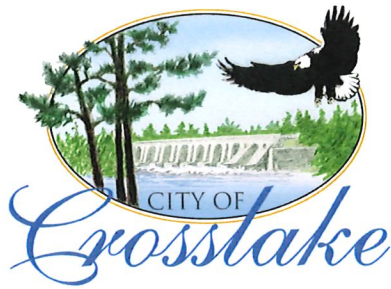


SPECIAL COUNCIL MEETING  
CITY OF CROSSLAKE  
MONDAY, APRIL 24, 2023  
5:30 P.M. – CITY HALL

For medical reasons, Council Member Sandy Farder will be attending the meeting via Zoom.

1. Call to Order
2. Accept Retirement Letter from Police Chief Erik Lee (Motion)
3. Discuss Filling Vacancy of Police Chief Position (Motion)
4. Discuss Enforcement of Violations of Short-Term Rentals After 45-Day Compliance Timeframe Allowed by County
5. Adjourn



2.

City of Crosslake  
**POLICE DEPARTMENT**  
**13888 Daggett Bay Rd**  
**Crosslake, MN 56442**  
Police Chief Erik J. Lee  
OFFICE: 218/692-2222 • FAX 218/692-3076

April 14, 2023

Mayor, Council Members, and Administrator Lyonais,

Please consider this my Letter of Retirement. July 13, 2023 will be my last day of work with the City of Crosslake after 26 ½ years and a 30 year career as a police officer. I anxiously look forward to the next chapter of Kathy's and my life. Words will never be able to express the appreciation I have for the citizens of Crosslake, my co-workers, and City Councils.

Respectfully,

Erik Lee  
Police Chief

4/19/2023

Hi Dave (Nevin) – this email is intended to summarize our conversation from this morning –

1. Crow Wing County will be administering the Crosslake Ordinance Short Term Rental on behalf of the City in 2023.
2. Crow Wing County will follow up on complaints and work to resolve any noncompliant issues in a timely manner
3. Crosslake is ultimately responsible for enforcement of its ordinance through its City Attorney
4. Crosslake can expedite any complaint/enforcement issue by requesting the license information and corresponding enforcement information from the County for any short-term rental in the City
5. Crosslake can choose how it wants to enforce its ordinance through civil or criminal action including fines it deems necessary according to the City Attorney and all other legal options. Crow Wing is not providing any legal advice to the City in this area.

Chris Pence  
Environmental Services Manager  
Office: (218) 824-1010  
Direct: (218) 824-1124  
[www.crowwing.us](http://www.crowwing.us)

**Sent:** Thursday, April 20, 2023 8:33 AM  
**To:** Chris Pence; Dave Nevin; Mike Lyonais  
**Cc:** 'Brad Person' Gary Griffin  
**Subject:** RE: Crosslake Short Term Rentals

Good morning. Has this changed since you came to Crosslake last month? We were told that the property owner has 45 days to comply before enforcement could take place. Is this still correct? After that amount of time the City could then enforce with a warning or fine or whatever they wish to do? I am just looking for clarification. Thank you.

**Charlene Nelson**  
City Clerk  
City of Crosslake

4/20/2023

Hi Char,  
Our standard process is at 45 days before we send to the attorney's office unless something very egregious. The city can also request we send to your attorney sooner if of something of that nature. Otherwise, it is 45 days with two or three letters seeking compliance to whatever is at issue. We are not interested in the city asking for all STR processing to be at a different time frame. However, once it is at the enforcement level the city can chose whatever they believe is an appropriate penalty for the STR. Hope this helps. If not, please call and I can explain further.

Gary Griffin

A. **Violations:**

1. It is unlawful for any party to offer for Rent a Short-Term Home Rental or to operate a Short-Term Home Rental without a City License.
2. It is a violation of this article if a responsible party or occupant or guest knowingly and willfully violates any provisions of this article.
3. The occupants of the dwelling have created noise, disturbances, or nuisances, in violation of City Code.
4. The occupants have violated the law pertaining to the consumption of alcohol or the use of illegal drugs.
5. The Licensee or local representative has failed to comply with the standards and/or requirements of this chapter.

B. **Penalties:** (other than violations set forth in Sections F and G below)

1. For the first violation within a twelve (12) month period, the sanction shall be a **written** warning notice.
2. For the second violation within a twelve (12) month period, the violator shall be subject to a civil penalty in an amount established by ~~Resolution~~ of the City Council.
3. For the third violation within twelve (12) month period, the sanction shall be a revocation of the license.
4. Additional penalties, as may be provided for by the specific violation in other sections of City Code, shall remain applicable.
5. These penalties are within the enforcement discretion of the City and may be relaxed or heightened depending upon specific circumstances.

C. **Written Notice:** The City shall provide the ~~permit~~ **license** holder with a written notice of any violation of this section that **a violation** has occurred. If applicable, a copy of the warning notice shall be sent to the local representative.

D. **Administrative Hearing Procedure:** An Applicant can request a hearing to contest any penalty herein and the procedures for such hearing are as provided in Section 2-3 of City Code.

E. **Application for License After Revocation:** A Licensee who has had a STHR License revoked shall not be permitted to apply for a subsequent STHR License for the same dwelling unit for a period of one year from the date of the revocation.

F. **Failure to License:** Unless otherwise provided, any person who shall commence or continue to operate a Short-Term Home Rental for which a license is required without first procuring the license shall be deemed guilty of an infraction and subject to a fine as published on the annual Fee Schedule. ~~of \$1,000 for the first offense, \$2,000 for the second offense and \$3,000 for the third or more offenses.~~ A separate offense shall be deemed committed on each day ~~during~~ on which a violation occurs or continues.

G. **Advertisement of Short-Term Home Rental:** An advertisement or communication promoting the availability of a STHR property in violation of this code is prima facie evidence of a violation and shall be fined as in Section F above.

SECTION 2: **REPEALER.** All previous ordinances, resolutions, orders, or parts thereof, that are in conflict herewith are hereby repealed.