

**AGENDA  
REGULAR COUNCIL MEETING  
CITY OF CROSSLAKE  
MONDAY, APRIL 8, 2024  
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. Police Report for Crosslake – March 2024
2. Police Report for Mission Township – March 2024
3. Fire Department Report – March 2024
4. Planning & Zoning Meeting Minutes of February 23, 2024
5. Parks & Recreation/Library Commission Minutes of February 28, 2024
6. EDA Meeting Minutes of December 6, 2023
7. Waste Partners Recycling Report for February 2024
8. WAPOA Invitation to the 8<sup>th</sup> Annual AIS Roundtable
9. LG220 Application for Exempt Permit to Conduct Raffle from Knights of Columbus
10. F.I.R.E. Invoices
11. Bills for Approval

**D. MAYOR’S AND COUNCIL MEMBERS’ REPORT**

1. Thank You Letter from Crosslake Chamber of Commerce (Council Information)
2. Thank You Letter from Sue Schaefer Re: Silver Sneakers (Council Information)
3. Resolution Accepting Donations (**Council Action-Motion**)
4. Tim Bray – CSAH 3/66 Pedestrian and Intersection Improvement Project Update
  - a. Discuss Aesthetic Concrete Colors (Council Direction)
  - b. Memo dated March 12, 2024 from Crosslakers Re: Crosslake County Road (CSAH) 3/66 Reconstruction
5. Ordinance Amending Chapter 42 Streets, Sidewalks, and Rights-of-Way and Approval to Publish Summary (**Council Action-Motion**)
6. Discuss Local Ballot Control for Crosslake Elections

**E. CITY ADMINISTRATOR’S REPORT**

1. Timeline for City of Crosslake City Administrator Search (Council Information)
2. Memo dated April 8, 2024 from Jerry Bohnsack Re: Deputy Clerk/Treasurer (**Council Action-Motion**)
3. Remote Work Policy – *to be handed out at meeting*

**F. COMMISSION REPORTS**

1. ECONOMIC DEVELOPMENT AUTHORITY
  - a. Crosslake EDA Business Workshop – Investing in Our Future (Council Information)
  - b. Crosslake Comprehensive Plan Update
  
2. PARK & RECREATION/LIBRARY
  - a. Draft Crosslake Parks and Recreation Memorials and Donations Policy (Council Action-Motion)
  - b. Park & Rec Updates

**G. 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.

#### **H. CITY ATTORNEY REPORT**

#### **I. NEW BUSINESS**

#### **J. OLD BUSINESS**

#### **K. ADJOURN**



C. 1. v

Crosslake Police Department  
 Monthly Report: March 2024

911 Hangup	1	Property Damage Accident	4
Agency Assist	28	Public Assist	9
Alarm	13	Ride Along	1
Animal Complaint	1	Scam/Con	3
ATV	2	Stalled Vehicle	1
Background	4	Suspicious Activity	3
Burning Complaint	2	Suspicious Person	1
Child Maltreatment	1	Suspicious Vehicle	2
Civil Problem	2	Theft	2
Dangerous Dog	1	Threats	1
Death	1	Traffic Arrest	1
Disturbance	5	Traffic Control	1
Domestic	5	Traffic Citation	18
Driving Complaint	1	Traffic Warning	107
Drug Information	1	Trespass	2
EMS	29	Vehicle Off Road	2
Escort	1	Vulnerable Adult	4
Extra Patrol	2	Welfare Check	5
Fire	2		
Fleeing	1		
Found Property	1		
Fraud	1		
Garbage Dumping	1		
Gun Permits	3		
Harass Comm	1		
Indecent Conduct	1		
Information	4		
Motorist Assist	2		
Personal Injury Accident	1	<b>TOTAL</b>	<b>289</b>

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Crosslake Police Department  
Mission Township  
Monthly Report: March 2024

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Agency Assist	3
Alarm	1
EMS	2
Traffic Citation	6
Traffic Warning	22

TOTAL: 34



# Crosslake Fire Department

Date: March 2024

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3.

Description of Incident	Incidents	
	Calls	YTD
<b>3 - Rescue &amp; Emergency Medical Services</b>		
311 - Medical Assist - Assist EMS Crew	21	81
300 - Rescue, EMS Incident		
322 - Motor Vehicle Accident with Injuries		
324 - Motor Vehicle Accident with No Injuries		
351 - Remove from Elevator/Extrication from Vehicle	1	1
341/361/362 - Search for Person/Water Rescue/Ice Rescue		
<b>Total:</b>	<b>22</b>	<b>82</b>
<b>1 - Fire</b>		
111 - Building Fire		
111 - Building Fire (Mutual Aid)		1
112/118/113/114/123/151 - Fire Other / Chimney Fire		1
141/142/143 - Forest, Woods, Brush, Grass Fire	1	1
130/131/134/138/142 - Mobile Property/Automobile Fire/Off Road Vehicle		1
<b>Total:</b>	<b>1</b>	<b>4</b>
<b>4 - Hazardous Condition (No Fire)</b>		
411 - Gasoline or other Flammable Liquid Spill		
412 - Gas Leak (Natural Gas or LPG)		1
424 - Carbon Monoxide Incident		
444 - Power Line Down/Trees on Road		
445 - Arcing, Shorted Electrical Equipment		
<b>Total:</b>	<b>0</b>	<b>1</b>
<b>5 - Service Call</b>		
561 - Unauthorized Burning		1
531/521 - Smoke or Odor Removal / Water Problem		
542/550/553 - Public Service/ Public Assist / 571 - Standby	3	10
551 - Agency Assist	1	5
<b>Total:</b>	<b>4</b>	<b>16</b>
<b>6 - Good Intent Call</b>		
611 - Dispatched and Cancelled en route		5
600/631 - Good Intent Call/Authorized Burning		
651/652 - Smoke scare, Odor of smoke		1
661 - EMS Party Transport - Aircare - Traffic Control	3	3
<b>Total:</b>	<b>3</b>	<b>9</b>
<b>7 - False Alarm &amp; False Call</b>		
735/740/743/740/745 - Smoke Detector Activation - No Fire		
746 - Carbon Monoxide Detector Activation - No CO		
731 - Sprinkler Activation due to Malfunction		
<b>Total:</b>	<b>0</b>	<b>0</b>
<b>8 - Severe Weather &amp; Natural Disaster</b>		
814 - Lightning Strike (No Fire)		
813/815 - Wind Storm/Severe Weather Standby		
<b>Total:</b>	<b>0</b>	<b>0</b>
<b>Total Incidents:</b>	<b>30</b>	<b>112</b>

## Crosslake Incident Type Report Property Loss

Incident Type	Total Incidents	Total Incidents % of Incidents	Total Property Loss	Total Content Loss	Total Loss
<b>Incident Type Category: 1 - Fire</b>					
142 - Brush or brush-and-grass mixture fire	1	3.3%			
	<b>Total: 1</b>	<b>Total: 3.3%</b>	<b>Total: 0</b>	<b>Total: 0</b>	<b>Total: 0</b>
<b>Incident Type Category: 3 - Rescue &amp; Emergency Medical Service Incident</b>					
311 - Medical assist, assist EMS crew	21	70.0%			
352 - Extrication of victim(s) from vehicle	1	3.3%			
	<b>Total: 22</b>	<b>Total: 73.3%</b>	<b>Total: 0</b>	<b>Total: 0</b>	<b>Total: 0</b>
<b>Incident Type Category: 5 - Service Call</b>					
551 - Assist police or other governmental agency	1	3.3%			
553 - Public service	3	10.0%			
	<b>Total: 4</b>	<b>Total: 13.3%</b>	<b>Total: 0</b>	<b>Total: 0</b>	<b>Total: 0</b>
<b>Incident Type Category: 6 - Good Intent Call</b>					
661 - EMS call, party transported by non-fire agency	3	10.0%			
	<b>Total: 3</b>	<b>Total: 10.0%</b>	<b>Total: 0</b>	<b>Total: 0</b>	<b>Total: 0</b>
	<b>Total: 30</b>	<b>Total: 100.0%</b>	<b>Total: 0</b>	<b>Total: 0</b>	<b>Total: 0</b>

## Report Filters

Basic Incident Date Time: is between '03/01/2024' and '03/31/2024'

Agency Name: is equal to 'CROSSLAKE'

## Report Criteria

Incident Type (Fd1.21): Is Not Blank



C.4.

STATED MINUTES

City of Crosslake  
Planning Commission/Board of Adjustment

February 23, 2024  
9:00 A.M.

Crosslake City Hall  
13888 Daggett Bay Road  
Crosslake, MN 56442

1. Present: Chair Bill Schiltz; Vice-Chair Jerome Volz; Joseph O’Leary; Kristin Graham; Alternate Joel Knippel and Liaison Council Member Aaron Herzog

Absent: David Fuhs

Staff: Jerry Bohnsack, Interim Planning & Zoning Administrator and Cheryl Stuckmayer, Planner-Zoning Coordinator

2. 2024 Election of Officers - **Motion by Volz; supported by Knippel to elect Schiltz as Chair; Motion by Schiltz; supported by Knippel to elect Volz as Vice-Chair. All members voting “Aye”, Motion carried.**
3. Adoption of 2024 Rules of Business - **Motion by Graham; supported by Schiltz to approve the 2024 Rules of Business as written. All members voting “Aye”, Motion carried.**
4. 12-15-2023 Minutes – **Motion by Volz; supported by Graham to approve the minutes as written. All members voting “Aye”, Motion carried.**
5. Old Business
  - 5.1 None
6. New Business
  - 6.1 Crosslake Trio LLC- Conditional use permit (CUP) for a self-pour taproom
7. Other Business
  - 7.1 Staff report
8. Open Forum – No action will be taken on any of the issues raised. If appropriate, the issues will be placed on the agenda of a future PC/BOA meeting. Speakers must state their name and address. Each speaker is given a three minute time limit.
9. Adjournment

**Other Business:**

Staff report

Monthly city council report

Development Review Team (DRT) had 2 January & 3 February monthly meetings

Discussion of proposed restrictions for Accessory Structures was held.

Motion- Volz; Support- Schiltz

Recommend Proposed rules for Accessory Structures for City Council consideration and adoption.

All members voted "Aye" Motion Carried

Discussion of fees or applications with multiple variance requests was held

Motion, Volz; Support Schiltz

Recommend the following fees for variance application per parcel.

\$750.00 for up to 5 variances, \$300.00 for each additional variance .

All Members voting 'Aye" Motion Carried

Next Month:

March 11 – Public Hearing Application deadline

March 11 – City Council Meeting

March 12 – Development Review Team (DRT)

March 21 – On-site visit

March 22 – PC/BOA Meeting

**Open Forum:**

1. There were no open forum items

**Matters not on the Agenda:**

1. There were no matters not on the agenda

**Motion by Knippel; supported by Schiltz to adjourn at 11:05 A.M.**

**All members voting "Aye", Motion carried.**

Respectfully submitted,

*Jerry Bohnsack*

Jerry Bohnsack

Planner & Zoning Administrator

- (1) opportunities for the residents of the community, allow for the production and manufacture of goods and products, provide for the retail display and sale of the goods and products manufactured on the site with other related products or services, and provide professional contractor services and related office uses.
- (2) **Sensitive Shoreland (SS).** The purpose of this district is to accommodate limited residential uses, agricultural uses, and forest management activities within the shoreland protection zone while conserving sensitive land areas on which more intensive development would adversely affect water quality, wetlands, lakes, shorelines, slopes, wildlife habitat, biological ecosystems, or scenic and natural values. Density is decreased and performance standards established in order to minimize disturbance of soils and vegetation in the shoreland district, to prevent damage from erosion, floods, siltation and water turbidity, to prevent the loss of vegetation, fish, wildlife and natural habitat, to protect the quality of ground and surface waters, and to conserve natural and scenic areas in the shoreland protection zone. This district can only be designated in shoreland areas determined to be sensitive by the City Council.

## Sec. 26-281 Land Use Tables

The following table establishes the permitted, conditional, and allowed uses within the land use districts of the City. Any uses not listed in these tables are prohibited.

For the purposes of this table:

“P”	means a use requiring a permit
“PP”	means a use requiring a permit with performance standards
“CU”	means a use requiring a conditional use permit
“I”	means an interim use
“A”	means a use that is allowed without a permit but may have performance standards
“SD”	means a shoreland district
“RR-5”	means a rural residential district—5 acre minimum lot size
“WC”	means a waterfront commercial district
“LC”	means a limited commercial district
“DC”	means a downtown commercial district
“C/LI”	means a commercial/light industrial district
“SS”	means a sensitive shoreland district

PART I - CODE OF ORDINANCES  
Chapter 26 - LAND USE

<b>LAND USE TABLES</b>	<b>S D</b>	<b>RR 5</b>	<b>S S</b>	<b>L C</b>	<b>D C</b>	<b>W C</b>	<b>C/ L</b>
<b>(1) Agricultural Uses</b>							
Farm buildings (barns, silo, hay shed, etc.)	P	P	P	P			
Farmland: Crop growing and harvesting	A	A	A	A			
Farmland: Livestock, poultry use, including related buildings	A	A		A			
Forest land: growth, harvest	A	A	A	A		A	A
<b>(2) Residential and Related Uses</b>							
Accessory structure ≤ 1200 sq ft (see Article 36)	P	P	P	CU	CU	CU	CU
Accessory Structure >1200 sq ft (See article 36)	CU	CU	CU	CU	CU	CU	CU
Auxiliary quarters/cottage - 24' or wider	PP	PP	PP	CU	CU	CU	CU
Controlled access lot							
Energy systems assoc. with a principal use (i.e. solar collectors and wind generators under 50KW)*	P/CU*	P		P		P/CU*	P
Garage/Yard Sales (Maximum 3 per calendar year)	A	A	A	A	A	A	A
Group home, detention or correction home (including detoxification center, rehabilitation home, etc.)	CU	CU	CU	CU		CU	
Home business	CU	CU		PP	PP	CU	PP
Home occupation	A	A	A	A	A	A	
Home: assisted living, nursing, supportive care	CU	CU		CU	CU		
Meteorological test station for wind energy conversion systems (WECS)	I	I		I		I	I
Mobile home park or development		CU					
Multi-family dwelling	CU	CU		CU	CU	CU	
Portable or temporary storage structure	P	P	P	P	P	P	P
Single-family dwelling—24' or wider	P	P	P	CU	CU	CU	CU
Two-family dwelling—duplex	CU	P	CU	CU	CU	CU	
Water-oriented accessory structures	P					P	
<b>(3) Recreational Uses</b>							
Campground, private, or commercial				CU		CU	
Shooting range, fire arms, archery - private				CU			CU
<b>(4) Civic, Educational and Institutional Uses</b>							
Athletic field/stadium; arena				CU			
Cemetery	A	A		A			
Church/Synagogue	P	P	P	P	P	P	
Transient Camps, Church Camps	CU	CU				PP	

\*--Type of Permit depends on wind energy tower height and power output

PART I - CODE OF ORDINANCES  
Chapter 26 - LAND USE

<b>LAND USE TABLES</b>	<b>S D</b>	<b>RR 5</b>	<b>S S</b>	<b>L C</b>	<b>D C</b>	<b>W C</b>	<b>C/ LI</b>
<b>(5) Commercial and Industrial Uses</b>							
Adult uses							CU
Amusement Park				CU			
Athletic club				PP	PP	PP	
Auto body shop				PP			PP
Auto repair shop, lubrication service station				PP	PP		PP
Bank or financial institution				P	P		PP
Beauty shop, barber shop				PP	PP	PP	PP
Bed and Breakfast Residence		CU		PP	PP	PP	
Bowling Lanes				PP	PP	PP	PP
Breeding and boarding of animals				CU	CU		CU
Bulk liquid storage				CU			PP
Business or professional office space				PP	PP	PP	PP
Car wash				PP	PP		PP
Cement/concrete/redi-mix plant, permanent							P
Commercial greenhouse/nursery				PP			PP
Commercial storage building/storage unit rental				CU	CU	CU	CU
Concrete/asphalt plant, portable				I			PP
Construction and contractor services-carpentry, electrical, plumbing, heating, ventilation, mechanical, flooring, insulation, siding, etc				P	P		P
Day care facility	PP	PP		PP	PP	PP	
Demolition Landfill							CU
Dry cleaners				CU	CU		CU
Event Center (≥ 10 acres in RR5)		CU		CU	CU	CU	CU
Extractive use, mining, gravel pit, aggregate							CU
Funeral home with crematorium				CU			
Funeral Home without crematorium				PP			
Gas station/convenience store with or without fuel sales				PP	PP	PP	
Golf Course				CU		CU	
Industrial park development							CU
Liquor: On and/or off sale				CU	CU	CU	CU
Lumber yard				PP	PP		PP
Manufacturing: light in general, assembly plant, machine shop, welding shop, packaging plant				CU			PP
Marina						CU	
Medical or dental clinic				PP	PP		PP
Miniature golf				PP	PP	PP	PP
Motel/hotel				CU	CU	CU	CU
Outdoor seasonal sales				PP	PP	PP	PP
Over-the-counter print shop				PP	PP		PP
Private clubs and lodges				PP	PP		PP
Race track: horse, auto, motorcycle, go cart							CU
Recycling collection site				I			PP
Rental equipment sales and service				PP	PP	PP	PP

PART I - CODE OF ORDINANCES  
Chapter 26 - LAND USE

LAND USE TABLES	SD	RR5	SS	LC	DC	WC	C/LI
Repair shop, equipment				PP	PP		PP
Resort						CU	
Restaurant				PP	PP	PP	
Retail store				PP	PP	PP	PP
Sawmill				CU			PP
Sign – on site	P	P	P	P	P	P	P
Storage buildings, Commercial				CU	CU	CU	CU
Studio-art, music, photo, decorating, dance				P	P		
Telecommunication tower							CU
Temporary real estate office/model home	P	P		P	P	P	
Theater				PP	PP		PP
Vehicle, boat, recreational equipment sales				PP	PP	PP	PP
Veterinary clinic				CU	CU		PP
Wholesaling and/or warehousing, freight terminal				PP	PP		PP

**Sec. 26-282 Administration of Permits with Performance Standards**

- (1) In addition to the general requirements of this Chapter, the Zoning Administrator shall determine specific performance standards in conjunction with applications for those uses and locations where they are allowed. Performance standards may include but are not limited to regulation of:
- a) Types of business activities allowed;
  - b) Screening or fencing;
  - c) Signs;
  - d) Storage of materials, equipment, and vehicles;
  - e) Hours of operation;
  - f) Parking;
  - g) Waste management;
  - h) Abatement of noise, smoke, and fumes.
- (2) The Zoning Administrator may refer an application to the Development Review Team (DRT) if:
- a) Additional input on performance standards is needed, or,
  - b) It is determined that a proposed use may impact the health, safety, or general welfare of surrounding properties.
- (3) If, after consulting the DRT, it is determined that the proposed use impacts the health, safety, or general welfare of surrounding properties, the Zoning Administrator shall notify the applicant that the application will be processed as a conditional use according to Article 7 of this Chapter.

**Secs. 26-283—26-304 Reserved**

**ARTICLE 11 SHORELAND DISTRICT STANDARDS**

**Sec. 26-305 Purpose and Intent**

The purpose of this district is to preserve and enhance the quality of surface waters, conserve the economic and natural environmental values of shorelands, protect drinking water sources, and provide for the wise use of water and related land resources. The primary use within this district is seasonal and year-round single family residential. Compatible commercial or water-oriented commercial uses may be allowed as permitted or conditional uses.

PART I - CODE OF ORDINANCES  
Chapter 26 - LAND USE

Sec.

**ARTICLE 36 - Accessory Structure Standards**

**Sec 26-960 Accessory Structures—Residential Districts**

- (1) On lots 2 acres in size or less, each residential accessory structures must meet the following requirements:

STRUCTURE SIZE	Road right of way	Side yard	GD Lake	GD River	RD Lake	NE Lake	NE River	Bluff	Wetland	Building Height	Wall Height
Up to 1200 square feet in size	35	10	75	100	100	150	150	30	15	24	12

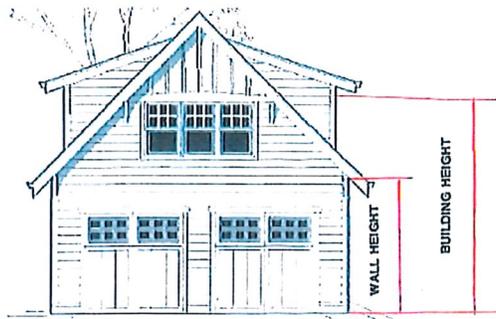
- (2) On Lots greater than 2 acres and less than 4 acres in size, residential accessory structures shall meet the following requirements:

STRUCTURE SIZE	Road right of way	Side yard	GD Lake	GD River	RD Lake	NE Lake	NE River	Bluff	Wetland	Building Height	Wall Height
Up to 2500 square feet in size	35	10	75	100	100	150	150	30	15	24	12

- (3) On Lots greater than 4 acres in size, each residential accessory structure must meet the following requirements:

STRUCTURE SIZE	Road right of way	Side yard	GD Lake	GD River	RD Lake	NE Lake	NE River	Bluff	Wetland	Building Height	Wall Height
Maximum impervious limit of 25% for the lot shall not be exceeded	35	10	75	100	100	150	150	30	15	24	16

- (4) A permit shall not be required for up to two accessory structures totaling no more than 160 square feet.
- (5) No accessory structure shall be used for human habitation except to allow for a permitted auxiliary quarter as listed in Section 26-314.
- (6) All setback and building height requirements shall be met.
- (7) Construction complies with all provisions of Articles 20 and 21 of this Chapter.
- (8) Semi-trailers, railroad cars, manufactured houses, or similar structures shall not be used for storage.
- (9) Accessory Structures with a footprint greater than 1200 sq ft shall require a Conditional Use Permit



**Secs 26-961—26-994 Reserved**

**PARK DEDICATION FEES**

\$1500 per new lot

*Sec. 44-402. Required; applicability.*

*(a) The developer of a subdivision shall dedicate ten percent (10%) of his buildable land as measured pre-plat to the public for park purposes, or, at the option of the city council, shall pay the city an amount equal to \$1,500.00 per lot for a commercial- or industrial-zoned subdivision and \$1,500.00 per residential unit created in a residentially zoned subdivision, or a combination of land dedication and payment of cash in lieu of land according to the formula set forth in this Code.*

*(b) This section shall apply to all land subdivisions, including land subdivided by metes and bounds description.*

**TEMPORARY STRUCTURES**

\$50

**VARIANCE**

- Residential \$750 + \$300.00/item after 5
- Commercial \$750 + \$300.00/item after 5

**ZONING INFORMATION**

- **Maps**
  - \* Road \$10
  - \* Zoning (11" by 17") \$5
  - \* Out-as-Shown (floodplain) \$50

**ZONING MAP AMENDMENT**

\$750

**ZONING ORDINANCE AMENDMENT**

\$750 + Printing Costs

**CERTIFICATION OF UNPAID CHARGES** - Nothing in this section shall be held or construed as in any way stopping or interfering with the City's right to certify as unpaid service charges or assessments against any premises affected, any past due and/or delinquent fees, including interest and late fees. Each and every unpaid fee is hereby made a lien upon the lot, land, or premises served, and such charges that are past due and/or delinquent on October 15th of each year shall be certified to the Crow Wing County Auditor. The charges shall be collected and the collection thereof enforced in the same manner as county and state taxes, subject to like penalties, costs and interest charges. Upon certification to the County Auditor, any past due and/or delinquent fees shall be due and payable to the office of the County Auditor.

Crosslake Park, Recreation, and Library Commission Minutes

Wednesday February 28, 2024

Crosslake Community Center 2:00pm

Present: Chair Peter Graves, Heather Jones, Ann Schrupp (via Zoom), Kristin Graham, Mary Jo Fitsvold, Parks and Recreation Director TJ Graumann, Parks and Recreation Manager Jane Monson, City Council Liaison Jackson Purfeerst

Not in attendance: Kera Porter

I. Meeting was called to order at 2:00pm

II. Approval of Agenda

**Motion to approve agenda with addition of 5b, Pickleball tournament requests.**

**Mary Jo/Kristin Favor: All Opposed: None**

III. Approval of Minutes

**Motion to approve minutes of January meeting with a spelling correction for Mary Jo's name.**

**Mary Jo/Heather Favor: All Opposed: None**

IV. Old Business

A) Park Master Plan – Jim from Bolton and Menk joined us via zoom. He presented refinements/changes that had been made to the plan based on our meeting in January. The hockey rink was shifted to the SW, adding room for bleachers and to make more room for the warming house and other amenities. There is a recreation rink, 90x90, with a smaller skating ribbon than in the previous plan. The location of the warming house was shifted slightly, the new location seems to make the most sense for handicap, access, deliveries, green space with irrigation, and is a centralized location for the rink and pickleball. There is patio space included in the warming house design. We will continue to discuss options for the bathrooms and how to keep them open outside of regular business hours. New pickleball courts are set directly to the west of the current courts. This will affect the septic field and take out the current warming house. This will need to be considered as we look at the phases for this project. Peter questioned whether we could have the new courts slope to the west for drainage, as the current courts slope to the east. Jim said that would be possible. Peter also requested higher fencing and wind screens. This was discussed and will depend on donations and funding. There is a possibility of a temporary facility if the warming house needs to be torn down before we are ready to rebuild, as the current warming house is in the space the new pickleball courts will go. Jim said that if this is not an option it would be best to move the new pickleball courts to a different part of the park, rather than change the master plan. The soft ball field would be moved to the NE side of the park, the location was adjusted to allow for a trail to go around the field, connecting the rest of the park and the regional trail. The parking lot near the softball fields would have twenty-eight spots,

3 ADA spots. The parking lot on the SW end of the park was shifted further W to leave room for the tennis courts. That lot will have forty-eight spots, 4 ADA, we discussed having some of the ADA spots on the west side of the lot. This plan will allow for a soccer area that is large enough for U8 and U10. The dog park is not in the right spot on the plan. There was discussion about adding irrigation for the soccer field, could we relocate some of the current zones? The current softball field has irrigation so we should be able to use the main line that is already there. Peter asked about water for the dog park, which would need to be drinking water. We could run a line under the sidewalk. There are some donations set aside for that. A splash pad is still an option, but not currently part of the plan.

Cost – Jim provided us with a graphic laying out the phases. Jackson questioned the phases and estimated costs. TJ has had conversations with the local hockey association, they are a possible source of funding for the hockey rink. Jim let us know that all the pricing is based on 2024 numbers. There is a 15% contingency for the unknown and a 20% engineering and admin fee included in the cost estimates. The pricing sheet was included in our packet. Some notes on the pricing – The hockey rink number includes a roof for \$300,000 and money for grading the youth soccer area. The leisure rink would be 30-40% less if we pulled the skating ribbon out. Jim will separate out the ribbon pricing. Warming house is bid for concrete block, changing to stick built would decrease the cost. Jim will provide us with pricing for both options. The plaza is included in the cost. Pickleball nets were discussed as we could save money by using the permanent portable nets we have on the current courts. That would account for about \$6,000 savings. The six current courts cost \$97,000. TJ will reach out to local contractors about the actual cost. The clearing and grubbing can be removed from proposed softball field pricing, as staff will handle all of that ahead of construction. We discussed changing the new parking lots too a bituminous surface, TJ will talk to Anderson Brothers. Jim will have a new cost estimate for TJ in about a week.

#### V. New Business

- A) Sourcewell Grant Opportunity - TJ wanted to make us aware of Community Impact Grants. They have changed the grant slightly and made Parks, Public Works, and Admin a separate category from the Public Safety grants, meaning there is a better chance for Crosslake to receive a grant. TJ will do more research and apply for the grant.
- B) Outdoor Pickleball Tournament Requests from 501(c)(3)'s – TJ has been receiving requests from groups asking to rent the pickleball courts to have tournaments benefiting non-profit organizations. We had some discussion regarding this and decided we need to take some time to figure this out. Some things we discussed were limiting the number to three per year, dates need to be arranged with TJ, there would be a per day fee, and it would have to be for a registered 501(c)(3). We will come back to this at a future meeting.

VI) Other Business

A) Staff Report

- i. Memorial Donation Policy Update – TJ is pulling info from other communities and working on a policy.
- ii. Park Dedication Increase Update – This has not been set yet, it is a contentious issue. We may want to look at dropping our recommendation to raise the fee to stop issues from arising. We had a brief discussion.  
**Motion to rescind last month's recommendation to raise the park dedication fees.**  
**Mary Jo/Heather            Favor: All            Opposed: None**
- iii. Library Update – Update on damage, Servpro will be repairing the sheetrock, no mold was found. A new Library Coordinator has been hired and starts in April. She has managed three libraries in the past.

B) Comments from the commission – We discussed the need to fill the vacant spots on the commission. The sign for the community center is still a work in progress.

C) Pequot Lakes Community Education Update –Joell was not in attendance.

VII) Open Forum – None

VIII) Adjourn (I forgot to write down the time)

**Motion to adjourn.**

**Heather/Ann**

**Favor: All**

**Opposed: None**

C. 6.

Crosslake Economic Development Authority  
Meeting Minutes  
8:30 A.M. December 6, 2023 Crosslake City Hall

Members present: Patty Norgaard, John Andrews, Marcia Seibert-Volz, Sandra Farder, Carla Bainbridge

Others present: Tyler Glynn, BLAEDC Executive Director; Halie Majerus, BLAEDC Marketing Manager

The regular quarterly meeting of the Crosslake EDA was called to order at 8:30 AM by Patty Norgaard.

Patty Norgaard reported that Dean Fitch is stepping aside due to medical reasons. In the meantime, Patty will lead as vice president.

A motion was made by Sandra Farder and seconded by John Andrews to approve the minutes of the September 6, 2023 meeting. No further discussion. Motion carried with all ayes.

BLAEDC Role/Responsibility

Patty opened the discussion asking Tyler Glynn to describe how BLAEDC's role has expanded with the expectations of working together as partners. Tyler emphasized that BLAEDC's role is to assist Crosslake with activities as needed. Providing some background, he explained how BLAEDC created the Unified Funds program utilizing dollars sitting dormant in Crow Wing County entities. As part of its creation in 2017, the funds from Crosslake were incorporated into the Unified Fund where it is managed by BLAEDC, and loan decisions are made by a collective group. Bart Taylor is Crosslake's representative and the largest loan to date was to a Crosslake company. BLAEDC is continuing to work with Tremolo Communications on the EDA website and is here to support businesses. He noted that it is important to attend city council meetings at least on a quarterly basis.

Crosslake EDA 2023-24 Projects

Crosslake Survey Update:

Halie Majerus reported that the survey ran from Memorial Day to Labor Day. Fliers were handed out to businesses in Crosslake to hand out to their customers. Crosslake EDA representatives and BLAEDC staff analyzed the results of the survey. The consumer survey had 5 questions and 313 respondents. The business survey had 7 questions with 29 respondents. All responses were summarized in a power point that is available on the City of Crosslake website. The second phase of the survey includes business visits to find out what the community wants. Although the second phase is not complete, results so far are showing positive feedback and enhanced awareness of EDA.

Comp Plan Update:

Review of the Comp Plan continues by members of the EDA. Progress has been made and Dave Gahn was lauded for his extensive work on the housing chapter. Goals for the housing chapter are still being determined and the discussion is continuing.

EDA website:

Tremolo Communication and BLAEDC are continuing to work together on the website. BLAEDC is open to receiving any suggestions.

### 2024 EDA Goals

- Communication:
  - Collaboration with Crosslake Chamber/Crosslakers
    - Continuing to do so
  - Quarterly articles in the Northland Press
    - If you have a project, let people know what has been accomplished
  - Identify resources with/through other organizations and community
    - Regional workshops have been educational/housing symposium provided great conversation on housing
  
- Business Growth Opportunities:
  - Impact of Loon Center on business climate
    - What does the city have to do to prepare for 80 thousand people coming in?
    - Are new businesses needed?
  - Identify/interview new business (homebase or office)
  - Collaborate with BLAEDC on potential feeder business
  
- Update website
  
- Provide quarterly update to Crosslake City Council
  
- Host 2 Regional Workshops
  - Jon Lubke suggested as speaker for first workshop

### Other

Funding for electric buses.

Working on scheduling a meeting with GreenStep in January.

Have more conversations regarding staffing/employment opportunities.

Next regular quarterly meeting: March 6, 2024

There being no further business or announcements, Patty Norgaard adjourned the meeting at 9:50 AM.

Martha Steele  
Volunteer Recorder

C. 7.

# SCORE REPORT FORM

Mo./Yr. **February 2024**

**CROSSLAKE REPORT**

Organization: Waste Partners, Inc.  
 PO Box 677 Pine River, MN 56474  
 Contact Person: Drey Loge Ph: (218) 824-8727 Fax: (218) 587-5122

Materials delivered to: Cass County - Pine River Transfer Station  
 Cardboard & Mixed Paper - LDI or Rock-Tenn  
 Metal - Crow Wing Recycling or Pine River Iron & Metal

**RESIDENTIAL      COMMERCIAL**

<b>Total Paper : (includes)</b>	<b>9,544</b>	
Corrugated Cardboard	5,144	
Newspaper	-	
Mixed Paper (News, Mags, Mixed Mail, CDBD)	4,399	

**Metal: Appliances, misc...**  

**Commingled Materials: (includes)** 31,904

%		lbs
5%	Metals- Aluminum Cans	1595
21%	Tin Cans	6700
61%	Glass-	19461
	Clear bottles	
	Green bottles	
	brown bottles	
10%	Plastic - #1 & #2 bottles	3190
3%	Rejects	957
100%		31904

<b>Total LBS.</b>	<b>41,447</b>	<b>0</b>
<b>Total Tons</b>	<b>20.72</b>	<b>0</b>

**OUT OF COUNTY Waste Disposal**

Final Destination:           N/A          

Disposal Site Permit # :                           

Tons Delivered: **NONE**

Total Number of  
Recycling Customers  
Served this Month

**1353**

	Recycling Customers	%	24,340 Paper	176,520 Commingle
Brainerd	3340	45%	10,860	78,757
Baxter	1561	21%	5,075	36,808
Breezy Point	493	7%	1,603	11,625
Pequot Lakes	358	5%	1,164	8,442
Crosslake	1353	18%	4,399	31,904
Ironton	264	4%	858	6,225
Nisswa	117	2%	380	2,759
	<b>7486</b>	<b>100%</b>		



**Invitation to the 8<sup>th</sup> Annual AIS Roundtable**

*Do you want the Latest on How Zebra Mussels and Spiny Water Flea May Affect Your Lake and Sport Fish, or a Real-time Water Quality Monitoring Initiative?*

The Whitefish Area Property Owners Association (WAPOA) wants to “kick-off” the summer season “at the lake” with its 8th annual Aquatic Invasive Species (AIS) Roundtable program Saturday, June 1 from 8:30AM to noon at Immaculate Heart of Mary Catholic Church, Crosslake. The program will be in-person with coffee and sweets as well as presented in a “virtual format” option again this year.

We invite our members, area lake association members, local government officials, neighbors, students and all interested persons to attend this “no-fee” event.



We are pleased to again offer a program with Dr. Nick Phelps, Assistant Professor at the University of Minnesota and Director of the Minnesota AIS Research Center (MAISRC). He will provide a report updating AIS research successes and plans and new decision-making initiatives about AIS management. MAISRC research successes are the long-term key to managing AIS populations.

In addition to Dr. Phelps, we will also hear presentations from several graduate students on present AIS research for using eDNA in the detection of invasive species, presence and impacts on habitat and fish populations, and the further impacts invasive, hybrid cattails and zebra mussels on walleyes and water quality in our lakes and waterbodies.

Thanks to MAISRC’s research, invasive species can be located earlier, better response to new infestations is available, and new tools have been developed to control established populations.

For more than fifty (50) years and as a MAISRC partner, WAPOA has served an important mission of strong advocacy for actions to sustain and improve quality surface and ground water in the Whitefish Area and the Pine River Watershed. Please join us on Saturday, June 1. If questions, please contact Tom Watson, Past President at [twatson@iphouse.com](mailto:twatson@iphouse.com).

C.g.

# LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

### Application Fee (non-refundable)

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**.

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

## ORGANIZATION INFORMATION

Organization Name: Crosslake Emily Knights Foundation Previous Gambling Permit Number: X- 95031-23-002

Minnesota Tax ID Number, if any: \_\_\_\_\_ Federal Employer ID Number (FEIN), if any: 87-2595292

Mailing Address: 8767 Father Foley Dr.

City: Pine River State: MN Zip: 56474 County: Crow Wing

Name of Chief Executive Officer (CEO): Joe Christensen

CEO Daytime Phone: 612-801-5688 CEO Email: jjc@edinalaw.com  
(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): \_\_\_\_\_

## NONPROFIT STATUS

Type of Nonprofit Organization (check one):

Fraternal       Religious       Veterans       Other Nonprofit Organization

### Attach a copy of one of the following showing proof of nonprofit status:

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

**A current calendar year Certificate of Good Standing**  
Don't have a copy? Obtain this certificate from:  
MN Secretary of State, Business Services Division      Secretary of State website, phone numbers:  
60 Empire Drive, Suite 100      [www.sos.state.mn.us](http://www.sos.state.mn.us)  
St. Paul, MN 55103      651-296-2803, or toll free 1-877-551-6767

**IRS income tax exemption (501(c)) letter in your organization's name**  
Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.

**IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**  
If your organization falls under a parent organization, attach copies of both of the following:  
1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and  
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

## GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Immaculate Heart Church

Physical Address (do not use P.O. box): 35208 County Road 3

Check one:

City: Crosslake Zip: 56442 County: Crow Wing

Township: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_

Date(s) of activity (for raffles, indicate the date of the drawing): September 1, 2024

Check each type of gambling activity that your organization will conduct:

Bingo       Paddlewheels       Pull-Tabs       Tipboards       Raffle

**Gambling equipment** for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to [www.mn.gov/gcb](http://www.mn.gov/gcb) and click on **Distributors** under the **List of Licensees** tab, or call 651-539-1900.

**LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)**

<p style="text-align: center;"><b>CITY APPROVAL for a gambling premises located within city limits</b></p> <p><input type="checkbox"/> The application is acknowledged with no waiting period.</p> <p><input type="checkbox"/> The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).</p> <p><input type="checkbox"/> The application is denied.</p> <p>Print City Name: _____</p> <p>Signature of City Personnel: _____</p> <p>Title: _____ Date: _____</p> <div style="border: 1px solid black; padding: 5px; text-align: center; margin-top: 20px;"> <p><b>The city or county must sign before submitting application to the Gambling Control Board.</b></p> </div>	<p style="text-align: center;"><b>COUNTY APPROVAL for a gambling premises located in a township</b></p> <p><input type="checkbox"/> The application is acknowledged with no waiting period.</p> <p><input type="checkbox"/> The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.</p> <p><input type="checkbox"/> The application is denied.</p> <p>Print County Name: _____</p> <p>Signature of County Personnel: _____</p> <p>Title: _____ Date: _____</p> <p><b>TOWNSHIP (if required by the county)</b> On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)</p> <p>Print Township Name: _____</p> <p>Signature of Township Officer: _____</p> <p>Title: _____ Date: _____</p>
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**CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)**

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief Executive Officer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature must be CEO's signature; designee may not sign)

Print Name: Joe Christensen

<b>REQUIREMENTS</b>	<b>MAIL APPLICATION AND ATTACHMENTS</b>
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<p><b>Complete a separate application for:</b></p> <ul style="list-style-type: none"> <li>• all gambling conducted on two or more consecutive days; or</li> <li>• all gambling conducted on one day.</li> </ul> <p>Only one application is required if one or more raffle drawings are conducted on the same day.</p> <p><b>Financial report to be completed within 30 days after the gambling activity is done:</b> A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.</p> <p>Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).</p>	<p><b>Mail application with:</b></p> <p>_____ a copy of your proof of nonprofit status; and</p> <p>_____ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is <b>\$100</b>; otherwise the fee is <b>\$150</b>. Make check payable to <b>State of Minnesota</b>.</p> <p><b>To:</b> Minnesota Gambling Control Board 1711 West County Road B, Suite 300 South Roseville, MN 55113</p> <p><b>Questions?</b> Call the Licensing Section of the Gambling Control Board at 651-539-1900.</p>
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<p>Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the</p>	<p>application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Depart-</p>	<p>ment of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management &amp; Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.</p>
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<p style="text-align: center;"><b>How You May Spend Gambling Funds</b></p>	<p style="text-align: center;"><b>How You May Not Spend Gambling Funds</b></p>
<p><b>Allowable expenses</b> - Gambling funds may be spent for allowable expenses, such as:</p> <ul style="list-style-type: none"> <li>• gambling equipment (pull-tabs, bingo paper, bingo blower, paddlewheel tickets, tipboard games);</li> <li>• advertising;</li> <li>• printing raffle tickets; or</li> <li>• any services or goods that are directly related to the conduct of your gambling.</li> </ul> <p><b>Charitable contributions</b> - Gambling funds may be spent for the following charitable contributions (lawful purpose):</p> <ul style="list-style-type: none"> <li>• to or by 501(c)(3) organization and 501(c)(4) festival organizations;</li> <li>• relieving the effects of poverty, homelessness, or disability;</li> <li>• problem gambling programs approved by the Minnesota Department of Human Services;</li> <li>• public or private nonprofit school;</li> <li>• scholarships (if a contribution is made to a scholarship fund, it must be made to a nonprofit organization whose primary mission is to award scholarships);</li> <li>• church;</li> <li>• recognition of military service (open to public) or active military personnel in need;</li> <li>• activities and facilities benefiting youth under age 21;</li> <li>• citizen monitoring of surface water quality, with data submitted to Minnesota PCA;</li> <li>• unit of government (NOTE: A direct contribution to a law enforcement or prosecutorial agency is not allowed);</li> <li>• wildlife management projects or activities that benefit the public-at-large, with DNR approval;</li> <li>• grooming and maintaining snowmobile or all-terrain trails that are grant-in-aid trails, or other trails open to public use, with DNR approval;</li> <li>• supplies and materials for DNR training and educational programs;</li> <li>• nutritional programs, food shelves, and congregate dining programs primarily for persons who are 62 or older or disabled;</li> <li>• community arts organizations or programs;</li> <li>• humanitarian service recognizing volunteerism or philanthropy; and</li> <li>• acquisition and repair of real property and capital assets (contact the Gambling Control Board for requirements).</li> </ul>	<ol style="list-style-type: none"> <li>1. <b>Controlled contribution</b> - An organization may not retain any control over any contribution made from gambling funds. The only exception is for expenditures by a 501(c)(3) organization or a 501(c)(4) festival organization to its general fund.</li> <li>2. <b>Financial gain</b> - A contribution or expenditure may not be made if it results in any monetary, economic, financial, or material benefit to the organization making the contribution or expenditure.</li> <li>3. <b>Government</b> - An expenditure may not be made for: <ul style="list-style-type: none"> <li>• influencing the nomination or election of a candidate for public office;</li> <li>• promoting or defeating a ballot question; or</li> <li>• any activity intended to influence an election or a governmental decision-making process.</li> </ul> </li> <li>4. <b>Law enforcement</b> - A direct contribution may not be made to a law enforcement or prosecutorial agency.</li> <li>5. <b>Pension</b> - A contribution may not be made to a government pension or retirement fund, such as a fire relief association.</li> <li>6. <b>Conflict of interest</b> - A contribution or expenditure may not be made if it is not allowed under the conflict of interest provisions of the Minnesota Nonprofit Corporation Act, Minnesota Statutes, Section 317A.255.</li> <li>7. <b>Alcohol</b> - An expenditure may not be made for the purchase of any intoxicating liquor, wine, or malt beverages.</li> <li>8. <b>Fundraising</b> - An expenditure may not be made for fundraising costs, except as allowed for a 501(c)(3) organization or 501(c)(4) festival organization from its general fund.</li> <li>9. <b>Other organizations</b> - With few exceptions, gambling funds may not be contributed to other organizations or clubs such as veterans, fraternal, Lions, etc. unless it is a 501(c)(3) organization.</li> <li>10. <b>Other contributions</b> - A contribution may not be made to a 501(c)(3) organization or another entity with the intent or effect of not complying with lawful purpose restrictions or requirements.</li> </ol>

## BINGO AND RAFFLE – Checklist for Excluded/Exempt Permits

The purpose of this form is to help your organization conduct excluded/exempt gambling in compliance with the requirements listed below. Exempt and Excluded activities cannot be conducted in the same calendar year. The five forms of lawful gambling are bingo, paddlewheels, pull-tabs, raffles and tipboards. Detailed information regarding each requirement is available by clicking on the following links [in blue italics]: 1) applicable statutes and rules; 2) the [Lawful Gambling Manual](#); 3) the online class, “[Conduct of Raffles](#)”; and 4) the [phone number and email address](#) of your county’s Licensing (license, permits and leases) and Compliance (conduct and reporting) Specialists.

Check Box	RAFFLES
	1. Tickets are printed in accordance with MN Rule <a href="#">7861.0310</a> .
	2. Tickets contain the sequential number of the raffle ticket. Theatre style tickets may be used. ( <a href="#">349.173</a> )
	3. A list of prizes and a statement of other relevant information is made available to ticket purchasers. ( <a href="#">349.173</a> )
	4. The organization must pay in full or otherwise become the owner of all prizes prior to the raffle drawing, except for raffles with gross receipts of \$60 or less. ( <a href="#">7861.0260</a> )
	5. A merchandise certificate is used when a prize requiring registration or licensure (guns, cars, ATVs, etc.) is offered. ( <a href="#">7861.0260</a> )
	6. Prizes must not consist of lawful gambling equipment including raffle tickets for another raffle. ( <a href="#">7861.0260</a> )
	7. The total value of lawful gambling prizes awarded (use fair market value for donated prizes) does not exceed \$50,000 in a calendar year. ( <a href="#">349.166</a> )
	8. Cash must not be substituted for merchandise prizes that have been won. ( <a href="#">7861.0260 Subp. 4C(2)</a> )
	9. Alcohol is only awarded as a prize to persons who demonstrate that they are 21 years of age or older. ( <a href="#">340A.707</a> )
	10. Only cash, personal checks, cashier’s checks, money orders, travelers’ checks, and debit cards may be accepted for the purchase of tickets (NO CREDIT CARDS – NO INTERNET SALES). ( <a href="#">349.2127</a> ) ( <a href="#">7861.0260</a> )
	11. The method of winner selection cannot be manipulated or based on the outcome of an event not under the organization’s control. ( <a href="#">349.173</a> )
	12. Persons are not required to be present at a raffle drawing to be eligible to win. ( <a href="#">349.173</a> ) ( <a href="#">7861.0310</a> )
	13. Raffle tickets are not sold to or won by persons under age 18. ( <a href="#">349.181</a> ) ( <a href="#">7861.0310</a> )
	14. Purchasers are not required to buy anything other than the ticket. ( <a href="#">349.173</a> ) ( <a href="#">7861.0310</a> )
	15. Clear and legible house rules in accordance with MN Rule <a href="#">7861.0310</a> are prominently posted at the point of winner selection.
	16. An exempt permit financial report ( <a href="#">LG220A</a> ) must be submitted to the Gambling Control Board within 30 days of the gambling occasion. ( <a href="#">349.166</a> )
BINGO	
	1. Clear and legible house rules in accordance with MN Rule <a href="#">7861.0270</a> are prominently posted at the point of winner selection.
	2. House rules include the policy on declaring bingo and last number called. ( <a href="#">7861.0270 Subp. 2A(1)</a> )
	3. House rules include the reasons for potentially cancelling bingo occasions. ( <a href="#">7861.0270 Subp. 2A(1)</a> )
	4. All sales must be on a cash basis and take place at the permitted premises during or immediately prior to the bingo occasion. (NO CREDIT CARDS – NO INTERNET SALES) ( <a href="#">7861.0270 Subp. 5B(1)</a> )
	5. Bingo paper must not be offered for free or discounted unless the price is reduced with a coupon. ( <a href="#">7861.0270 Subp. 5B(7)</a> )
	6. Bingo balls must be available for inspection by at least one player before the occasion begins to determine that all are present and in operating condition. ( <a href="#">7861.0270 Subp. 3A</a> )
	7. No reservation of bingo cards or bingo paper for any person ( <a href="#">7861.0270 Subp. 3F</a> )
	8. Bingo records (including bingo program) must be kept for 3½ years. ( <a href="#">7861.0270 Subp. 11</a> )
BINGO AND RAFFLES	
	1. Gambling records must be kept for 3½ years. ( <a href="#">7861.0310</a> )
	2. Gambling funds may only be spent for allowable expenses and lawful purposes. ( <a href="#">349.12 Subd. 3a</a> ) ( <a href="#">349.12 Subd. 25</a> ) ( <a href="http://mn.gov/gcb/faq-exemptexcluded.html">mn.gov/gcb/faq-exemptexcluded.html</a> ) and ( <a href="http://mn.gov/gcb/assets/infosheetspendinggamblingfunds.pdf">mn.gov/gcb/assets/infosheetspendinggamblingfunds.pdf</a> )

F.I.R.E.  
12137 Northgate Lane  
PO Box 810  
Crosslake, MN 56442

42290-2080h

# INVOICE

C. io.

DATE	INVOICE #
4/3/2024	6783

**BILL TO**  
Crosslake Fire Department  
ATTN: Training Officer/Fire Chief  
37028 County Road 66  
Crosslake, MN 56442

*Fire Instruction Rescue Education*  
Federal ID# 46-1192854 MN ID# 2759083  
612-868-6744 fire@crosslake.net

**2023 Invoice Terms:**  
Invoices from FIRE Inc are Due within 30 Days of Receipt.  
Accounts not paid within terms are subject to a 10% Monthly  
Finance Charge,  
Net 15

DATE	DESCRIPTION	RATE	AMOUNT
4/3/24	EMR Quarterly Training Wednesday April 3, 2024 1900 Instructor: Randy Kalis	650.00	650.00

Thank You For Your Business.	<b>TOTAL</b>	<b>\$650.00</b>
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STATE OF MINNESOTA )

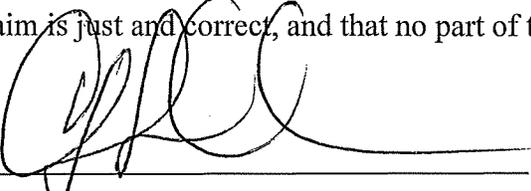
COUNTY OF CROW WING)

I, Chip Lohmiller, being duly sworn state the following:

- 1) I am the Fire Chief of the City of Crosslake, Minnesota.
- 2) On 4/3/24, the following services were furnished by F.I.R.E. to the City of Crosslake: Training for Crosslake Fire Department Continuing Education.
- 3) The price for such services was \$650<sup>00</sup> and is reimbursed through Minnesota Board of Firefighting Training and Education (MBFTE).
- 4) At the time, such services were furnished to the City, I had the following personal financial interest in this contract: I am the owner of F.I.R.E.

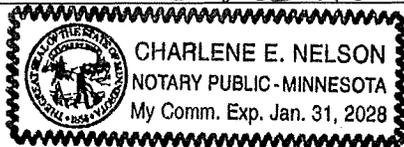
To the best of my knowledge and belief, the contract price is as low as, or lower than the price at which the services could be obtained from other sources.

I further state that this affidavit constitutes a claim against the City for the contract price, that the claim is just and correct, and that no part of the claim has been paid.

  
\_\_\_\_\_  
Chip Lohmiller, Fire Chief

Subscribed and sworn to before me this 3 day of April, 2024.

  
\_\_\_\_\_  
Notary



**F.I.R.E.**  
 12137 Northgate Lane  
 PO Box 810  
 Crosslake, MN 56442

*42290-208*  


# INVOICE

DATE	INVOICE #
3/31/2024	6789

<b>BILL TO</b>
Crosslake Fire Department ATTN: Training Officer/Fire Chief 37028 County Road 66 Crosslake, MN 56442

<i>Fire Instruction Rescue Education        Federal ID# 46-1192854 MN ID# 2759083        612-868-6744 fire@crosslake.net</i>
--

<b>2024 Invoice Terms:</b>
Invoices from FIRE Inc are Due within 30 Days of Receipt. Accounts not paid within terms are subject to a 10% Monthly Finance Charge,
Net 15

DATE	DESCRIPTION	RATE	AMOUNT
3/31/24	EMR Initial Training Site: Pequot Lakes March - May 2024 Instructors: Randy Kalis / Jory Danielson Student: Riley Jordan	600.00	600.00

Thank You For Your Business.	<b>TOTAL</b>	<b>\$600.00</b>
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STATE OF MINNESOTA )

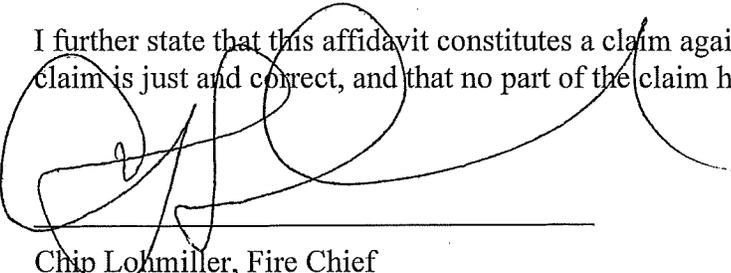
COUNTY OF CROW WING)

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- 1) I am the Fire Chief of the City of Crosslake, Minnesota.
- 2) On 4/3/24, the following services were furnished by F.I.R.E. to the City of Crosslake: Training for Crosslake Fire Department Continuing Education.
- 3) The price for such services was \$ 600 and is reimbursed through Minnesota Board of Firefighting Training and Education (MBFTE).
- 4) At the time, such services were furnished to the City, I had the following personal financial interest in this contract: I am the owner of F.I.R.E.

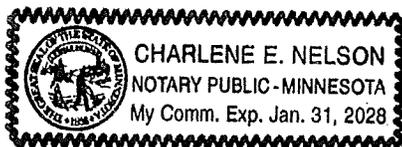
To the best of my knowledge and belief, the contract price is as low as, or lower than the price at which the services could be obtained from other sources.

I further state that this affidavit constitutes a claim against the City for the contract price, that the claim is just and correct, and that no part of the claim has been paid.

  
Chip Lohmiller, Fire Chief

Subscribed and sworn to before me this 3 day of April, 2024.

  
Notary



C.11.

**BILLS FOR APPROVAL**  
**April 8, 2024**

VENDORS	DEPT		AMOUNT
AAA Equipment Center, oil, guide, chain loop	Park		114.07
Ace Hardware, striping paint	Park		213.62
Ace Hardware, socket adapter	Park		12.59
Ace Hardware, gloves	Park		16.19
Ace Hardware, bolts	Park		3.98
Ace Hardware, tapcons	Park		30.99
Ace Hardware, gloves, hardware	PW		24.28
Ace Hardware, hardware	PW		3.30
Ace Hardware, pliers, wrench	PW		38.98
Ace Hardware, bolts	Park		2.68
Ace Hardware, washers	Park		1.79
Ace Hardware, cable ties, organizer	Park		36.68
Ace Hardware, bits, hooks, wood putty	Park		12.15
Ace Hardware, auto ranging meter, hose, plug	Park		75.55
Ace Hardware, paint	Park		71.78
Ace Hardware, bit set, carb cleaner	Park		34.17
Ace Hardware, washers	PW		5.66
Ace Hardware, hardware	Police		4.62
Ace Hardware, bird food, carb cleaner	Park		20.68
Ace Hardware, electrical tape	Sewer		21.01
Ace Hardware, janitorial supplies	Fire		25.18
Ace Hardware, tire cleaner	Fire		16.18
Ace Hardware, propane, lighter	Cemetery		84.64
Aramark, mat service	PW	pd 3-19	75.65
Aramark, mat service	PW		75.65
Aspen Mills, uniform	Fire		63.35
AW Research, water testing	Sewer		1,250.76
Baker & Taylor, books	Library		105.82
BCA, background check	Park		15.00
Bolton & Menk, site master plan	Park		2,109.50
Brainerd Hydraulics, reseal motor, reseal kit, hoses	PW		1,672.62
Brainerd Hydraulics, parts	PW		72.75
Brainerd Hydraulics, trailer and mower repairs	PW		1,693.57
Build All Lumber, lumber	Police		13.96
City of Crosslake, sewer utilities	ALL		260.00
Civic Plus, codification update	Gov't		1,569.54
Civic Plus, code maintenace	Gov't		925.00
Clean Team, april cleaning	ALL		3,931.25
Clifton Larson Allen, billing 1 audit services	Gov't	pd 3-26	10,787.15
Column Software, ordinance 386	Gov't		55.42
Complete Integrated Solutions, toughbook	Police		3,070.00
Complete Integrated Solutions, docking station	Police		920.50
Council #65, union dues	Gov't		479.68
Crow Wing County, property tax solid waste/recycling fee	ALL		175.00
Crow Wing County Highway Dept, fuel	ALL		3,563.18
Crow Wing County Highway Dept, fuel	ALL		4,818.76

Crow Wing County Recorder, filing fees	PZ		92.00
CTC, web hosting	Gov't		10.00
Culligan, water and cooler rental	ALL		251.00
Custom Fire, adapter, storz lok, hook, handle	Fire		553.22
DeLage Landen Financial Services, copier lease	Park		117.00
Dell, computers, monitors	PZ/Admin		3,890.68
Delta Dental, dental insurance	ALL		1,904.88
Elevate Learning, program management	Fire		250.00
Follett, labels	Library		364.24
Fortis, disability insurance	ALL		902.45
Galls, uniform	Police		330.31
Guardian Pest Solutions, pest control	ALL	pd 3-19	96.64
Guardian Pest Solutions, pest control	ALL		164.64
Hawkins, chemicals	Sewer		1,360.70
Hildi, actuarial disclosures	Admin		900.00
Holiday Station, fuel	Fire	pd 3-19	191.17
Johnson Fitness & Wellness, cardio equipment	Park		48,390.00
Josh Runksmeier, uniform reimbursement	Park		145.00
Lakes Area Lock and Door, repair face plate	Park		145.00
Lakes Printing, business cards	PZ		63.95
League of MN Cities Insurance Trust, property insurance	ALL		139,785.00
Life Fitness, handle	Park		151.91
M&M Express Sales and Service, belts	Park		646.32
Mastercard, Adobe, monthly premium	Gov't		103.04
Mastercard, Adobe, monthly premium	Police		21.46
Mastercard, Amazon, prime monthly premium	Gov't		14.99
Mastercard, Amazon, envelopes, badge holders	Gov't		49.13
Mastercard, Amazon, laminator, pouches, wireless doorbell	Police		51.94
Mastercard, Amazon, zip ties	Park		169.62
Mastercard, Amazon, hose	Park		14.68
Mastercard, Amazon, plant saucers	Library		35.95
Mastercard, Amazon, basketball nets	Park		27.98
Mastercard, Amazon, vacuum	PW	pd 3-19	265.13
Mastercard, Amazon, vacuum bags	PW	pd 3-19	23.99
Mastercard, Amazon, laptop bag, mouse	PZ	pd 3-19	107.17
Mastercard, Amazon, cam lock fittings	PW	pd 3-19	224.96
Mastercard, Amazon, notice board	Park		58.40
Mastercard, Amazon, drawer organizers	Park		15.99
Mastercard, Amazon, label tape	Park		14.99
Mastercard, Amazon, security box	Park		29.99
Mastercard, Amazon, notice board	Park		29.90
Mastercard, Amazon, drying mat	Park		20.99
Mastercard, Amazon, pressure washer tips	Park		17.99
Mastercard, Amazon, liquid air armor	Police		68.20
Mastercard, Amazon, plants	Park		44.36
Mastercard, Amazon, trail cam	Park		289.98
Mastercard, Amazon, uniform	Police		19.95
Mastercard, Amazon, chargers, phone cases	Police		160.44
Mastercard, Amazon, charger	Police		13.99
Mastercard, Amazon, chairmat, 3m strips	Admin		151.87
Mastercard, Amazon, yoga mats	Park		79.99

Mastercard, Background Checks.com, subscription	Gov't	pd 3-19	21.42
Mastercard, Docusend, email bills	Sewer		4.40
Mastercard, Douglas Industries, velcro acs	Park		99.00
Mastercard, Douglas Industries, pulley	Park		54.00
Mastercard, Everblades, heated wiper blades	Park		74.77
Mastercard, Holiday, fuel	Fire		86.13
Mastercard, Microsoft, monthly premium	Fire		17.71
Mastercard, MN Rev, post license renewals	Police		360.00
Mastercard, MRPA, employment ad	Park		175.00
Mastercard, MRPA, continuing ed	Park		35.00
Mastercard, N-ear, ear pieces	Police		244.98
Mastercard, Pickleball Central, pickleballs	Park		299.97
Mastercard, Raffertys, chiefs meeting	Police		104.13
Mastercard, Reeds Market, volunteers meeting	Library		23.80
Mastercard, Safe Life Defense, uniform	Police		152.81
Mastercard, The Police and Sheriffs Press, id template	Gov't		150.00
Mastercard, Vista Prints, signs	Park		24.79
Mastercard, Zoom, monthly premium	Gov't		65.99
MCSI, copier maintenance contract	Park		94.18
Medica, health insurance	Gov't	pd 3-26	30,775.80
Menards, conduit, locknut, paper towels	PW		65.56
Menards, air filters	PW		41.94
Metro Sales, maintenance contract and copies	PZ/Admin		751.35
Midwest Security, fire alarm inspection	Fire		220.00
MN Life, life insurance	ALL		219.40
MN NCPERS, life insurance	Gov't		64.00
MNPEA, union dues	ALL		336.00
MN T's, uniform	Police		50.00
Moonlite Square, DEF fluid	Fire		30.47
Moonlite Square, fuel	Park		13.19
Motorola, radios	Fire		80,252.00
MPCA, certification renewal	Sewer	pd 3-19	23.00
Napa, wiper blades	Police		25.44
Napa, fuses	PW		7.90
Napa, oil filters, oil	Park		60.38
Northland Fire Protection, extinguisher recertifications	ALL		1,693.65
Placid Lake Advisors, planning and zoning services jan-feb	PZ		9,225.00
Planning and Zoning Commissioners, 1st quarter meetings	PZ		665.00
Premier Auto, diesel oil	PW		191.76
Premier Auto, mount tire	PW		42.50
Ratwik, Roszak, & Maloney, legal fees	ALL		3,145.00
Shannons, insurance deductible	Police	pd 3-26	250.00
Shannons, insurance payment pass through	Police	pd 3-26	7,396.22
Shawn Peterson, reimburse for supplies	Park		86.29
Sherwin Williams, line striper	PW	pd 3-19	17,727.68
Simonson Lumber, treated foundation plywood	Park		49.14
Simonson Lumber, plywood, outside corners	Park		128.62
Teamsters, union dues	Police		259.00
The Office Shop, copy paper	Park		57.50
The Office Shop, ink cartridges	Fire		329.96
Timeclock Plus, schedule anywhere license renewal	Police		748.80
Tremolo Communications, phone, fax, cable, internet	ALL		2,488.70

Ultimate Safety Concepts, propane, regulator, gas	Fire		520.70
US Bank, copier lease	ALL		165.00
Van Meter, electrical supplies	Sewer		311.60
Viking Electric, electrical supplies	PW		56.76
Waste Partners, trash removal	ALL		610.35
WSN, promotional video-pass through grant	Park		6,250.00
Xcel Energy, gas utilities	ALL		2,687.19
Xtona, monthly i.t. billing	ALL		3,122.50
Ziegler, replace bogies	PW		4,077.82
<b>TOTAL</b>			<b>418,719.31</b>

#### ACH PAYMENTS

Deferred Comp, employee deductions	Payroll	pd 3-13	275.00
Deferred Comp, employee deductions	Payroll	pd 3-26	275.00
Health Care Savings Plan, employee deductions	Payroll	pd 3-13	766.09
Health Care Savings Plan, employee deductions	Payroll	pd 3-26	884.81
IRS, payroll tax	Payroll	pd 3-8	2,734.03
IRS, payroll tax	Payroll	pd 3-13	8,540.89
IRS, payroll tax	Payroll	pd 3-26	8,978.49
IRS, payroll tax	Payroll	pd 4-3	2,665.72
MN Dept of Revenue, payroll tax	Payroll	pd 3-8	231.56
MN Dept of Revenue, payroll tax	Payroll	pd 3-13	1,982.42
MN Dept of Revenue, payroll tax	Payroll	pd 3-26	2,110.19
MN Dept of Revenue, payroll tax	Payroll	pd 4-3	189.38
PERA, payroll deductions and benefits	Payroll	pd 3-13	10,195.17
PERA, payroll deductions and benefits	Payroll	pd 3-26	10,724.45
Sales Tax	ALL	pd 3-19	446.00

D. I.



THANK YOU!

Thank you to the Mayor, City Council members, Police, Fire, EMS, and Public Works Departments for working with the Chamber and the Community to host the Annual St. Patrick's Day Parade and Celebration in Crosslake.

The 50<sup>th</sup> Annual was amazing, and the largest ever with 130 businesses and organizations in the parade. The pace was perfect, and the majority of the parade finished their route in about 1 hour. We hit a few snags when spectator vehicles began to get into the lineup, and we can correlate that to the lack of snow, as the number of cars parked along the snowless route made for easy access. We are already meeting to discuss ways to prevent this from happening in the future.

Cindy was able to meet with the child involved in the mishap. She was back in school and very thankful to the first responders who calmed her during the scary experience.

Thousands of spectators made up of residents, seasonal residents and visitors thoroughly enjoyed the weekend's festivities as your departments and the business community rolled out the green carpet to welcome them! Many businesses can remain open for 12-months because of the off-season events hosted in Crosslake, most specifically this March St. Patrick's Day Celebration.

THANK YOU ALL! We appreciate the partnership to host one of Crow Wing County's largest tourism events, and unquestionably the best St. Patrick's Day Parade in the State!

Cindy Myogeto  
Director - Crosslake Chamber of Commerce  
April 8, 2024

D. 2.

April 3, 2024

Crosslake Parks & Recreation

TJ Graumann, CPRP

14126 Dagget Pine Road

Crosslake, MN 56442

Dear TJ:

This letter is to let you know how thankful I am that you have the Silver Sneaker Program available to seniors in the Crosslake area and surrounding cities and towns. It is not just the program it is who teaches it that makes this such a successful program.

We moved up here full time 12 years ago and I just became acquainted with your program when Donna Kieffer came to Immaculate Heart Catholic church Women's Group to introduce us all to the program that is available to us all.

I have participated in many programs over the years from a Jazzercise Program and Life Time Fitness Classes in Maple Grove to Hallett Center in Crosby, Bone Builders in Outing, Women's Low Impact Classes in Emily MN and just this past two Winters classes at the YMCA in St. Augustine, FL three times a week.

The program your Park and Recreation offers headed by Donna is the top of my list, as Donna is really something! She has it all combining all the others I have attended. She truly cares about the individuals at her classes, and incorporates so many different opportunities for people for their wellness in life. Her knowledge is unsurpassed from what I have experience with other instructors and I believe she is one of the GREAT ASSETS of this community.

Thank you for offering this program as we all know there are programs, then there are PROGRAMS and this one is the best I have attended. Donna I believe is the reason!

Sincerely,



Sue Schaefer – Outing, MN

D. 3.

City of Crosslake

**RESOLUTION 24-\_\_\_\_\_**

**RESOLUTION ACCEPTING DONATION(S)**

WHEREAS, the City of Crosslake encourages public donations to help defray costs to the general public of providing services and improving the quality of life in Crosslake; and

WHEREAS, the City of Crosslake is generally authorized to accept donations of real and personal property pursuant to Minnesota Statutes Section 465.03 for the benefit of citizens; and

WHEREAS, said Statute 465.03 requires that all gifts and donations of real or personal property be accepted only with the adoption of a resolution approved by two-thirds of the members of the City Council; and

WHEREAS, the following person/persons and/or entity/entities has/have donated real and/or personal property as follows:

<b>FROM</b>	<b>DONATION</b>	<b>INTENDED PURPOSE</b>
Crosslake Ideal Lions	\$6,000.00	24' Slide-In Unit for Fire Department Command Vehicle
PAL Foundation	\$841.00	Pickleball Picnic Table
Sheryl Tollefson	\$100.00	AARP Tax Help Donation

; and

WHEREAS, the City of Crosslake will strive to use the donation as intended by the donor; and

WHEREAS, the City Council finds that it is appropriate to accept said donation(s) as offered.

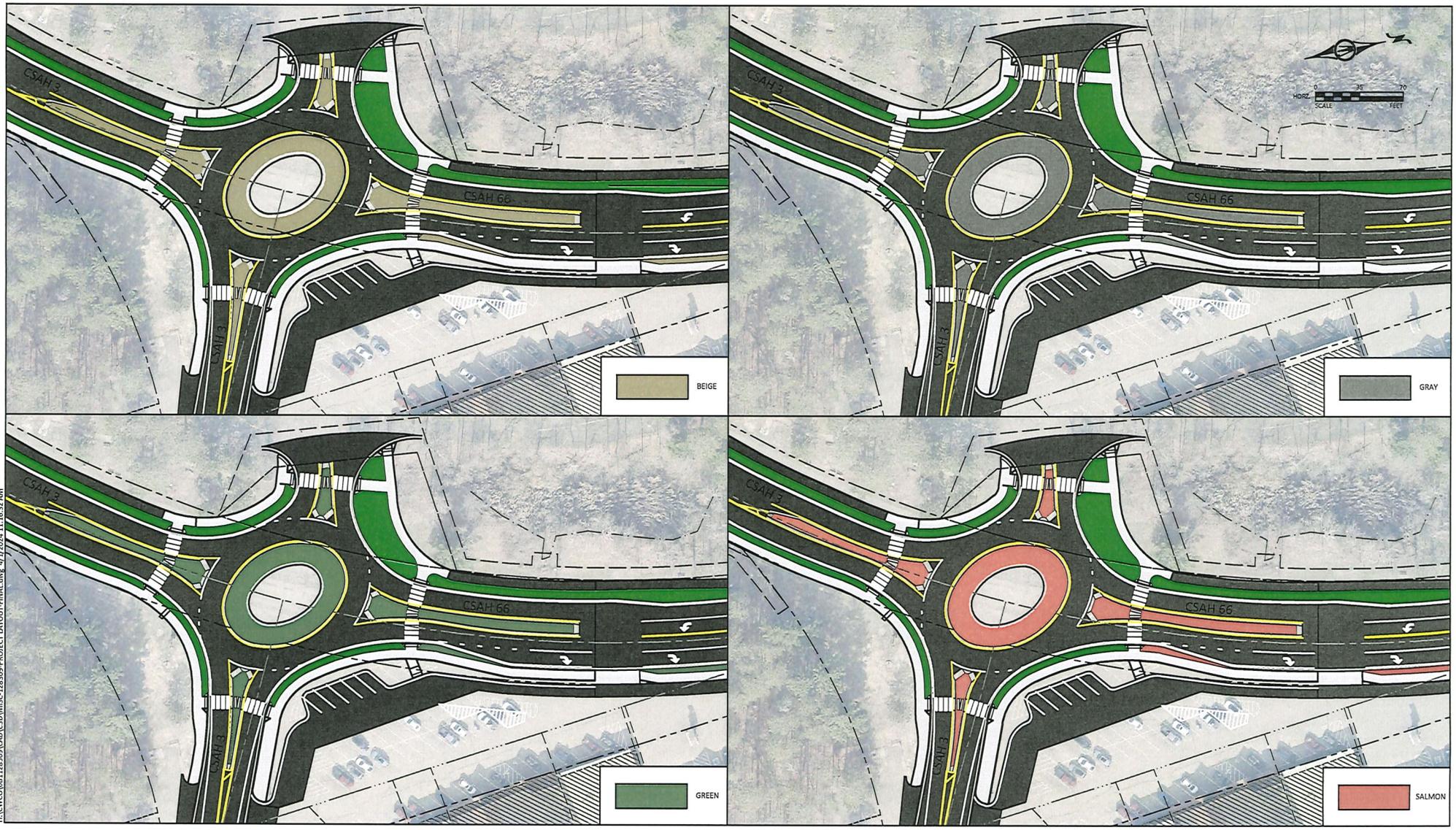
NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Crosslake that the donation(s) as described above are accepted as allowed by law.

Passed this 8th day of April, 2024.

\_\_\_\_\_  
David Nevin  
Mayor

ATTEST:

\_\_\_\_\_  
Charlene Nelson  
City Clerk (SEAL)



H:\CVC\08112820\CD\CD\CD\CD\CID\MISC\138309-PROJECT LAYOUT\_FINAL.dwg 4/17/2024 11:16:32 AM

D. F. a.

D.  
4.  
b.

To Whom It May Concern

Date: March 12, 2024

Topic: Crosslake County Road (CSAH) 3/66 Reconstruction

From: The Crosslakers

This letter is in regard to the 2024 phase 1 and phase 2 of the County Road 3/66 road construction project through downtown Crosslake, MN. The Crosslakers, a volunteer membership of residents with a Mission to responsibly grow the community, wish to again express our support for efforts made by Crow Wing County and the City of Crosslake to minimize disruption to the businesses, residents and visitors in our area during the construction.

It is our understanding that the project has been broken down into two phases and commitments have been made to keep access to businesses during construction in efforts to support the local economy. We are also aware of incentives that have been factored in to help shorten the duration of the project. We recognize and applaud those efforts and would like to outline a number of other opportunities that the county and city should consider implementing to further that goal.

- Modify road construction signs to highlight that businesses are open, e.g., rather than "Road Closed - Detour" consider "Construction Work Ahead - alternative Bypass this way"
- Develop requirements in the contracts that permit maximum access during critical summer weekends. For example, 4th of July weekend and Crosslake Days.
- Allow for a break in the construction project between phase 1 and phase 2 to allow for a more normal traffic flow during the critical busy mid-summer period.
- In addition to allowing "stop and go" one-way traffic to flow through town during phase 2 of the project, if and when traffic must be completely stopped, arrange in the contract that that work be done mid-week or during the evening hours.

Implementation of these types of efforts will help demonstrate to the residents and businesses that the county and city are engaged in efforts to make this a successful project.

Cc: Crosslake City Council  
Crosslakers



D. 5.

ORDINANCE NO. \_\_\_\_\_  
AN ORDINANCE AMENDING CHAPTER 42 OF THE CITY CODE  
STREETS, SIDEWALKS, AND RIGHTS-OF-WAY  
ARTICLE V. VACATING STREETS  
FOR THE CITY OF CROSSLAKE  
COUNTY OF CROW WING  
STATE OF MINNESOTA

The following is the official summary of Ordinance No. \_\_\_ approved by the City Council of the City of Crosslake on the 8th day of April, 2024.

The purpose of this Ordinance is to restrict vacation of public water accesses.

A printed copy of the ordinance is available for inspection by any person at the Office of the City Clerk.

Passed by a \_\_\_/5ths vote of the City Council this 8th day of April, 2024.

\_\_\_\_\_  
David Nevin, Mayor

\_\_\_\_\_  
Jerry Bohnsack, Interim City Administrator

ORDINANCE NO. \_\_\_\_\_  
AN ORDINANCE AMENDING CHAPTER 42 OF THE CITY CODE  
STREETS, SIDEWALKS, AND RIGHTS-OF-WAY  
ARTICLE V. VACATING STREETS  
FOR THE CITY OF CROSSLAKE  
COUNTY OF CROW WING  
STATE OF MINNESOTA

The City Council of the City of Crosslake, in the County of Crow Wing, State of Minnesota, does ordain as follows:

**Section 1. Purpose and Intent.** The purpose and intent of this ordinance is to amend the City Code to restrict vacation of public water accesses.

**Section 2. Amendment.** Chapter 42, Article V, shall be amended as follows:

**~~Sec. 42-204. Development review team.~~**

~~In order to address environmental and infrastructure concerns, reduce unnecessary costs to the applicants, and offer expertise and advise to applicants, commission members and the city council, the development review team (DRT) shall conduct a pre-application review of all road right-of-way (ROW) vacations and land use agreements.~~

- ~~(1) The DRT shall consist at least one staff person from [the] planning and zoning department, [the] public works department, and [the] park and recreation department.~~
- ~~(2) The DRT shall adopt policies and rules of business governing its timely review and reporting on ROW vacation and land use agreements in ROWs.~~
- ~~(3) DRT applications and minutes of meetings shall be submitted to each commission (park and recreation, planning and zoning, and public works) along with any application, for review and a recommendation to the city council prior to the council holding a public hearing and making their decision on the application per chapter 42 of the City Code.~~

~~No decisions will be made on an applicant's request at the DRT meeting. Submittal of an application after the DRT does not constitute approval. Approval or denial of an application is determined by the City Council of Crosslake at a public meeting as per M.S.A. § 412.851 and the Crosslake City Code chapter 42.~~

**Sec. 42-232. Vacation of public water accesses.**

If the street, alley, public ground, public way or any part thereof terminates at, abuts upon, or is adjacent to any public water, the city council may vacate the public water access according to M.S.A. §§ 412.851 and 440.13, **no vacation petition shall be accepted or approved by the city. The city has determined through a comprehensive study of all streets, alleys, public grounds, plats, and public ways that abut or provide access to any public water (collectively the “public water accesses”) that those public water accesses serve a public purpose and said purpose is not “useless for the purpose” for which the public water access was established. Further, the public interest will best be served by not vacating public water access.**

**Sec. 42-265. Vacation of public water accesses.**

If the street, alley, public ground, public way or any part thereof terminates at, abuts upon, or is adjacent to any public water, ~~the city council may vacate the public water access according to M.S.A. §§ 412.851 and 440.13,~~ **no vacation petition shall be accepted or approved by the city. The city has determined through a comprehensive study of all streets, alleys, public grounds, plats, and public ways that abut or provide access to any public water (collectively the “public water accesses”) that those public water accesses serve a public purpose and said purpose is not “useless for the purpose” for which the public water access was established. Further, the public interest will best be served by not vacating public water access.**

**Section 3. Effective Date.** This ordinance shall become effective upon its passage and publication as provided by law.

**Section 4. Repeal.** This ordinance shall repeal all ordinances or sections of the City Code inconsistent herewith.

Passed and approved by \_\_\_/5ths vote of the City Council this 8<sup>th</sup> day of April, 2024.

---

David Nevin, Mayor

---

Jerry Bohnsack, Interim City Administrator

E.  
I.

City of Crosslake City Administrator  
Search Timeline

<b><i>Item</i></b>	<b><i>Task</i></b>	<b><i>Date</i></b>
<b>Draft Proposed Position Details</b>	Job Description Salary, Benefits Etc.	3/20/2024
<b>Post Position: Mike</b>	Post Position-Application Deadline Connect/Screen Candidate's	3/20-4/19 4/22-4/23
<b>Phone Screens: Mike</b>	Phone Interviews Community Conversation Style	4/24-4/26
<b>Information Handoff: Mike</b>	Mike Clean-Up Handoff of Screening Info Send Resumes to Committee----Top 5-7	5/3
<b>Committee Meeting/Board Meeting: All—What Time/Place?</b>		5/6
<b>Scheduling of Interviews: Mike</b>	Coordination of Candidate Interviews	5/7-5/9
<b>Round 1 Interviews: All</b>	Zoom Interviews 3-7	5/10
<b>Candidate Connect: Mike</b>	Set up 2 <sup>nd</sup> Interviews Reference Checks	5/13-5/17
<b>Round 2 Interviews: All</b>	Face to Face Interviews (2 or 3)	6/4
<b>Community Meet &amp; Greet</b>	Community Casual Meeting	
<b>Offer to Candidate: All</b>	Make Offer/Negotiate, etc.	6/5-6/7
<b>Start Date</b>	Target Start Date	6/24-7/18

E.  
2.

MEMO TO: City Council

FROM: Jerry Bohnsack, Interim City Administrator

DATE: April 8, 2024

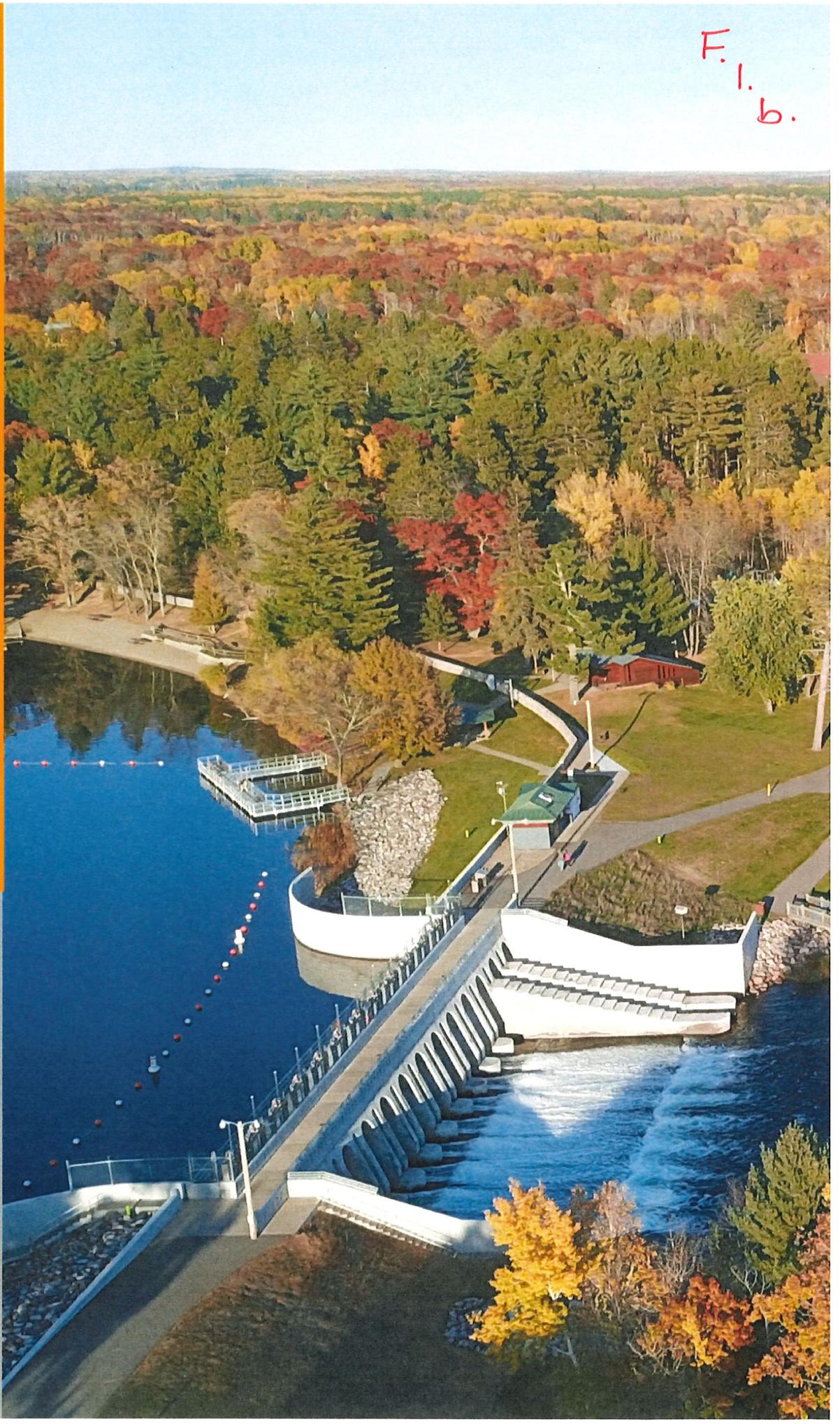
SUBJECT: Deputy Clerk/Treasurer

On Wednesday, April 3, 2024 interviews were held for the Deputy Clerk/Treasurer position. Three individuals were interviewed. Council discussion followed and members were divided on how to proceed. Options to consider:

- a) Readvertise to garner applicants that have experience in governmental accounting and finance.
- b) Postpone hiring until fulltime City Administrator is on board and could craft the position to complement existing staff.
- c) Hire applicant from Wednesday interviews as the position was advertised with City Clerk and new hire working together to administer all duties.
- d) Other options?

# CROSSLAKE

## COMPREHENSIVE PLAN



F.I.B.



UPDATED  
**2024**

# DRAFT

## Chapter: Environment

Introduction: For a larger perspective on the Environmental chapter in the City Comprehensive plan, refer to page 42. The purpose of this update is to provide a more succinct strategy on the goal of conserving and protecting our natural resources that will play a key role in the economic vitality and future of Crosslake. As needed, additional goals can be included as determined. The city has an obligation to protect the investment of our permanent and seasonal residents. The city must have an attitude that any decisions and future must have the underlining theme of protecting our natural resources. In the words of wildlife biologist, Doug McClain, "the environment will run without our economy, but without the environment, our economy and those in it will cease to exist."

Goal 1. Protect and enhance the city's natural resources, waterways and environmentally sensitive areas.

Strategy:

Lead:

Priority:

TimeLine:

Strategy:	Lead:	Priority:	TimeLine:
Water Quality Report to Crosslake City Council	Water Quality Group (WQG) coordinated with Lake Associations	HIGH	Annually
Aquatic Invasive Species Report to City Council	WQG coordinated with Lake Association	HIGH	Annually
Sensitive Shoreline Report	Department of Natural Resources & Lake Associations	HIGH	Annually
Forest Management Report to City Council	Crow Wing County Forest Management & Lake Associations	HIGH	Annually
Pine River Watershed Report to City Council	Crow Wing Soil and Water	HIGH	Annually

Goal 2. Encourage and provide awareness and education to the community regarding environmental stewardship.

Strategy:	Lead	Priority	Timeline
Engage with Crosslake Environmental School	Council member assigned by Mayor	High	On going
Support and participate in Lake Associations annual meetings	Council and Commission members	High	On going
Collaborate and support ACOE activities	Council member assigned by Mayor	High	On going
Support Planning and Zoning ordinances that provide protection of our environment	Council members assigned by Mayor	High	On going
Provide information to VRBO patrons supporting protection of the environment	City Council	High	On going

For Consideration:

1. All members of Crosslake City Council become members of the local Lake Association.
2. Support Commission members to become members of local Lake Association.
3. Review Planning and Zoning ordinances as they relate to protecting the environment.
4. Consider involving community “experts” for consulting purposes.

Committee Members:

- |                        |                    |
|------------------------|--------------------|
| 1. Dean Fitch          | EDA President      |
| 2. Patty Norgaard      | EDA Vice President |
| 3. Water Quality Group |                    |
| a. John Forney         |                    |
| b. Jeff Laurel         |                    |
| c. Geoff Davidge       |                    |
| d. Dave Fisher         |                    |
| 4. Tony Coffey         | President, WAPOA*  |

1. A copy of the updated draft will be distributed to Commission Members.
2. A Draft will be reviewed and approved by Crosslake Council.
3. The Environmental Chapter will be reviewed and updated each year.

\*Whitefish Association Property Owners Association

This page left for comments and thoughts!

F.  
Adopted: 2.  
a.

## CROSSLAKE PARKS AND RECREATION MEMORIALS AND DONATIONS POLICY

The purpose of this policy is to establish guidelines, standards and procedures for the installation and care of donated park improvements, either as a result of a cash or physical property donation. These donations may include, but are not limited to, memorial benches, bicycle racks, picnic tables, plaques, and other types of park accessories. This policy does not apply to buildings or land. The City desires to encourage donations while at the same time manage aesthetic impacts and mitigate on-going maintenance costs.

The development of public facilities is expected to be the result of careful planning and quality construction. In addition, public facilities are expected to be maintained to a standard acceptable to the community.

Guidelines established by this policy will apply to all donations made after the effective date of this policy. Donations made prior to the adoption of the policy shall be subject to any sections of this policy that may be applicable.

Standards established by this policy will apply to purchased equipment, installation techniques, donation acknowledgements, and long term care of all donations made after the adoption of this policy.

### GUIDELINES FOR EXISTING DONATIONS

**Definition of an Existing Donation:** For the purpose of this policy, existing donations are those donations installed prior to the adoption of this policy.

**Appearance and Aesthetics:** The City and the community have an interest in ensuring that existing donations remain in the best appearance and aesthetic quality.

**Maintenance:** Existing donations are to be maintained by the City until removal and/or relocation is necessary (See CONDITIONS Section).

### STANDARDS FOR NEW DONATIONS

**Definition of New Donation:** New donations are those made after the adoption of this policy.

**Purchase and Installation:** The City staff will be responsible for the purchase and installation of all park elements.

**Appearance and Aesthetics:** The City and the community have an interest in ensuring the best appearance and aesthetic quality of their public facilities. Park elements and/or their associated donation acknowledgments should reflect the character of the park or facility. All park elements will be installed in such a manner that will not substantially change the character of a facility or its intended use.

**Maintenance:** Upon donation, park elements and/or their associated donation acknowledgement become City property. Accordingly, the City shall undertake reasonable efforts to maintain the

donation until removal and/or relocation is necessary (see CONDITIONS section). If information on file continues to be current or is updated by the donor, the donor will be informed and given the opportunity to have input before the removal and/or relocation of donation. The community has an interest in ensuring that all park elements remain in good repair. In addition, the public has an interest in ensuring that the short and long term repair costs are reasonable. Repair parts and materials must be readily available. Donated park elements must be of high quality to ensure a long life and be resistant to the elements, wear and tear, and acts of vandalism.

**Cost:** The City has an interest in ensuring that the donor covers the full cost for purchase and installation. The City also has an interest in ensuring that on-going maintenance costs do not negatively impact the resources available for maintenance of other City park facilities. Consequently, the City may require sufficient funds to cover anticipated on-going maintenance of donated park elements during their expected life expectancy.

### **PROCEDURE FOR MAKING A DONATION**

The Parks and Recreation Director will manage all donations located on park property.

**Application:** The donor must contact the Parks and Recreation Director to determine whether a donation is acceptable based upon criteria contained in this policy. If a donation can be accepted, the donor will complete a donation form. Applications are available on the City's website or in-person at the Community Center. Review and approval must be obtained from the City Council. Once approved, the donor will be contacted and payment must be made prior to purchase or installation of the donated park element.

### **ACCEPTANCE OF A DONATION**

**Criteria:** To accept a donated park element, the donation must meet certain conditions.

The donations shall:

1. Not interfere with the intended current or future use of a park or facility.
2. Not require the relocation of other equipment or infrastructure.
3. Not be in excess of more than one memorial monument per park.

### **PLAQUE/MEMORIAL ACKNOWLEDGEMENTS**

**Plaque Definition:** A flat tablet or metal, plastic, stone or other appropriate material which includes text and/or images commemorating a person or an event and/or providing historical text or information relevant to its location. Such plaque shall be affixed to an object, building or pavement.

**Memorial Definition:** An object established in memory of a person or event.

**Criteria:** The City has specified a range of plaque and memorial categories appropriate to the needs of individuals and organizations. No proposals will be considered that are not within these categories. Applications can only be made under one category.

**Categories:** Subjects for plaques and memorials will be limited to the following:

1. An individual or association that has contributed significantly to the cultural, political or social aspects of Crosslake's development.
2. An individual or association strongly linked to the City of Crosslake and its history.
3. A significant anniversary of an event unique to Crosslake's history and development.
4. Historical or other information relevant to the site/location of the plaque.
5. An individual or association that has financially contributed significantly to either the Crosslake Parks System or the City of Crosslake.

Plaques and memorials will represent and acknowledge the diverse makeup of our community.

Applicants should nominate a preferred site (general location) for the placement of the plaque or memorial. Only sites that have relevance to the person, group or event being commemorated should be nominated.

Approval for a particular site will only be granted if consistent with the City's Master Plan or strategic development framework for that site and the proposed plaque or memorial is relevant to the site. The donor will also take into account the number of existing plaques and memorials, artworks, fountains and other objects in the vicinity of the proposed new plaque or memorial. The City has final approval of appropriate sites and will determine the exact location of any plaque or memorial.

The plaque or memorial shall be located at the designated site for a period of not less than five years from the time of installation with the following exceptions:

- The area in which the item is sited is to be redeveloped.
- The use of the area in which the item is sited changes significantly in character and the item is not deemed suitable for the site.
- The structure or support on which the item is located is to be removed or permanently altered.

The City does not guarantee the retention of the plaque or memorial after a period of five years.

These types of plaques and memorials must conform to the intent of this section. To prevent obscene or potentially offensive text from being displayed on city property, the City must approve all text for donation acknowledgements/plaque or memorial.

## MEMORIAL DONATIONS

### **MEMORIAL BENCHES**

The City has sole discretion regarding placement of new benches. Bench placements shall be consistent with master plans or future renovation of parks. The Memorial Bench Application form must be completed and approved by the Parks and Recreation Director prior to approval.

**Bench Design:** Memorial benches have a standard design approved by the City. On occasion, the bench design may differ if it is a newly installed bench as a part of a park redesign or planning project.

**Installation Season:** Benches and plaques are installed between April and October, weather permitting.

**Bench Terms:** The guaranteed term of a tribute bench is ten years. Bench installation and maintenance will be handled by the Parks and Recreation Department staff. After ten years, the bench will no longer be guaranteed.

**Engraving:** Bench engraving text shall be approved by the Parks and Recreation Director.

## **MEMORIAL TREES**

Tree species will depend on the park. Staff will assist in identifying a suitable tree for the desired placement area. Placement location is at the sole discretion of city staff and is based on park use and maintenance. Preferred tree sizes are 8-12 feet tall and approximately two inches in diameter. The Memorial Tree Donation form must be completed and approved by the Parks and Recreation Director prior to approval.

### **Terms of Tree Dedication:**

- Trees are guaranteed for 5 years from date of dedication. Trees that fail will be replaced at the next available planting season. The tree will only be replaced once if it is damaged or dying within five years from the date of planting.
- All dedicated trees bear a 5" round medallion, metallic gold in color and made of rigid plastic. The medallion is professionally engraved with your personal message. We do not limit lines or characters but will work with you to suggest appropriate layout.

**Installation Season:** Reserve a tree of your choice before October 1<sup>st</sup>, to be planted during the spring planting season (mid-April to early June).

**Tree Care:** The city shall be responsible for tree care and will replace damaged/dying donations for five years from the date of planting. Replacement may be deferred to the next growing season (mid-April to early June or the fall) at the city's sole discretion and at no cost to the donor. Tree donation/memorial plaques are not permitted.

**Accessory Plantings:** The city will not plant or maintain flowers, bulbs, shrubs, or other accessory plantings

## **INTERPRETIVE SIGNS, PICNIC TABLES, STRUCTURES AND OTHER PARK DONATIONS**

### **INTERPRETIVE SIGNS**

Interpretive signs may be installed at sites that are appropriate for describing the history, geology, or environment of a particular area. Interpretive signs shall be of a size that is in keeping with the character of the site. Interpretive signs shall be designed to meet requirements for access to the disabled. Interpretive signs shall be designed in a manner that is consistent with other interpretive signs on the site. Interpretive signs shall be constructed of materials that are of high quality, vandal resistant, and able to withstand harsh environmental conditions.

### **PICNIC TABLES**

Our picnic tables have a standard design approved by the City. On occasion, the table design may differ if it is a newly installed bench as a part of a park redesign or planning project. The city has sole discretion regarding placement of new picnic tables. Table placements shall coincide with master plans or renovation of parks.

## **BUILDINGS, STRUCTURES AND PUBLIC ART**

Donated buildings, structures (including playgrounds) and public art are subject to full review and approval of the Parks and Recreation Commission and City Council and are not considered to be part of this policy.

## **OTHER DONATIONS**

Donations, other than those expressly listed or contained within this policy may be possible. The City may accept such donations, subject to a review by the Parks & Recreation Director.

## **CONDITIONS**

**Installation:** Installation of donated park elements, including the donor acknowledgement, memorial or plaque, will be completed by City staff. If City staff are unable to install the donated park elements, then the City will hire a contractor to perform the installation. The installation will be scheduled at a time and date as determined by the Parks & Recreation Director.

**Notification:** This criterion is a requirement for both existing (at the expiration of its life-cycle period) and new donations. It shall be the responsibility of the donor to provide the Parks & Recreation Department with a current address for purposes of notification regarding donations. For the purposes of notification, the City will send a letter to the donor, notifying the donor of changes related to the status of the donation, such as a need to remove, relocate or comply with other conditions set forth in this policy.

**Removal and/or Relocation:** This section applies to both existing and new donations. The City reserves the right to remove and/or relocate donated park elements and their associated donation acknowledgements/memorial plaques when they interfere with site safety, maintenance or construction activities. In accordance with previously stated procedures in this policy, the City will send a letter to identifiable donor notifying the donor of any action related to the disposition of the donation. In certain situations, such as safety or emergency situations, the notification may be made after the action has been taken. In the event a donation must be permanently removed, the City will seek an alternative location consistent with this policy.

## **MAINTENANCE AND REPAIR**

The long term care and maintenance of donated park elements is important to both the donor and the City. The City shall undertake reasonable efforts to maintain the donation until removal and/or relocation is necessary. The City reserves the right to remove a donated park element if the maintenance and repair cost become too high.

At the end of the life-cycle term, the donor may choose to extend the life-cycle term by paying the current value of a new donation. The City reserves the right to seek a new donor for the donation at the end of the established life-cycle should the original donor choose not to renew the donation or if the City has not been able to contact the original donor.