

AGENDA AND ADDITIONS TO THE AGENDA
REGULAR COUNCIL MEETING
CITY OF CROSSLAKE
MONDAY, DECEMBER 11, 2023
7:00 P.M. – CITY HALL

A. CALL TO ORDER

1. Pledge of Allegiance
2. **Approval of Additions to the Agenda (Council Action-Motion)**

B. PUBLIC HEARING

1. **7:00 P.M. –REQUEST FROM DYLAN SLINGER TO VACATE PART OF PERKINS ROAD AS DEDICATED ON THE PLAT OF URBAN’S POINT AND VILLAGE ROAD AS DEDICATED ON THE PLAT OF CROSSLAKE ESTATES (Council Action-Motion)**
 - a. Questions for **COUNCIL** to consider when reviewing request to vacate property
 - b. Application from Dylan Slinger to Vacate Road Right of Way
 - c. Certificate of Survey and Site Information
 - d. Notice of Hearing to Surrounding Property Owners
 - e. Recommendation from Public Works Commission
 - f. Resolution Vacating Property
2. **7:00 P.M. – VACATION OF ROAD RIGHT-OF-WAY OF GLENCREST BEACH ON THE PLAT OF MANHATTAN BEACH SECOND ADDITION BETWEEN 11622 AND 11604 MANHATTAN POINT BLVD (Council Action-Motion)**
 - a. Questions for **COUNCIL** to consider when reviewing request to vacate property
 - b. Application from Jeff and Bonnie Benson to Vacate Public Right of Way
 - c. Certificate of Survey and Site Information
 - d. Notice of Hearing to Surrounding Property Owners
 - e. Recommendation from Public Works Commission
 - f. Recommendation from Parks and Recreation/Library Commission
 - g. 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 November 13, 2023
 2. Special Council Meeting Minutes of November 15, 2023
 3. Memo dated December 11, 2023 from Mike Lyonais Re: Tax Increment Financing Reimbursement (**Council Action-Motion**)
 4. Unadjusted Draft: 11.30.2023 Month End Revenue Report

5. Unadjusted Draft: 11.30.2023 Month End Expenditures Report
6. Unadjusted Draft: 11.30.2023 Balance Sheet
7. Police Report for Crosslake – November 2023
8. Police Report for Mission Township – November 2023
9. Fire Department Report – November 2023
10. North Memorial Ambulance Run Report – October 2023
11. November Planning and Zoning Monthly Statistics
12. Planning and Zoning Commission Meeting Minutes of October 27, 2023
13. Public Works Commission Meeting Minutes of November 6, 2023
14. Agreement for Kitchigami Library System Services Through the Crosslake Area Library for 2024
15. EDA Meeting Minutes of September 6, 2023
16. Waste Partners Recycling Reports for October 2023
17. Bills for Approval

E. MAYOR’S AND COUNCIL MEMBERS’ REPORT

1. Sonia Slack – Local Control of Elections
 - a. Memo dated December 8, 2023 from Char Nelson Re: Administration of Elections
 - b. **Resolution Declaring the City of Crosslake’s Intent to Administer Absentee Voting and Establish a Ballot Board (Council Action-Motion)**
2. Cindy Myogeto – Chamber of Commerce
 - a. Approval of WinterFest SoupFest on Saturday, February 3, 2024 at Businesses Throughout Crosslake (Council Action-Motion)
 - b. Approval of WinterFest Fireworks Display on Friday, February 2, 2024
 - c. Approval of St. Patrick’s Day Parade Route (Council Action-Motion)
3. Resolution Accepting Donations (Council Action-Motion)

F. CITY ADMINISTRATOR’S REPORT

1. County Engineer Tim Bray and City Engineer Phil Martin – **Revised Update on CSAH 66/3 Pedestrian/Intersection Improvements**
2. Memo dated December 7, 2023 from Charlene Nelson Re: Retroactive Approval of Bills for Payment (Council Action-Motion)
3. Approval of Short Term Rental Licensing Agreement with Crow Wing County for 2024 (Council Action-Motion)
4. Accept Resignation of Planning and Zoning Administrator and Approve Adverting to Fill Vacancy (Council Action-Motion)
5. Memo dated December 7, 2023 from Char Nelson Re: Vacation Hours (Council Action-Motion)
6. Comparison of Earned Sick and Safe Time (ESST) vs. Paid Leave Policy Provided to the LMC by Madden Galanter & Hansen, PLLC and Model Policy for Cities to Consider
7. Direct Staff to Notify Current Provider of Insurance Cancellation and Execute Application Documents for New Insurance Program (Council Action-Motion)
 - a. MOA of Agreement with MNPEA Administrator Group to Accept Medica Small Employer Market Health Insurance for 2024 (Council Action-Motion)
 - b. MOA of Agreement with MNPEA Confidential and Supervisory Group to Accept Medica Small Employer Market Health Insurance for 2024 (Council Action-Motion)

- c. MOA of Agreement with AFSCME to Accept Medica Small Employer Market Health Insurance for 2024 (Council Action-Motion)
- d. MOA of Agreement with Teamsters to Accept Medica Small Employer Market Health Insurance for 2024 (Council Action-Motion)

G. COMMISSION REPORTS

- 1. PARK AND RECREATION/LIBRARY
 - a. Approval of 2024 Park and Recreation Fee Schedule (Council Action-Motion)
 - b. Memo dated 12/6/23 from TJ Graumann Re: Notice of Retirement, Jane Monson (Council Action-Motion)
 - c. Update on Polaris Ranger
 - d. Pickleball Courts
- 2. PUBLIC SAFETY
 - a. Jake Maier - Declare AED's as Surplus (Council Action-Motion)
 - b. Memo dated December 11, 2023 from Chip Lohmiller Re: Surplus Equipment (Council Action-Motion)
- 3. ECONOMIC DEVELOPMENT AUTHORITY
 - a. Patty Norgaard – 2024 Budget Presentation and 2024 Goals (Council Action-Motion)
- 4. PUBLIC WORKS/SEWER/CEMETERY
 - a. Motions Made by Public Works Commission for Council Consideration (Council Action-Motion)
 - b. Letter dated November 20, 2023 from Phil Martin Re: Crosslake 2022 Road Improvements – Contractor's Pay Application No. 4 (Final) (Council Action-Motion)

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I. OLD BUSINESS

J. NEW BUSINESS

K. ADJOURN

E. 1. b.

City of Crosslake
RESOLUTION _____
DECLARING THE CITY OF CROSSLAKE’S INTENT TO ADMINISTER ABSENTEE VOTING AND ESTABLISH A
BALLOT BOARD
Dated DECEMBER 11, 2023

WHEREAS, MN Statute 203B.05 DESIGNATION OF MUNICIPAL CLERKS TO ADMINISTER ABSENTEE VOTING LAWS says:

Subdivision 1. Generally.

The full-time clerk of any city or town shall administer the provisions of sections [203B.04](#) to [203B.15](#) and [203B.30](#) if:

- (1) the county auditor of that county has designated the clerk to administer them; or
- (2) the clerk has given the county auditor of that county notice of intention to administer them , and

WHEREAS, MN Statute 203B.121 Subd1(a) “BALLOT BOARDS” states
The governing body of each county, municipality, and school district with responsibility to accept and reject absentee ballots or to administer early voting must, by ordinance or resolution, establish a ballot board, and

WHEREAS, MN Statute 201.022 “STATEWIDE REGISTRATION SYSTEM” provides that “The secretary of state shall maintain a statewide voter registration system to facilitate voter registration and to provide a central database containing voter registration information from around the state” and must also “(11) provide access to municipal clerks to use the system”, and

WHEREAS, MN Statute 201.071 REGISTRATION APPLICATIONS requires voter registration forms to include “a box to indicate a voter's preference to join the permanent absentee voter list” which will likely increase the numbers of voters that will vote by absentee ballot, and

WHEREAS, an increasingly higher percentage of Crosslake voters are voting early or by absentee ballot through the county which weakens the city council’s ability to confidently fulfill its statutory canvassing board duties,

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Crosslake that the Crosslake City Clerk is hereby directed to provide the Crow Wing County Administrative Services Director, and Crow Wing County Auditor, with notice via the Crow Wing County Administrator, that the Crosslake City Clerk intends to administer absentee voting, and also to be responsible for the administration of a ballot board for the City of Crosslake.

Passed on this 11th day of December, 2023.

David Nevin
Mayor

ATTEST _____
Michael R. Lyonais
City Administrator (SEAL)

F. I.

Crosslake Pedestrian and Intersection Improvement Project

AESTHETIC COST ESTIMATE UPDATE INFORMATION DECEMBER 11, 2023 COUNCIL MEETING

Assumptions

- Boulevard improvement is continuous (vegetation or hardscape)
 - County pays 100% for typical turf establishment
 - City pays additional cost for hardscape (color, stamping)
- Roundabout improvements (center & medians)
 - County pays 100% for concrete and typical turf establishment
 - City pays for additional cost for enhancements
 - Concrete can be enhanced with color, no stamping
 - Center can be mounded with shrubs and small trees
 - Center to have electrical service and irrigation
- Lighting improvements (roundabout and crossing locations)
 - County pays 100% for standard lighting installation at roundabout
 - City pays additional cost for enhancements
 - Decorative Pole with added height & Fixture (more required)
 - Banner Arms, Planter Arms, GFCI Outlet, Flag Holder
 - County and City pay for lighting at crossing locations

Net City Construction Cost Summary

Base = \$25,500

- Boulevard = \$0
- Roundabout & Center = \$0
- Lighting = \$25,500

Aesthetic Enhanced = \$415,318.50

- Hardscape Boulevard = \$158,231.50
- Roundabout & Center = \$44,587.00
- Lighting = \$212,500



CROW WING COUNTY

Estimated Aesthetic Cost Detail

Boulevard Improvements

- 1. Base improvement would be a 4.3’ grass boulevard next to an 8’ wide concrete sidewalk (bench area not included). Estimated improvement cost of \$12,768.50 would be 100% County.



- 2. Enhanced Improvement would be a 4.3’ hardscape boulevard (colored and stamped concrete) next to an 8’ wide concrete sidewalk (bench area not included). Estimated improvement cost would be \$171,000. The resulting net City cost for an enhancement of this type is estimated to be \$158,231.50.



BOULEVARD AESTHETIC IMPROVEMENTS								
Item	Estimated Unit Price	Total Estimated Quantity	Unit	Total Estimated Cost	CROW WING COUNTY (BASE COST)		CITY OF CROSSLAKE (ENHANCEMENT COST)	
					Quantity	Cost	Quantity	Cost
COMMON TOPSOIL BORROW (6" THICK)	\$44.00	160	CU YD	\$7,040.00	160	\$7,040.00	0	\$0.00
TURF ESTABLISHMENT	\$0.67	8550	SQ FT	\$5,728.50	8550	\$5,728.50	0	\$0.00
4" STAMPED CONCRETE BOULEVARD WITH INTEGRAL COLOR	\$20.00	8550	SQ FT	\$171,000.00	0	\$0.00	8550	\$171,000.00
BOULEVARD AESTHETIC IMPROVEMENTS TOTALS:						\$12,768.50		\$171,000.00

Roundabout Improvements

1. Base center improvement would be a grass center area with plain concrete truck apron and medians. Estimated center improvement cost of \$2,887.15 for turf would be 100% County.



2. Enhanced center improvements with shrubs, small trees, electrical service, irrigation line, color enhancement of truck apron and medians would add an estimated \$44,587.00 to the cost which would be 100% City.



ROUNDBOUT AESTHETIC IMPROVEMENTS								
Item	Estimated Unit Price	Total Estimated Quantity	Unit	Total Estimated Cost	CROW WING COUNTY (BASE COST)		CITY OF CROSSLAKE (ENHANCEMENT COST)	
					Quantity	Cost	Quantity	Cost
COMMON TOPSOIL BORROW (6" THICK)	\$44.00	36	CU YD	\$1,584.00	36	\$1,584.00	0	\$0.00
18" ADDITIONAL THICKNESS FOR COMMON TOPSOIL BORROW	\$44.00	108	CU YD	\$4,752.00	0	\$0.00	108	\$4,752.00
TURF ESTABLISHMENT	\$0.67	1945	SQ FT	\$1,303.15	1945	\$1,303.15	0	\$0.00
COLOR ENHANCEMENT FOR TRUCK APRON	\$45.00	369	SQ YD	\$16,605.00	0	\$0.00	369	\$16,605.00
COLOR ENHANCEMENT FOR 6" CONCRETE MEDIAN	\$30.00	411	SQ YD	\$12,330.00	0	\$0.00	411	\$12,330.00
DECIDUOUS TREES	\$650.00	3	EACH	\$1,950.00	0	\$0.00	3	\$1,950.00
SHRUB (NO. 3 CONTAINER)	\$65.00	10	EACH	\$650.00	0	\$0.00	10	\$650.00
SHRUB (CONIFEROUS, 3' HEIGHT)	\$80.00	10	EACH	\$800.00	0	\$0.00	10	\$800.00
ELECTRICAL SERVICE FOR CENTER OF ROUNDBOUT	\$5,000.00	1	LUMP SUM	\$5,000.00	0	\$0.00	1	\$5,000.00
IRRIGATION FOR CENTER OF ROUNDBOUT	\$2,500.00	1	LUMP SUM	\$2,500.00	0	\$0.00	1	\$2,500.00
ROUNDBOUT AESTHETIC IMPROVEMENTS TOTALS:						\$2,887.15		\$44,587.00

Lighting Improvements

- 1. Base lighting improvement would be standard lighting at roundabout (12 @ 30' height) and at pedestrian crossings (4). Estimated lighting improvement cost of \$136,000 (City portion estimated to be \$25,500 for 3 pedestrian crossings).



- 2. Decorative enhance improvement at roundabout would increase number of installations (15 @ 35' height) for lighting safety and maintain 4 at pedestrian crossings. Estimated decorative lighting enhancement cost would increase the lighting by \$187,000 which would be 100% City. Total decorative lighting cost is estimated to be \$323,000.



ROUNDABOUT & PEDESTRIAN MOBILITY LIGHTING IMPROVEMENTS								
Item	Estimated Unit Price	Total Estimated Quantity	Unit	Total Estimated Cost	CROW WING COUNTY (BASE COST)		CITY OF CROSSLAKE (ENHANCEMENT COST)	
					Quantity	Cost	Quantity	Cost
MNDOT 9-40 LIGHT (ROUNDABOUT)	\$8,500.00	12	EACH	\$102,000.00	12	\$102,000.00	0	\$0.00
MNDOT 9-40 LIGHT (PEDESTRIAN MOBILITY)	\$8,500.00	4	EACH	\$34,000.00	1	\$8,500.00	3	\$25,500.00
IMPROVED AESTHETIC LIGHT (ROUNDABOUT)	\$8,500.00	12	EACH	\$102,000.00	0	\$0.00	12	\$102,000.00
IMPROVED AESTHETIC LIGHT (PEDESTRIAN MOBILITY)	\$8,500.00	4	EACH	\$34,000.00	0	\$0.00	4	\$34,000.00
ADDED DECORATIVE LIGHT (ACCEPTABLE LEVELS)	\$17,000.00	3	EACH	\$51,000.00	0	\$0.00	3	\$51,000.00
LIGHTING IMPROVEMENTS TOTALS:						\$110,500.00		\$212,500.00