

**AGENDA AND ADDITIONS TO THE AGENDA**  
**REGULAR COUNCIL MEETING**  
**CITY OF CROSSLAKE**  
**MONDAY, JANUARY 8, 2024**  
**7:00 P.M. – CITY HALL**

**A. CALL TO ORDER**

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

**B. ORGANIZATIONAL MEETING APPOINTMENTS**

1. Appointment of Legal Services (Council Action-Motion)
  - a. Civil (Ratwik, Roszak & Maloney)
  - b. Labor (Madden Galanter Hansen)
  - c. Prosecuting (Crow Wing County)
  - d. Bond Counsel (Taft Law)
  - e. Bond Advisor (David Drown Associates)
2. Designate Acting Mayor – (Council Action-Motion)
3. Appointment of 2-Ex Officios to the Fire Relief Association (Mayor and City Administrator) (Council Action-Motion)
4. Approve Schedule of Regular Council Meetings – (2<sup>nd</sup> Monday of Month at 7:00 P.M.) (Council Action-Motion)
5. Approve 2024 Schedule of City Council and Commission Meeting Dates (Council Action-Motion)
6. Appointment of Official Newspaper (Council Action-Motion)
  - a. Letter from Echo Publishing Re: 2024 Rates
  - b. Letter from Paul Boblett
7. Appointment of City Engineer – Bolton & Menk – (Council Action-Motion)
8. Approval of Official Depositories – (Frandsen Bank, 4M Fund) (Council Action-Motion)
9. Designate Signatories on City Checking and Savings Accounts – (Mayor, Acting Mayor, City Administrator, and City Clerk) (Council Action-Motion)
10. Designate Electronic Fund Transfer Delegates – (Mayor, Acting Mayor, City Administrator, City Clerk) (Council Action-Motion)
11. Memo dated January 8, 2024 from Mayor Nevin Re: Commission Appointments (Council Action-Motion)

**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. Unadjusted Draft 12.31.2023 Month End Revenue Report
2. Unadjusted Draft 12.31.2023 Month End Expenditures Report

3. Unadjusted Draft 12.31.2023 Balance Sheet
4. Approve 2024 Mileage Reimbursement Rate (Current IRS Amount is \$0.67)
5. Approve Weed Inspector – (Mayor Nevin)
6. Approve Assistant Weed Inspector – (Patrick Wehner)
7. Police Report for Crosslake – December 2023
8. Police Report for Mission Township – December 2023
9. Police Department Year End Report: 2023
10. Police Department Mission Township Year End Report: 2023
11. Fire Department Report – December 2023
12. Public Safety Commission Minutes of November 1, 2023
13. Planning and Zoning Monthly Statistics
14. Planning and Zoning Meeting Minutes of November 17, 2023
15. Parks & Recreation/Library Commission Minutes of October 25, 2023
16. Parks, Recreation & Library Annual Report 2023
17. Waste Partners Recycling Report for November 2023
18. Resolution Approving Off-Site Charitable Gambling by the Northern Lakes Youth Hockey Assn at Whitefish Lodge and Suites on 2/3/24 and 3/16/24
19. Approval of F.I.R.E. Invoice
20. Bills Paid from 12/12/23 to 12/31/23
21. Bills for Approval
22. **Additional Bills for Approval**

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

1. Resolution Accepting Donations (**Council Action-Motion**)
2. Schedule Date for City Administrator Evaluation
3. Discuss Wages for Police Officers and Police Chief (**Council Action-Motion**)
4. Email dated January 2, 2024 from Marcia Seibert-Volz Requesting MMUA Report and Employee Leave Report
  - a. **MMUA Report**
  - b. Employee Leave Control Report dated 12/27/23
5. Robin Sylvester & Sonia Slack – Discuss Local Ballot Control
  - a. **Email dated January 7, 2024 from Kathy Allen Re: Absentee Ballot Board**
6. Memo dated January 4, 2024 from Phil Martin Re: Lighting Update for CSAH 3/66 Pedestrian & Intersection Improvements (Council Information)
7. Mike O'Connell – Discuss Parking Lane at Crosslake Community School
  - a. Email dated January 4, 2024 from Mike Stone Re: CSAH 66 Improvement
8. **Discuss Interim Planning & Zoning Services, Procedures/Approvals/Signatures, and Wages**

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

1. Planning & Zoning Fee Schedule Adjustments (**Council Action-Motion**)
2. Recommendation from Planning & Zoning Commission to Approve Ordinance Amendment Request from Matthew Gallaway (**Council Action-Motion**)
3. Approval of Revised Planning & Zoning Administrator Job Description (**Council Action-Motion**)
4. Resolution to Approve Waste Hauler Licenses for 2024 (**Council Action-Motion**)

5. Approval to Publish Notice of Licensed Waste Haulers in Official Newspaper (Council Action-Motion)
6. Memo dated January 8, 2024 from City Administrator Re: Recommendation to Approve Preliminary Review of Pay Equity Report and Authorization to File Report (Council Action-Motion)

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

1. ECONOMIC DEVELOPMENT AUTHORITY
  - a. Report from Tyler Glynn of BLAEDC
2. PARK & RECREATION/LIBRARY
  - a. Approval of Crosslake Nordic Ridge Non-Motorized Trail Permit (Council Action-Motion)

**H. 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.

#### **I. CITY ATTORNEY REPORT**

#### **J. NEW BUSINESS**

#### **K. OLD BUSINESS**

#### **L. ADJOURN**

B.  
L.  
b.

*For the past 16 years, Northland Press has proudly served this City as their legal newspaper. I would like to take this opportunity to thank the current and former city officials and commission members for their trust in allowing us to represent the business of the city through reporting, legal notices, and other advertising.*

*Thank you to the citizens who attend and participate and in the meetings. My hope is that will continue, and there is even more civic participation in the future.*

*Lastly, I would like to thank current and former city staff members, who were always respectful, transparent, and forthcoming with information.*

*Regards,*

*Paul*

*Paul Boblett  
Publisher  
Northland Press*

D.  
22.

ADDITIONAL BILLS FOR APPROVAL  
January 8, 2024

VENDORS	DEPT	AMOUNT
Breen & Person, short term rental fees	Gov't	1,000.00
Crosslake FF Relief Assn, city contribution	Fire	23,833.33
Crow Wing County Recorder, filing fees	PZ	92.00
Custom Fire, fire truck	Fire	409,862.60
Heartland Animal Rescue, monthly fee	Gov't	366.75
Lakes Printing, business cards	Police	222.40
Madden Galanter Hansen, labor attorney fees	Gov't	2,515.82
Mastercard, Amazon, receipt books	Park	37.95
Mastercard, Costco, coffee, trash bags	Gov't	160.79
MN Dept of Labor and Industry, um pressure vessel	Sewer	20.00
Moonlite Square, fuel	Park	29.00
MR Sign, address number signs	PW	151.32
Napa, oil	Fire	34.98
Xtona, it billing	ALL	7,924.00
<b>TOTAL</b>		<b>446,250.94</b>



To unify, support, and serve  
as a common voice for municipal utilities

[mmua.org](http://mmua.org)

E.4.a.

Charlene – Here is a summary of the safety training that I completed on October 18, 2023. The training topics that were covered during that training included: AWAIR program, Employee Right to Know, Bloodborne Pathogens, Personal Protective Equipment and Fire Extinguisher use. These particular topics have a regulatory requirement for annual training, therefore by participating in the training those requirements have been met for 2023.

We also held a safety committee meeting on the 18<sup>th</sup>. Safety committee notes are also attached to this update.

On November 14, 2023, a mock OSHA audit was also conducted on the city own facilities and recommendations were established for identified safety issues.

Adam Chesney was assigned to provide the safety management services according to the agreement that was submitted. Adam will be setting up a schedule for monthly visits and training topics for 2024 to assist with on-going safety compliance requirements.

Thank you for your commitment to safety.

## Safety Committee Meeting

**MMUA Safety Coordinator:** Joe Schmidt, Assistant Director of Workplace Safety Services

**Date:** October 18, 2023

**Location:** City of Crosslake

### Meeting Summary

Presented information regarding the AWAIR program and the requirements for a safety committee. The meeting was open to all employees.

- 1) The established AWAIR program was initially discussed.
- 2) Representatives were selected for the safety committee. The employees selected will represent each department and also supervisory personnel.
- 3) It was decided that meetings of the full committee would take place every other month.
- 4) Responsibilities of the safety committee were initially stated as being responsible for facility audits, personal protective equipment recommendations, hazard identification/reporting and incident review and if necessary, suggested solutions for prevention.

### Incident review

Nothing to report at this time.

### Hazard identification/reporting

Discussed the issue of ice build up on the rear of city hall. Abate is to install heat tape upon the roof to prevent the ice from falling upon pedestrians at the rear of the building.

Safety committee members are to receive and report any hazards along with any suggested remedies.

### Other

Minnesota OSHA inspection report was reviewed and abatement plan discussed. All of the hazardous conditions have been abated. Today's safety committee meeting will finalize the report.



To unify, support, and serve  
as a common voice for municipal utilities

[mmua.org](http://mmua.org)

MMUA has been contracted with to provide safety management services. As a part of the services, safety training and committee meeting facilitation will take place. On November 14, 2023, MMUA safety coordinator Joe Schmidt, will perform audits on city facilities in order to develop a list of safety and compliance recommendations.

Beginning in December, Adam Chesney will be the MMUA safety coordinator to work with regarding the management of the safety program.

Any questions or concerns can be directed to: Joe Schmidt

[jschmidt@mmua.org](mailto:jschmidt@mmua.org)

218-280-0823

**Joe Schmidt**

MMUA Assistant Director of Workplace Safety Services



E.  
5.  
a.

**City Clerk**

---

**From:** Kathy Allen <boatfarm@live.com>  
**Sent:** Sunday, January 7, 2024 1:59 PM  
**To:** Mayor Nevin; councilfarder@crosslake.net; councilpurfeerst@crosslake.net; councilherzog@crosslake.net; Marcia Seibert-Volz  
**Cc:** cityclerk@crosslake.net  
**Subject:** City of Crosslake Absentee Ballot process and board  
**Attachments:** Absentee Ballot Board.docx

I am very concerned about the city taking over the absentee ballot process. I have 10+ years of experience as an election judge in the City of Crosslake. I have participated in having local control of absentee ballots. It was a long process after the polls closed, often adding 2-3 more hours on top of an already long day. I was thrilled when the county took over that process. We knew right away if that person had already voted. Another change I was glad to see is the voter signs in on an electronic pad. With our paper books, the public could see who had already voted, their addresses and if there was a challenge to their right to vote. Now it is much more private for each voter. It is nice to have that extra layer of safety. We always made sure that there was a bipartisan group of election judges. The absentee ballot board must be set up that way.

I urge the City Council to reconsider taking over the absentee ballot process for this 2024 election cycle. I have attached a sheet that just scratches the surface on how this needs to be done. These new, added expenses were not budgeted for. The city will be fiscally responsible for EVERYTHING needed for these election periods. Where is the city going to get the money for all that is involved to establish and conduct this process? Please note that the city will be responsible for two 46-day absentee ballot periods, one of those periods during the summer months of July and August.

If the city decides to continue the absentee ballot process and establishing a board this year, then I would like to apply to be on the ballot board and to be an election judge. Thank you for your time and consideration!

Kathy Allen

Absentee Ballot Board  
City of Crosslake

**Who administers absentee voting:** “The designation given by the county or the notification by the municipality **MUST** specify whether the clerk will be responsible for the administration of the ballot board. The municipality **MUST** have the technical capacity to access the statewide voter registration system (SVRS). SVRS technical requirements are provided in Appendix D. Before using SVRS, a municipality **MUST** receive SVRS training provided or approved by the Office of Secretary of State.” Pg. 11, paragraph 3 under 3.1.1

**Establishing an Absentee Ballot Board:** “The absentee ballot board is a special board of election judges that process and count returned absentee ballots. The governing body of a county, municipality, or school district **MUST** authorize an absentee ballot board by ordinance or resolution to process returned regular absentee ballots.” Pg. 17, paragraph 4.2, MN Secretary of State Absentee Ballot guide.

\*There is more information on meeting schedule, when the ballot board needs to be established and the required training needed for **ALL** of the members of the board.

**Ballot Board Makeup:** “A ballot board for processing regular absentees **MUST** consist of election judges trained in the handling of absentee ballots. Judges performing ballot board duties **MUST** be of different major political parties.” Pg 18, paragraph 4.2.1.1, MN Secretary of State Absentee Ballot guide.

\* That means you will **NEED** at least 2 election judges that are from different major parties as part of the board.

This is just some information on how to start the process of establishing an absentee ballot board in the City of Crosslake. The above quotes are from the guide from the secretary of state’s office. It walks you/us through the entire process of doing this. I haven’t even touched upon the amount of training, cost of materials/equipment, how much everyone is paid, and the time to conduct **2- 46 day** absentee ballot periods for the 2024 election year cycle.

There is also a fantastic guide through the League of Minnesota cities. They have great information on everything listed above and more.