

AGENDA AND ADDITIONS TO THE AGENDA
REGULAR COUNCIL MEETING
CITY OF CROSSLAKE
MONDAY, MAY 8, 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. Regular Council Meeting Minutes of April 10, 2023
2. Special Council Meeting Minutes of April 19, 2023
3. Special Council Meeting Minutes of April 24, 2023
4. Unadjusted Draft: 04.30.2023 Month End Revenue Report
5. Unadjusted Draft: 04.30.2023 Month End Expenditures Report
6. Unadjusted Draft: 04.30.2023 Balance Sheet
7. Police Report for Crosslake – April 2023
8. Police Report for Mission Township – April 2023
9. Fire Department Report – April 2023
10. North Ambulance Run Report – April 2023
11. Planning and Zoning Monthly Statistics
12. Planning and Zoning Commission Meeting Minutes of February 24, 2023
13. Public Works Commission Meeting Minutes of April 3, 2023
14. Crosslake Park, Recreation, and Library Commission Meeting Minutes of March 22, 2023
15. Waste Partners Recycling Reports for March 2023
16. LG220 Application for Exempt Permit to Conduct Raffle from North Country Chapter of Pheasants Forever Inc
17. Approval of F.I.R.E. Invoice
18. Bills for Approval
19. Additional Bills for Approval

D. MAYOR'S AND COUNCIL MEMBERS' REPORT

1. Alden Hardwick – Update on Pine River Overlook Park
2. Application for Fireworks Display on Big Pine Lake on June 30, 2023 Conducted by Licensed Pyrotechnics from North Star Fireworks (Council Action-Motion)
3. Application for Fireworks Display on Cross Lake on July 1, 2023 Conducted by RES Specialty Pyrotechnics/Chamber of Commerce (Council Action-Motion)

4. Cindy Myogeto of Chamber of Commerce – Permission to Host Crosslake Days Chili Cook-Off from 12 pm to 3pm and Close Part of Pioneer Drive on 9/30/23 (Council Action-Motion)
5. Jackson Purfeerst – American Legion Auxiliary Encourages Crosslake Area to Honor Fallen Soldiers and Donate to National Poppy Days
6. Dan Finn Presentation – Is There City Interest to be Involved in Development of 27 Unit Apartment Complex
7. Aaron Herzog/Jackson Purfeerst - Discuss Hiring Administrative Assistant for Police Department (Council Action-Motion)
8. Discuss Hiring Labor & Employment Attorney (Council Action-Motion)
9. Schedule Workshop for Council Discussions (Council Action-Motion)
10. Thank You Letter dated April 21, 2023 from Emily Food Shelf
11. Memo dated May 8, 2023 from Mayor Re: Commission Appointment (Council Action-Motion)
12. Discuss Revisions to City Administrator Job Description (Council Action-Motion)

E. CITY ADMINISTRATOR'S REPORT

1. Resolution to Identify a Preferred Alternative for the Crosslake Pedestrian and Intersection Improvement Project (Council Action-Motion)
2. Memo dated May 3, 2023 from Char Nelson Re: Approval of Liquor License Request (Council Action-Motion)
3. Resolution to Adopt for Renewal Existing Liquor License Establishments for 2023-2024 (Council Action-Motion)
4. Grant Reporting Status
5. 2022 Audit Status

F. COMMISSION REPORTS

1. PARK AND RECREATION/LIBRARY
 - a. Update on Hockey Rink/Warming House
 - b. Recommendation to Hire Youth Tennis Instructor (Council Action-Motion)
 - c. Update on Tracking Time Management – Park and Public Works
2. PUBLIC WORKS/SEWER/CEMETERY
 - a. Notice to Clean Cemetery (Council Information)
 - b. Letter dated May 4, 2023 from Phil Martin Re: Cemetery Platting (Council Action-Motion)
 - c. Letter dated May 4, 2023 from Phil Martin Re: Engineering Proposal – Crosslake Cemetery Access Design (Council Action-Motion)
 - d. Memo dated April 27, 2023 from Phil Martin Re: Projects Update (Council Action-Motion)
 - e. Memo dated May 2, 2023 from Patrick Wehner Re: Recommendation to Purchase Wing for Chevy 4500 4WD Dump Truck (Council Action-Motion)
 - f. Discuss Capping Wells on City Property
3. PLANNING AND ZONING

- a. Memo dated May 5, 2023 from Peter Gansen Re: Approval of Commercial Final Plat for McGrath Holdings Parcel #14280552 (Council Action-Motion)
- b. Memo dated May 8, 2023 from TJ Graumann Re: Park Dedication for McGrath Subdivision (Council Action-Motion)

3. PUBLIC SAFETY

- a. Discuss Transfer of Side by Side from Park to Police Department

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H. CITY ATTORNEY REPORT

1. Crow Wing County Short-Term Rental Flowchart and City Violations/Fines (Council Action-Motion)

I. OLD BUSINESS

J. NEW BUSINESS

K. ADJOURN

C.19.

ADDITIONAL BILLS FOR APPROVAL
May 8, 2023

VENDORS	DEPT		AMOUNT
AAA Equipment, backpack blower	Park		689.99
Aldin Automotive, install tires	Police		140.00
AT&T, cell phone and ipad charges	ALL		1,175.70
Baker & Taylor, books	Library		140.83
BCA, background check	Park		15.00
Bobby Willard, reimburse for uniform expense	Police		104.64
Crow Wing County, address assignments	Gov't		75.00
First Supply, cleaning supplies	Park		36.64
Forum Communications, tennis instructor ad	Park		207.77
Forum Communications, ordinance 382	Gov't		23.12
Forum Communications, meeting notice of 4/28	PZ		35.88
Granite Electronics, batteries	Fire		614.00
Lakes Area Rental, sharpen blade	PW		26.00
Little Falls Machine, spring trips	PW		1,381.05
Mastercard, Amazon, rope bucket	Park		32.98
Mastercard, Amazon, chest harness	PW		27.99
Menards, sewage pump	Sewer		219.99
Moonlite Square, premium fuel	Park		10.42
Quality Equipment, fuel filter	PW		65.22
Wayne's Auto Repair, brakes, oil change	Police		657.25
TOTAL			5,679.47



Our Mission:

"To provide food and other necessities to members of our community who are struggling to make ends meet and to maintain dignity and privacy for the people we serve".

April 21, 2023

City of Crosslake
13888 Daggett Bay Rd
Crosslake, MN 56442

Dear City of Crosslake,

Thank you for your very generous donation of \$250.00 to the Emily Food Shelf. Your contribution to the March Matching Campaign helps us stretch our dollars even further.

In the past year we have doubled the number of households we serve. We are seeing more two income households who are still struggling to put food on the table. We have seen individuals who currently do not have a roof over their heads or are one crisis away from losing it. As a result of this increased need in our community, beginning in May, we will now be open weekly on Tuesdays from 12pm to 2pm and on the 2nd Tuesday we will also be open from 4pm to 6pm.

When these neighbors are able to come to the food shelf and have the burden of not having access to food lifted, it makes a huge difference. We often hear them say, "I don't know what I would do without you." With your generous gift you are now a part of that.

We recently received a grant that has allowed us to make several improvements at the food shelf including new freezers, new shelving, and fresh paint. We are so excited for our community to be able to see all the love we have put into EFS. As a part of this we are having a "Grand Re-opening" during **Spring Fling on May 20, 2023 from 11am to 2pm**. We would like to invite you to come by and see the food shelf first-hand, have a cup of coffee and a treat, and experience what EFS has to offer to our community.

Thank you again for caring about our friends and neighbors. Your devotion to supporting Emily Food Shelf only makes our community that much stronger. The people we serve are always so grateful. We only wish we could even come close to expressing their gratitude on their behalf. However, we will gladly continue to accept their hugs of thanks on your behalf.

We hope to see you on May 20th so that you can see the full impact of your donation.

With our Deepest Gratitude,

Andrea Gressman & The EFS Board of Directors
EFS Director

*Thank you so much for your support!
-Andrea*

Emily Food Shelf PO Box 93, 20948 CO Rd 1, Emily, MN 56447
rmilyfoodshelldirector@gmail.com www.emilyfoodshelf.com

Please follow us on Facebook and Instagram.

D.11.

MEMO TO: City Council

FROM: Mayor Nevin

DATE: May 8, 2023

SUBJECT: Commission Appointment

I hereby recommend the following appointment:

Planning and Zoning Commission

David Fuhs appointment as alternate



CITY OF CROSSLAKE
APPLICATION FOR APPOINTMENT TO CITY BOARD OR COMMISSION

PERSONAL INFORMATION

Name: Last Fuhrs First David

Address: _____

Phone: (H) _____ (W) _____ (Cell) _____

Occupation: Pharmacist Employer: CRMC

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? 9 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:

1 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)

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

_____ PUBLIC SAFETY COMMITTEE (Crosslake residency or property ownership required)

_____ PUBLIC RIGHT-OF-WAY / VACATIONS COMMITTEE

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

Interested in City government. Would like to be involved in decision making.

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.

I am fair minded, inquisitive. I have been on a variety of work related committees and function well with others, Have been active in church and civic organizations.

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) VRBO's and other rental property issues,
- 2) Growth = more buildings (homes, businesses, storage)
- 3) Be open to change, but try to be fair to the majority of people (the greater good).

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:

I am mostly retired, working part time.
Not a snow bird = a year round resident

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:

David W. Fuchs

Signature

Date

4/18/2023

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.

Job Title: City Administrator
Department: Administration
Supervisor: City Council
Effective Date: April 1, 2001

May 8th 2023

DESCRIPTION OF WORK

General Statement of Duties: Performs responsible administrative and supervisory work coordinating and directing City government operations; and performs related duties as required.

Supervision Received: Works under the administrative oversight of the City Council.

Supervision Exercised: Exercises general and administrative supervision over all City Employees whether directly or through supervisory staff.

TYPICAL DUTIES PERFORMED

The listed examples may not include all duties performed by this position.

- * Coordinates, administers, and responds to a wide variety of requests and problems of municipal concern; researches and assists in developing and recommending solutions; interprets ordinances and directives to other departments, other agencies, and the general public.

- * Develops and implements administrative policies and guidelines in cooperation with the City Council and various City boards and commissions; advises department heads and other employees as to administrative procedures and policies; evaluates performance and results in accordance with City objectives and makes appropriate recommendations.

- * Supervises and /or assumes responsibility for various municipal services including City Hall Administrative Office, Police, Fire, Wastewater Treatment and Collection, Planning and Zoning, Economic Development, Park and Recreation, Public Works and Crosslake Communications.

Represents the City in regard to local, regional, state, and federal activities of concern to the community.

- * Serves as budget officer of the City; develops and submits the annual budget; prepares supporting information and presents at Council meetings; coordinates annual and long-range work programs.

- * Administers appropriations; approves and investigates major purchases and contracts.

- * Assures that the City Council is advised as to the financial status and needs of City Government, coordinates public improvement and bond issue activities.

Provides advice and assistance to the Crosslake Economic Development Authority and other community and civil organizations or groups.

2.

- * Works closely with the City Clerk and City Auditor on a wide variety of financial matters including but not limited to investing City funds, reviewing monthly financial reports and conducting the annual audit.

- * Supervises the preparation of the agenda for Council meetings; supervises and participates in the development of supporting information; attends City Council and other meetings as required.

- * Administers personnel matters; makes policy and pay recommendations; hires, fires, promotes, demotes, suspends, and disciplines Department Heads and through them, their subordinates.

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→
Delete
Represents the City in collective bargaining matters; negotiates with representatives of employee organizations.

- * Works closely with Community Development Director to originate, develop and propose development and redevelopment packages, assistance proposals and /or grant applications.

- * Represents the City with business and industrial clients.

Serves as the City's public information representative; confers with media; speaks to schools, civic groups, and other organizations.

- * Provides overall direction and control of City Resources involved in the response to a disaster.

- * Works closely with the City Attorney and City Engineer on a wide variety of legal matters and projects involving the City.

- * Attends conferences and schooling to keep abreast of current City issues and keeps City Council informed on a wide variety of issues.

Performs other work as directed by the City Council.

KNOWLEDGE, SKILLS, AND ABILITIES

- * Considerable knowledge of the principles, practices, and techniques of public administration.

- * Considerable knowledge of the principles and standard practices in the field of personnel administration, labor relations, budgeting, and purchasing.

- * Considerable knowledge of the organization and functions of City government including ordinances, regulations, and policies controlling its operation.

- * Considerable knowledge of business, traditional and innovative development tools, public and private funding sources and financial assistance package requirements and analysis.

- * Thorough ability to communicate effectively, orally and in writing.

- * Thorough ability to analyze and research difficult and complex problems and make effective solution-oriented recommendations and policy.

- * Considerable ability to operate a telephone, computer, calculator and radio and to hear staff, elected officials and the public.

- * Considerable ability to supervise subordinate personnel in a manner conducive to full performance and high morale.

- * Considerable ability to oversee a wide variety of financial matters and reports involving the City.

- * Considerable ability to read, assemble, organize, and present in oral or written form statistical, financial, and factual information derived from a variety of original and secondary sources.
- * Considerable ability to establish and maintain effective working relationships with employees, officials, and the general public including making formal presentations.
- * Considerable ability to work long hours and perform under highly stressful conditions in a quick and efficient manner.

Working ability to sit and stand for long periods of time.

Working ability to exercise resourcefulness in solving new problems in accordance with established ordinances, regulations, and policies.

QUALIFICATIONS

MINIMUM QUALIFICATIONS:

Bachelor's Degree in Public Administration, Business, Finance, or a related field, and five years of public sector administrative experience. A Master's Degree in one of the above fields may substitute for two years of the required experience. Requires a valid Class C driver's license.

DESIRED QUALIFICATION: Prefer post graduate work and/or additional management seminars / courses.

Note: * Asterisked items are essential to the job.

Change:
Administers personnel matters; makes policy and pay recommendations; consults with the City Council in relation to hiring, firing, promoting, demoting, suspending, and disciplining Department Heads and through them, their subordinates.

F. 3. b.

MEMO TO: Crosslake City Council
FROM: TJ Graumann – Director of Parks, Recreation and Library
DATE: May 8, 2023
SUBJECT: McGrath Subdivision

It is the consensus of the Parks, Recreation and Library Commission to accept \$15,000 in park dedication for the McGrath Subdivision.