please be advised that **beginning on January 1, 2022, the County will no longer be providing any administration of the City of Crosslake's SST5 program. Continued administration of the City's SST5 program will need to be performed by qualified staff or through a contract with licensed professionals.**

For planning / reference purposes, in 2020, our records indicate that 76 septic designs were submitted to the County for review that were located within the City of Crosslake. The cost for our contractor to review those designs was \$50/design. And, in 2020, according to the MPCA SST5 report for Crosslake, approximately 47 septic systems were installed (inspected) in Crosslake. The cost for our contractor to perform the inspections was \$165/inspection.

Please feel free to reach out to me with any questions.

Thank you.

**Jacob Frie**  
**Environmental Services Supervisor**  
Land Services Department  
322 Laurel Street, Suite 15  
Brainerd, MN 56401

Office: (218) 824-1124  
[www.crowwing.us](http://www.crowwing.us)

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**Our Values:** Be responsible. Treat people right. Build a better future.

**Jon Kolstad**

---

**From:** Jacob Frie <Jacob.Frie@crowwing.us>  
**Sent:** Wednesday, October 06, 2021 10:21 AM  
**To:** Jon Kolstad  
**Subject:** Concerning potential County contract for SSTS administration

Hello Jon:

I've discussed the proposal to continue on with the current set-up that is occurring with Crosslake, but instead with a formal contract with Crow Wing County moving forward.

At this time, that is not something we would be able to consider for 2022.

Thank you.

**Jacob Frie**  
**Environmental Services Supervisor**  
Land Services Department  
322 Laurel Street, Suite 15  
Brainerd, MN 56401

Office: (218) 824-1124  
[www.crowwing.us](http://www.crowwing.us)

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**October 22, 2021 Action:**

The commissioners agreed to table, so that additional questions can be asked and pursued.



October 22, 2021 Planning Commission/Board Of Adjustment Meeting

Staff report continued:

\*Kolstad resignation; last day 11-3-2021 – how the transition may be handled

Next Month:

November 1 – Public Hearing Application deadline for December

November 8 – City Council Meeting

November 9 – Development Review Team (DRT)

November 18 – No site visit; no applications submitted at this time

November 19 – No PC/BOA; no applications submitted at this time

**Open Forum:**

1. None

**Matters not on the Agenda:**

1. There were no matters not on the agenda

**Motion by Knippel; supported by Dymoke to adjourn at 10:10 A.M.**

**All members voting “Aye”, Motion carried.**

Respectfully submitted,

*Cheryl Stuckmayer*

Cheryl Stuckmayer  
Planner-Zoning Coordinator

E.  
17.

## Crosslake Parks, Recreation and Library Commission Minutes

Wednesday, November 17, 2021

Crosslake Community Center 2:00 p.m.

Members Present: Chair Joe Albrecht, Mic Tchida, Darrell Shannon, Ann Schrupp, Heather Jones, Kristin Graham, Sandy Melberg, Kera Porter, Community Center/Library Manager Jane Monson, Parks and Recreation Director TJ Graumann

I. Meeting was called to order at 2:00 pm.

II. Approve October Minutes

**Motion to approve October Minutes as corrected. Approval by general consent.**

III. Old Business

A. Youth Member of Park/Library Commission

The draft of the proposal for a Youth Representative was presented. A discussion of eligibility, selection criteria and procedures ensued.

**Motion: To update the proposal with the discussion points agreed upon today in order to finalize a draft which can be approved at the next meeting for submission to Council.**

**Darrell/Ann Favor: All Opposed: None**

TJ will review the current ordinance before the next meeting for potential required revisions.

IV. New Business

A. Park Dedication

1) Curtis Subdivision--after discussion, the following motion was approved.

**Motion: To accept cash in lieu of land for the Curtis lot split.**

**Kristin/Darrell Favor: All Opposed: None**

B. Playground

1) Memorial Consideration—The PAL Foundation has been contacted in regards to a substantial donation to create a separate play area as a memorial to a loved one. The goal of this consideration is to pursue a plan to incorporate a dedicated memorial of some type, upon entrance to this specific addition, in order to secure this substantial donation amount without setting a precedent for future memorial donations in the park.

**Motion: The Commission recommends the creation of an additional separate dedicated memorial obstacle course. Mic/Darrell Favor: All Opposed: None**

V. Other Business

A. Staff Report

1) Playground Update—TJ is working with Tim Newgard from MN/WI Playground to firm up dollar amounts for future phases. Tim is also creating an animated video of the play structures to be used in design planning and for fundraising purposes.

- 2) Comprehensive Plan Workshop Update—The workshop produced great discussions on what PAL will focus on in the future versus what is in the Comprehensive Plan; and also, members brainstormed other possible improvements.
- 3) South Bay Park Update—Phil Martin will meet with TJ on the park development plan.
- 4) Youth Program Intern Update—TJ is still finalizing a job description for this position.
- 5) Snowshoe Trail Expansion Update—Volunteer Deb Dahlke is working on snowshoe trail improvements such as possible expansions and better trail signage.
- 6) Shuffleboard Update—All improvements have been postponed until spring due to contractor issues.

#### B. Comments from Commission

- 1) Darrell suggested the park sell bricks for a walkway as a way to accommodate memorials and recognize smaller donations to our department. Pros and cons were discussed.
- 2) Joe reported that the popular Chautauqua Program will be returning in 2022 with a smaller season (months of June, July and August), and will be held the 3<sup>rd</sup> Thursday of the month.
- 3) Ann inquired as to the possibility of Zoom meetings in January, February and March. The Commission would need to return to City Hall those months in order to accommodate that request. It was decided that members could phone in for meetings if they were unable to attend.

#### VI. Open Forum

No community members in attendance.

#### VII. Adjourn

**Motion to Adjourn: Mic/Heather    Favor: All    Opposed: None**

# Parks, Recreation & Library Annual Report 2021

The mission of the Crosslake Parks and Recreation Department is to provide recreational services that positively impact the health of our citizens, the environment, the economy and the quality of life in our community.





# Brief Overview of 2021

## January – March

The Parks Department traded in their 2010 John Deere 3720 tractor and purchased a new Kubota L4060 HSTC-LE with a 72in. bucket and a 74in. front mount snowblower.

The Parks Department purchased a new snow plow for their 2021 GMC Sierra 2500.

The 18<sup>th</sup> Annual WinterFest celebration looked a bit different this year due to COVID-19. Between COVID and the harsh weather, numbers were down. However, those who did participate had a lot of fun on the sledding hill, ice rink, skating pond, snowshoe trail and ski trail.

## April – June

The Public Works Department and Parks Department teamed up to build a retaining wall in the Dog Park. This retaining wall was built so that staff could grade out an area to house the pavilion. Once the retaining wall was finished and the surface was packed and graded, staff poured concrete footings. Volunteers gathered to assemble the pavilion.

Park Staff removed mulch from the Community Garden pathways so that they could lay down landscape fabric. Once the landscape fabric was installed staff applied a new layer of mulch on top. This was completed to eliminate future weed infestations on the trails surface.

The Youth Baseball Program had 12 players on the Mustang team (7/8-year old's) and 12 players on the Colt team (9/10-year old's).

Staff installed 3 permanent picnic tables within the social area of the pickleball facility. One table was donated and the other two were purchased using funds generated from the first Annual Crosslake Days Pickleball Tournament in 2019.

North Central Lawn Care & Irrigation installed new sprinkler zones to cover the perimeter of the playground and pavilion.

The Community Center replaced two 24 year-old HVAC units. One of the units that was replaced serves the weight room and the other serves the office, hallway and kitchen.

The Community Center replaced 2 existing DVR's 6 indoor cameras, a recorder and a compressor. The indoor cameras were 13 years old.

## **July – September**

The library sponsored a Summer Reading Program, Hook, Line & Books, for students who have completed grades 1-6. The program ran from June 14th until August 13th. The program was offered in memory of former volunteer and friend of the Crosslake Library, Mary Hardwick. In total, 32 children participated in the program.

Our Summer Book Sales were held on July 2 & 3; August 6 & 7; and September 3 & 4. Between all three sales, we pulled in \$4,248.45. As a reminder, our book sales are completely volunteer driven!

The PAL Foundation donated 2 sets of concrete cornhole boards to be placed within the park. Next spring, staff will install the boards adjacent to the shuffleboard/bocce ball courts.

The pickleball shade structure was completed in early September. The construction of the structure was assembled by volunteers. The concrete slab was poured by park staff. The implementation of this shade structure marked the completion of phase 3 within the pickleball facility.

The 2<sup>nd</sup> Annual Crosslake Days Pickleball Tournament was yet another success! A total of 34 players signed up (16 teams)

A turf renovation project was completed in September. The project consisted of core aeration, dethatching, seeding and fertilizing. In all, 700lbs of seed and 500lbs of fertilization was applied. Following the project, there were noticeable improvements to the parks turf. This renovation project will be completed annually from here on out to improve the health and durability of the park's turf.

Internet/Wi-Fi was installed at the maintenance shop. A desktop computer was also purchased for the shop to research tools and complete training assignments.

The Garden Garage and Maintenance shop both switched from LP to natural gas. Excel Energy completed the project by extending the line from Daggett Pine Road to each garage.

## **October – December**

Four Memorial Benches were ordered in March and two were ordered in June. All six benches were delivered in October due to supply chain issues. The benches will be installed in the spring of 2022.

The PAL Foundation donated \$40,438.53 to purchase a new 2-5 year old playground system. This system will be installed in the spring of 2022.

The PAL Foundation received a donation totaling \$80,000.00 to be used towards a memorial obstacle course. This obstacle course will be installed in the spring of 2022.

It was approved by City Council to pursue a Parks and Recreation Intern for the spring/summer of 2022. Sourcewell approved funding for the intern at \$12/hr. The PAL Foundation agreed to pay the intern an additional \$4/hr.





2021 Kubota L4060



Dog Park Pavilion



Picnic Tables between Pickleball Courts





Pickleball Facility Shade Structure



2<sup>nd</sup> Annual Crosslake Days Pickleball Tournament

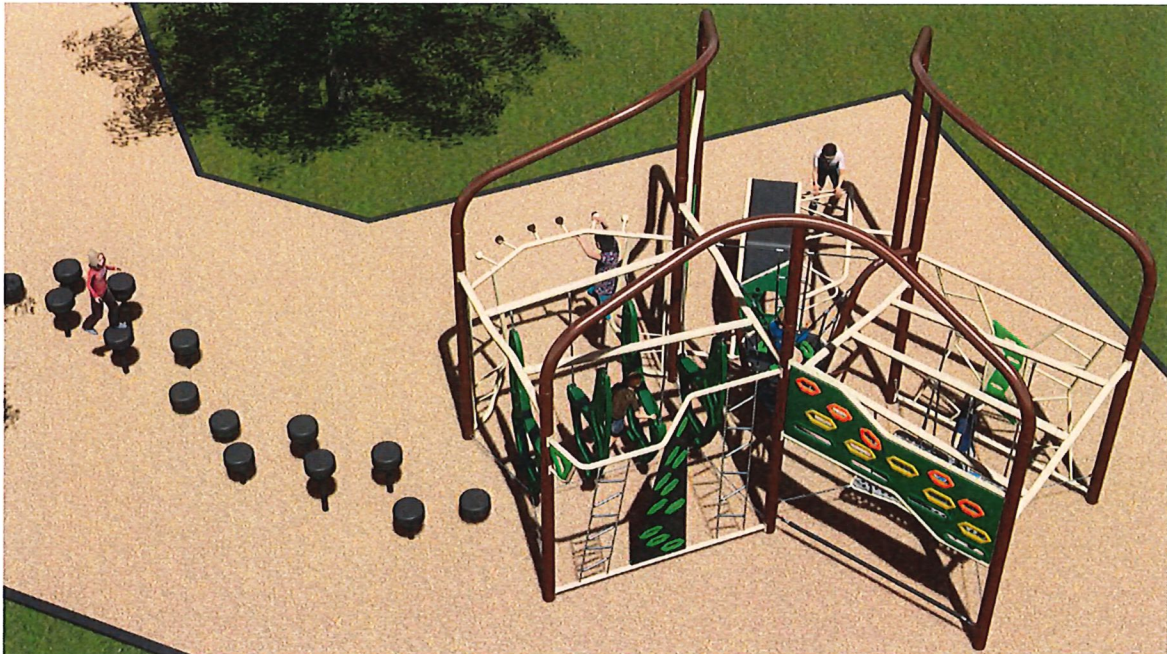


Core Aerator – Turf Management Project





'Bison River' Playground – Donated by the PAL Foundation



The Stadium Playground – Mary Lu Dietz Memorial Obstacle Course – Donated by Dick Dietz

## 2021 Monthly User Totals

Activities	Jan	Feb	March	April	May	June	July		Aug.	Sept	Oct	Nov.	Dec.
Wt. Rm.	212	252	320	358	441	571	831		627	455	303	407	439
Walkers/Talkers	18	102	37	9	10	5	7		6	6	11	26	71
Zumba													
SS Classic													
SS Circuit	37	36	47	46	53	57	61		49	48	35	37	7
SS Yoga	87	133	219	224	221	197	213		210	210	197	216	167
SS Cardio Fit/Boom	25	36	26	59	53	42	46		29	51	28	20	18
Open Gym	99	144	172	71	48	132	285		73	44	62	108	114
Art Club				40	64	28	32		121	71	40	16	
Fri. Bridge						52	64		48	56	60	32	
Book Club									5	5	11	4	
Garden Club				14	14	19	11		21	14	24	28	
Stock Club				6	8	10	8			12	8	8	
Woodcarvers Club					21	27	25		39	23	25	35	20
Railroad Club													
Snowshoe Rentals													
Shuffleboard						2							
Commission						18	12		8	10	10	10	18
AAA		14	14		31	15			26	20	31	19	
Events+													
Youth Tennis						60	114						
Tennis						61	76		60	4			
Senior Meals													
Tax Help		99	213	24					10				
Volleyball	7	15	16	9	8						15	25	9
Pickleball Classes												7	8
Soccer													
Basketball													
DodgeBall													
BB Club													
Girl Scouts													
Picnic Shelter					205	329	142		78	58			
Meetings			14		66	40	22		102	20	11	40	53
Special Events	50 Blood Drive			500 Lion's Egg Hunt				60 JV Pequot Tennis	135 PB Tourn	175 Halloween			
Pickleball	62	102	78	104	180	435	608		426	382	161	200	215
Ping Pong													
Mah Jongg						15	26		19	21	24	24	28
Cart Tours						30	41		46	42	6		
Bunco													
Art Show									1195				
User/Program Totals	597	933	1156	1464	1423	2145	2624		3198	1687	1291	1262	1167
Library Door Tally	Door Counter Broken	200.5	223	227.5	317.5	672.5	1597.5		1978	1270.5	1090	1218	467
Community Center Door Tally	3077	3306	3927	3324	4169.5	5227.5	6820.5		7369.5	4981.5	4057.5	5025.5	3865.5
Door Tally Total	3077	3506.5	4150	3551.5	4487	5900	8418		9347.5	6252	5147.5	6243.5	Yearly Total 4332.5 64413



E. 19.

#### Motions from public works October 4, 2021 4:00 PM City Hall

1. Motion by Tom S. to approve meeting minutes September 7, 2021 and a second Tim B. all were in favor
2. No motion was brought forward on change of the time of the public works meeting, there was discussion maybe 3PM. The second part was to ask the City Council to have the City Clerk to do the minutes, motion by Tom S. and second by All yes.
3. Motion to the Council to move forward with the resolution ordering improvements and preparation of plans. Motion by Tom S. and second Gordy W. All in favor. Second part was a fee amendment from Bolton and Menk for about \$17530.00. Motion by Tom S. and second by Mic T. All in favor.
4. Clarifier project, move forward with the project, motion by Gordy W. and second by Doug V. All in favor.
5. Letters to the property owners within project areas. A discussion followed, it was decided the engineer will follow through with letters and work with the Clerk to get them out.
6. Proposed ROW Vacation process, motion by Gordy W. and second by Doug V. to recommend to the Council to move forward with the change. With one change to wording (which ever is greater). All in favor.

#### Meeting Minutes from October 4, 2021 4P.M. City Hall

Commission present Dong Vierzba, Mic Tchida, Tom Swenson, Gordie Wagner, and Tim Berg. Also Ted Strand, Mike Lyons and Phil Martin were present.

1. Call to order 4:00
2. Change time of meeting, a discussion followed no decision made. Second part was to have City Clerk do the minutes a discussion followed. Motion by Tom Swenson and second by Gordie Wagner. All in favor
3. Phil Martin gave a update and his memorandum dated Sept 29, 2021 reviewed with the commission. There was a Motion to the council to move forward with the resolution ordering improvements and preparation of plans. Tom Swenson made motion and second by Gordie Wagner. All in favor. Also a fee amendment from Bolton and Menk for 17530.00\$. Motion Tom Swenson and second by Mic Tchida. All in favor. Discussion on the bonds for project.
4. From John Graupman of Bolton and Menk a bid evaluation on clarifier improvements, low bid was Rice Lake Construction Group. We recommend that the bid from Rice Lake Construction be accepted. Motion by Gordie W. and second by Dong V. All in favor.
5. Letters to property Owners within project areas. It was decided the engineer will follow through with letters and work with the Clerk to get them out.

6. Row vacation process, motion by Gordie W and second by Dong V that the Council move forward with the change. With one word change (whichever is greater) All in favor.

7. Ted gave update on operation and things are going good.

8. Discussion on speed through town, traffic in general, crosswalks ect.

9 Adjourn

Ted Strand

## MEETING MINUTES PUBLIC WORKS COMMISSION DECEMBER 6, 2021 4 P.M. CITY HALL

Commission present Mic Tchida, Tom Swenson, Gordie Wagner and Tim Berg. Also Mayor Nevin and council members John Andrews, Marcia Seibert-Volz, Dave Schrupp. Public Works Director Ted Strand, City Administrator Mike Lyonais and City Engineer Phil Martin were also present.

1. Meeting called to order at 4 p.m. by Mic Tchida.
2. Mayor Nevin asked for time to talk about city county shop, also sewer plant contracting services (Peoples Services). The shop is about to be paid off and the agreement between County and City is about to expire (2023). That we need to plan for the future, is it time to put the park and public works together? Park is in need for more space, and what are the needs of the public works. Time to look to the future? The treatment plant, the Mayor had been in contact with Peoples Services and had a proposal from them to run the plant, and that he had been on a tour with them at the plant and Ted had shown them around. He was tired of things not going anywhere. He said had try to meet with Ted and Mike about plant it went nowhere. Tom Swenson thought the park wasn't the place for public works and they had gone to a lot of work in the location of the current shop. The noise, the trucks its just not the right place, the park. As far as the treatment plant he was open to look at the options. Ted it's his opinion to stay the way they are now, the plant we can run it better than anyone, Peoples Services will run it into the ground and not keep it up, they are out to make money. There will not be a fulltime staff working there and have no interest in the town. As far as the shop, we have worked hard with the county and have good shop. Yes we have some needs. But with the bonds paying off we could use the current payments to fix the needs. Mic said we need to get on with the agenda.
3. Update from Phil and resolution asking council to advertise for bids for 66 sewer extension project, a discussion followed. Questions, on pipe availability, as well as when the construction will take place timing, detour route. Phil, if we limit the timing of project it was his opinion it will raise the contract price. The route thought town will be West Shore to go north and south on 103, 16, 66. If they bidding on project they must know pipes availability. Motion recommending advertisement to council by Tom, Second by Tim. All in favor.
4. Clarifier project update. Ted there was a pre-con meeting between Rice Lake Construction, City and Engineer on October 17 at the plant, a schedule was handed out. Ted said this will not work because the time of the year, they want tanks empty June, 2022, will not work in the summer because of flows, so will have to take place winter of 2022 low flow time. And the parts are not available till June or July 2022.
5. Lift station controls, Ted had looked at just upgrading current panels, there is cost savings and this will get us for the next twenty years. 350,000 to replace, upgrade about 50,000, will bring quote to next council meeting.
6. Review proposed vacation process from public right-of-way/vacation committee, a discussion followed and there are some changes to wording and will be brought back to next meeting. Will work on changes with park department. Ask to add, whichever is greater, who will notify public and how, who will take minutes
7. Review assessment on sewer project (66) a discussion followed and no changes at this time.
8. Commissioner Tom Swenson is worried that minutes are not being taken, and information is not getting to them as well as to Council, a discussion followed. Tim Berg how important minutes



are, as well as information coming and going. Tom made motion to council that the Clerk take minutes, Tim seconded motion Tom said wasn't picking anybody, but this is important. All in favor

Ted Strand

E. 21.

Crosslake Economic Development Authority  
Meeting Minutes  
8:30 A.M. November 2, 2021 Crosslake City Hall

Members present: Dean Fitch, Patty Norgaard, Roger Roy, John Andrews  
Others present: Tad Erickson, Region 5 Sr. Regional Development Planner; Matt Kallroos, Region 5 Regional Development Planner; Anthony Coffey, WAPOA President; Corrine Hodapp, USACE; John Forney, Crosslakers Water Quality Group; Dave Fischer, Land and Waters Preservation Trust; Martha Steele, Mission Township resident

The regular monthly meeting of the Crosslake EDA was called to order at 8:30 A.M. by Dean Fitch.

A motion was made by Patty Norgaard and seconded by Roger Roy to approve the minutes of the October 6, 2021 meeting. No discussion. Motion carried with all ayes.

Update:

BLAEDC

Request made to BLAEDC have more involvement with Crosslake Communications on website.

Re-structuring

Dean Fitch proposed having four meetings for the year—January, April, July, and October. Work will be ongoing with updates through emails or Zoom meetings.

2022 Calendar

Projects for the upcoming year include continued updating of the Comprehensive Plan, creating a list of people involved with the original plan plus known interested parties. The current process of sending out questions and providing the results to Region 5 to disseminate has been successful. There were great results from the first section of Environment; next will be Economic Vitality. Components of the Minnesota Design Team results are still relatively accurate including what is “untouchable”, but the mandate for EDA is to look forward.

Program:

Region 5

Environmental Update

Tad Erickson and Matt Kallroos of Region 5 provided a history of the Crosslake Comprehensive Plan and an introduction to the new process for updating the plan with more actionable implementation. A handout was provided--“Our Blueprint for the Future”—Crosslake Prioritized Implementation Planning (PIP). The Critical Path Schedule was reviewed providing the game plan for updating each chapter of the Comp Plan. Each group connected to the chapter topic will provide more technical input in addition to reaching out to the public at large. Public feedback indicated the goals and strategy were good, but more detail was needed. The two Goals and the Policies of the Environment chapter were reviewed: Has the Goal or Policy been achieved and/or completed? Is this Goal or Policy still relevant? What is the Priority? What is the Timeline? Identify the funding source. Identify responsible party.

Responses to the implementation matrix questions include: water quality, conservation and protection all bound together; the need to tighten up regulations; the lack of assigning responsibility; how to promote education to the general public; challenge of timing of reviews and the time to do it; use of outside organizations for promotion and direction. Collaboration was considered to be of utmost

importance and the creation of a task force relying on the vast amount of talent within the community to work on each category was suggested.

Summary of email responses were presented:

1. Ensure Septic Systems are in compliance with State standards.
2. Incorporate sustainability in all policies by utilizing: The Pine River One Watershed, One Plan, The DNR's Sensitive Shoreland Report and Cities policies and practices.
3. Utilize partners and relationship to provide educational information to residents and visitors alike: Surrounding townships, Army Corps, National Loon Center, Local businesses, Crosslake Community Center, Upgaard Wildlife Management Area, others.
4. Consider the formation of a Water Quality Board that makes recommendations to City Council.
5. Preserve and enhance the up-north character of the area.
6. Need to identify adequate funding source for prioritized, targeted implementation of environment goals.

The next steps include sending out a final draft of Environment Goals, sending out the questionnaire on the next chapter to review—Economic Vitality and selecting a date for the Economic Vitality meeting.

Next EDA meeting: January 5, 2022

There being no more business or announcements, the meeting was adjourned at 10:10 A.M.

Respectfully submitted,

Martha Steele  
Volunteer

Crosslake Housing Assessment Meeting  
City of Crosslake Council Chambers  
December 15, 2021 – 9 A.M.

Attendees: EDA Members: Dean Fitch, John Andrews, Patty Norgaard  
City: Aaron Herzog, Council Member; Dave Nevin, Mayor; Cheryl Stuckmayer, Planner-Zoning Coordinator  
Cindy Myogeto, Crosslake Chamber of Commerce; Eric Charpentier, CWC HRA Executive Director; Tyler Glynn, BLAEDC Executive Director; Mike O'Connell, Larson Group Real Estate  
Kent Marthaler and Chuck Lane, KC Company Owners

Agenda: Meeting end 9:55

Introduction of Guests  
Involvement in Housing

KC Companies History

Kent Marthaler informed the group that he and Chuck Lane have been partners since 2006. Their niche had been building senior housing in rural communities that has morphed into multi-family dwellings and commercial buildings. As they are business owners in Crosslake (Golden Horizons) they have an understanding of the current market, rural communities and funding and they see opportunities in Crosslake for multi-phase type projects. He explained that realistically there must be a partnership with the city, business owners to get the first phase started. A feasibility study would need to be done to address any shortcomings.

Mike O'Connell explained that as part of the MN Design Team project in 2017, housing was a topic of concern. The housing study two years ago examined the real estate market and values. Virtually no housing under \$200,000 exists in the city.

Cindy Myogeto talked about young professionals having to travel to their jobs in the city, how the hospitality industry requires seasonal workers and the struggle to find rental property. The trend has been for companies to buy housing to rent to their employees.

John Andrews discussed how the feedback from citizens indicated they were against affordable housing. The housing study reflected land costs and made it more expensive to build in Crosslake. There was no interest in subsidy from the city.

KC Companies/Opportunity in Crosslake

Sewer/Water

Land Available

Housing Development-single family, multi, etc.

Kent Marthaler described the process with starting with the "dirt"—working with targeted property to identify sewer and water needs. When building in smaller communities, everyone needs to chip in to get costs down. Partnership and cooperation are needed for a project to be successful. A target study would be looking at townhomes, multi-family, 30-40 units. No multi-units would be possible without subsidy.

Cheryl Stuckmayer reviewed past and present applications, challenges of current available locations, questions from prospective businesses about workforce needs. She provided Kent Marthaler with multiple fact sheets and information on land use, current location of city sewer, Park and Rec fees.

Eric Charpentier shared that affordable housing is a regional issue. The mindset is that affordable is bad and that needs to be changed. The definition of affordable house is not more than 30% of income. Opportunities for feasibility exist and there are gap tools that are available such as the Housing Trust Fund zero per cent interest loans. There have been some public/private needs discussion, but they are tough. Right now, it is not reasonable to build affordable housing.

Tyler Glynn stated that affordable housing looks different than it did three or four years ago. The housing is quality. Expansion and growth are coming in small increments. The region is being looked at but there is no housing or childcare.

Dean Fitch shared that when looking at high land costs/sewer and water infrastructure, it is a regional perspective and questioned whether it should be a Crosslake project.

Tyler Glynn pointed out that each city is dealing with the same infrastructure issue. Everyone looking for the same and having the same conversations. Going to have to expand infrastructure at some point.

Chuck Lane added that there is a struggle with staffing, people don't always want to commute to their jobs in Crosslake. Housing creates a boost to the local economy and there is a need in Crosslake. It would be a quality project.

#### Next Steps

##### Options available

It was concluded that the City Council and EDA need to get together to see what can be done. Does it make sense? The struggle with the question of growth and which businesses are good for Crosslake. EDA will start looking into how to help.



E.  
23.

# Monthly Meeting Minutes (DRAFT)

Location: Kicks on Route 66

Date: December 6, 2021

Call to Order: At 7:49 am motioned by Linda Randall and second by Teddy

1. Roll Call:

- a. John Forney, John Andrews\*, Peter Graves, Jon Grothe, Sandy Anderson, Linda Randall, Teddy Nelson, John Bruder (by phone), Corrine Hodapp and Kera Porter

*\*City Council representative*

*Reminder: "Motion is going forward that all motions that are made should be read before they are voted on and any stand we take on any issue going before any governing body should be communicated to the Crosslake core group before it is submitted to the public body and communication should record a reasonable time frame."*

2. November 1, 2021 meeting minutes- Approved by the group. Motioned by Linda Randall and second by Teddy Nelson

Group Updates:

3. **Water Quality**-Docs are going in at the camp ground.
4. **Crosslake Cares**- he was asked to provide a pickle ball demonstration, and he has presented that option to the Community School to let them use their gym space for that. April 30th for Senior Expo. There will be a senior prom afterwards.
5. **Senior Expo**-the senior prom will be hosted at the Manhattan beach with a cocktail hour at 5:30 and dinner and a ball afterwards. There will be a senior walk before ht pickle ball demonstration. Then we'll have coffee and donuts and our presenter Don Shelby at 12:15. We are trying to figure out how to coordinate a taste of Crosslake with the restaurants in town, but still need to sort that out. Considering some event on Sunday, where they can see local business like the golf course and etc...
6. **Treasures Report**- \$651.33

New Business

7. Linda on behalf of Cindy- Cindy: Do the Crosslakers have an option on the county's proposed roundabout? Do the Crosslakers have an option to buy the five-acre track? This would provide more parking or a park.

John suggested a one-way street system, and stated that we do not have enough information to provide a support letter for the grant application.

Peter is in favor of a letter for a study to be done.

John suggested adding that they consider other options like the one way or changing the speed.

Corrine- This still doesn't solve the pedestrian traffic problem.

Linda- How do we want to handle drafting this letter? Corrine, maybe we should call Tim Bray to see if a letter is helpful or just a word of support.

John B- has there been a cost benefit analysis done by anyone for this? Sounds like we'd be in support of the purchase of the land, and we don't have enough information for the roundabout.

Peter- What is the plan for the land if it's purchased and what is the cost of that? We need to determine if it's really beneficial to the city plan.

John A- you can come to a meeting and speak up about it, you can get on the agenda or write a letter. We have several options.

John G- The letter should say we'd be in favor of doing research and studies of how this would benefit the road ways. The funds for the first grant are for designing the project not doing research.

We discussed having a meeting with Tim and having some of the Crosslakers voice their opinions on the matter on Monday the 13th at the council meeting.

8. Corrine- the Paul Bunyan Scenic Byway (Highway?) Association has been floundering the past couple year and have considered disbanding. They had a meeting last week, and they are trying to revitalize and repurpose themselves. They are a very valuable partner to us. They are looking for new members and soon new board members if you are looking for another way to volunteer.

John- Maybe we could invite one of the members to come here and share about their group?

Corrine- They have had trouble keeping their meetings, so I don't know that they would want to add another meeting to their agenda.

Next Meeting is January 10th location TBD either Kicks or Zoom.

Adjourn at 9:15 am. Motioned by Linda Randall and Second by John B.

# SCORE REPORT FORM

Mo./Yr.

November 2021

CROSSLAKE REPORT

Organization:

Waste Partners, Inc.

PO Box 677 Pine River, MN 56474

Contact Person:

Eric Loge

Ph: (218) 824-8727

Fax: (218) 587-5122

Materials delivered to:

Cass County - Pine River Transfer Station

Cardboard & Mixed Paper - LDI or Rock-Tenn

Metal - Crow Wing Recycling or Pine River Iron & Metal

RESIDENTIAL

COMMERCIAL

Total Paper : (includes)

7,045

Corrugated Cardboard

5,680

Newspaper

-

Mixed Paper (News, Mags, Mixed Mail, CDBD)

1,365

Metal: Appliances, misc...

Commingled Materials: (includes)

34,660

%

lbs

5% Metals- Aluminum Cans

1733

21% Tin Cans

7279

61% Glass-

21143

Clear bottles

Green bottles

brown bottles

10% Plastic - #1 & #2 bottles

3466

3% Rejects

1040

100%

34660

Total LBS.

41,705

0

Total Tons

20.85

0

## OUT OF COUNTY Waste Disposal

Final Destination:

N/A

Disposal Site Permit # :

Tons Delivered:

NONE

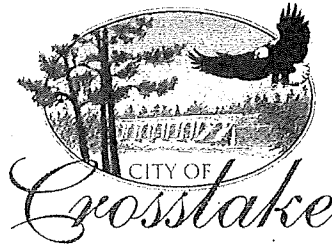
Total Number of  
Recycling Customers  
Served this Month

1110

	Recycling Customers	%	Paper 8,160	Commingled 207,180
Brainerd	2852	43%	3,508	89,055
Baxter	1418	21%	1,744	44,278
Breezt Point	518	8%	637	16,175
Pequot Lakes	475	7%	584	14,832
Crosslake	1110	17%	1,365	34,660
Ironton	243	4%	299	7,588
Nisswa	19	0%	23	593
	6635	100%		

E.  
24.

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



13888 Daggett Bay Rd

37028 County Road 66 E.  
Crosslake, Minnesota 56442  
<http://crosslake.govoffice.com> 25.

License Fee \$ 50.00

## APPLICATION FOR GROUP TRANSIENT MERCHANT PERMIT

1. Name of applicant: mission of the Cross Lutheran Church  
by Al Schewe cell 612-597-1820  
(first) (middle) (last) (maiden)
2. Other names under which the applicant conducts business or to which applicant officially answers: \_\_\_\_\_
3. A physical description of the applicant (hair color, eye color, height, weight, distinguishing marks and features): \_\_\_\_\_  
\_\_\_\_\_
4. Full address of applicant's permanent address: 13716 County Road 103  
Crosslake, MN 56442
5. Type of business for which the applicant is applying: 3 Flea Markets  
\_\_\_\_\_  
\_\_\_\_\_
6. The dates during which the applicant intends to conduct business in the City (maximum 14 consecutive days): 5/28/2022; 7/02/2022;  
09/03/2022 all Saturdays

7. Any and all addresses and telephone numbers where the applicant can be reached while conducting business within the City: Cell Schewe Cell

612-597-1827; al's home 218-763-428266 -  
MOTC 218-692-4228

8. Name and phone number of contact person or persons other than applicant: \_\_\_\_\_

Diana Cliring 218-296-0838

9. Location where transient merchant intends to set up business (attach written permission of the property owner or the property owner's agent for any property to be used by a transient merchant): address in item 4

10. A general description of the items to be sold or services to be provided: \_\_\_\_\_

Flea Market & Craft Sale

NOTE: FOOD VENDORS MUST SUPPLY A COPY OF FOOD LICENSE FROM THE MINNESOTA DEPARTMENT OF HEALTH (320) 223-7300.

I, the above applicant, state that I have not been convicted of any felony, gross misdemeanor, or misdemeanor for violation of any state or federal statute or any local ordinance other than traffic offenses within the last five years. I also state that the information provided in this application is true.

Albert F. Schewe  
Signature of Applicant

12/27/2021  
Date

FOR OFFICE USE

Date of application: \_\_\_\_\_

Date license was issued: \_\_\_\_\_

Notes regarding application and license procedures: \_\_\_\_\_



E.  
26.

**RETRO ACTIVE BILLS FOR APPROVAL**  
**December 14 through December 31, 2021**

VENDORS	DEPT		AMOUNT
Abra Landscaping, weed control application 9/8/21	Park	pd 12-15	1,339.24
Ace Hardware, oscillating tool, cleaners	PW	pd 12-29	285.86
Ace Hardware, batteries, mouse traps	Park	pd 12-29	14.99
Ace Hardware, dowel rod	Gov't	pd 12-29	6.59
Ace Hardware, great stuff window	Park	pd 12-29	7.99
Ace Hardware, spark plug	PW	pd 12-29	3.99
Ace Hardware, gloves, antifreeze	PW	pd 12-29	39.95
Ace Hardware, restroom signs	PW	pd 12-29	21.58
Ace Hardware, oxygen cuft	PW	pd 12-29	41.42
Ace Hardware, notebook	Sewer	pd 12-29	2.59
Ace Hardware, filters	PW	pd 12-29	215.88
Ace Hardware, battereies, bird seed	Park	pd 12-29	15.97
Ace Hardware, yak trax	Sewer	pd 12-29	31.99
Ace Hardware, deposit error correction	Gov't	pd 12-29	249.92
Ace Hardware, walk behind snow blower	Fire	pd 12-29	714.96
Alex Air Apparatus, hose repair	Fire	pd 12-23	236.00
AT&T, cell phone and ipad charges	ALL	pd 12-16	1,594.64
AW Research, water testing	Sewer	pd 12-21	124.20
AW Research, water testing	Sewer	pd 12-21	124.20
Baker and Taylor, books	Library	pd 12-23	29.88
Blue Cross, health insurance	ALL	pd 12-16	7,829.00
Bolton & Menk, sewer extension	Sewer	pd 12-15	2,970.00
Bolton & Menk, 2022 road improvements	PW	pd 12-15	720.00
Bolton & Menk, biosolids review	Sewer	pd 12-15	1,322.50
Bolton & Menk, water quality	PW	pd 12-15	360.00
Bolton & Menk, stormwater phase 3	PW	pd 12-15	1,303.00
Bolton & Menk, the woods subdivision	PZ	pd 12-15	840.00
Crosslake Firefighters Relief Assn, city contribution	Fire	pd 12-23	23,000.00
Crow Wing County Attorney, forfeiture proceeds	Police	pd 12-21	90.60
Crow Wing Power, electric utilities	ALL	pd 12-15	7,520.15
East Side Oil, filter recycling	Gov't	pd 12-23	50.00
Erik Lee, per diem meal reimbursement	Police	pd 12-15	40.00
Fastenal, gloves, markers	PW	pd 12-16	995.95
Ferguson, meter flag kit	Sewer	pd 12-16	85.25
Ferguson, meter	Sewer	pd 12-16	770.61
Fire Instruction & Rescue, air monitoring	Fire	pd 12-21	650.00
Fire Instruction & Rescue, cpr training	Gov't	pd 12-23	520.00
Galls, uniform	Police	pd 12-16	52.51
Galls, uniform	Police	pd 12-16	121.10
Galls, uniform	Police	pd 12-29	24.95
Ganz Cleaning Service, december cleaning	Fire	pd 12-23	200.00
Grand Forks Fire Equipment, helmet	Fire	pd 12-16	390.85
Granite Electronics, antenna system	Fire	pd 12-15	14,743.19
Interstate Power Systems, generator labor	ALL	pd 12-29	1,368.56
IP Networks, maintenance renewal	Park	pd 12-29	130.00

Jake Maier, reimburse per diem meal allowance	Police	pd 12-21	40.00
Johnson, Killen & Seiler, labor attorney fees	Gov't	pd 12-21	1,182.50
Lakes Area Rental, saw rental	Park	pd 12-23	79.00
Lakes Heating, install high efficiency furnace	Sewer	pd 12-29	4,287.00
Lakes Printing, envelopes, letterhead	PZ/Admin	pd 12-23	663.65
Lakes Printing, business cards	Police	pd 12-29	128.25
Little Falls Machine, curb shoe	PW	pd 12-16	240.37
Mastercard, Active911, subscription	Fire	pd 12-23	126.00
Mastercard, Amazon, uniform	PW	pd 12-23	123.00
Mastercard, Amazon, oil change kit	Park	pd 12-23	46.99
Mastercard, Amazon, air filter	Park	pd 12-23	13.98
Mastercard, Amazon, binders	Park	pd 12-23	12.99
Mastercard, Amazon, boots	PW	pd 12-23	109.95
Mastercard, Amazon, dryer vent	Park	pd 12-23	18.99
Mastercard, Amazon, trail markers	Park	pd 12-23	33.28
Mastercard, Amazon, hole puncher	Park	pd 12-23	6.89
Mastercard, Amazon, office supplies	Park	pd 12-23	46.18
Mastercard, BCA, training	Police	pd 12-23	250.00
Mastercard, Costco, coffee	Gov't	pd 12-23	40.99
Mastercard, Cub, pop, water	Gov't	pd 12-23	52.91
Mastercard, Fire Hose Supply, discharge hose	Park	pd 12-23	94.65
Mastercard, Galls, uniform	Police	pd 12-23	15.63
Mastercard, Hammacher Schlemmer, desktop magnifier	PZ	pd 12-23	126.60
Mastercard, Holiday Inn, lodging	Police	pd 12-23	582.44
Mastercard, Holiday Station, fuel	Police	pd 12-23	15.00
Mastercard, Marks Fleet Supply, uniform	Sewer	pd 12-23	53.92
Mastercard, Mill Supply, array	PW	pd 12-23	126.32
Mastercard, Post Office, postage	Sewer	pd 12-23	116.78
Mastercard, Target, uniform	Park	pd 12-23	48.00
Mastercard, Zero9, uniform	Police	pd 12-23	34.95
Menards, discharge hose	PW	pd 12-29	57.98
Metro Sales, copier lease	Police	pd 12-15	44.87
Metro Sales, copies	PZ/Admin	pd 12-29	471.26
Mid-American Research Chemical, janitorial supplies	Park	pd 12-15	93.31
Mike Lyonais, reimburse petty cash	ALL	pd 12-21	24.15
MN Dept Labor & Industry, um pressure vessel	Sewer	pd 12-29	20.00
Municode, annual website hosting maintenance support	Gov't	pd 12-15	1,800.00
Nate Deshayes, uniform reimbursement	PW	pd 12-21	338.01
North Memorial, emt refresher	Fire	pd 12-16	500.00
North Memorial, november subsidy	Ambulance	pd 12-15	1,100.00
Northland Press, employment ad	PZ	pd 12-21	119.00
Peoples Security, annual monitoring	Park	pd 12-15	263.88
Pike Plumbing and Heating, replace wall faucet	PW	pd 12-16	366.93
Planning and Zoning Commissioners, 4th quarter meetings	PZ	pd 12-21	875.00
Premier Auto, battery	Police	pd 12-21	208.15
Premier Auto, mount and balance tires	Police	pd 12-21	80.21
Premier Auto, replace power steering and drive belt	Park	pd 12-23	1,877.06
Premier Auto, mount and balance tires	Police	pd 12-29	80.21
Reflection Window Cleaning, window cleaning	PW	pd 12-15	214.00
SHI, barracuda updates, instant replacement, cloud storage	Park	pd 12-21	1,194.00
State Treasurer, forfeiture proceeds	Police	pd 12-21	12.30

Thelen Heating, converted 2 heaters	Park	pd 12-15	1,241.00
Timber Ridge Electric, retro lighting, wire clock, ext lighting	Park	pd 12-29	1,776.30
Ultimate Safety Concepts, calibration equipment	Fire	pd 12-21	4,937.80
Waste Partners, refund license fee	Gov't	pd 12-16	900.00
Xcel Energy, gas utilities	ALL	pd 12-29	4,265.56
<b>TOTAL</b>			102,778.25



E.  
27.

**BILLS FOR APPROVAL**  
**January 10, 2022**

VENDORS	DEPT		AMOUNT
AW Research, water testing	Sewer		372.60
Baker & Taylor, books	Library		80.99
Breen & Person, legal fees	ALL		875.00
Brock White, dewalt construction saw	PW		849.99
City of Crosslake, sewer utilities	ALL		208.00
Clean Team, january 2022 cleaning	ALL		4,381.25
Council #65, union dues	Gov't		329.96
Crosslake Communications, phone, fax, cable, internet	ALL		2,430.15
Crow Wing County, address assignments	PZ		50.00
CTC, web hosting	Gov't		10.00
CTC, anti virus license	Park		10.00
CTC I.T., december 2021 i.t. labor	ALL		830.00
Culligan, water and cooler rental	ALL		187.50
DeLage Landen Financial Services, copier lease	Park		117.00
Delta Dental, dental insurance	ALL		1,737.15
Digital Horizons, install keypad on door	Park		375.50
Digital Horizons, install rack blank panel	Park		409.71
Elevate Learning, training management	Fire		1,000.00
Fortis, disability insurance	ALL		829.94
Galls, uniform	Police		556.21
Grand Forks Fire Equipment, cleaning solution	Fire		232.00
Guardian Pest Solutions, pest control	ALL		85.37
Initiative Foundation, annual contribution	Gov't		1,650.00
International Assn of Fire Chiefs, membership dues	Fire		240.00
Kirvida Fire, coolant leak repair	Fire		344.98
Marianne Swanson, reimburse overpayment	Park	pd 1-5	411.00
Mastercard, Adobe, monthly premium	PW		36.49
Mastercard, Amazon, prime monthly premium	Gov't		12.99
Mastercard, Amazon, packing tape	Park		11.93
Mastercard, Amazon, masking tape	Park		7.08
Mastercard, Amazon, security light	Park		38.24
Mastercard, Amazon, uniform	Park		124.99
Mastercard, Microsoft, monthly premium	Fire		17.71
Mastercard, Microsoft, monthly premium	Police		75.16
Mastercard, Office Max, ink cartridges	PW		72.27
Mastercard, Zoom, monthly premium	Gov't		64.99
Metro Sales, copier maintenance contract	PZ/Admin		154.00
MN Life, life insurance	ALL		380.60
MN NCPERS, life insurance	Gov't		96.00
MNPEA, union dues	ALL	pd 1-5	234.00
MN Rural Water Assn, membership dues	Sewer		320.00
MN State Fire Chiefs Assn, membership dues	Fire		460.00
MN State Fire Dept Assn, membership dues	Fire		175.00
Napa, snow blades	PW		17.98
Napa, u-bolts	Park		8.90

Napa, u-bolts	Park		22.25
Northland Trust Services, bond payments	Gov't		781,837.14
Teamsters, union dues	Police	pd 1-5	292.00
The Office Shop, bandaids	Gov't		3.15
US Bank, copier lease	ALL		165.00
Xcel Energy, gas utilities	Fire/Park		2,066.79
<b>TOTAL</b>			<b>805,298.96</b>

#### ACH PAYMENTS

Medica, health insurance	Payroll	pd 1-3	32,312.53
Deferred Comp, employee deductions	Payroll	pd 12-20	610.00
Deferred Comp, employee deductions	Payroll	pd 1-4	610.00
Health Care Savings Plan, employee deductions	Payroll	pd 12-20	831.47
Health Care Savings Plan, employee deductions	Payroll	pd 1-4	3,306.38
IRS, payroll tax	Payroll	pd 12-20	6,853.40
IRS, payroll tax	Payroll	pd 1-4	9,537.09
MN Dept of Revenue, payroll tax	Payroll	pd 12-20	1,526.19
MN Dept of Revenue, payroll tax	Payroll	pd 1-4	1,628.59
PERA, payroll deductions and benefits	Payroll	pd 12-20	8,024.30
PERA, payroll deductions and benefits	Payroll	pd 1-4	9,029.12
Sales Tax	ALL	pd 12-16	201.00



City of Crosslake

**RESOLUTION 22-\_\_\_\_\_**

**RESOLUTION ACCEPTING DONATION(S)**

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

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

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

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

<b>FROM</b>	<b>DONATION</b>	<b>INTENDED PURPOSE</b>
PAL Foundation	\$3,483.00	Benches
	\$168.00	Bridge Rent
	\$79.78	Nordic Ridge

; and

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

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

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

Passed this 10th day of January, 2022.

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David Nevin  
Mayor

ATTEST:

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Michael R. Lyonais  
City Administrator  
(SEAL)

F.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 Chamber – Cindy Myogeto  
Address of Applicant: County Road 3 & Route 66, Crosslake MN

Name of Applicant's Authorized Agent: North Star Fireworks – Tracy Wright

Address of Agent: 701 Charles St, Brainerd MN 56401

Telephone Number of Agent: 612-743-3512 Date of Display: 2/4/22 Time of Display: 9:00

Location of Display: Community Center Ballfield

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

Type and number of fireworks to be discharged: Assorted aerial shells up to 3" and 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: Troy Wright Certificate No.: 1071

**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 \$ \_\_\_\_\_ Certificate attached  
(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. 2-5 adults over 21

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):  Date: 1/5/22

Signature of Fire Chief/County Sheriff: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Issuing Authority: \_\_\_\_\_ Date: \_\_\_\_\_



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
12/15/2021

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 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).

<b>PRODUCER</b> Ryder Rosacker McCue & Huston (MGD by Hull & Company) 509 W Koenig St Grand Island NE 68801	<b>CONTACT NAME:</b> Kristy Wolfe	
	<b>PHONE (A/C, No, Ext):</b> 308-382-2330	<b>FAX (A/C, No):</b> 308-382-7109
	<b>E-MAIL ADDRESS:</b> kwolfe@ryderinsurance.com	
	<b>INSURER(S) AFFORDING COVERAGE</b>	<b>NAIC #</b>
	INSURER A : SCOTTSDALE INS CO	41297
<b>INSURED</b> North Star Fireworks LLC 701 Charles St Brainerd MN 56401	INSURER B : NATIONAL CAS CO	11991
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

**COVERAGES**      **CERTIFICATE NUMBER:** 894975358      **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.

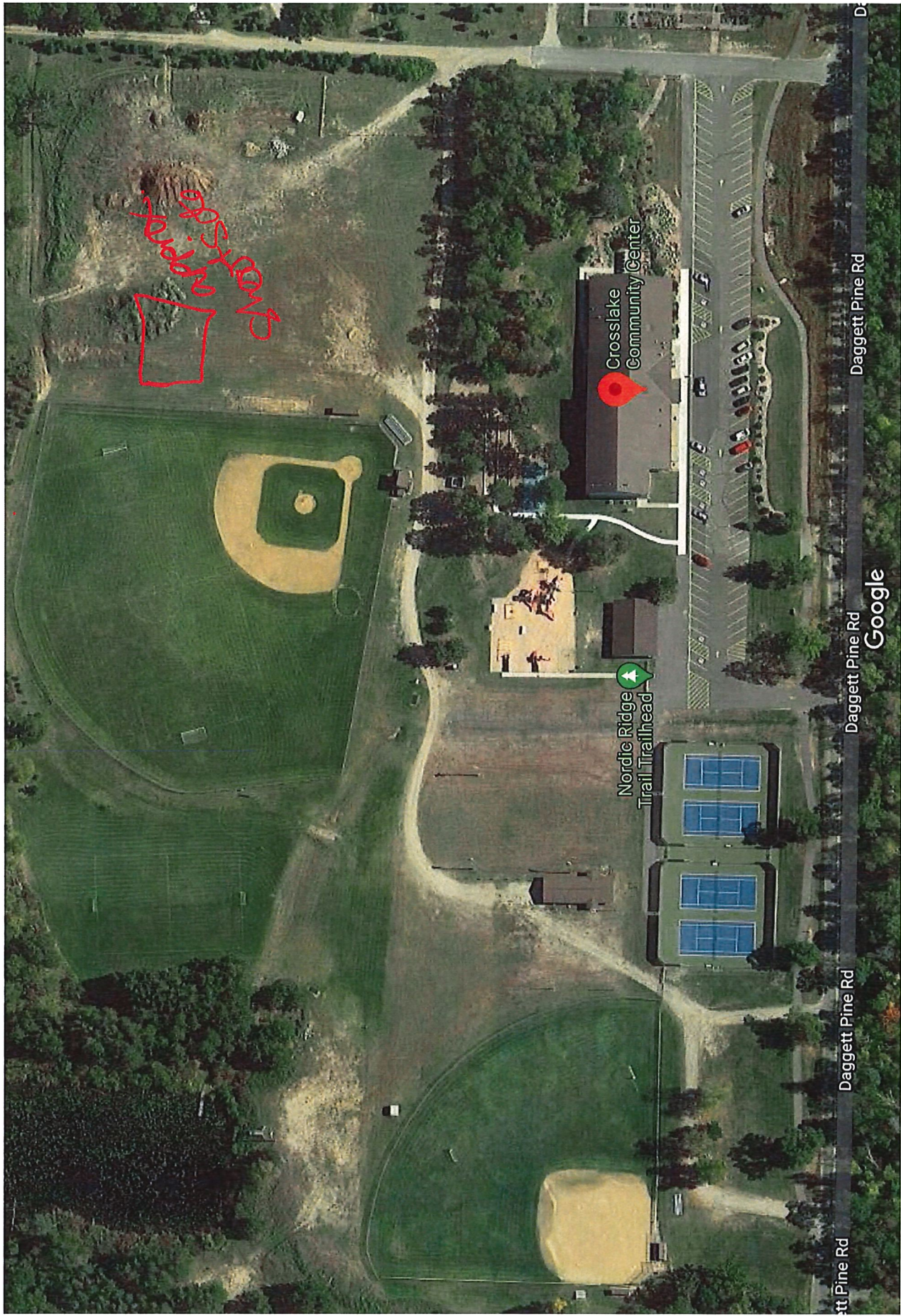
INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC			CPS3994187	9/24/2021	9/24/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
B	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			ZBO0004081	11/11/2021	11/11/2022	COMBINED SINGLE LIMIT (Ea accident) \$ 5,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTIONS			CXS0019363	9/24/2021	9/24/2022	EACH OCCURRENCE \$ 500,000 AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> 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						WC STATUTORY LIMITS <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)  
Regarding the General Liability coverage, Blanket Additional Insured applies to the entities listed below per attached form GLS-150s when required by written agreement.  
Regarding the General Liability coverage, Waiver of Subrogation applies to the entities listed below per attached form CG 24 04 when required by written agreement.  
Display date: 2/4/22 Location: Crosslake Community Center  
Brainerd Chamber of Commerce

<b>CERTIFICATE HOLDER</b>  City of Crosslake 37028 County Rd 66 Crosslake MN 56442	<b>CANCELLATION</b>  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 
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Handwritten red text: "Crosslake Community Center" (mirrored/rotated)

Crosslake Community Center

Nordic Ridge Trail Trailhead

Daggett Pine Rd

Daggett Pine Rd

Daggett Pine Rd

Daggett Pine Rd

Google



G. 1.

**RESOLUTION 22-\_\_\_\_\_  
CITY OF CROSSLAKE  
COUNTY OF CROW WING  
STATE OF MINNESOTA**

**TO APPROVE WASTE HAULER LICENSES FOR 2022**

WHEREAS, the City of Crosslake adopted Ordinance No. 364 Relating to Solid Waste and Recyclable Materials Collection and Disposal on July 13, 2020; and

WHEREAS, haulers are required to obtain a license from the City and are required to provide curbside recycling to Crosslake customers; and

WHEREAS, the City of Crosslake does hereby resolve to approve the Waste Hauler Licenses for the licensing year 2022 to the following firms:

WASTE PARTNERS INC  
PEQUOT LAKES SANITATION LTD  
WASTE MANAGEMENT OF MN INC

BE IT RESOLVED, that the City Council for the City of Crosslake, Minnesota go on record as approving the above firms for waste and recycling hauler licensing for the period of January 1, 2022 – December 31, 2022, at a Regular Council Meeting on the 10<sup>th</sup> day of January, 2022, after all licensing requirements are met under local Ordinance.

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Michael R. Lyonais  
City Administrator

---

David Nevin  
Mayor



G.2.

**CITY OF CROSSLAKE  
FEE SCHEDULE  
EFFECTIVE JANUARY 1, 2021 ~~2021~~ 2022  
ADMINISTRATION – FEE SCHEDULE**

ITEM DESCRIPTION	FEE
<b><u>CEMETERY</u></b>	
• Cemetery Plot for Resident/Property Owner	\$250
• Cemetery Plot for Non-Resident	\$500
• Staking Fee	\$50
• Full Opening in Summer	\$400
• Full Opening in Winter	\$500
• Cremation Opening in Summer	\$150
• Cremation Opening in Winter	\$200
• Holidays/Weekends	\$100
<b><u>FIRE</u></b>	
• Controlled House Burn	\$1600
<b><u>POLICE</u></b>	
• False Alarm Fee (after third response)	\$50
<b><u>LIQUOR LICENSES</u></b>	
• Club On Sale	\$300
• Off Sale 3.2 Beer	\$25
• Off Sale Brewer Taproom	\$200
• Off Sale Intoxicating Liquor	\$100
• On Sale 3.2 Beer	\$75
• On Sale Brewer Taproom	\$500
• On Sale Intoxicating Liquor	\$1500
• Set Up and Display	\$50
• Sunday On Sale	\$200
• Background Investigation (in state)	\$500
• Background Investigation (out of state)	\$10,000 Max
<b><u>MISCELLANEOUS</u></b>	
• Assessment Searches	\$15
• City Maps	\$10
• DVD Copies	\$10
• Duplicate License	\$10
• Election Filing Fee	\$2
• Fax	\$1 Page
• Photo Copies Black/White	\$0.25 Each Page 8.5x11 \$0.50 Each Page 11x17
• Photo Copies Color	\$1.00 Each Page

- Returned Check Fee \$25 + Actual Costs Incurred
- Water \$1.80/per 1,000 Gallons
- Special Council Meeting Request \$500

### **MUNICIPAL SEWER CHARGES**

- Residential Usage Charge \$52 ~~55~~/ Per Month
- Commercial Usage Charge \$52 ~~55~~/ Per 8,000 Gallons/Per month
- Penalty Charge 10% of Unpaid Balance
- Residential Connection Fee \$4,000
- Commercial Connection Fee \$6,500

### **PERMITS**

- Adult Establishment \$2,500
- Background Investigation (in state) \$500
- Background Investigation (out of state) \$10,000 Max
- Single Transient Merchant Permit – Per Day \$50
- Group Transient Merchant Permit – Annual \$50
- Express Service – to Process in Less Than 14 Days \$50
- Pawn Broker \$150/Calendar Year
- Waste Hauler License ~~\$1,000~~ 100/per year

### **PUBLIC WORKS**

- Antenna Added to Existing Tower \$500
- Crack Sealing \$0.85/Per Foot
- Mailbox Post with Installation \$125
- Mowing \$75/Per Hour
- Petition to Vacate Road/Alley/Public Way \$1,000
- Salt/Sand ~~\$31~~ 75/Per Yard
- Small Cell Wireless Permit \$500
- Snowplowing \$100/Per Hour
- Street Sweeping \$100/Per Hour
- Waste Hauler Determined on a Case by Case Basis

## PARK AND RECREATION – FEE SCHEDULE

- Deposits: \$50 for meeting rooms. \$100 for gymnasium.
- Flat Fee of \$11 for use of the kitchen.
- All groups utilizing the Community Center before or after regular hours will be charged \$20 an hour in addition to the regular costs of room or gym rental. Regular hours are Monday – Thursday **6:30am-9pm 8am-8pm**; Friday **6:30am-5pm 8am-4pm**; and **Saturday-Sunday 8am-4pm. Saturday 8am-4pm Sunday 12pm-4pm**
- Civic Clubs and Community Clubs meeting room use that exceeds 6 hours a day will be charged an additional \$11.
- Set Up/Take Down Fee: This service will only be available if staffing permits and will be assessed to all groups utilizing rental space. The minimum charge for set up of equipment will be \$10. Up to 6 banquet tables will be set up for this fee. A fee of \$3 per table will be charged for set up and take down of tables over the amount of six. The \$10 minimum fee for set up/take down does apply for card tables. Up to 25 chairs will be set up for free. Additional cost of chair set up/take down is \$1 per chair. Groups can avoid the set up/take down fees by setting up equipment themselves.

### TYPE OF ACTIVITY

### FEE

#### MEETING ROOM RENTALS

There is a flat rate of \$11/per hour for meeting room #3. Meeting rooms #1 and #2 can be rented together for a discount of \$5/per hour if no other group discounts apply.

- |   |   |
|---|---|
| • City Activities   | No Cost   |
| • Youth Clubs   | No Cost   |
| • School District Youth Sports/Charter School   | No Cost - Up to 2<br>Events Per Week/2<br>Hours Per Event |
| • County, State, Federal  | \$11/Hour   |
| • Community Education   | \$1.50/Per Person   |
| • Civic Clubs   | \$11/Up to 6 Hours  |
| (Lions and Legion have one free event (2 day maximum) per year. After hour fees are charged if event takes place after or before regular hours) |   |
| • Community Clubs, <b>Non-profits</b>   | \$11/Up to 6 Hour<br>or \$33/ Per Day                     |
| • Lake Associations   | <b>\$15 \$20/Per Hour</b>                                 |
| • Private Groups and Other Businesses   | \$20/Per Hour   |

#### GYM RENTALS

- |  |   |
|--|---|
| • City Activities                            | No Cost   |
| • Youth Clubs                                | \$11/Per Hour   |
| • County, State, Federal                     | \$16/Hour   |
| • School District Youth Sport/Charter School | No Cost – Up to 2<br>Events Per Week/2<br>Hours Per Event |
| • Charter School After School Sports Club    | \$100/8 Week Session                                      |
| • Civic Clubs                                | <b>\$15 \$25/Per Hour</b>                                 |

- Community Clubs \$15 \$25/Per Hour
- ~~Lake Associations~~ ~~\$20/Per Hour~~
- Private Groups, **Lake Associations** and Other Businesses \$40/Per Hour

### MISCELLANEOUS RENTALS

- Disc Golf Set – 2 Hours \$5
- Picnic Shelter \$30  
(Two \$50 deposits are required. Beer and wine permits are available with City approval at a cost of \$30)
- Tennis Racket \$3/2 Hours
- Snowshoe Rental (2 Hours) \$5/Pair
- Pickleball – 2 Paddles, 2 Balls \$5/2 Hours
- Ping Pong \$3/2 Hours
- Bocce Ball \$5/2 Hours
- **Conrhole** **\$5/2 Hours**
- Shuffleboard \$5/2 Hours
- Popcorn Machine \$25 (\$50 Cleaning Deposit)

### MISCELLANEOUS SALES

- Disc Golf Disc (1 Disc) \$13
- Disc Golf Discs (Set of 3) \$32
- Tennis Balls \$4/Can
- Trail Maps \$1/Per Two- Sided Copy
- Shower \$3
- Water \$1/Bottle
- Bench with Engraving and Installation \$900

### ACTIVITY FEES

- T-Ball – Per Season \$35
- Mustang Baseball – Per Season \$35
- Colt Baseball and Up – Per Season \$45
- SilverSneakers Class Punch Card \$28/8 Classes
- SilverSneakers Class Day Pass \$4
- **Silver & Fit Class Discount Program** Punch Card **\$5 \$10/20**  
Classes
- ~~Zumba Day Pass~~ ~~\$10~~
- ~~Zumba Punch Card~~ ~~\$80~~
- Pickleball Day Pass \$4
- Pickleball Annual Membership \$50
- Basketball for Grades K-2 \$30
- Basketball for Grades 3-6 \$30
- Summer Basketball Camp \$30/6 Sessions
- Soccer for Grades K-1 – Per Season \$30
- Soccer for Grades 2-3 – Per Season \$35
- Soccer for Grades 4-6 – Per Season \$40
- Soccer for Grades 7-12 – Per Season \$65



- Summer Soccer Camp \$25/6 Sessions
- Tennis for Seniors – Per Season ~~\$22~~ \$25
- Tennis for Seniors – Day Pass \$4
- Tennis Lessons – Per Week ~~\$38~~ \$42
- Tennis Lessons – 3 Weeks ~~\$90~~ \$100
- Volleyball – Daily \$4
- Volleyball – 10 Weeks \$20
- Weight Room – Daily \$6
- Weight Room – Monthly \$35
- Weight Room – 2 Months \$70
- Weight Room – Quarterly \$90
- Weight Room – Semi Annual \$160
- Weight Room – Nine Month \$225
- Weight Room – Annual \$260
- ~~Personal Trainer~~ ~~\$30~~ / Hour
- 10 Day Punch Card \$55
- Veteran's 10% Discount on any Membership

- Youth Sports Late Fee: Extra \$25 after deadline; if space is available

## LIBRARY

- Library Cards \$5 – Adult  
\$1 – Student  
\$5 – Replacement  
Cost of Replacement
- Material Fines
- Administrative Fee – fine for notice sent out \$5
- Summer Reading Program \$5
- Storage Disc \$2
- One Time Computer Use (without card purchase) \$3



## **PLANNING AND ZONING – FEE SCHEDULE**

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

<b>TYPE OF PERMIT</b>	<b>PERMIT FEE</b>
<b><u>RESIDENTIAL NEW CONSTRUCTION (not including accessory structure or addition)</u></b>	
• Up to 1,000 sq. ft. ground cover	\$250
• 1,001-2,000 sq. ft. ground cover	\$500
• 2,001-3,000 sq. ft. ground cover	\$750
• 3,001-4,000 sq. ft. ground cover	\$1,000
• Each additional 1,000 sq. ft. ground cover	\$250
<b><u>RESIDENTIAL ACCESSORY STRUCTURE OR ADDITION</u></b>	
• Up to 100 sq. ft. ground cover	\$25
• 101-200 sq. ft. ground cover	\$100
• 201-400 sq. ft. ground cover	\$125
• 401-600 sq. ft. ground cover	\$175
• 601-1,000 sq. ft. ground cover	\$250
• 1,001-2,000 sq. ft. ground cover	\$300
• Each additional 1,000 sq. ft. ground cover	\$100
<b><u>COMMERCIAL NEW CONSTRUCTION (including plan review/not including accessory structure or addition)</u></b>	
• Up to 1,000 sq. ft. ground cover	\$400
• 1,001-2,000 sq. ft. ground cover	\$500
• 2,001-5,000 sq. ft. ground cover	\$750
• 5,001-10,000 sq. ft. ground cover	\$1,000
• 10,001 sq. ft. and greater ground cover	\$1,250
• Each additional 1,000 sq. ft. ground cover	\$500
<b><u>COMMERCIAL ACCESSORY STRUCTURE OR ADDITION (including plan review)</u></b>	
• Up to 100 sq. ft. ground cover	\$50
• 101-400 sq. ft. ground cover	\$100
• 401-1,000 sq. ft. ground cover	\$300
• 1,001-2,000 sq. ft. ground cover	\$400
• 2,001-5,000 sq. ft. ground cover	\$500
• 5,001-10,000 sq. ft. ground cover	\$750
• 10,001 sq. ft. and greater ground cover	\$1,000
<b><u>ACCESSIBILITY PLAN REVIEW</u></b>	\$40 / hour (1 hr. minimum)
<b><u>ADMINISTRATION FEE</u></b>	\$50 / hour

<u>AFTER-THE-FACT</u>	3x's application fee
<u>APPEAL TO P&amp;Z COMMISSION OR CITY COUNCIL</u>	\$500
<u>APPLICANT'S REQUEST FOR SPECIAL MEETING</u>	\$500
<u>CELL TOWER ANTENNA</u>	\$300
<u>COMMERCIAL CHANGE OF USE PERMIT</u>	\$100
<u>CONDITIONAL USE PERMIT (including amendments)</u>	
• Residential	\$500
• Commercial	\$500
<u>DEMOLISH/REMOVE BUILDING</u>	\$50
<u>FENCE</u>	\$75
<u>LAND ALTERATIONS</u>	\$150
<u>ON-SITE SIGN</u>	
• Residential/Home Occupation	\$25
• Commercial	
* Permanent	\$50
* Temporary (Up to 60 days)	No fee
• E-911 Sign/Address Fee	\$100
• E-911 Sign/Address Replacement Fee	\$55
<u>SEPTIC: Upgrade/New System</u>	
• Residential	\$250 + cost of review/inspection
• Commercial	
* Small Flow System (< 1,000 gal/day)	\$350 + cost of review/inspection
* Large Flow System (> 1,000 gal/day)	\$425 + cost of review/inspection
<u>SUBDIVISIONS</u>	
Metes and Bounds (if handled over the counter)	\$100 + \$75 per lot
(if commission/council approval is required)	\$400 + \$75 per lot
Preliminary Residential Plat	\$500 + \$100 per lot
Final Residential Plat	\$500 + \$25 per lot
Preliminary Commercial Plat	\$750 + \$150 per lot
Final Commercial Plat	\$750 + \$50 per lot
Lot Line Adjustment	\$100
Lot Consolidation	\$100

## **PARK DEDICATION FEES**

\$1500 per new lot

### ***Sec. 44-402. Required; applicability.***

*(a) The developer of a subdivision shall dedicate ten percent (10%) of his buildable land as measured pre-plat to the public for park purposes, or, at the option of the city council, shall pay the city an amount equal to \$1,500.00 per lot for a commercial- or industrial-zoned subdivision and \$1,500.00 per residential unit created in a residentially zoned subdivision, or a combination of land dedication and payment of cash in lieu of land according to the formula set forth in this Code.*

*(b) This section shall apply to all land subdivisions, including land subdivided by metes and bounds description.*

## **TEMPORARY STRUCTURES**

\$50

## **VARIANCE**

- Residential \$500
- Commercial \$500

## **ZONING INFORMATION**

- **Maps**
  - \* Road \$10
  - \* Zoning (11" by 17") \$5
  - \* Out-as-Shown (floodplain) \$50

## **ZONING MAP AMENDMENT**

\$500

## **ZONING ORDINANCE AMENDMENT**

\$350 + Printing Costs

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

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

G.3.

**RESOLUTION NO. 22-\_\_\_\_**  
**CITY OF CROSSLAKE**  
**COUNTY OF CROW WING**  
**STATE OF MINNESOTA**

**RESOLUTION FOR THE CITY OF CROSSLAKE TO APPLY FOR  
TRANSPORTATION ALTERNATIVES PROGRAM GRANT**

WHEREAS, the City of Crosslake is planning to apply for a 2026 Federal Transportation Alternatives grant award for a project identified as the Crosslake Pedestrian Mobility Improvement Plan Phase 1; and

WHEREAS, Crow Wing County has agreed to act as the project sponsor, as required by the Transportation Alternatives grant program; and

WHEREAS, the need for improved pedestrian facilities is being necessitated by future construction of the National Loon Center and the decision not to allow additional on-site parking for National Loon Center patrons; and

WHEREAS, the future National Loon Center will be located on the Federal Corps of Engineers campground in Crosslake in close proximity to the junction of State Aid Highways 3 and 66; and

WHEREAS, this area currently experiences challenges with seasonal congestion and elevated levels of vehicle/pedestrian conflict; and

WHEREAS, if grant funds are awarded, the City of Crosslake and Crow Wing County, shall share the local match and project costs as defined by the Highway Department Cost Participation Policy.

NOW, THEREFORE, BE IT RESOLVED that the City Council for the City of Crosslake agrees to apply for the 2026 Transportation Alternatives grant intended to fund the Crosslake Pedestrian Mobility Improvement Plan Phase 1 project.

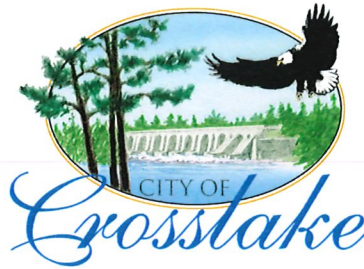
BE IT FURTHER RESOLVED that if Transportation Alternatives funds are awarded, the City of Crosslake and Crow Wing County shall participate in matching grant funds and other project costs as defined by the Highway Department Cost Participation Policy.

Adopted this 10<sup>th</sup> day of January 2022.

\_\_\_\_\_  
Michael R. Lyonais, City Administrator

\_\_\_\_\_  
David Nevin, Mayor





G. 4.

MEMO TO: City Council

FROM: Mike Lyonais – City Administrator *mxl*

DATE: January 10, 2022

SUBJECT: Recommendation to Accept Teamsters Union Contract

Collective Bargaining Process

Negotiation Team

Contract Terms

- New Contract Term  
January 1, 2022 through December 31, 2024
- Revisions from Previous Contract  
Wage scale revisions represents approximately 3% adjustment between years.  
Unused vacation carryover reduced to 120 hours.

**Recommendation:**

Recommend approval of the Teamsters General Local No. 346 contract renewal for the period January 1, 2022 through December 31, 2024.

Council Action – Motion



## LIABILITY COVERAGE – WAIVER FORM

**Members who obtain liability coverage through the League of Minnesota Cities Insurance Trust (LMCIT) must complete and return this form to LMCIT before the member's effective date of coverage. Return completed form to your underwriter or email to [psstech@lmc.org](mailto:psstech@lmc.org).**

*The decision to waive or not waive the statutory tort limits must be made annually by the member's governing body, in consultation with its attorney if necessary.*

Members who obtain liability coverage from LMCIT must decide whether to waive the statutory tort liability limits to the extent of the coverage purchased. The decision has the following effects:

- *If the member does not waive the statutory tort limits*, an individual claimant could recover no more than \$500,000 on any claim to which the statutory tort limits apply. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would be limited to \$1,500,000. These statutory tort limits would apply regardless of whether the member purchases the optional LMCIT excess liability coverage.
- *If the member waives the statutory tort limits and does not purchase excess liability coverage*, a single claimant could recover up to \$2,000,000 for a single occurrence (under the waive option, the tort cap liability limits are only waived to the extent of the member's liability coverage limits, and the LMCIT per occurrence limit is \$2,000,000). The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to \$2,000,000, regardless of the number of claimants.
- *If the member waives the statutory tort limits and purchases excess liability coverage*, a single claimant could potentially recover an amount up to the limit of the coverage purchased. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to the amount of coverage purchased, regardless of the number of claimants.

Claims to which the statutory municipal tort limits do not apply are not affected by this decision.

---

LMCIT Member Name:

City of Crosslake, Minnesota

---

*Check one:*

☒ The member **DOES NOT WAIVE** the monetary limits on municipal tort liability established by [Minn. Stat. § 466.04](#).

☐ The member **WAIVES** the monetary limits on municipal tort liability established by [Minn. Stat. § 466.04](#), to the extent of the limits of the liability coverage obtained from LMCIT.

Date of member's governing body meeting: \_\_\_\_\_

Signature: \_\_\_\_\_ Position: \_\_\_\_\_

H.  
1.  
a.

MEMO TO: City Council

FROM: Public Works Commission



DATE: January 4, 2022

SUBJECT: Recommendation Re: Simonson Lumber – City Stormwater Utility Easement

The Public Works Commission recommends that the City Council support the proposal that the City pay Simonson Lumber \$6,500 for stormwater utility easement for the sewer extension project and that Simonson Lumber pay the City \$6,500 for sewer connection charge.

Attached is information provided to the Commission at their meeting of January 3, 2022.



Real People. Real Solutions.

MEMORANDUM

**Date:** December 29, 2021  
**To:** Ted Strand, Public Works Director  
**From:** Phil Martin, PE  
**Subject:** Projects Update for January 3, 2022 Public Works Meeting

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CSAH 66 Sanitary Sewer Extension / Storm Water Quality Improvements

Temporary easement requests were submitted to property owners located along the west side of CSAH 66 to offer the opportunity to address driveway transitions and sanitary sewer service installation. We have had discussions with some and received a few.

Additionally, requests for a perpetual utility easement were submitted to the Log Church and Simonson Lumber for the stormwater quality treatment areas that have been planned to occupy the County right of way and their property.

- We met with representatives from Simonson Lumber. Based on that meeting we have assembled a proposal for acquiring the perpetual utility easement that Simonson Lumber is willing to accept (email summarizing proposal attached). The City Attorney has reviewed and only commented that he would require a written agreement regarding the hookup delay that is proposed. We would request a recommendation from the PW Committee to the City Council supporting this proposal.
- We have not made progress with the Log Church perpetual utility easement. We have been informed that they are not interested in discussing the perpetual utility easement until their proposed preliminary assessment has been addressed.

It is our hope that we can work in a cooperative manner with each property owner to obtain the perpetual utility easement. For the purpose of keeping construction on track, I would recommend that the City set a deadline for negotiating the perpetual easements and identify the date at which time the City begins to pursue condemnation. It is my understanding from the City Attorney that we need a few months to complete that process. As a result, I would recommend that date be set at February 1, 2022 unless it becomes obvious prior that we are at an impasse.

Bid advertised for the public improvements between January 4, 2022 and January 27, 2022, with the plan to open bids at 1:00 pm on Thursday, January 27, 2022. Advertisement has already begun in the Northland Press due to their hours/days of operation over the holidays.

Crow Wing County has developed a DRAFT cost share agreement between the County, the City, and the Soil and Water Conservation District. The City received that information today.

2022 Road Improvements

Preliminary plans were provided to the City to complete an initial review and answer questions regarding the proposed improvements.



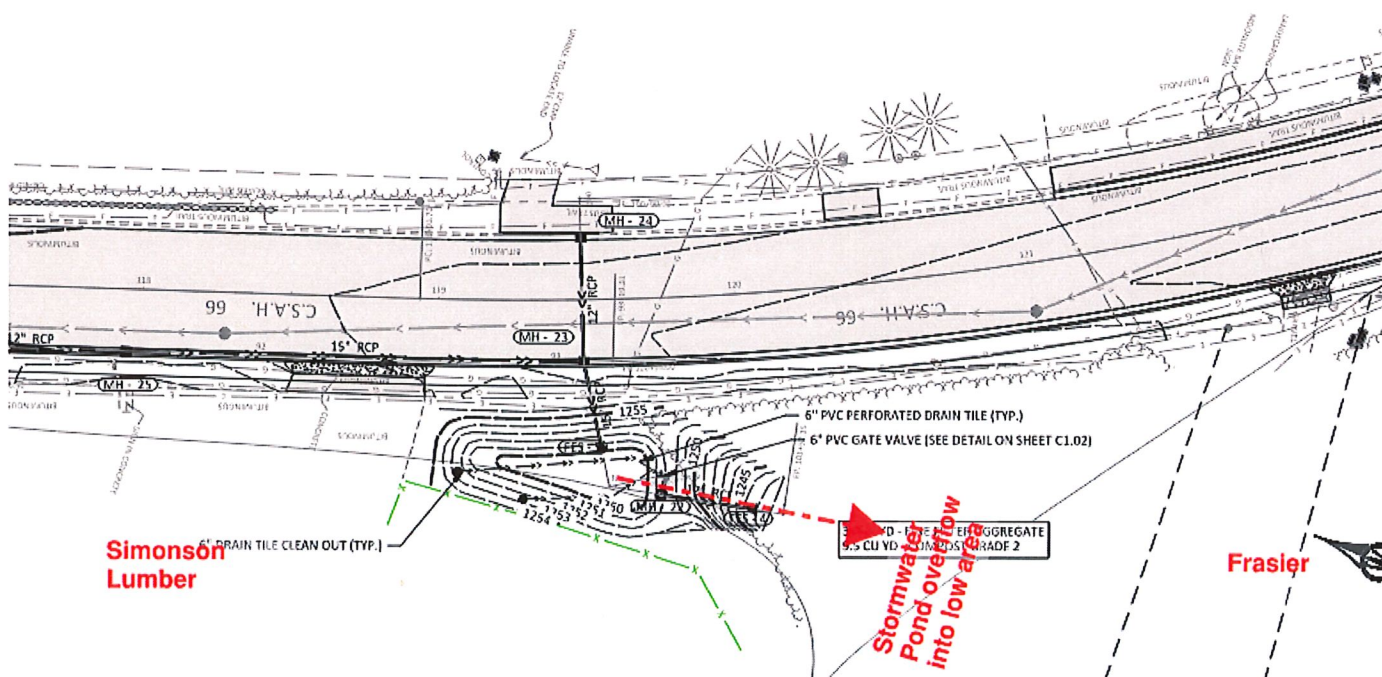
## Phil Martin

**From:** Phil Martin  
**Sent:** Thursday, December 23, 2021 11:17 AM  
**To:** Larry Geschwill  
**Cc:** Mike Lyonais (mlyonais@crosslake.net); Ted Strand; Andrew Beadell  
**Subject:** Simonson Lumber - City Stormwater Utility Easement

Hi Larry

Just wanted to follow up with you based on our meeting with you and Richard on December 20, 2021 at City Hall. We appreciate the thoughts you and Richard provided and intend to bring forth to the Public Works Committee the ideas that were discussed in that meeting. To assure their accuracy, I have summarized them below for your review and comment.

The City seeks a perpetual utility easement for a stormwater pond located on Simonson Lumber property. The City intent is to direct stormwater from CSAH 66 to the pond for storage and treatment. During large rainfall events, the pond would overflow into the low area on the north side of the Simonson Lumber parcel. (See screenshot below)



Simonson Lumber is willing to work with the City to provide that perpetual utility easement with the following proposal:

The City will maintain the stormwater pond.

In lieu of payment for the easement, Simonson Lumber would not be charged for the sewer connection fee. Essentially a trade...a perpetual easement for no sewer connection fee (currently valued at \$6,500).

Simonson Lumber has plans to reconstruct their facilities in the next 2 years. They would like the City to extend their use of their existing drainfield for that period until they connect their new facilities to the City system.

Please review this information with Richard and get back to us with any comments or concerns.

Merry Christmas.

Thanks

**Phil Martin P.E.**

Principal Engineer

**Bolton & Menk, Inc.**

7656 Design Road

Suite 200

Baxter, MN 56425-8676

Phone: 218-825-0684 ext. 2864

Mobile: 218-821-7265

**Bolton-Menk.com**

H.2.a.

## REQUEST FOR COUNCIL ACTION

January 5, 2022

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**Department:** Parks & Recreation

**Agenda Section:** Commission Reports

**Department Head:** TJ Graumann

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**Agenda Item:** Request to Declare Concession Stand as Surplus

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### BACKGROUND

The Parks and Recreation Department has not utilized the mobile concession stand in over 10 years and does not foresee ever using it again.

### FINANCIAL IMPLICATIONS

N/A

### STAFF RECOMMENDATIONS

Staff is requesting that City Council declare the concession stand as surplus so it can be sold. The concession stand will be listed on Govdeals.com

### COUNCIL ACTION REQUESTED

Declare the Parks and Recreation mobile concession stand as surplus and post it to Govdeals.com to be sold.

### ATTACHMENT

- a. Picture



