

AGENDA AND ADDITIONS TO THE AGENDA
REGULAR COUNCIL MEETING
CITY OF CROSSLAKE
MONDAY, APRIL 10, 2023
7:00 P.M. – CITY HALL

A. CALL TO ORDER

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

B. PUBLIC FORUM - Action may or may not be taken on any issues raised. If Council requires more information or time for consideration, the issues will be placed on the agenda of the next regular council meeting. Speaker must state their name and address. At the discretion of the mayor, each speaker is given a three-minute time limit.

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

1. Special Council Meeting Minutes of March 1, 2023
2. Special Council Meeting Minutes of March 8, 2023
3. Regular Council Meeting Minutes of March 13, 2023
4. Special Council Meeting Minutes of March 20, 2023
5. Unadjusted Draft: 03.31.2023 Month End Revenue Report
6. Unadjusted Draft: 03.31.2023 Month End Expenditures Report
7. Unadjusted Draft: 03.31.2023 Balance Sheet
8. Police Report for Crosslake – March 2023
9. Police Report for Mission Township – March 2023
10. Fire Department Report – March 2023
11. North Ambulance Run Report –March 2023
12. Planning and Zoning Monthly Statistics
13. Public Works Commission Meeting Minutes of March 6, 2023
14. Crosslake Park, Recreation, and Library Commission Meeting Minutes of March, 2023
15. Waste Partners Recycling Reports for February 2023
16. LG220 Application for Exempt Permit from Crosslake Emily Knights Foundation
17. Bills for Approval
18. Special Council Meeting Minutes of February 22, 2023
19. Corrected Special Council Meeting Minutes of March 20, 2023
20. Additional Bills for Approval

D. MAYOR'S AND COUNCIL MEMBERS' REPORT

1. Thank You from Crosslake Food Shelf
2. Letter dated February 21, 2023 from Crow Wing County Historical Society Re: Request for Support
3. Email from Pam Graves dated March 20, 2023 Re: Illegal Fireworks Displays
4. Resolution Accepting Donations (Council Action-Motion)

5. Application from Mary Jo Fritsvold for Appointment as Alternate to Parks and Recreation / Library Commission (Council Action-Motion)
6. Alden Hardwick – Update on Pine River Overlook Park

E. CITY ADMINISTRATOR'S REPORT

1. Review Crow Wing County Short-Term Rental Ordinance
 - a. Ordinance Creating New Chapter in City Code and Adopting County Short-Term Rental Licensing Language (Council Action-Motion)
 - b. Approval to Publish Summary of Ordinance in Official Newspapers (Council Action-Motion)
 - c. Agreement with Crow Wing County to Administer and License Crosslake's Short-Term Rentals (Council Action-Motion)
 - d. Chad Dixon – Proposal Regarding Short-Term Rentals
2. Tim Bray – Discuss Timeline of CSAH 3/66 Intersection Improvements

F. COMMISSION REPORTS

1. PARK AND RECREATION/LIBRARY
 - a. Request for Action from TJ Graumann Re: Community Center Gutters (Council Action-Motion)
 - b. Update on Hockey Rink
 - c. Update on Youth Coordinator Position
 - d. Update on Kubota
2. PUBLIC WORKS/SEWER/CEMETERY
 - a. Updated Cost of 2023 Seal Coat Project (Council Information)
 - b. Letter dated March 15, 2023 from Crow Wing County Highway Department Re: Bridge Maintenance (Council Information)
 1. 2022 Routine Bridge Inspection Report for Sunrise Island Bridge
 2. 2022 Routine Bridge Inspection Report for Milinda Shores Bridge
 - c. Memo dated April 6, 2023 from Public Works Commission Re: House on Newly Purchased Property (Council Action-Motion)
 - d. Recommendation from Public Works Commission to Rent Shouldering Machine (Council Action-Motion)
 - e. Memo dated April 6, 2023 from Public Works Commission Re: Purchase of Water Trailer (Council Action-Motion) – Updated Price
3. PUBLIC SAFETY
 - a. Resolution Supporting Application to Sourcewell for Grant (Council Action-Motion)

G. PUBLIC FORUM - Action may or may not be taken on any issues raised. If Council requires more information or time for consideration, the issues will be placed on the agenda of the next regular council meeting. Speaker must state their name and address. At the discretion of the mayor, each speaker is given a three-minute time limit.

H. CITY ATTORNEY REPORT

1. Discuss Conflict of Interest and Affidavit of Official Interest
 - a. Fire Instruction and Rescue Bills for Approval
 - b. Additional Fire Instruction and Rescue Bills for Approval

I. OLD BUSINESS

J. NEW BUSINESS

K. ADJOURN

C.18.

SPECIAL COUNCIL MEETING
CITY OF CROSSLAKE
February 22,2023

The Crosslake City Council held a special meeting on Wednesday, February 22, 2023 at 10:00 A.M. The purpose of the meeting was to hold labor negotiations with MNPEA City Administrator unit.

The following Council members were present: Mayor Dave Nevin, Aaron Herzog, Sandy Farder, Jackson Purfeerst, Marcia Seibert-Volz, Also present: City labor attorney Jacob Stonesifer, Joe Ditsch MNPEA General Counsel, City Administrator Mike Lyonais.

Mayor Nevin called the meeting to order at 10:00 a.m.

Joe Ditsch reviewed the employer proposal dated January 25,2023 and their requested edits.

The Council moved to close the meeting pursuant to MN Statute 13D.03 to consider strategy for labor negotiations including discussing and review of the labor negotiation proposal edits.

(The closed session is recorded, confidential, and not available to the public)

Mayor reopened the meeting. City Labor Attorney Jacob Stonesifer stated the Council had decided to go into mediation.

Council moved to adjourn.

Respectfully Submitted,
Marcia Seibert-Volz
Council

Mayor Dave Nevin

C.19.

SPECIAL COUNCIL MEETING
CITY OF CROSSLAKE
MONDAY, MARCH 20, 2023
5:30 P.M. – CITY HALL

The Council for the City of Crosslake met in a Special Session on Monday, March 20, 2023. The following Council Members were present: Mayor Dave Nevin, Aaron Herzog, Sandy Farder, Jackson Purfeerst, and Marcia Seibert-Volz. Also in attendance were City Administrator Mike Lyonais, City Clerk Char Nelson, Park Director TJ Graumann, Zoning Administrator Pete Gansen, Public Works Director Pat Wehner, Fire Chief Chip Lohmiller, and Police Chief Erik Lee. Echo Publishing Reporter Nancy Vogt attended via Zoom. There were approximately twenty-five audience members on Zoom and in the audience.

Dave Nevin called the meeting to order at 5:30 P.M.

The Council reviewed the revised ordinance regarding short-term rentals. Sandy Farder stated that she was not in favor of not counting children 12 and under as occupants. Jackson Purfeerst agreed. Pete Gansen stated that the County's ordinance allows two persons per bedroom plus one and the City's only allows two per bedroom. Dave Nevin stated that there should not be a limit on the number of children that stay at a rental. Erik Lee stated that it would be difficult to enforce such language because if there were a complaint, the police would not go in and count how many bodies were sleeping there.

Jane Trent stated that she has operated a short-term rental on Wolf Trail for two year and has received no complaints from neighbors. The majority of her renters are families and many have several children. Ms. Trent has upgraded her septic and under the County ordinance can have up to 21 occupants.

MOTION 03SP3-01-23 WAS MADE BY MARCIA SEIBERT-VOLZ AND SECONDED BY JACKSON PURFEERST TO ALLOW CROW WING COUNTY TO REGULATE SHORT-TERM RENTALS IN THE CITY OF CROSSLAKE FOR THIS YEAR.

Joyce Etter of 35318 Riverwood Trail stated that the majority of residents in Crosslake do not want short-term rentals in their neighborhoods. Ms. Etter asked how the Council will hold owners accountable if they don't have a license and if they cause problems.

Mark Wessels of Adney Lake Road in Crosby suggested that the Council ask other communities how they enforce rules and suggested that the Council form a committee to complete the ordinance by year end. Aaron Herzog agreed.

Chad Dixon of 34970 East Shore Boulevard stated that he manages VRBO's and would like to help the Council develop the ordinance. Mr. Dixon stated that the County has done enforcement and contacted him to let him know he needed to get a license when he started renting property. Mr. Dixon suggested that the fines for violations be high enough to deter repeat offenders.

Erik Lee stated that he did not think the City could have this ordinance ready by summer. Chief Lee suggested that the Police Department hire an assistant that could manage the process.

MOTION CARRIED 4-1 WITH NEVIN OPPOSED.

Chip Lohmiller stated that no ordinance is going to make everyone happy and not adopting this ordinance means there will be no life safety regulations for the rest of the year.

MOTION 03SP3-02-23 WAS MADE BY AARON HERZOG AND SECONDED BY JACKSON PURFEERST TO DIRECT MIKE LYONAIIS TO CONTACT CROW WING COUNTY TO ASK IF COUNTY WILL REGULATE SHORT-TERM RENTALS FOR CITY OF CROSSLAKE FOR REMAINDER OF THE YEAR, TO FIND OUT STEPS NECESSARY TO HAVE COUNTY TAKE OVER REGULATION, AND TO BRING INFORMATION TO APRIL COUNCIL MEETING. MOTION CARRIED 4-1 WITH NEVIN OPPOSED.

MOTION 03SP3-03-23 WAS MADE BY AARON HERZOG AND SECONDED BY JACKSON PURFEERST TO DIRECT STAFF TO DEVELOP A JOB DESCRIPTION FOR A PERSON TO MANAGE THE SHORT-TERM RENTAL LICENSE PROCESS FOR THE CITY OF CROSSLAKE. MOTION CARRIED WITH ALL AYES.

MOTION 03SP3-04-23 WAS MADE BY DAVE NEVIN AND SECONDED BY SANDY FARDER TO APPROVE THE CITY ORDINANCE REGARDING SHORT-TERM HOME RENTALS AS IS WITH A START DATE OF 6/15/2023. Chip Lohmiller stated that the instructions and applications are ready. Cindy Myogeto of the Chamber suggested using the same occupancy standards as the County so that they are the same for the entire area. MOTION CARRIED **FAILED** 2-3 WITH SEIBERT-VOLZ, HERZOG AND PURFEERST OPPOSED.

A brief discussion ensued regarding possible changes to the occupancy limits in the ordinance. Cindy Myogeto of the Chamber stated that the Council should wait until they get the County's information at the April meeting and go from there.

MOTION 03SP3-05-23 WAS MADE BY SANDY FARDER AND SECONDED BY DAVE NEVIN TO ADJOURN THE MEETING AT 7:05 P.M. MOTION CARRIED WITH ALL AYES.

Respectfully Submitted,

Charlene Nelson
City Clerk

C.20.

ADDITIONAL BILLS FOR APPROVAL
April 10, 2023

VENDORS	DEPT		AMOUNT
Ferguson Waterworks, meter heads	Sewer		1,488.88
Forum Communications, youth coordinator ad	Park		189.70
Forum Communications, seasonal groundskeeper ad	Park		200.07
Galls, uniform	Police		204.53
Granite Electronics, cables, antenna	PW		160.09
Lakes Area Rental, pressure washer rental	PW		51.00
Lakes Printing, business cards	Park		61.50
Midwest Machinery, filters, oil	PW		273.44
Mills, gmc sierra repairs	PW		251.88
MR Sign, signs for new park	Park		221.08
Napa, battery warranty	Fire		91.48
Northland Press, tennis instructor ad	Park		36.45
Volunteer FF Benefit Assn, annual renewal fees	Fire		277.00
TOTAL			3,507.10

Crosslake City Council Meeting

Proposal for Short-Term Rental Licensing Ordinance

1. Licensing Requirements

- Property requirements for obtaining a rental license, including smoke detectors, carbon monoxide detectors, proper egress windows, safe electrical and plumbing systems, and septic compliance.
- Discussion on septic compliance guidelines.
- Local Representative requirements as an area owner, immediate family member of an owner, attorney or licensed real estate agent.
- The permissible number of individuals allowed to occupy a short-term rental during the night shall conform to the provisions of county ordinance 5.2(a), which stipulates that the number of individuals per bedroom shall not exceed three (3), and an additional person per unit is permitted.
- Garbage, refuse, or recycling shall be stored completely enclosed within designated refuse containers and that are stored out of view of a public street per City of Crosslake Ordinances. The owner or operator of the rental unit shall provide sufficient trash storage containers and service to accommodate the demand of the occupants and no less than one (1) refuse container per bedroom.

2. Applying for a License

- Online application process via the city's regulatory services portal.
- Information required for the application, including number of bedrooms, bathrooms, and septic compliance certificate.
- Building a secure webpage for owners to apply and upload documentation allowing applications to interface directly with CivicPlus eliminating data entry

3. Brief Overview of CivicPlus Workflows

- Application form created and hosted within for easy updates and changes
- Approval process via Workflows
 - Initial reviewer has ability to approve, deny, or seek clarification from submitter
 - Anyone who is part of the approval process will have a notification in the CivicPlus Dashboard and email

4. Inspections

- Fire Safety Plan must be created by the Fire Department as part of the License.
- Involvement of a city-approved inspector. Option for presenter to conduct inspections and submit inspection report. Verification of all minimum standards including posting of Fire Safety Plan, House Rules, Quiet Hours, etc.
- Septic inspections every 3 years. Certificate of Compliance required for License.
- Cost of inspections covered by the owner.

5. Paying License Fees

- Annual fee payment to the City for rental license.
- Billing options: using existing City of Crosslake Utility billing or by check.

6. Annual Renewal

- Annual renewal of rental license and scheduling of inspection to verify continued compliance.



F. z. e.

Patrick Wehner-Crosslake Communications- 1610 Gallon Base DOT Water Trailer- Gravity Fed

Crosslake Communications

35910 County Road 66
Crosslake, MN 56442
United States

patrick wehner

pwehner@crosslake.net
5074401174

Portable Tank Group, Inc DBA One Clarion

1515 U.S. Hwy. 1

Sebastian, FL 32958
USA

Matthew Prichard

Water Trailer Sales
matthewp@oneclarion.com

Reference: 20230404-192605830

Quote created: April 4, 2023

Quote expires: April 7, 2023

New
Price

Total **\$18,217.35**

SKU	DESCRIPTION	QUANTITY	PRICE	NET PRICE
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SKU	DESCRIPTION	QUANTITY	PRICE	NET PRICE
N364	<p>DOT Water Trailer - 1610 GALLON</p> <p>Heavy Duty DOT Trailer with 2 x 2" Ball Valves Fitted 7 Installed.</p> <p>- FULLY DRAINABLE TANK.</p> <p>HIGH SPEED TRAILERS W/ BRAKES, LED LIGHTS, FENDERS & 2-5/16 BALL COUPLER</p> <p>Frame & Tank</p> <ul style="list-style-type: none"> • 5-year trailer frame warranty • 3- year non prorated replacement warranty Norwesco drainable tank • Extra heavy duty 7" channel iron frame • Heavy duty cross member tank supports • Extended double plated reinforced tongue • 22,000 lb. suspension with slipper springs (tandem axle) • Adjustable Height hitch • 20,000 lb. safety chains • 10,000 lb. top wind drop leg jack - Highway Tires 10 ply - Powder coat paint <p>Tank & Fittings</p> <ul style="list-style-type: none"> - 5303095-BLU FC1610-DOT-3-BLU 3-year Warranty FULLY DRAINABLE tank - BV2-KIT1- 2" Ball Valve Kit With Tank Fitting Installed- Qty x 2 <p>Lead time is currently 8-10 weeks- Subject to time of order.</p>	1	\$17,254.90	\$17,254.90

SKU	DESCRIPTION	QUANTITY	PRICE	NET PRICE
N399	Algae Resistant Black tank for Potable Water.	1	\$177.45	\$177.45
_Freight	<p>Estimated freight and handling charges - PLEASE CONFIRM SHIP TO ADDRESS.</p> <p>To Crosslake, MN from Mankato, MN location.</p> <p>Also Available for pick up at location.</p> <p>All freight quotes are provided as a courtesy to customers to facilitate their orders. When provided, freight rates are based on good faith estimates and may be subject to change if the shipment is different from that originally advised. Any additional out of pocket expenses will be billed at cost.</p> <p>May not include the following as applicable; Job Site delivery, Residential Delivery, Pre-Delivery Phone Calls, Liftgates, COD, Duties & Taxes, Custom Clearance Fees, L/C costs, Legalization of Documents, Insurance, etc. You will need a loading ramp/dock/forklift/means to offload the materials/equipment once it arrives. The equipment/materials arrive on commercial carriers to ensure that we provide the very best delivery rates.</p> <p>Please plan ahead to avoid delays and potential charges. Should you need assistance or alternative delivery method discuss at time</p>	1	\$785.00	\$785.00

SKU	DESCRIPTION	QUANTITY	PRICE	NET PRICE
	meet delivery deadlines, but delivery dates can not be guaranteed.			
SUBTOTALS				
One-time subtotal				\$18,217.35

Total	\$18,217.35
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<p>Please see notes and information on this trailer below.</p> <ul style="list-style-type: none"> -5-year frame warranty, -Tank has a 3-year replacement warranty, -Equipped with 2 x 2" Ball Valves fitted and installed. <p>Freight</p> <p><i>-Freight cost on estimate may be less with freight carrier at time of order. If the load is split with other trailers at time of shipment.</i></p>
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Detail Confirmation

Contact: Patrick Wehner
Contact Email: pwehner@crosslake.net
Phone: 507-440-1174
Production Lead time: 8-10 weeks
CID: 12433781136

Detail Domestic Shipping: Crosslake, MN 56442

Shipping Method:
Shipping Contact:
Contact Phone:
Special Instructions:

RAPID RETURN

PLEASE NOTE: Freight carriers are adapting "Rapid Return" policies allowing them to immediately return shipments if they determine the delivery location is closed. If a shipment is returned, it will result in additional charges which we will have to pass on to our customers. PLEASE VERIFY THAT YOUR JOB SITE IS OPEN AND ACCESSIBLE AND WE HAVE THE CORRECT CONTACT INFORMATION TO AVOID ADDITIONAL CHARGES. We appreciate your understanding during this unique time

COVID

PLEASE NOTE: Due to the effects of the Coronavirus Disease 2019 (COVID-19), supply chain interruptions could occur. Please discuss lead times and onsite requirements early to avoid work stoppages or delays.

Credit terms are available to existing approved customers only. All other customers can prepay via Check, E-Check, Bank Transfer, or Credit Card. (4% convenience fee for credit card)

We will reference your PO number, but will not be subject to your terms and conditions. Should your purchase terms be different from our quote, we reserve the right to adjust the pricing accordingly.

***Reminder: Buyers are responsible for sales tax as applicable by Federal, State, and Local law. If taxes are not reflected please let us know what rate you are responsible for in order to collect at the time of purchase to avoid finance charges and having to collect after the sale.

One Clarion's Terms & Conditions apply <https://www.clarionmunicipal.com/policies.html>

Signature

Signature

Date

Printed name

F. 3. a.

RESOLUTION NO. 23-____
CITY OF CROSSLAKE
COUNTY OF CROW WING
STATE OF MINNESOTA

RESOLUTION SUPPORTING APPLICATION TO SOURCEWELL FOR GRANT

At the meeting of the City of Crosslake City Council on Monday, April 10, 2023, the following resolution was proposed and approved:

Be It Resolved:

That the City of Crosslake City Council fully supports the Crosslake Fire Department in implementing an additional Lucas Chest Compression CPR System.

The City of Crosslake City Council further supports the Crosslake Fire Department in submitting a Community Impact Funding application to Sourcewell to request financial support for the Lucas Chest Compression CPR System.

Adopted by the Council this 10th day of April, 2023.

David Nevin
Mayor

Charlene Nelson
City Clerk

H. 1. b.

ADDITIONAL BILLS FOR APPROVAL
April 10, 2023

VENDORS	DEPT		AMOUNT
Fire Instruction & Rescue, pumping scenarios, hands on skills	Fire		650.00
Fire Instruction & Rescue, auto extrication	Fire		650.00
TOTAL			1,300.00