

SPECIAL COUNCIL MEETING
MONDAY, JUNE 12, 2023
6:00 P.M. – CITY HALL

Mary Reedy, Clifton Larson Allen – Presentation of 2022 Financial Statements (Council Action-Motion)

AGENDA AND ADDITIONS TO THE AGENDA
REGULAR COUNCIL MEETING
CITY OF CROSSLAKE
MONDAY, JUNE 12, 2023
7:00 P.M. – CITY HALL

A. CALL TO ORDER

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

B. PUBLIC HEARING

1. **7:00 P.M. – ROAD RIGHT OF WAY VACATION REQUEST FROM DAVID AND PAMELA WEBSTER AT 12253 WHITEFISH AVE** (Council Action-Motion)
 - a. Questions for **COUNCIL** to consider when reviewing request to vacate property
 - b. Application from David Webster to Vacate Public Right of Way Between Parcel Numbers 14060601 and 14060550, 14060551 on Whitefish Ave
 - c. Letter from Kevin McCormick of Land Design Solutions on Behalf of Websters
 - d. Letter from David and Donna Claypool, Neighbors to the East
 - e. Letter from Joe Christensen Re: Webster Right of Way Vacation Request
 - f. Site Information/Photos and Survey
 - g. Notice to Surrounding Property Owners
 - h. Notice of Public Hearing
 - i. Recommendation from Public Works Commission
 - j. Recommendation from Parks and Recreation/Library Commission
 - k. Resolution Vacating Property

C. 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.

D. 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 May 8, 2023
2. Special Council Meeting Minutes of May 31, 2023
3. Unadjusted Draft: 05.31.2023 Month End Revenue Report
4. Unadjusted Draft: 05.31.2023 Month End Expenditures Report
5. Unadjusted Draft: 05.31.2023 Balance Sheet
6. Police Report for Crosslake – May 2023

7. Police Report for Mission Township – May 2023
8. Fire Department Report – May 2023
9. North Ambulance Run Report – May 2023
10. Planning and Zoning Commission Meeting Minutes of April 28, 2023
11. Public Works Commission Meeting Minutes of May 1, 2023
12. Crosslake Park, Recreation, and Library Commission Meeting Minutes of April 26, 2023
13. Waste Partners Recycling Reports for April 2023
14. Group Transient Merchant Permit Application from Crosslake/Ideal Lions to Hold Flea Markets in Town Square
15. Approval of F.I.R.E. Invoice
16. Bills for Approval
17. Additional Bills for Approval

E. MAYOR'S AND COUNCIL MEMBERS' REPORT

1. Joelle Tveed and Lynn Scharenbroich – Update on Paul Bunyan Scenic Byway Association
2. PAL Foundation – Update on Pine River Overlook Park
3. Thank You Letter from Joel and Sonia Slack
4. Copy of Signed Consulting Services Agreement with Madden Galanter Hansen, LLP
5. Resolution Accepting Donations (Council Action-Motion)
6. Schedule Special Meeting to Discuss Fire Chief Duties and Wages, Including: (Council Action-Motion)
 - a. Duties as Performed Today
 - b. Emergency Management Manager
 - c. Firefighter Training Duties
 - d. Call Responsibilities – Daytime
 - e. Short-Term Rentals
 - f. Call Volume
 - g. Other Related Items as Appropriate
7. Approval to Advertise for Police Officer (Council Action-Motion)
8. Resolution Regarding Juneteenth (Council Action-Motion)
9. Resolution Regarding Workplace Audit – Organizational Structure Assessment (Council Action-Motion)
 - a. Interview List for Audit and Organizational Assessment

F. CITY ADMINISTRATOR'S REPORT

1. 2024 Budget Process
2. Resolution Supporting State Funding for the National Loon Center (Council Action-Motion)
3. Char Nelson – Open Meeting Law

G. COMMISSION REPORTS

1. PLANNING AND ZONING
 - a. Planning and Zoning Monthly Statistics (Council Information)

2. PUBLIC SAFETY

- a. Jory Danielson – Report from Fire Department
- b. Draft Public Safety Meeting Minutes of June 7, 2023
- c. Memo dated June 7, 2023 from Erik Lee Re: Probationary Status of Officer Patrick Martin (Council Action-Motion)
- d. Memo dated June 7, 2023 from Erik Lee Re: Administrative Assistant Job Description (Council Action-Motion)
- e. Memo dated June 7, 2023 from Erik Lee Re: Purchase of Squad Radios (Council Action-Motion)
- f. Memo dated June 12, 2023 from Chip Lohmiller Re: Declare Equipment Surplus (Council Action-Motion)

3. PUBLIC WORKS/SEWER/CEMETERY

- a. Memo dated June 6, 2023 from Public Works Commission Re: Web GIS Platform Development (Council Action-Motion)
- b. Memo dated June 6, 2023 from Public Works Commission Re: Various Recommendations from 5-1-23 Meeting (Council Action Motion)
- c. Memo dated June 6, 2023 from Public Works Commission Re: Various Recommendations from 6-5-23 Meeting (Council Action-Motion)
 - 1. Quotes from TruGreen and Abra Landscaping for Weed Control
- d. Memo dated June 12, 2023 from Public Works Commission Re: Recommendation Re: Boller Property from 5-1-23 Meeting (Council Action-Motion)
- e. Updates from Patrick Wehner

4. PARK AND RECREATION/LIBRARY

- a. South Bay Park Update
- b. Right-of-Way Inventory Update

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I. CITY ATTORNEY REPORT

J. OLD BUSINESS

K. NEW BUSINESS

L. ADJOURN

D.17

ADDITIONAL BILLS FOR APPROVAL
June 12, 2023

VENDORS	DEPT		AMOUNT
Aramark, mat service	PW		64.19
AW Research, water testing	Sewer		942.40
Bolton & Menk, road improvement plan	PW		5,070.50
Bolton & Menk, rmoonlite bay sewer extension	Sewer		4,292.00
Bolton & Menk, 2022 road improvements	PW		1,608.00
Crow Wing County, address assignments	Gov't		25.00
Crow Wing County Highway Dept, salt and sand	PW		709.60
Crow Wing County Highway Dept, fuel	ALL		5,413.85
Crow Wing County Recorder, filing fees	PZ		46.00
Crow Wing Power, electric services	ALL		11,517.23
David Greischar, permit refund	PZ		250.00
Galls, uniform	Police		175.90
Granite Electronics, ear piece	Police		86.76
Guardian Pest Solutions, pest control	Gov't/Park		71.00
John, Killen & Seiler, labor attorney fees	Gov't		1,075.00
Madden Galanter Hansen, labor attorney fees	Gov't		693.30
Mastercard, MCFOA, membership dues	Admin		50.00
Mastercard, Everblades, wiper blades	PW		30.00
Mastercard, Walmart, tennis balls	Park		36.96
North Memorial, monthly subsidy	Ambulance		1,100.00
Northland Press, meeting notice of 6-23-23	PZ		76.00
Ron Schoneman, permit refund	PZ		100.00
USA Bluebook, slides, electrodes, buffer pack	Sewer		358.35
TOTAL			33,792.04

E. 9. a.

**CITY OF CROSS LAKE AUDIT
AND ORGANIZATIONAL ASSESSMENT**

INTERVIEW LIST

A. CITY COUNCIL MEMBERS

1. **David Nevin – Mayor**
(218) 820-3568
mayornevin@crosslake.net
2. **Sandy Farder - Council Member (New)**
612-964-7484
councilfarder@crosslake.net
3. **Aaron Herzog - Council Member**
(218) 820-6344
councilherzog@crosslake.net
4. **Jackson Purfeerst - Council Member (New)**
(815) 904-9665
councilpurfeerst@crosslake.net
5. **Marcia Seibert-Volz - Council Member**
(218) 692-7583
councilvolz@crosslake.net

B. CITY STAFF

1. **Mike Lyonais – City Administrator and Finance Director**
(218) 692-2688
mlyonais@crosslake.net
2. **Char Nelson - City Clerk**
(218) 692-2688
cityclerk@crosslake.net
3. **Peter Gansen – Planning & Zoning Administrator**
Planning & Zoning Administrator
(218) 692-2689
pgansen@crosslake.net

4. **Cheryl Stuckmayer – Planning/Zoning Clerk**
Planner - Zoning Coordinator
(218) 692-2689
cstuckmayer@crosslake.net
5. **Chip Lohmiller – Fire Chief**
(218) 692-2688
chief1@crosslake.net
6. **D. Patrick Wehner - Public Works Director**
(218) 692-2748
pwehner@crosslake.net
7. **TJ Graumann - Director of Parks, Recreation and Library**
(218) 692-4271
tgraumann@crosslake.net
8. **Jane Monson - Manager of Parks, Recreation and Library**
(218) 692-4271 or (218) 692-7323
ccc@crosslake.net
9. **Erik Lee – Police Chief**
(218) 692-2222
eriklee@crosslake.net
10. **Jake Maier – Sergeant Appointed Chief**
(218) 692-2222
jake.maier@crosslake.net

RESOLUTION NO.

CITY OF CROSSLAKE
COUNTY OF CROW WING
STATE OF MINNESOTA

RESOLUTION SUPPORTING STATE FUNDING FOR THE NATIONAL LOON CENTER

WHEREAS, the mission of the National Loon Center is to create a world-class public facility that educates and embraces the study and preservation of our state bird and the on-going effort to conserve and preserve its natural habitat, the Whitefish Chain of Lakes; and

WHEREAS, the National Loon Center enjoys widespread community support, including from the Brainerd Lakes Area Chamber of Commerce, Crosslake Ideal Lions Club, Crosslakers and the Whitefish Area Property Owners Association; and

WHEREAS, the National Loon Center is a major economic contributor to the community of Crosslake, supporting sustainable growth in the areas of tourism and trade; and

WHEREAS, the National Loon Center intends to seek 2024 state bonding funds in the amount of \$6.5 million for a grant to the City of Crosslake to be utilized for site preparation, pre-design, construction, furnishing and equipping of the National Loon Center in the City of Crosslake; and

WHEREAS, there are no costs to the City of Crosslake or its residents related to this state funding; and

WHEREAS, the City of Crosslake supports seeking state funding for the National Loon Center.

NOW THEREFORE BE IT RESOLVED, that the City Council of the City of Crosslake supports seeking state bonding funds in the amount of \$6.5 million for the National Loon Center in 2024, and requests support from our state legislators for these State bonding funds.

Adopted by the Crosslake City Council this 12th day of June 2023.

Dave Nevin
Mayor

Charlene Nelson
City Clerk



City of Crosslake, Minnesota
FIRE DEPARTMENT

G. 2. f.

June 12, 2023

Memo

RE: Declare Equipment Surplus

To: Mayor, City Council Members

The Crosslake Fire Department would like to declare the following equipment surplus.

- 2002 Centaur Auto Extrication Tools
These Tools were replaced in the Fall of 2022 with the Holmatro Tools purchased with the Firehouse Subs Grant.

Chip Lohmiller
Chief/Emergency Manager
Crosslake Fire Department





Estimate

G.3.C.1.

DATE June 9, 2023

4657 Morehouse Dr.
Pequot Lakes MN 56472
866-249-9264

City Of Crosslake
Attn: Patrick Wehner
13888 Daggett Bay Road
Crosslake, MN 56442

Prepared by: Conner Snyder
218.838.8011

Comments or special instructions:

For best results and a weed free lawn we recommend our full 5 application program of lawn care as quoted below.

Description	
Park & Rec 14126 Dagget Pine	
City Hall 13888 Dagget Bay Rd	
Cemetery 13852 Cty Rd 36	
Joint Facilities 13870 Whipple Dr	
Note: Sales Tax Not Included	
Price Per Application	\$ 5,490.00

Thank you for the opportunity to provide you an estimate for your property.

ABRA LANDSCAPING LLC

PO BOX 900
34186 COUNTY ROAD 3
CROSSLAKE, MN 56442



Estimate

Date	Estimate #
6/12/2023	8382

Name / Address
CITY OF CROSSLAKE 13888 DAGGETT BAY RD CROSSLAKE, MN 56442

			Project
Description	Qty	Cost	Total
Price is figured for two apps may require a third			
Broadleaf weed control to full cemetery	2	1,414.65	2,829.30T
Broadleaf weed control to fire station	2	325.04	650.08T
Broadleaf weed control to city hall	2	372.16	744.32T
Broadleaf weed control to community center	2	1,439.24	2,878.48T
Contracts are to be paid 50% down & balance upon completion of the job. Down payments are non-refundable. If contract price is above \$15,000 additional draws will be required throughout project. Accounts that become more than 30 days past due will be assessed 18% finance charge. Abra Landscaping LLC reserves the right to charge any legal fees, collection costs & court fees involved in collection of any amounts unpaid.		0.00	0.00
Fuel surcharge may be added when fuel prices are above \$3.00/gallon or if supplier issues surcharge.		0.00	0.00T
		0.00	0.00T
SIGNATURE_____			
DATE_____			
		Subtotal	\$7,102.18
		Sales Tax (0.0%)	\$0.00
		Total	\$7,102.18

G.3.d.

MEMO TO: City Council

FROM: Public Works Commission

DATE: June 12, 2023

SUBJECT: Recommendation Re: Boller Property from 5-1-23 Meeting

Below is an excerpt of the minutes from the Public Works meeting minutes of May 1, 2023:

Phil Martin gave an update on the CSAH 66 Improvements. Since construction, the property at 37221 County Road 66 has been difficult to mow because the transition from the edge of the trail to the lawn is steep. Bolton & Menk determined that this resulted from changes that the property owner made to his property after it was originally surveyed in 2018. Bolton & Menk believes the grade adjustment should be made and the property owner expressed interest in doing the work himself. Quotes were obtained from both the property owner and Casper Construction. The Property owner's quote was \$3,573 compared to Casper Construction's at \$7,545. A MOTION WAS MADE BY TOM SWENSON AND SECONDED BY MIC TCHIDA TO RECOMMEND THAT THE CITY COUNCIL WORK WITH PROPERTY OWNER AT 37221 COUNTY ROAD 66 TO REPAIR THE GRADE ADJUSTMENT OF THEIR PROPERTY AT A COST OF \$3,573, CONTINGENT ON THE PROPERTY OWNER SIGNING A "HOLD HARMLESS" AGREEMENT WITH THE CITY. MOTION CARRIED WITH ALL AYES.