

**SPECIAL COUNCIL MEETING**  
**MONDAY, JUNE 10, 2024**  
**6:30 P.M. – CITY HALL**

Mary Reedy, Clifton Larson Allen – Presentation of 2023 Financial Statements (Council Action-Motion)

**AGENDA**  
**REGULAR COUNCIL MEETING**  
**CITY OF CROSSLAKE**  
**MONDAY, JUNE 10, 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 – May 2024
2. Police Report for Mission Township – May 2024
3. Fire Department Report – May 2024
4. Planning & Zoning Meeting Minutes of April 26, 2024
5. Public Works Commission Meeting Minutes of May 6, 2024
6. Waste Partners Recycling Report for April 2024
7. Bills for Approval

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

1. Tim Bray – Update on CSAH 3/66 Intersection/Pedestrian Improvement Project
2. Crosslakers – Discussion of Items Related to Roundabout Project
3. Update from PAL on Pine River Overlook Park
4. Crosslake Pickleball Camp Proposal (Council Action-Motion)
5. Resolution Accepting Donations (Council Action-Motion)
6. Cindy Myogeto – Fourth of July Celebration Update

**E. CITY ADMINISTRATOR’S REPORT**

1. Authorize Execution of Memorandum of Agreement Between City and MNPEA, AFSCME, and Teamsters Re: Juneteenth Holiday (Council Action-Motion)
2. Recognize Juneteenth as Paid Holiday in City of Crosslake Employee Handbook (Council Action-Motion)

3. Terminate Memorandum of Agreement Between City and AFSCME Re: Differential Pay (Council Action-Motion)
4. Remote Work Policy - DRAFT
5. Memo dated June 4, 2024 from City Clerk Re: Approval of Resolution Re: Write-In Vote Counting (Council Action-Motion)
6. Resolution to Adopt for Renewal Existing Liquor License Establishment for 2024-2025 (Council Action-Motion)
7. Memo dated June 4, 2024 from City Clerk Re: Maximum Number of Liquor Licenses (Council Action-Motion)

## **F. COMMISSION REPORTS**

1. PUBLIC SAFETY
  - a. Reed Nelson, Treasurer of Firefighters Relief Assn – Discuss Switching Retirement Plans (Council Information)
2. PLANNING AND ZONING
  - a. Approval of Preliminary and Final Plat River Trail Road, Subdivision of Parcel #14280539, Involving 38.9 Acres Into 12 Tracts (Council Action-Motion)
  - b. Approval of Ordinance 390 Naming an Unnamed Road as River Trail Road and Adding Road Name to the Master Road Name Index and Approval to Publish Ordinance Summary in Official Newspaper (Council Action-Motion)
  - c. Update on Moratorium and Planning Commission Workshops Re: Storage Buildings and Accessory Structures
3. PARK & RECREATION/LIBRARY
  - a. TJ Graumann – Updates from Park and Rec
4. PUBLIC WORKS/CEMETERY/SEWER
  - a. Recommendations Made by Public Works Commission for City Council to Consider
    1. Trail Maintenance Included in Future Road Improvement Projects
    2. Solicit Quotes for Milinda Shores Bridge Repairs
    3. Order Feasibility Report for Treatment and Disposal of Biosolids and Wastewater Treatment Plant
    4. Order Safety Inspection of Public Works Facilities and Develop Standard Operating Procedures Manual for Wastewater Treatment Plant Which Includes Operations and Maintenance of Interior/Exterior of Building
  - b. InControl Proposal for Automation and Cybersecurity Service Plan at Wastewater Treatment Plant (Council Action-Motion)

**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**



Crosslake Police Department  
Monthly Report: May 2024

911 Hangup	2	Open Door	1
Agency Assist	26	Parking Complaint	10
Alarm	15	Property Damage Accident	3
Animal Complaint	4	Public Assist	12
ATV	6	Scam/Con	1
Burglary	1	Suspicious Activity	5
Burglary In Progress	1	Suspicious Person	5
Child Maltreatment	2	Suspicious Vehicle	1
Civil Problem	1	Theft	5
Damage To Property	3	Tobacco Violation	1
Dangerous Dog	1	Traffic Stop Warning	99
Death	1	Traffic Stop Citation	17
Disturbance	11	Trespass	1
Domestic	1	Vulnerable Adult	4
Driving Complaint	5	Welfare Check	4
EMS	48		
Escort	1		
Extra Patrol	1		
Fire	1		
Fireworks	2		
Found Property	3		
Gas Leak	2		
Gun Permits	1		
Harass Communications	1		
Hazard In Road	4		
Information	12		
Intoxicated Person	1		
Licensing	3		
Motorist Assist	1	<b>TOTAL</b>	<b>330</b>



C.2.



Crosslake Police Department  
Mission Township  
Monthly Report: May 2024

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Agency Assist	4
Background	1
Driving Complaint	1
EMS	1
Hazard In Road	1
Property Damage Accident	1
Traffic Warning	64
Traffic Citation	15

TOTAL: 88



**Crosslake Fire Department**  
**Date: May 2024**

C.3.

Description of Incident	Incidents	
	Calls	YTD
<b>3 - Rescue &amp; Emergency Medical Services</b>		
311 - Medical Assist - Assist EMS Crew	39	138
300 - Rescue, EMS Incident		
322 - Motor Vehicle Accident with Injuries	1	2
324 - Motor Vehicle Accident with No Injuries		
351/353 - Remove from Elevator/Extrication from Vehicle	1	2
341/361/362 - Search for Person/Water Rescue/Ice Rescue		
<b>Total:</b>	<b>41</b>	<b>142</b>
<b>1 - Fire</b>		
111 - Building Fire	1	1
111 - Building Fire (Mutual Aid)	1	2
112/118/113/114/123/151 - Fire Other / Chimney Fire		1
141/142/143 - Forest, Woods, Brush, Grass Fire		1
130/131/134/138/142 - Mobile Property/Automobile Fire/Off Road Vehicle		1
<b>Total:</b>	<b>2</b>	<b>6</b>
<b>4 - Hazardous Condition (No Fire)</b>		
411 - Gasoline or other Flammable Liquid Spill		
412 - Gas Leak (Natural Gas or LPG)	2	4
424 - Carbon Monoxide Incident		
444 - Power Line Down/Trees on Road		
445 - Arcing, Shorted Electrical Equipment		
<b>Total:</b>	<b>2</b>	<b>4</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	5	17
551 - Agency Assist	2	9
<b>Total:</b>	<b>7</b>	<b>27</b>
<b>6 - Good Intent Call</b>		
611 - Dispatched and Cancelled en route	2	9
600/631 - Good Intent Call/Authorized Burning		
651/652 - Smoke scare, Odor of smoke		1
661 - EMS Party Transport - Aircare - Traffic Control	4	8
<b>Total:</b>	<b>6</b>	<b>18</b>
<b>7 - False Alarm &amp; False Call</b>		
735/740/743/740/745 - Smoke Detector Activation - No Fire	1	1
746 - Carbon Monoxide Detector Activation - No CO		
731 - Sprinkler Activation due to Malfunction		
<b>Total:</b>	<b>1</b>	<b>1</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>59</b>	<b>198</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>					
111 - Building fire	2	3.4%	286,500	80,100	366,600
	<b>Total: 2</b>	<b>Total: 3.4%</b>	<b>Total: 286,500</b>	<b>Total: 80,100</b>	<b>Total: 366,600</b>
<b>Incident Type Category: 3 - Rescue &amp; Emergency Medical Service Incident</b>					
311 - Medical assist, assist EMS crew	39	66.1%			
322 - Motor vehicle accident with injuries	1	1.7%			
353 - Removal of victim(s) from stalled elevator	1	1.7%			
	<b>Total: 41</b>	<b>Total: 69.5%</b>	<b>Total: 0</b>	<b>Total: 0</b>	<b>Total: 0</b>
<b>Incident Type Category: 4 - Hazardous Condition (No Fire)</b>					
412 - Gas leak (natural gas or LPG)	2	3.4%			
	<b>Total: 2</b>	<b>Total: 3.4%</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	2	3.4%			
553 - Public service	5	8.5%			
	<b>Total: 7</b>	<b>Total: 11.9%</b>	<b>Total: 0</b>	<b>Total: 0</b>	<b>Total: 0</b>
<b>Incident Type Category: 6 - Good Intent Call</b>					
611 - Dispatched and cancelled en route	2	3.4%			
661 - EMS call, party transported by non-fire agency	4	6.8%			
	<b>Total: 6</b>	<b>Total: 10.2%</b>	<b>Total: 0</b>	<b>Total: 0</b>	<b>Total: 0</b>
<b>Incident Type Category: 7 - False Alarm &amp; False Call</b>					
733 - Smoke detector activation due to malfunction	1	1.7%			
	<b>Total: 1</b>	<b>Total: 1.7%</b>	<b>Total: 0</b>	<b>Total: 0</b>	<b>Total: 0</b>
	<b>Total: 59</b>	<b>Total: 100.0%</b>	<b>Total: 286,500</b>	<b>Total: 80,100</b>	<b>Total: 366,600</b>

## Report Filters

Basic Incident Date Time: is between '5/1/2024' and '5/31/2024'

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

April 26, 2024  
9:00 A.M.

Crosslake City Hall  
13888 Daggett Bay Road  
Crosslake, MN 56442

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

Absent: David Fuhs

Staff: Paul Satterlund, Planning & Zoning Administrator and Cheryl Stuckmayer, Planner-Zoning Coordinator

2. 3-22-2024 Minutes – **Motion by Volz; supported by Graham to approve the minutes as written. All members voting "Aye", Motion carried.**

#### VARIANCE APPLICATIONS

Staff does not make decisions as to whether a variance application gets approved or denied. Staff's job is to inform the applicant of the requirements for submitting a variance, assess whether the application is complete when it is submitted and then presenting the facts of the application to the Planning Commission/Board of Adjustment (PC/BOA).

The PC/BOA determines whether they approve or deny an application at the public hearing as per Minnesota Statute 462 and the Crosslake Land Use Ordinance.

Through the process, staff does try to recommend different solutions and gives their opinion as to whether the PC/BOA may approve or deny the application, but they cannot reject a completed application. Even if staff feels that the application may be denied by the PC/BOA, they are obligated to accept the application and bring it to the PC/BOA. Should staff reject a completed application, they would open the city up to being sued by the applicant. Every property owner has the right to ask for a variance per Article 8 of the Land Use Ordinance.

Anyone that feels the PC/BOA has erred and would like to appeal their decision, also have the right to Appeal that decision per Article 8 of the Land Use Ordinance.

3. Old Business-Variations are heard on their individual requests, past variances hold no precedents. Commissioners may table the request if needed and an applicant can withdraw their request. If the variance(s) is/are approved, all existing nonconformities will be eliminated and will hereafter be required to follow the variance decision. If a variance is denied the applicant can rebuild the nonconformity as is per the Crosslake Ordinance.
  - 3.1 None
4. New Business
  - 4.1 Sundown Holdings Inc – Preliminary plat of Grand Review Second Addition
  - 4.2 David J & Kara A Klinger – Variance for lake setbacks
  - 4.3 Dale Lange Trust – Variance for road right-of-way (ROW) setbacks & Patio Size

## April 26, 2024 Planning Commission/Board Of Adjustment Meeting

### 5. Other Business

#### 5.1 Staff report

6. 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.

### 7. Adjournment



**Sundown Holdings Inc**  
**14290822**

Schiltz announced the preliminary plat request. Satterlund read the proposed Grand Review Second Addition preliminary plat request, notices sent out per city ordinance and Minnesota State Statue 462 requirements, project details, working with city engineer, three comments received, and history of the parcel into the record. The plat and permit process were explained, such as, the city council will make the final motion on the plat and the permitting use will follow upon the final approval as allowed by the ordinance. Schiltz invited Miller, of Miller Construction in Crosslake, the applicant/owner, to the podium. Miller explained and discussed his preliminary plat and the plans he had for it, consisting of: no residential use planned; the city ordinance requirements; submitted covenants that are stricter than the city ordinance; the traffic concerns – summers in Crosslake are always busy all over the city; waste system disposal or the lack of the need in the plans; the proposed new road to be a city road to their specs; city engineer discussions concerning the road and water retention; he is the right person to be proposing and developing this project; his phone number is at the city hall front counter for anyone to please give him a call; upscale buildings with overhangs; detailed the construction vision for the future buildings in the subdivision; the covenants will be enforced; no outside storage or outside junk; planning bigger front and side yard setbacks than the city ordinance requires; exclusive builder in this subdivision; not looking to do dwelling structures; if future use would require a septic a holding tank would work for the minimal use; lower traffic density in my proposed storage use; looking to build storage, which would be quiet; only cutting down the trees needed to construct the building; respect neighboring property; working through drainage issues; not interested in using berms, due to the additional amount of tree cutting that would be needed – want to keep the trees; possible future structure setbacks; screening; any future owner will need to go by the ordinance. The commissioners commented on: walked the property at the on-site; project is ok to hand over to the city council; recommend the city council to request extra screening between the subdivision and Golden Horizon; continue to work with city engineer on the stormwater management plan; bigger lots most likely would-be bigger buildings; traffic control. Schiltz opened the public hearing. Connie of Golden Horizon, concerns/comments: trees; surrounding community effects; community support; sad the trees came down; we know the world is changing; construction notice; anxiety issues with Golden Horizon residents; property line berm is a good idea. Hegland, located at the southwest corner of subdivision, concerns/comments: his parcel & family history; tree removal; effect wild life; storage buildings make good neighbors; in favor of storage building concept; resident of Sandcrest Association; future use of possible dwellings; outside use; make covenants permanent to prevent this development to be turned into housing; runoff from development; not in favor of a dirt berm; permanent restrictions on the subdivision. Mulder, located at the southwest corner of the subdivision, concerns/comments: runoff from the subdivision. Retrum off of East Shore Court-Nelson's East Shore Landing, concerns/comments: traffic at East Shore Rd & County Rd 3; current developer restrictions; developer sells then what restrictions would be in place. Peterson off of East Shore Rd-Nelson's East Shore Landing, concerns/comments: developer's plans would be helpful, would like to see conditions along with motion to protect the residents. Schiltz closed the public hearing. Short Break. The commissioner discussed conditions for the preliminary plat. See below for the conditions requested to go along with the recommendation of approval to the city council. Schiltz asked if any of the commissioners had additional questions, but none were forthcoming. Schiltz requested Satterlund to initiate the findings of fact procedure with the board members deliberating and responding to each question.

April 26, 2024 Planning Commission/Board Of Adjustment Meeting

**April 26, 2024 Action:**

**Motion by Volz; supported by O’Leary to recommend for approval, along with recommended conditions, to the Crosslake City Council the proposed Grand Review Second Addition preliminary plat for:**

- Subdivision of property

**To:**

- Subdivide parcel # 14290822 Involving 18.78 acres into 31 tracts

Per the findings of fact as discussed, the on-site conducted on 4-25-2024 and as shown on the proposed Grand Review Second Addition preliminary plat received at the Planning & Zoning office dated 3-1-2024 for property located off of East Shore Road, City of Crosslake

**Recommended Conditions:**

1. Enter into a development agreement with the city of Crosslake as part of the final plat paperwork.
2. A written document from Phil Martin, city engineer, stating the road and stormwater management engineered plan dated \_\_\_\_\_ meets his approval – engineered plan(s) to accompany the statement at the time of final plat application submission.
3. Subdivision plat of Grand Review Second Addition to have each lot provide a stormwater management plan when submitting for a permit regardless of the impervious amount; agreed upon by the developer, Dan Miller.
4. Subdivision plat of Grand Review Second Addition to have no outside storage
5. Permanent screening between Golden Horizon and the proposed subdivision as approved by the Crosslake city engineer.
6. Minimal tree removal

**Findings: See attached/packet**

**All members voting “Aye”, Motion carried.**

**David J & Kara A Klinger  
14040598**

Schiltz announced the variance request and invited Klinger, the applicant/owner to the podium. Satterlund read the variance request, notices sent out per city ordinance and Minnesota State Statue 462 requirements, project details, impervious percentage, stormwater management plan submitted, septic & wetland winter window agreement, no comments received, and no available history of the parcel a into the record. Discussion on: on road setback; existing driveway; variance area of the driveway; existing trailer; stormwater management plan. Schiltz invited Klinger, the applicant/owner, to the podium. Klinger, owner, explained: the personal parcel history; use of the parcel; trailer to be removed off of the parcel; driveway. The commissioners held a discussion on: gutters to control runoff; the house is on the high point; parcel on the natural environment section of the lake; if the proposed driveway were to be moved it may impact the environment; slop driveway away from the wetland/lake. Schiltz opened the public hearing with no response; therefore, the public hearing was closed. Schiltz opened and closed the public hearing due to no response. Schiltz asked if any of the commissioners had additional questions, but none were forthcoming. Schiltz requested Satterlund to initiate the findings of fact procedure with the board members deliberating and responding to each question.

**April 26, 2024 Action:**

**Motion by O’Leary; supported by Knippel to approve the variance for:**

- Lake setback of 130 feet where 150 feet is required to proposed dwelling
- Lake setback of 18 feet where 150 feet is required to proposed driveway

**To construct:**

- 3,153 square foot dwelling
- 3,404 square foot driveway where 747 square feet are in the SIZ1 & 2657 square feet are in the SIZ2

**Per the findings of fact as discussed and the on-site conducted on 4-25-2024 and as shown on the certificate of survey received at the Planning & Zoning office dated 3-18-2024 for property located off of Buckskin Lane, Sec 04, City of Crosslake**

**Conditions:**

**Chapter 26 – Land Use; Sec. 26-227 Variance Decision - Variances must be substantially completed within two years of receiving approval – the approval of this variance will expire on 4-26-26**

1. Remove off of the parcel the existing cabin and driveway area as stated on the survey dated 3-18-2024.
2. The entire driveway to be slopped away from the wetland/lake in order to direct any runoff.
3. Remove the existing trailer as approved by the owners

**Findings: See attached/packet**

**All members voting “Aye”, Motion carried.**



**Dale Lange Trust  
14020525**

Schiltz announced the variance request. Satterlund read the variance request, notices sent out per city ordinance and Minnesota State Statue 462 requirements, project details, zoning district –shoreland district (SD), impervious percentage, stormwater management plan submitted, septic certificate of installation, no comments received, history of the parcel, and clarified the current road right-of-way (ROW) patio/detached garage history into the record. Schiltz invited Lange, the applicant/owner, to the podium. Lange explained: the history of the parcel; dwelling and road history; permits pulled; water-oriented accessory structure(s). Discussion between owner, Lange, commissioners, and staff concerning the water-oriented accessory structure(s): permit pulled but in wrong location according to permit and approval of such; location of 10x12; past decisions on variance approvals; view from dwelling; year of permit; minimal impact. Schiltz opened the public hearing with no response; therefore, the public hearing was closed. Schiltz asked if any of the commissioners had additional questions, but none were forthcoming. Schiltz requested Satterlund to initiate the findings of fact procedure with the board members deliberating and responding to each question. Conditions were discussed such as: the unpermitted 445 sf patio in the road right-of-way will be removed as stated on the certificate of survey dated 4-16-2024 and agreed upon by the owner, Lange, which stated it will need to come out for the regrading for the proposed addition. The decision was that it was already spelled out on the survey and agreed upon by the owner Lange, so no conditions needed.

**April 26, 2024 Action:**

**Motion by Volz; supported by Knippel to approve the variance for:**

- Road right-of-way (ROW) setback of 6.6 feet where 35 feet is required to proposed dwelling addition
- Road right-of-way (ROW) setback of 0 feet where 35 feet is required to existing patio
- Patio of 511 square feet where 400 square feet is allowed within the required setback

**To construct:**

- 210 square foot dwelling addition
- 511 square foot patio where 445 were installed without a permit and are to be removed

**Per the findings of fact as discussed and the on-site conducted on 4-25-2024 and as shown on the certificate of survey received at the Planning & Zoning office dated 4-16-2024 for property located at 16402 Bay Shores Road, City of Crosslake**

**Conditions:**

Chapter 26 – Land Use; Sec. 26-227 Variance Decision - Variances must be substantially completed within two years of receiving approval – the approval of this **variance will expire on 4-26-26**

**Findings: See attached/packet**

**All members voting “Aye”, Motion carried.**

**Other Business:**

Staff report

Development Review Team (DRT) had 2 March monthly meetings

Land Use Ordinance discussion: ordinance interpretation per hand outs (see attachments); history of past practices; the moving forward interpretation; how to move forward with the ordinance; change the ordinance with better clarification; attorney moratorium; past moratorium done; how moratorium works. Schedule a workshop for the commissioners, council, attorney and staff, possibly after the May on-site on the 23rd. Move forward with the May 24<sup>th</sup> meeting publication to address the Land Use ordinance changes previously discussed.

Next Month of May:

8 – Public Hearing Application deadline

8 – City Council Meeting

9 – Development Review Team (DRT)

25 – On-site visit

26 – 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 Volz; supported by Schiltz to adjourn at 12:00 P.M.**

**All members voting “Aye”, Motion carried.**

Respectfully submitted,

*Cheryl Stuckmayer*

Cheryl Stuckmayer  
Planner-Zoning Coordinator

### Developing an Outlot

Generally speaking, outlots are not buildable parcels. The City's land use ordinance defines an outlot as "A lot remnant or any parcel of land included in a plat, *which may be used as open space*. An outlot may be a large tract that could be subdivided in the future, may be too small to comply with the minimum size requirements of zoning and subdivision ordinances, or otherwise unsuitable for development." (Emphasis added). An outlot is not a platted lot; they are two different things. Lots are part of blocks, whereas outlots are not. *See Minn. Stat. § 505.01 (definitions)*. They are distinctively different parts of a plat.

Outlot A in Miller's 2023 Grand Review plat was created for a future phase, which he now wants to develop. It must either be subdivided or replatted in order to be a buildable parcel. Mr. Miller wants to subdivide it into 31 lots, which is fine, assuming all code requirements are met. Until that subdivision is approved and the plat is recorded, no development can occur. The buildable lots must be of record before any building permits can be issued.

### Code Interpretation Issue

The Crosslake Land Use Ordinance defines Accessory Use as "A use incident and subordinate to the main use of the premises. *An accessory use cannot exist without establishment of a primary use.*" (Emphasis added). This is a pretty typical definition in my experience.

The Land Use Table in the Ordinance lists land uses by groups and by district. The Grandview plat is in the Limited Commercial district. In that district, "Storage buildings, Commercial" are a permitted use. Note that "commercial use" is defined as "The principal use of land or buildings for the sale, lease, rental, trade of products, goods or services." So, any storage buildings must be for commercial use in the Limited Commercial district, meaning to be leased to the public as part of a business. Selling them for private use would not be consistent with the plain language of the Code.

My understanding is that the City historically interpreted the Code as allowing accessory uses as a permitted use in the Limited Commercial district (and other district) based on the Land Use Table. The result is that Crosslake has dozens of accessory storage buildings on individual, separate parcels with no primary use. Indeed, the Grandview plat was created for that very purpose, with 11 lots that contain, or will contain, nothing but storage units to be sold to private individuals for personal use even though such use is not listed as a permitted use in the Code. That interpretation is inconsistent with the Code provisions defining accessory use. Logically, an accessory use must be accessory to a primary or principal use; it cannot stand on its own. That restriction is expressly stated in the definition of accessory use.

So, the City has years of approvals that are, on their face, contrary to the restrictions in the Code. This inconsistency should be dealt with one way or another as soon as possible, before additional units are approved that are not allowed under the Code. My suggestion is a moratorium while the Land Use ordinance is fully reviewed and modified as necessary to remove the inconsistency.

Joe



Ratwik, Roszak & Maloney, P.A.

Joseph J. Langel

Ratwik, Roszak & Maloney, P.A.

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St. Paul, MN 55101-1865

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## PRELIMINARY PLAT GRAND REVIEW SECOND ADDITION

The preliminary plat Of Grand Review 2<sup>nd</sup> Addition is scheduled for Planning Commission Consideration Friday April 26, 2024. The proposed subdivision is in an area that is zoned LC limited Commercial. (see land use table for allowable land uses in LC Zone) The proposed subdivision contains 31 lots that meet the requirements of the ordinance.

The intended use for the lots is individual storage units that are at least 2400 square feet.

In the past the City of Crosslake has treated storage units as accessory structures. The past treatment of an Accessory Structure was, "Any Structure that is not a dwelling".

The Definition of Accessory Structure per City of Crosslake ordinance Section 26-1177.

### Accessory Structure

Any use or structure which is incidental and subordinate to and on the same lot as the principal use or structure and does not include living quarters. Such structures include sheds, storage shelters, pole buildings, detached garages, in-ground pools and similar structures.

### Accessory Use

A use incidental and subordinate to the main use of the premises. An accessory use cannot exist without the establishment of a primary use.

Staff has consulted with the City Attorney regarding the intended use for the lots in the Grand Review 2<sup>nd</sup> Addition, and the developers request for issuance of building permits, prior to completion of the plating process.

Staff has been advised that the past use of accessory structures for storage buildings on vacant lots should not be used going forward. The attorney has also advised that the proposed use of the lots should conform to uses cited in the Land Use Table and be commercial in nature. (private storage structures do not qualify as commercial use., (business).

The land that is proposed to be subdivided is part of the original plat of Grand Review 1<sup>st</sup> Addition and is labeled as Out lot A. The attorney has advised that building permits should not be issued on an out lot. Building permits for structures should only be issued after the plating process has been completed.

Based on this advice it is advisable for the Planning Commission and the City Council to review the ordinance and determine the appropriate ways to deal with storage structures and accessory structures. Once a determination is made the Zoning Ordinance will need to be amended appropriately.

City Administrator

Public Works Commission

City of Crosslake.

Monday May 6, 2024

Chairman Swenson Called the meeting to order, Members present: Swenson, Frey, Berg, Schrupp, City Engineer Martin, Public Works Director Wehner, Interim City Administrator Bohnsack.

Motion Frey/ Second Berg

Approve Minutes of March 4, 2024, Public Works Commission meeting

Motion carried,

City Engineer Martin reported that Co. Rd. 3 & co. Rd. 66 improvement project (round-about) is scheduled to be bid May 29, 2024. The Chip Seal projects should start approx. June 1. Year one of the 5-year improvement plan, Daggett Pine Rd. under way, Milling has identified areas that Have minimum depth bituminous. Select areas will need extra patching. (Aprox. 120 tons additional bituminous). Malinda Shores-Bridge Wingwalls Draft plans @ June meeting. Harbor Lane Feasibility report in progress.

Discussion of Special Assessment for Daggett Pine Road was held, Martin reviewed Special benefit report, potential assessments based on appraisal, and assessments based on prior discussions per lot for Mill and overlay project.

Motion Schrupp/ Second Wagner

Recommend special assessments for mill & overlay Daggett Pine RD. Special assessments. On a per lot /parcel basis, large properties (20 acres or more) \$3500.00 /parcel. Single family \$2000.00/parcel. Secondary off-road benefit \$ 1000.00/ parcel.

Motion Carried.

The commission expressed concern that inflation should be considered when making special assessments in ensuing years.

Motion Wagner/ Second Schrupp

Recommend acceptance of proposal from In Control Inc. for Automated Cybersecurity Service Plan at Wastewater Treatment Plant. Quoted price \$ 7731.00.

Motion carried.

There being no further business the meeting was adjourned.

Respectfully

Jerry Bohnsack

Interim Administrator

# SCORE REPORT FORM

Mo./Yr.

April

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

Total Paper : (includes)

6,456

Corrugated Cardboard

6,456

Newspaper

-

Mixed Paper (News, Mags, Mixed Mail, CDBD)

-

Metal: Appliances, misc...

Commingled Materials: (includes)

41,009

%

lbs

5%

Metals- Aluminum Cans

2050

21%

Tin Cans

8612

61%

Glass-

25016

Clear bottles

Green bottles

brown bottles

10%

Plastic - #1 & #2 bottles

4101

3%

Rejects

1230

100%

41009

Total LBS.

47,466

0

Total Tons

23.73

0

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

-

226,900

Customers

%

Paper

Commingle

Brainerd

3340

45%

-

101,235

Baxter

1561

21%

-

47,314

Breezy Point

493

7%

-

14,943

Pequot Lakes

358

5%

-

10,851

Crosslake

1353

18%

-

41,009

Ironton

264

4%

-

8,002

Nisswa

117

2%

-

3,546

7486

100%

C.7.

**BILLS FOR APPROVAL**  
**June 10, 2024**

VENDORS	DEPT	AMOUNT
Ace Hardware, batteries	PW	17.98
Ace Hardware, conduit, connectors	PW	51.77
Ace Hardware, clamp, elbow, coupling	Park	21.21
Ace Hardware, coupling	Park	4.49
Ace Hardware, paint cups, brushes, hardware	Park	145.40
Ace Hardware, weed killer	Park	24.29
Ace Hardware, coupling	Park	2.69
Ace Hardware, elbow, coupling, clamp	Park	25.66
Ace Hardware, wire galv roll	Park	8.26
Ace Hardware, batteries	Park	45.27
Ace Hardware, coupling, clamps	Park	13.98
Ace Hardware, pickup tool, bolts	Park	26.98
Ace Hardware, bolts, wire rope	Park	23.04
Ace Hardware, batteries	PW	25.65
Ace Hardware, bit set, box	PW	15.45
Ace Hardware, single cut key	PW	2.24
Ace Hardware, box cover recpt.	PW	4.49
Ace Hardware, elbow, xclose nipple	PW	8.80
Ace Hardware, blower & trimmer kit	PW	170.10
Ace Hardware, trimmer line	PW	21.59
Ace Hardware, chalk reel & chalk powder	PW	17.80
Ace Hardware, batteries	Sewer	17.09
Ace Hardware, galvanized tube straps	Cemetary	20.26
Ace Hardware, pipes, elbows, tube straps	Cemetary	70.56
Ace Hardware, landscape fabric (bridge baskets)	Gov't	13.49
Ace Hardware, hex bushings	Park	15.46
Ace Hardware, key cut	Park	2.24
Ace Hardware, suet, lubricant	Park	27.88
Ace Hardware, blade fillet	PW	12.59
Ace Haredware, hillman group	Fire	2.76
Aspen Mills, uniforms	Fire	359.40
Aspen Mills, uniforms	Fire	1,154.40
Aspen Mills, uniforms	Fire	80.00
Aspen Mills, uniforms	Fire	56.85
AT&T, Ipad, cell phones	ALL	1,162.52
Baker & Taylor, books	Library	451.69
Baker & Taylor, books	Library	107.32
Belinda Yurick, refund baseball registration-broken arm	Park	(45.00)
BladeTech, mount, holster adapter kit	Police	52.75
Bolten & Menk, graphics	Park	1,093.00
Calibrations & Controls, 5/7 semi-annual magnetic flow meters	Sewer	2,380.00
Cat's MN T-Shirt, ball caps	Police	20.00
City of Crosslake, sewer utilities	ALL	260.00
Clean Team	ALL	4,381.25
Clifton Larson Allen, audit services	Gov't	10,798.20

Clifton Larson Allen, addtl. SBITA work for 4 hours	Gov't		1,680.00
Cody Haines, meal reimbursements, firearms course	Police		155.00
Column Software, ordinances notice	PZ		107.02
Column Software, ordinances notice	Gov't		38.08
Council #65, union dues	Gov't		479.68
Crosslake Chamber, fireworks contribution	Gov't		15,000.00
Crow Wing County, land services, variance	PZ		46.00
Crow Wing County Highway Dept., fuel	Park		456.17
Crow Wing County Highway Dept., fuel	Police		2,170.41
Crow Wing County Highway Dept., fuel	PW		1,639.00
Crow Wing County Highway Dept., fuel	Fire		201.47
CTC, web hosting	Gov't		10.00
Culligan, water and cooler rental	Gov't	pd 5-13	69.50
Culligan, water and cooler rental	All		289.50
CWC Sanitary Landfill, business electronics & appliances	Gov't		317.00
D&N Landworks, LLC, black dirt	Park		883.16
DeLage Landen Financial Services, copier lease	Park		117.00
Dell Marketing, OptiPlex computer	Sewer		894.06
Delta Dental, dental insurance	ALL		2,084.87
Digital Ink Design & Graphics, park hours sign	Park		39.50
Digital Ink Design & Graphics, misc. decals	Park		190.80
Echo Journal, 12 month subscription	Gov't		68.40
First Supply, curb stop w/drain, clamps, band, nuts tee merrill	PW		372.49
Fleet Farm, pliers,stripper, grounded switch, hydrant, screwdriver	PW		279.98
Fortis, disability insurance	ALL		1,001.09
Granite Electronics,batteries	Police		135.63
Guardian Pest Solutions, pest control	ALL		164.64
Guardian Pest Solutions, commercial ext treatment, spring	ALL		650.00
Guardian Pest Solutions,commercial pest control	ALL		90.00
Guardian Pest Solutions, commercial ext. treatment-spring	ALL		325.00
Hawkins, aqua hawk, freight	Sewer		2,448.70
Heartland Animal Rescue Team, impound fees	Police		366.75
Herc-U-Lift, annual inspection	PW		157.00
Home Depot, edging, spikes, karl grass	Park		115.53
J&J Medical,suction cups, chest compress, defib & CPR Padz	Fire		390.00
J&J Medical, lithium batteries	Fire		135.00
Jerry Bohnsack, reimburse for interview meeting	Gov't		49.26
Kimber Creek Ford, window switch parts & labor	Police		191.95
Kimber Creek Ford, oil change 2017 explorer	PZ		53.54
Linda Gates, reimburse for flower baskets on bridges	Gov't		141.68
Mail Technologies Inc, document mailing services	Admin		25.00
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,address labels,coffee	Gov't		96.83
Mastercard, Amazon, dewalt power tool kits w/batteries	PW		649.00
Mastercard, Amazon, 3 ring binders	Admin		105.56
Mastercard, Amazon, painting tape, labeling, crafts	Park		20.97
Mastercard, Amazon, bubble mailers	Park	pd 5-21	9.88
Mastercard, Amazon,10 pack usb thumb drive, flash drive 64 GB	Gov't		36.99



Mastercard, Amazon, 50-4x8 yellow padded envelopes	Park		9.88
Mastercard, Amazon post-it notes, paper	Park		16.99
Mastercard, Amazon table umbrella	Park		119.99
Mastercard, Amazon, markers	Admin		11.37
Mastercard, Amazon, coffee	Gov't		35.34
Mastercard, Amazon, plastic forks, knives	Gov't		37.98
Mastercard, Amazon, badge holders, lanyard	Park		19.99
Mastercard, Amazon, keurig coffee maker	Park		129.99
Mastercard, Amazon, coffee	Park		33.83
Mastercard, Amazon, deck box, garden tools, pool supplies	Park		76.99
Mastercard, Amazon, table umbrella	Park		119.99
Mastercard, Amazon, paper	Park		15.99
Mastercard, Amazon, name tags	Park		15.02
Mastercard, Amazon, anchor plugs for baseball field	Park		19.99
Mastercard, Amazon, napkins	Admin		53.50
Mastercard, Armament Systems, usb battery & link case	Police		84.42
Mastercard, Best Buy, gigabit desktop switch	PW		26.95
Mastercard, Brainerd Tools & More, trailer parts	PW		143.00
Mastercard, Brothers Market, fuel	Police		35.67
Mastercard, Dog Waste Depot, dog waste bags	Park		119.00
Mastercard, Douglas Industries, tennis net posts	Park		2,756.00
Mastercard, Fleet Farm. Truck accessories	PW	pd 5-21	279.98
Mastercard, Grainger, sentry thermometer	Sewer	pd 5-21	29.43
Mastercard, GrandStay Hotel, hotel room (4 nights)	Police		576.08
Mastercard, Gun Mag Warehouse, magazines	Police	pd 5-21	574.44
Mastercard, Mail Technologies, mailing services	Sewer		25.00
Mastercard, Menards, line volt dig manual	PW		31.98
Mastercard, Microsoft, monthly premium	Fire		17.71
Mastercard, Raffertys, meeting	Gov't		17.60
Mastercard, Reed's, coffee, card	Park		14.27
Mastercard, Starbuck Fuel Express, fuel	Police		42.39
Mastercard, UPS Store, postage	PW	pd 5-21	5.16
Mastercard, Walmart, tennis balls	Park		65.96
Mastercard, Waterrower, spare parts & accessories	Park		22.50
Mastercard, Zoom, monthly premium	Gov't		65.99
MCFOA, member renewal	Admin		50.00
Medica, health insurance	ALL	pd 5-21	34,002.02
Menards, fertilizer spreader	Park		129.99
Menards, line volt dig manual	PW		31.98
Midwest Security & Fire, monitoring service	ALL		1,607.64
MN Dept. of Labor & Industry, elevator annual op	Gov't		100.00
MN NCPERS, life insurance	Gov't		64.00
MNPEA, union dues	ALL		288.00
MN State Fire Chiefs Association, kitchen demo live unit	Fire		75.00
Moonlight Square, non oxy gasoline	Park		12.45
Moonlight Square, propane, fuel	Fire		94.53
M-R Sign Co, sign	PW		46.68
M-R Sign Co, sign	PW		138.57
M-R Sign Co, signs	PW		2,633.28
Napa, tlr/wire	PW	pd 5-28	70.00
Napa, windshield wash	Park	pd 5-28	6.82
Natl Ind. Health Club Assoc., annual membership	Park		449.00

NFPA, membership dues	Fire		175.00
Quadient Leasing, lease payment	Gov't	pd 6-3	219.54
Ratwik, Roszak & Maloney, legal fees	Gov't		4,208.18
Select Seamless, gutters, downspout, covers	Park		725.00
Stryker, shipping kit, electrode	Police		90.48
Teamsters, union dues	Police		348.00
The Office Shop, white paper	Admin		308.70
The Office Shop, folders	Admin		98.91
The Police & Sheriffs Press, ID cards	Police		123.26
The Police & Sheriffs Press, ID cards	Police		32.60
The Police & Sheriffs Press, ID cards	Police		32.60
The Police & Sheriffs Press, ID cards	Park/PW		32.60
The Police & Sheriffs Press, ID cards	PW		32.60
Tremolo Communications, phone, fax, cable, internet	ALL		2,521.76
US Bank, copier lease	ALL		165.00
Vestis, mat service	PW	pd 5-15	75.65
Vestis, mat service	PW	pd 5-28	75.65
Vestis, mat service	PW		75.65
Viking Electric, oxide inhibitor, ilsco spa-250 epco hst23/0	PW		168.06
Uline, trash liners, bath tissue	Park		401.55
Upland Advertising & Design, 12x24 aluminum plaque, screws	Park		830.00
US Bank, copier lease	Admin		165.00
WaterRower, load wheel assembly	Park		17.13
WW Goetsch, impeller	Sewer		5,214.00
Xcel Energy, utilities	ALL		422.44
Xcel Energy, utilities	ALL		274.25
Xtona, monthly i.t. billing	ALL		3,136.50
Ydes Appliance, CO2, freon	Park		354.45
<b>TOTAL</b>			<b>123,896.75</b>

#### ACH PAYMENTS

Deferred Comp, employee deductions	Payroll	pd 5-28	275.00
Deferred Comp, employee deductions	Payroll	pd 6-5	275.00
Health Care Savings Plan, employee deductions	Payroll	pd 5-28	1,001.61
Health Care Savings Plan, employee deductions	Payroll	pd 6-5	1,008.25
IRS, payroll tax	Payroll	pd 5-28	10,026.58
IRS, payroll tax	Payroll	pd 6-5	13,487.23
MN Dept of Revenue, payroll tax	Payroll	pd 5-28	2,314.49
MN Dept of Revenue, payroll tax	Payroll	pd 6-5	2,691.72
PERA, payroll deductions and benefits	Payroll	pd 5-28	11,439.07
PERA, payroll deductions and benefits	Payroll	pd 6-5	11,840.06
Sales Tax	ALL	pd 5-10	388.00



approx. 40" x 96" display sign

- project management
- prep. for output
- proofing
- sign on 1/4" acrylic with aluminum laminate
- UV protective coating
- faux finish paddles on MDO panel
- high grade UV protective coating

Installation

- 8" x 8" "brown treated" wood poles - rough sawn
- aluminum top caps
- digging
- concrete
- set/level sign

..... \$2130.00

- estimate valid for 30 days
- to be completed with unfrozen ground
- decorative rockwork by others

City of Crosslake  
display signs - creative/ estimate  
5/7/24

**UPLAND**  
ADVERTISING & DESIGN, LLC.

21683 Campbell Lake Rd. Merrifield, MN 56465  
218/828/9435

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approx. 40" x 96" display sign

- project management
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- sign on 1/4" acrylic with aluminum laminate
- UV protective coating
- faux finish paddles on MDO panel
- high grade UV protective coating

Installation

- 8" x 8" "brown treated" wood poles - rough sawn
- aluminum top caps

..... \$1530.00

- estimate valid for 30 days
- installation by others

City of Crosslake  
display signs - creative/ estimate  
5/7/24

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ADVERTISING & DESIGN, LLC.

21683 Campbell Lake Rd. Merrifield, MN 56465  
218/828/9435

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D.  
4.

## Crosslake Pickleball Camp Proposal

August 20-24, 2024

May 20, 2024

Dear TJ & Crosslake City Council,

This will be an exciting event for the Crosslake Pickleball community and we expect it will be well attended. We appreciate your time considering this event.

**Location:**

Crosslake Community Center Pickleball Courts

**Instructor:**

Rodrigo Reyes  
Certified/Licensed/Insured  
PPR Pickleball Coach  
CPR Certified

**Hosted by:**

Crosslake Community Center

**Tentative Schedule:**

Session 1

Tue August 20 & Wed August 21  
1:00-3:00pm Level 3.5 and up  
3:30-5:30pm Level 2.5-3.0

Session 2

Thur August 22 & Fri August 23  
1:00-3:00pm Level 3.5 and up  
3:30-5:30pm Level 2.5-3.0

**Registration:**

4-8 persons in each two day session (two different sessions each day). Each session is two hours per day. \$140.00 per person per session. REGISTRATION FEE COVERS TRAVEL COSTS AND COURT FEES.  
Total persons in all sessions: 16-32

If fewer than four people sign up for a session, the session will be cancelled and the instructor will make arrangements with people who were interested in the session for coaching. *If fewer than 16 people sign up the event will be canceled.*

\$100 per person fee is sole compensation to Instructor. The instructor bears the risk, not the City of Crosslake.

**Revenue:**

Court fee \$20 per person (included in the \$140 registration fee).

Potential revenue based on 16-32 participants (city revenue) **\$320-\$928.**

Thank you for your time we look forward to working together to create a wonderful pickleball camp for Crosslake Community Center.

Ann Eidson

Director Emeritus

St. Paul Figure Skating Club

D. 5.

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>
Anonymous	\$6,250.00	Promotional Video of Crosslake
PAL Foundation	\$5,034.99	Pine River Overlook Park
The Haglund's	\$5,000.00	Police Department
Chip Lohmiller & Ferrell Gas	\$336.73	Women's Firefighter Expo

; 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 10th day of June, 2024.

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

ATTEST:

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



## MEMORANDUM OF AGREEMENT

This Memorandum of Agreement is entered into between the City of Crosslake (hereafter "City") and AFSCME Council 65 (hereafter "Union").

**WHEREAS**, the City and the Union are parties to a collective bargaining agreement effective January 1, 2022 through December 31, 2024; and

**WHEREAS**, the Planning-Zoning Coordinator reports to the Planning and Zoning Administrator position; and

**WHEREAS**, the Planning and Zoning Administrator position has been vacant since December 31, 2023; and

**WHEREAS**, the City is contracting with an Interim Planning and Zoning Administrator on an intermittent as needed basis effective January 16, 2024; and

**WHEREAS**, the City and the Union acknowledge the impact the vacancy in the full-time Planning and Zoning Administrator position has had on the Planning-Zoning Coordinator position; and

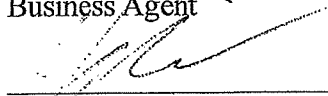
**NOW, THEREFORE**, the parties agree as follows:

1. Effective January 1, 2024, the Planning-Zoning Coordinator shall receive a \$4.00 per hour differential for actual hours of work until such time as a full-time Planning and Zoning Administrator commences work.
  - a. Said \$4.00 per hour differential shall not apply to paid leave time.
2. This Memorandum of Agreement represents the complete and total agreement between the parties regarding this matter.

**IN WITNESS WHEREOF**, the parties have caused this Memorandum of Agreement to be executed this \_\_\_\_ day of \_\_\_\_, 2024.

AFSCME COUNCIL 65

  
Business Agent

  
Joe Chase- President

CITY OF CROSSLAKE

  
Mayor



## **City of Crosslake Remote Work Policy - DRAFT**

The City of Crosslake is committed to providing excellent customer service for our residents, as well as attracting and retaining critical employee talent, increasing productivity and efficiency and saving on workspace and costs. A remote work policy provides these benefits to the city and is hereby adopted according to the terms below.

The City recognizes that this program is not an option for all employee work groups, job classifications, or departments. This policy governs the practice of working remotely from locations other than a City facility, including an employee's home. Remote work must not adversely affect other operational needs of the City. It is voluntary for the employee and at the sole discretion of management. Working remotely is neither a benefit nor a right; it is a privilege. Permission for the arrangement may be withdrawn at the sole discretion of the City at any time, with or without notice.

### **General Guidelines**

Remote work as defined for this policy includes:

- Working all scheduled hours off-site, or
- Working some scheduled hours off-site and some on City premises.

Regardless of location, and unless otherwise required by law, all remote workers remain responsible for all job duties, responsibilities and obligations associated with their position, even if such duties require the employee to come into a City facility while performing work remotely. This arrangement does not change the basic terms and conditions of employment. The employee's salary, benefits, work status, and responsibilities will not change as a result of working at home.

All City employees who meet the eligibility criteria will be considered for remote work on a case-by-case basis, where creative work arrangements meet the criteria and guidelines set forth below. Remote schedules may be changed to accommodate the needs of the City, at the City's sole discretion, or when employee job duties change.

When making the decision to approve remote work, supervisors and the City Administrator will consider the following guidelines:

- The needs of the department.
- The employee's work duties and the ability to measure work performed.
- The availability and costs of needed equipment.
- The remote work arrangement must be set in advance and approved by the supervisor and the City Administrator.
- There must be adequate department coverage during all standard hours.
- There must be no adverse impact on internal or external customers.
- There must be no known safety issues associated with working remotely.

- There must not be any known security issues with technology or otherwise, in order to protect nonpublic government data.
- This arrangement will not be approved for employees who have work performance issues.
- Internal and external customers must be given direction on whom to contact in the employee's absence if the employee is not available during all business hours.
- The schedule must not result in additional overtime for the employee or co-workers.
- The employee will receive no more than eight hours of holiday pay for each city holiday.
- The employee will not be allowed to work outside the State of Minnesota unless the situation has received specific approval from the applicable supervisor and City Administrator.

Remote work arrangements may vary depending on the position and department. Supervisors are responsible for determining the work schedules within their departments and subject to the approval of the City Administrator. Said work schedule shall not entitle the remote worker to automatically incur overtime as required by applicable union contract provisions and/or the Fair Labor Standards Act (FLSA) or other law. Because the primary focus is serving the needs of the customers, remote work arrangements may not be possible for some positions.

Employees seeking to enter into a remote-work arrangement and their supervisors should also consider various types of scheduling options for efficiency and productivity, including:

- Entire weeks in the office or working remotely
- Certain days in the office; remaining days working remotely
- Whether to have entire teams of employees in the office on the same day each week or at the beginning of each month

A remote work agreement is included in this policy as Appendix A. It must be completed and signed by the City Administrator and the employee prior to beginning the remote work arrangement.

All State and federal statutes, rules and regulations, as well as all City ordinances, policies, and procedures, including applicable data security guidelines, must be followed when working remotely.

### **Supervision and Performance Evaluation**

For employees who are working remotely at least half of their schedule, supervisors must hold regular meetings to discuss work progress and issues for the first three months. These meetings can be conducted by phone, virtual computer technology or in person. Evaluation of remote worker performance beyond the initial three months will be consistent with that received by employees working at the office.

Employees must keep their supervisor informed of progress on assignments worked on at home and any problems experienced. Employees must communicate as needed to ensure they are meeting the needs of their supervisors, co-workers, clients, and customers.

If work performance declines or becomes unsatisfactory and/or if this policy requirements are not being met, the remote work arrangement may be terminated at the discretion of the City. In the event of such termination, any City equipment provided to the employee for purposes of facilitating remote work will be returned.

### **Work Hours, Calendars and Meetings**

The employee and supervisor will agree on the number of days of remote work that will be allowed each week, the work schedule the employee will customarily maintain including breaks, and the manner and frequency of communication. The employee agrees to be accessible by phone, virtual computer software, and email during the agreed upon work schedule and scheduled hours. Depending on the employee's position and the needs of the City, the work schedule may include core hours during which the employee must be available or the schedule can include greater flexibility for the employee to work outside the city's normal business hours. Remote work hours are not personal time and should not be used for personal activities such as running errands or as a substitute for dependent or elder care.

Subject to the terms of any applicable contract or law, the supervisor may temporarily adjust the work schedule or location as needed to meet the operational needs of the City.

Remote workers who are not exempt from the overtime requirements of the Fair Labor Standards Act (FLSA) will be required to record all hours worked in a manner designated by the City. Such employees will be held to a higher standard of compliance than office-based employees due to the nature of the work arrangement. Hours worked in excess of 40 hours per week, will require advance approval of the supervisor. Failure to comply with this requirement may result in termination of the remote work arrangement and other consequences, consistent with applicable law, City policy, and the terms of any applicable contract.

Remote workers must attend all required meetings, including those which normally would be held on a remote workday, and are also responsible for obtaining information from optional meetings when such meetings impact their work with the city. Supervisors are responsible for setting expectations for their work teams regarding whether meeting attendance will be in-person, remote or a combination, considering these guidelines:

- Meetings of a sensitive, highly interactive, or complex nature are best held entirely in-person (e.g., brainstorming, troubleshooting, project "kick-off" meetings, performance reviews, disciplinary meetings).
- In-person business meetings with others may be conducted off-site at an appropriate location, depending on the nature of the meeting, but cannot be held at an employee's home.

### **Work Environment and Technology**

The employee must have and maintain an adequate and reliable internet connection with enough bandwidth to reliably connect to the City's VPN and to efficiently perform their work. As bandwidth requirements can vary greatly depending on the work to be performed, employees should contact IT if they need assistance determining the appropriate bandwidth for their specific needs. Internet costs for a home/remote office are the responsibility of the employee.

The City will not be responsible for costs associated with initial setup of the employee's remote office such as remodeling, furniture, lighting, repairs, or modifications to the office space. Employees will be offered appropriate guidance in setting up a workstation designed for safe, comfortable work.

The City will supply the employee with the appropriate office supplies (pens, paper, etc.) for their assigned job responsibilities. The City will also reimburse the employee for all appropriate business-related expenses, consistent with City policies; however, the employee may be required to come into the City workspace in order to perform some duties such as mailing, scanning, and photocopying. The City will not reimburse the employee for the cost of off-site related expenses such as heat, water, electricity, and other utilities associated with maintaining an at-home or off-site office.

The equipment, supplies and other property provided to the employee by the City is provided exclusively for use in providing City services. Any person not employed by the City (including household members) may not use the provided equipment or supplies. All employee use of City-owned equipment and City electronic resources is subject to all applicable City policies regarding the use of such equipment and/or resources, regardless of whether the equipment and/or resources are accessed at an employee's remote work location or on City property.

All City-owned equipment, City files, records, and other City property, must be returned upon the termination of the remote work arrangement or at termination of employment, for any reason.

### **City Employment Policy and Benefits Coverage**

The City's normal policies and procedures (for example, computer use, data practices, respectful workplace, outside employment, etc.) apply to employees working remotely. Employees should ask their supervisors if they have any questions about whether or how a particular city policy applies to a remote work environment.

The City assumes no liability to third parties for injuries or property damage occurring at the employee's home. Employees remain liable for such injuries and damages.

An employee working remotely is generally covered by the City's Workers' Compensation insurance while acting in the course and scope of employment and must report any injury to their supervisor as soon as possible.

### **Data Privacy**

The legal status of all data used, accessed, created, stored, maintained, or disseminated by the employee remains unchanged by the employee's work location.

Employees will take all necessary precautions to secure and prevent unauthorized access to all data used in the performance of their work responsibilities and agree to follow all pertinent policies, laws, and rules regarding data privacy.

Documents, reports, data, and software products created as a result of work-related activities are the property of City and are subject to City policies and state law.

Handling and disposal of documents, reports, and data will be in accordance with City policy.

MEMO TO: City Council

FROM: Char Nelson, City Clerk

DATE: June 4, 2024

SUBJECT: Approval of Resolution Re: Write-In Vote Counting

In the last legislative session, the State approved that cities, townships, and schoolboards can, by resolution, count write-in votes the same way that write-in votes have been counted for federal, state, and county offices for years.

It is common that voters write-in Mickey Mouse or Donald Duck on their ballots. Some will fill in the circle next to write-in and leave it blank. All of these are official write-ins. The City election judges are required to count each of these votes at the end of the night, tally them and record them. It is time consuming and tedious after a long day working at the polls.

The new statute gives a city two choices for changing write-in vote counting:

- 1) Any candidate wishing to have Any candidate wishing to have their write-in votes individually recorded must file a written request with the City Clerk no later than the seventh day before any municipal election; or
- 2) Votes for write-in candidates will only be individually recorded if the total number of write-in votes for an office is equal to or greater than the fewest number of non-write-in votes for a ballot candidate for that office.

I have attached the State Statute regarding this and a resolution for your consideration.

**CITY OF CROSSLAKE  
RESOLUTION NO. 24-\_\_\_\_\_**

**A RESOLUTION GOVERNING WRITE-IN VOTE COUNTING**

**WHEREAS**, Minnesota Statute § 204B.09, subd. 3 authorizes a city to adopt a resolution governing the counting of write-in votes;

**WHEREAS**, a city that adopts a resolution must do so before the first day of filing for office;

**WHEREAS**, city election officials spend considerable time and resources to count and individually record write-in votes cast, many of which are frivolous; and

**WHEREAS**, in order to save city time and resources, it is in the best interest of the City of Crosslake, to enforce restrictions on the counting of write-in votes consistent with the provisions of Minnesota Statute § 204B.09, subd. 3.

**NOW THEREFORE**, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CROSSLAKE, MINNESOTA THAT:

Any candidate wishing to have their write-in votes individually recorded must file a written request with the City Clerk no later than the seventh day before any municipal election.

**OR**

Votes for write-in candidates will only be individually recorded if the total number of write-in votes for an office is equal to or greater than the fewest number of non-write-in votes for a ballot candidate for that office.

**BE IT FURTHER RESOLVED**, that pursuant to Minnesota Statute § 204B.09, subd. 3, this resolution shall remain in effect until a subsequent resolution on the same subject is adopted by the City of Crosslake.

Passed by the City Council of Crosslake, Minnesota this 10th day of June, 2024.

By \_\_\_\_\_  
Dave Nevin, Mayor

ATTEST:

\_\_\_\_\_  
Charlene Nelson, City Clerk

**204B.09 TIME AND PLACE OF FILING AFFIDAVITS AND PETITIONS.**

Subdivision 1. **Candidates in state and county general elections.** (a) Except as otherwise provided by this subdivision, affidavits of candidacy and nominating petitions for county, state, and federal offices filled at the state general election shall be filed not more than 84 days nor less than 70 days before the state primary. The affidavit may be prepared and signed at any time between 60 days before the filing period opens and the last day of the filing period.

(b) Notwithstanding other law to the contrary, the affidavit of candidacy must be signed in the presence of a notarial officer or an individual authorized to administer oaths under section 358.10.

(c) This provision does not apply to candidates for presidential elector nominated by major political parties. Major party candidates for presidential elector are certified under section 208.03. Other candidates for presidential electors may file petitions at least 77 days before the general election day pursuant to section 204B.07. Nominating petitions to fill vacancies in nominations shall be filed as provided in section 204B.13. No affidavit or petition shall be accepted later than 5:00 p.m. on the last day for filing.

(d) Affidavits and petitions for county offices must be filed with the county auditor of that county. Affidavits and petitions for federal offices must be filed with the secretary of state. Affidavits and petitions for state offices must be filed with the secretary of state or with the county auditor of the county in which the candidate maintains residence.

(e) Affidavits other than those filed pursuant to subdivision 1a must be submitted by mail or by hand, notwithstanding chapter 325L, or any other law to the contrary and must be received by 5:00 p.m. on the last day for filing.

Subd. 1a. **Absent candidates.** (a) A candidate for special district, county, state, or federal office who will be absent from the state during the filing period may submit a properly executed affidavit of candidacy, the appropriate filing fee, and any necessary petitions in person to the filing officer. The candidate shall state in writing the reason for being unable to submit the affidavit during the filing period. The affidavit, filing fee, if any, and petitions must be submitted to the filing officer during the seven days immediately preceding the candidate's absence from the state. Nominating petitions may be signed during the 14 days immediately preceding the date when the affidavit of candidacy is filed.

(b) A candidate for special district, county, state, or federal office who will be absent from the state during the entire filing period or who must leave the state for the remainder of the filing period and who certifies to the secretary of state that the circumstances constitute an emergency and were unforeseen, may submit a properly executed affidavit of candidacy by facsimile device or by transmitting electronically a scanned image of the affidavit to the secretary of state during the filing period. The candidate shall state in writing the specific reason for being unable to submit the affidavit by mail or by hand during the filing period or in person prior to the start of the filing period. The affidavit of candidacy, filing fee, if any, and any necessary petitions must be received by the secretary of state by 5:00 p.m. on the last day for filing. If the candidate is filing for a special district or county office, the secretary of state shall forward the affidavit of candidacy, filing fee, if any, and any necessary petitions to the appropriate filing officer.

Subd. 2. **Other elections.** Affidavits of candidacy and nominating petitions for city, town or other elective offices shall be filed during the time and with the official specified in chapter 205 or other applicable law or charter, except as provided for a special district candidate under subdivision 1a. Affidavits of candidacy and applications filed on behalf of eligible voters for school board office shall be filed during the time and with the official specified in chapter 205A or other applicable law. Affidavits of candidacy and nominating petitions filed under this subdivision must be submitted by mail or by hand, notwithstanding chapter 325L,



or any other law to the contrary, and must be received by the appropriate official within the specified time for the filing of affidavits and petitions for the office.

**Subd. 3. Write-in candidates.** (a) A candidate for county, state, or federal office who wants write-in votes for the candidate to be counted must file a written request with the filing office for the office sought not more than 84 days before the primary and no later than the seventh day before the general election. The filing officer shall provide copies of the form to make the request. The filing officer shall not accept a written request later than 5:00 p.m. on the last day for filing a written request.

(b) The governing body of a statutory or home rule charter city may adopt a resolution governing the counting of write-in votes for local elective office. The resolution may:

(1) require the candidate to file a written request with the chief election official no later than the seventh day before the city election if the candidate wants to have the candidate's write-in votes individually recorded; or

(2) require that write-in votes for an individual candidate only be individually recorded if the total number of write-in votes for that office is equal to or greater than the fewest number of non-write-in votes for a ballot candidate.

If the governing body of the statutory or home rule charter city adopts a resolution authorized by this paragraph, the resolution must be adopted before the first day of filing for office. A resolution adopted under this paragraph remains in effect until a subsequent resolution on the same subject is adopted by the governing body of the statutory or home rule charter city.

(c) The governing body of a township, school board, hospital district, park district, soil and water district, or other ancillary elected district may adopt a resolution governing the counting of write-in votes for local elective office. The resolution may require that write-in votes for an individual candidate only be individually recorded if the total number of write-in votes for that office is equal to or greater than the fewest number of non-write-in votes for a ballot candidate.

(d) A candidate for president of the United States who files a request under this subdivision must include the name of a candidate for vice president of the United States. The request must also include the name of at least one candidate for presidential elector. The total number of names of candidates for presidential elector on the request may not exceed the total number of electoral votes to be cast by Minnesota in the presidential election.

(e) A candidate for governor who files a request under this subdivision must file jointly with another individual seeking nomination as a candidate for lieutenant governor. A candidate for lieutenant governor who files a request under this subdivision must file jointly with another individual seeking nomination as a candidate for governor.

**History:** 1981 c 29 art 4 s 9; 1986 c 475 s 11; 1987 c 266 art 1 s 24; 1989 c 291 art 1 s 8; 1990 c 585 s 24; 1990 c 608 art 7 s 2; 1991 c 227 s 11; 2000 c 467 s 9-11; 1Sp2001 c 10 art 18 s 18,19; 2004 c 293 art 2 s 16,17; 2008 c 244 art 1 s 10; 2010 c 184 s 12; 2014 c 264 s 14; 2017 c 92 art 1 s 13; 2021 c 31 art 3 s 7; 2023 c 62 art 4 s 74,75

E.  
6.

**RESOLUTION 24-\_\_\_\_**  
**TO ADOPT FOR RENEWAL EXISTING LIQUOR LICENSE**  
**ESTABLISHMENT FOR 2024-2025**

WHEREAS, the City of Crosslake does hereby resolve to adopt the Liquor License Renewals of establishments licensed in 2023-2024 for the licensing year 2024-2025:

**ON SALE (INTOXICATING) - \$1500**

Wine Down Crosslake

**SUNDAY (INTOXICATING) - \$200**

Wine Down Crosslake

BE IT RESOLVED, that the City Council for the City of Crosslake, Minnesota go on record as renewing the above establishments for liquor/wine/beer licensing for the period of July 1, 2024 – June 30, 2025, at a Regular Council Meeting on the 10th day of June, 2024, after all licensing requirements are met both under local Ordinance and under MN State Statutes Chapter 340A, and approval is granted by the Minnesota Department of Public Safety Alcohol and Gambling Enforcement Division.

COUNCIL IN FAVOR – \_\_\_\_

COUNCIL AGAINST – \_\_\_\_

\_\_\_\_\_  
Jerry Bohnsack  
City Administrator

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

E.  
7.

MEMO TO: City Council

FROM: Char Nelson, City Clerk

DATE: June 4, 2024

SUBJECT: Maximum Number of Liquor Licenses

Andy Parizek, potential owner of new business in Town Square, and Kim Walters, owner of Wine Down, will be coming to the Council Monday, June 10, 2024 to request that the Council consider issuing additional On-Sale and Off-Sale Liquor Licenses. City Code currently allows:

**Sec. 4-25. Maximum number of licenses.**

The council may issue up to 11 on-sale and seven off-sale licenses. There shall be no combination licenses issued by the city. If an off-sale or on-sale license is turned in or forfeited to the city, subsequent issuance of the license shall be based upon the merit of applications received by the city, pursuant to this chapter and M.S.A. ch. 340A.

Attached is State Statute 340A.413 which stated that the Council has authority to determine the number of licenses that are issued.

Any change to City Code would require an ordinance amendment and publication before it would become effective.

**340A.413 RESTRICTIONS ON NUMBER OF INTOXICATING LIQUOR LICENSES THAT MAY BE ISSUED.**

Subdivision 1. **On-sale licenses.** No on-sale intoxicating liquor license may be issued in any city except as provided in this section in excess of the following limits:

- (1) in cities of the first class, one license for every 1,500 population, up to 200 licenses;
- (2) in cities of the second class, not more than 18 licenses plus one for every 2,500 population over 45,000;
- (3) in cities of the third class, not more than 12 licenses;
- (4) in cities of the fourth class, including cities whose acts of incorporation were repealed by Laws 1973, chapter 123, article V, section 5, not more than seven licenses;
- (5) in statutory cities of 5,000 to 10,000 population, not more than six licenses;
- (6) in statutory cities of 2,500 to 5,000 population, not more than five licenses;
- (7) in statutory cities of 500 to 2,500 population, not more than four licenses; and
- (8) in statutory cities under 500 population, not more than three licenses.

Subd. 2. **Additional on-sale licenses permitted for cities in St. Louis County.** For cities in St. Louis County no on-sale liquor license may be issued in excess of the following limits, without the approval of the commissioner:

- (1) in cities of the third class, not more than 15 licenses;
- (2) in cities of the fourth class, not more than nine licenses; and
- (3) in statutory cities of 2,500 to 5,000 population, not more than six licenses.

Subd. 3. **Referendum for additional on-sale licenses.** (a) The governing body of a city may issue on-sale intoxicating liquor licenses over the number permitted under subdivision 1 when authorized by the voters of the city at a general or special election.

(b) The governing body may direct that either of the following questions be placed on the ballot:

(1) "Shall the city council be allowed to issue 'on-sale' licenses for the sale of intoxicating liquor at retail in excess of the number permitted by law?

Yes .....

No ..... "

(2) "Shall the city council be allowed to issue (a number to be determined by the governing body) 'on-sale' licenses for the sale of intoxicating liquor at retail in excess of the number now permitted by law?

Yes .....

No ..... "

(c) If a majority of voters voting on the question in clause (1) vote yes, the governing body may issue an unlimited number of on-sale licenses. If a majority of voters voting on the question in clause (2) vote yes, the governing body may issue additional on-sale licenses in the number stated in the question.

**Subd. 4. Exclusions from license limits.** On-sale intoxicating liquor licenses may be issued to the following entities by a city, in addition to the number authorized by this section:

- (1) clubs, or congressionally chartered veterans organizations;
- (2) restaurants;
- (3) establishments that are issued licenses to sell wine under section 340A.404, subdivision 5;
- (4) theaters that are issued licenses under section 340A.404;
- (5) hotels; and
- (6) bowling centers.

**Subd. 5. Off-sale licenses.** No off-sale intoxicating liquor license may be issued in any city, except as provided in this section, in excess of the following limits:

- (1) in cities of the first class, not more than one off-sale license for each 5,000 population; and
- (2) in all other cities the limit shall be determined by the governing body of the city.

**Subd. 6. Area that has been annexed or consolidated.** A license validly issued within the number prescribed in this section is not rendered invalid or illegal by reason of the consolidation or annexation of territory to a city and may continue to remain in effect and be renewed, except that the limitations as to ownership under section 340A.412, subdivision 2.

**History:** 1985 c 305 art 6 s 13; 1987 c 152 art 1 s 1; 1990 c 554 s 13; 1991 c 249 s 16; 1996 c 418 s 9; 2003 c 126 s 9



F.I.A.

## Crosslake Firefighters Relief Association



RE: Retirement Fund Administration Change

**Proposed Change:** The Relief association is considering switching retirement plan administrator. We would like to transition to the Statewide Volunteer Firefighter Plan.

### **Current Plan:**

- Administered by relief association and private wealth management firm
- The retirement fund is made up of a combination of contributions from the City of Crosslake, and annual state aid.
  - **No fundraising proceeds are contributed to the relief retirement fund**
    - Donations/fundraising proceeds are used to purchase equipment, gear, building maintenance, etc.
- Current plan is a “defined contribution” plan
  - Everyone gets a “piece of the pie”. A member’s portion of the fund is dependent on years of service.
  - The fund is invested into the market – the fund balance will fluctuate throughout the year based on performance of our investments.
- Members must complete 20 years of service in order to become fully vested.
  - Vesting begins at 10 years (60%).

### **Drawbacks of current plan:**

- Annual Audit
  - Will cost relief association \$8,500 to have an audit performed by approved independent CPA Firm
  - Private wealth management service fees
  - Audit materials are gathered by relief treasurer – very time consuming
  - Poor customer service experience

- Limited CPA firms statewide that are approved to perform fire relief audits
- We're not a priority for them
- Retirement payout challenges
  - When a member retires, a new "DC table" needs to be created to calculate the retiring member's balance for payout
    - DC table is calculated by CPA, which is time consuming & costly.
    - Paying out a member involves: treasurer, fire chief, wealth management representative, and CPA

### **Statewide Volunteer Firefighter (SVF) Plan:**

- MN Legislature created the plan in 2009
- Pension assets and liabilities of each department are maintained and accounted for separately from other departments who participate in the SVF plan.
- The State Board of Investments invests the SVF Plan pension assets for each fire department
- The PERA Board of Trustees and Executive Director administer the SVF Plan. The PERA Board of Trustees receives advice and guidance from the SVF Advisory Board – which consists of MN Cities/townships, fire chiefs, and volunteer fire representatives.
- 6% rate of return over the last 10 years
  - 50% stock, 45% bonds, 5% cash
- Available to defined contribution plans and defined benefit
  - "Defined benefit" is a set benefit level per firefighter, per year of service
  - 2024 is the first year that defined contribution plans are allowed to participate in the SVF Plan
    - Crosslake FF Relief Assoc. is a defined contribution plan

### **Benefits of SVF plan:**

- Relief no longer administers retirement plan

- Relief association can continue to existing with sole purpose to fundraise for purchases of new equipment, gear, maintenance, etc.
- Financial incentive to join SVF Plan
  - \$10,000 per plan
  - Additional \$1,000 per active member
  - Paid to the plan on a first come, first serve basis until funds are exhausted
- Less fees
  - \$60 per FF/per year
  - .06 per \$1,000 invested
  - No audit fees
- Audit performed by SVF
  - Relief no longer responsible for gathering audit materials
  - Fire Chief provides annual certification of firefighters in good standing
- Annual reporting
  - SVF will complete annual report to provide to both council and Fire Chief
- Retirement Payouts
  - Calculated and administered by SVF.
    - Less people involved than current plan

**Timeline:**

- July 15<sup>th</sup> – deadline to request cost analysis
  - Submitted in April 2024
- November 15<sup>th</sup> – deadline to submit resolution to join SVF Plan
  - Need approval from council and firefighters
- January 1<sup>st</sup> 2025
  - Begin plan administered by SVF
    - Current plan administrator would wire funds to SVF and close existing account

\*\*SVF is scheduled to provide us with a cost benefit analysis between our existing plan and the proposed plan. They will be available for questions from the relief membership and governing body.

**SVF Website:** <https://mnpera.org/plan-information/statewide-volunteer-firefighter/>



F. 2. a.

City Hall: 218-692-2688  
Planning & Zoning: 218-692-2689  
Fax: 218-692-2687



13888 Daggett Bay Rd  
Crosslake, Minnesota 56442  
[www.cityofcrosslake.org](http://www.cityofcrosslake.org)

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## CITY OF CROSSLAKE

### PLANNING COMMISSION/BOARD OF ADJUSTMENT

May 24, 2024  
9:00 A.M.

Crosslake City Hall  
13888 Daggett Bay Rd, Crosslake MN 56442  
(218) 692-2689

### PUBLIC HEARING NOTICE

**Applicant:** Michael D & Pamela Cunningham

**Authorized Agent:** KLD

**Site Location:** Off of County Road 36, Crosslake, MN 56442 on Pine River - GD

**Request:**

- Subdivision of property – Preliminary Plat of River Trail Road

**To:**

- Subdivide parcel # 14280539 Involving 38.9 acres into 12 tracts

**Notification:** Pursuant to Minnesota Statutes Chapter 462 and the City of Crosslake Zoning Ordinance, you are hereby notified of a public hearing before the City of Crosslake Planning Commission/Board of Adjustment. Property owners have been notified according to MN State Statute 462 and has been published in the local newspaper. Please share this notice with any of your neighbors who may not have been notified by mail.

**Information:** Copies of the application and all maps, diagrams or documents are available at Crosslake City Hall or by contacting the Crosslake Planning & Zoning staff at 218-692-2689. Please submit your comments in writing including your name and mailing address to Crosslake City Hall or ([crosslakepz@cityofcrosslake.org](mailto:crosslakepz@cityofcrosslake.org)).



## STAFF REPORT

Property Owner/Applicant: Michael D & Pamela Cunningham

Parcel Number(s): 14280539

Application Submitted: April 8, 2024

Action Deadline: June 6, 2024

City 60 Day Extension Letter sent / Deadline: NA / NA

Applicant Extension Received / Request: NA / NA

City Council Date: June 10, 2024 possibly

**Authorized Agent:** KLD

**Request:** To subdivide parcel # 14280539 involving 38.9 acres

**Current Zoning:** Shoreland District & Rural Residential 5 (RR5)

**Adjacent Land Use/Zoning:**

North – Shoreland District

South – Rural Residential 5 (RR5)

East – Shoreland District & Rural Residential 5 (RR5)

West – Rural Residential 5 (RR5)

**Parcel History:**

November 2006 – Demolition of existing cabin; remove debris to state approved demo pit

-

**City Ordinance:**

Land subdivision must be accomplished in a manner that contributes to an attractive, orderly, stable and wholesome community environment with adequate public services and safe streets. All land subdivisions, including plats, shall fully comply with the regulations in this chapter and as may be addressed in other chapters of this Code. (Sec. 44.1)

**City Community Plan:**

Encourage sustainable development, that would maintain the communities character and respects the environment including natural topography, suitable soils and avoids such areas as wetland, flood plains erodible steep slopes and bluffs; strengthen the distinction between urban growth and rural countryside and guide new development in ways that promote and enhance land use compatibility; support the infill and redevelopment of areas within the city in an effort to leverage existing infrastructure investment; identify areas and phases of development in a manner that addresses the cost of providing public services; identify and prioritize significant view-sheds and develop alternative approaches to preserve them while permitting reasonable use and development of privately owned lands (page 19)



**Agencies Notified and Responses Received:**

County Highway Dept: Comment(s) received

DNR: Comment(s) received

City Engineer: Comment(s) received

City Attorney: Comment(s) received

Lake Association: No comment received before packet cutoff date

Crosslake Public Works: No comment received before packet cutoff date

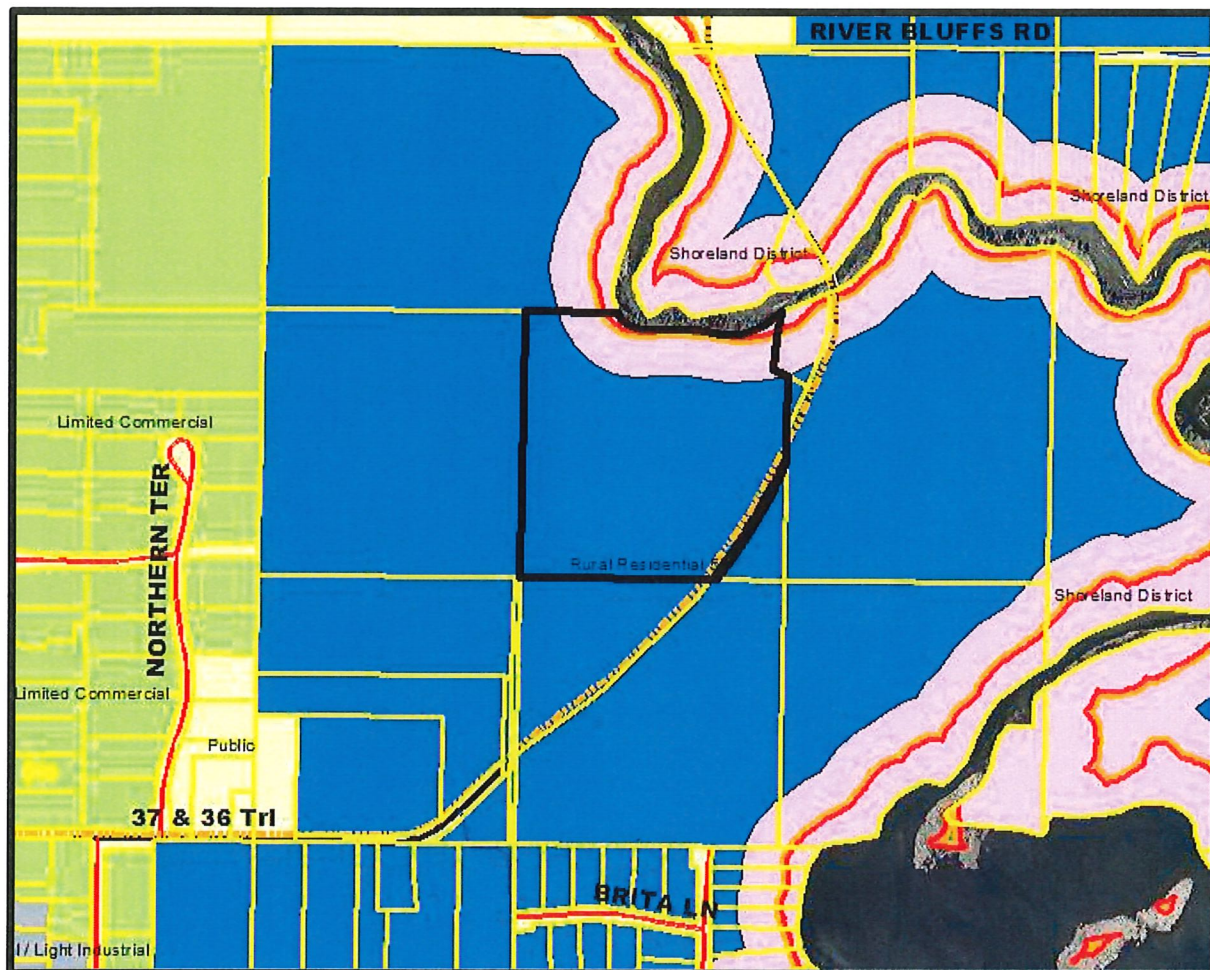
Crosslake Park, Recreation & Library: No comment received before packet cutoff date

Concerned Parties: No comment received before packet cutoff date

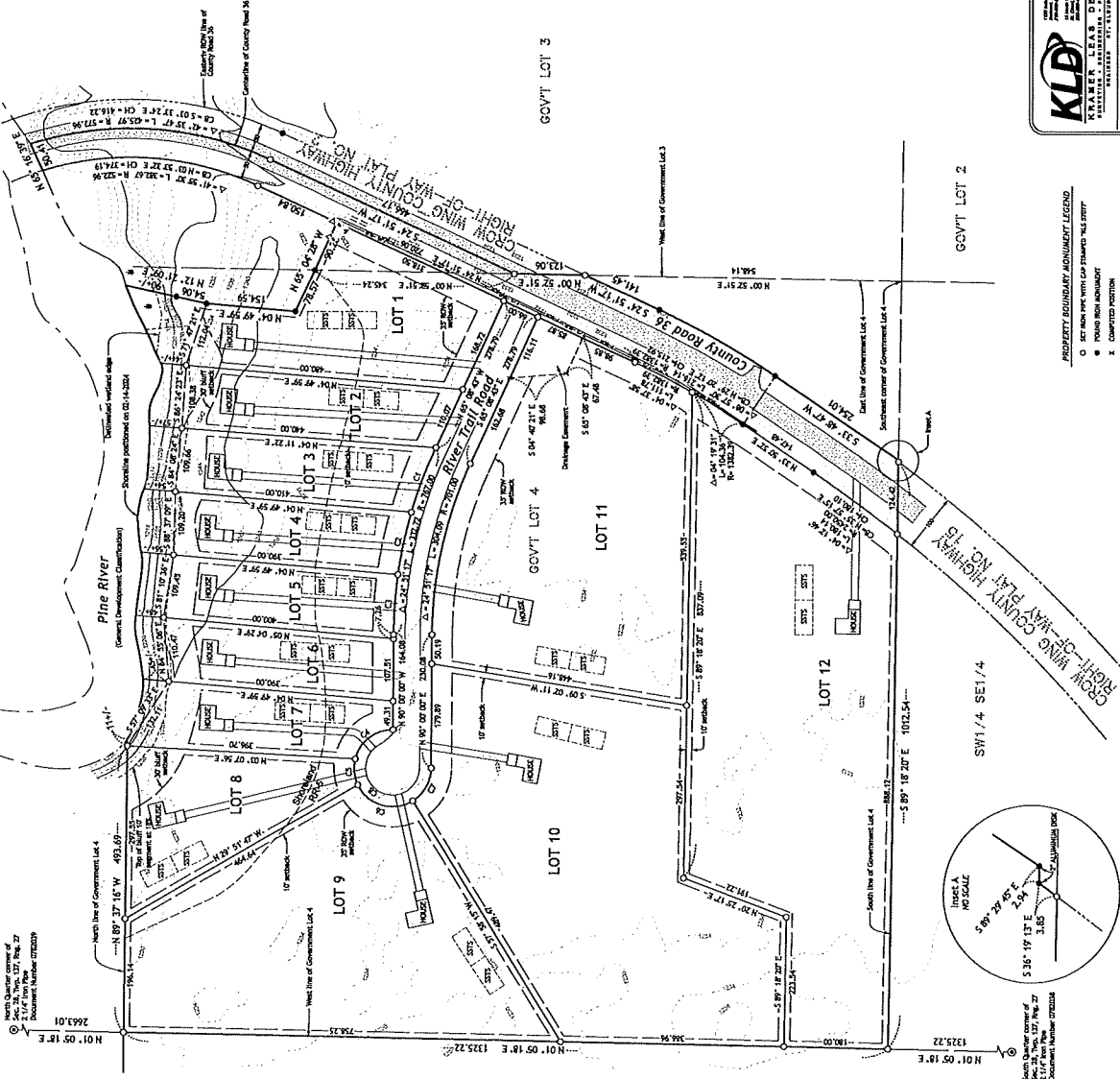
**POSSIBLE MOTION:**

To make a recommendation to the Crosslake City Council to approve/deny the subdivision of parcel # 14280539 involving 38.9 acres located in that part of Govt lot 3 & 4, Sec 27, City of Crosslake

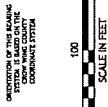
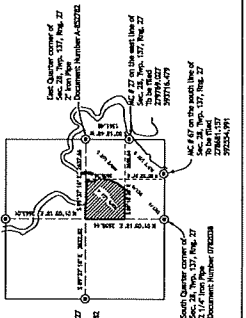
As shown on the certificate of survey dated 4-10-2024



# RIVER TRAIL ROAD



Subdivision of  
Section 28, Township 137 N, Range 27 W,  
Crow Wing County, Minnesota  
Document Number 0702029



LOT	AREA	LENGTH	RADIUS
1	98.389 SF	62.554 SF	
2	54.203 SF	31.745 SF	
3	53.263 SF	31.745 SF	
4	50.185 SF	28.789 SF	
5	48.855 SF	27.864 SF	
6	47.940 SF	26.851 SF	
7	46.301 SF	24.295 SF	
8	68.969 SF	50.300 SF	
9	5.02 ACRES	4.49 ACRES	
10	6.34 ACRES	5.58 ACRES	
11	5.24 ACRES	4.26 ACRES	
12	7.39 ACRES	6.44 ACRES	

LOT	TOTAL AREA	BUILDABLE AREA
1	98.389 SF	62.554 SF
2	54.203 SF	31.745 SF
3	53.263 SF	31.745 SF
4	50.185 SF	28.789 SF
5	48.855 SF	27.864 SF
6	47.940 SF	26.851 SF
7	46.301 SF	24.295 SF
8	68.969 SF	50.300 SF
9	5.02 ACRES	4.49 ACRES
10	6.34 ACRES	5.58 ACRES
11	5.24 ACRES	4.26 ACRES
12	7.39 ACRES	6.44 ACRES

Gross plat area - 38.9 acres

This plat is a subdivision of Section 28, Township 137 North, Range 27 West, Crow Wing County, Minnesota, lying within the northern half of the section. The plat is a subdivision of the section into 12 lots, each of which is approximately 1/12 of the section. The plat is a subdivision of the section into 12 lots, each of which is approximately 1/12 of the section. The plat is a subdivision of the section into 12 lots, each of which is approximately 1/12 of the section.

**NOTES:**  
1. The property shown on this plat is the subject property.  
2. The property shown on this plat is the subject property.  
3. The property shown on this plat is the subject property.

## STATEMENT OF PROJECT SURVEY CONTROL

Survey Datum is based on NGS Control Station "WOOD LITE W0237".  
Horizontal Datum: Crow Wing County Coordinates (MDS), 1984 Adjustment (HDSW)  
Vertical Datum: NAVD 83  
Horizontal Accuracy: ± 0.01 feet  
Vertical Accuracy: ± 0.01 feet

**KRAMER LEAS DELO**  
SURVEYING & ENGINEERING, P.A.  
1100 E. 12TH AVE., SUITE 100  
DULUTH, MN 55812  
TEL: 218.825.1100  
WWW.KLD-SURVEYING.COM

**Preliminary Plat of  
RIVER TRAIL ROAD**  
Section 28, Township 137 North, Range 27 West  
Crow Wing County, Minnesota

PROJECT NO. CUNNA2401

I HEREBY CERTIFY THAT THIS PLAT, PART OF A LARGER PLAT, WAS PREPARED BY ME OR UNDER MY CLOSE PERSONAL SUPERVISION AND THAT I AM A duly LICENSED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF MINNESOTA.

Signature: *[Signature]* Date: 04/10/2024

Professional Seal: *[Seal]*

- PROPERTY EASEMENT ABBREVIATIONS**
- SET BACK WITH GAP STRAIGHT "S" EASY
  - POOLED RIVER ABBREVIATION
  - ⊗ COMPLETED PORTION
  - ⊙ GOVERNMENT SECTION CENTER MARKING

**From:** [Joseph J. Langel](#)  
**To:** [Cross Lake PZ](#)  
**Cc:** [Paul Satterlund](#); [admin](#)  
**Subject:** RE: PC/BOA 5.24.2024 Meeting Information  
**Date:** Friday, May 10, 2024 10:47:36 AM  
**Attachments:** [image001.png](#)  
[image003.png](#)

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Cheryl,

The River Trail Road plat (Cunningham) appears to conform with your zoning ordinance given the lot sizes, setbacks, building area, etc. for the RR-5 and Shoreland zones. Phil will have to chime in on the street.

Joe

Joseph J. Langel

Ratwik, Roszak & Maloney, P.A.

444 Cedar St., Suite 2100

St. Paul, MN 55101-1865

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**From:** Cross Lake PZ <[crosslakepz@cityofcrosslake.org](mailto:crosslakepz@cityofcrosslake.org)>

**Sent:** Thursday, May 9, 2024 1:20 PM

**To:** Joseph J. Langel <[jjl@ratwiklaw.com](mailto:jjl@ratwiklaw.com)>

**Cc:** Paul Satterlund <[psatterlund@cityofcrosslake.org](mailto:psatterlund@cityofcrosslake.org)>; admin <[admin@cityofcrosslake.org](mailto:admin@cityofcrosslake.org)>

**Subject:** PC/BOA 5.24.2024 Meeting Information

Good afternoon,

Please review the attachment(s).

FYI: The developer, Cunningham, would like the proposed road to become a city road. They are currently working with our city engineer, Phil Martin.

Clausing is an outlot, the one that Paul, P&Z Administrator, has already emailed you additional information on. We also partially discussed this one in our meeting a while back, when we talked about Outlots. If you could comment on the Clausing outlot attachment, as far as, can the variance be approved and/or should it be even considered since it is an outlot. Your guidance would be greatly appreciated.

Any comments you would like to contribute to our meeting, please put in writing.



**From:** [Frie, Jacob \(DNR\)](#)  
**To:** [Cheryl](#)  
**Cc:** [Pete Gansen](#)  
**Subject:** RE: DRT 12-12-2023  
**Date:** Thursday, November 30, 2023 11:23:15 AM  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[image003.png](#)  
[image004.png](#)

---

Good morning Cheryl:

The Cunningham DRT application appears to be a significant proposed plat on a public watercourse (river). I don't have any comments on this one so long as all the proposed lots meet minimum lot width, size, and buildable area sizes, there are no proposed permanent mooring space plans (i.e., not part of a common mooring facility), there are no controlled access lots allowed, all bluffs/steep slopes are clearly identified on a certificate of survey at the time of application, along with their setbacks (to ensure adequate buildable area for each lot), and 2 suitable sites for type 1 septic systems are eventually shown on the COS – meeting all setbacks.

Feel free to give me a call about this one if you think additional DNR involvement/comments would be helpful. Any additional information you may have about this one is always welcome.

With that, I'm not planning to attend DRT for this one so long as my above comments are/have been addressed.

Thank you!

**Jacob Frie**

Area Hydrologist | Division of Ecological and Water Resources

**Minnesota Department of Natural Resources**

1601 Minnesota Drive

Brainerd, MN, 56401

Phone: 218-203-4367

Email: [Jacob.frie@state.mn.us](mailto:Jacob.frie@state.mn.us)

[mndnr.gov](http://mndnr.gov)



**From:** Cheryl <crosslakepz@crosslake.net>

**Sent:** Wednesday, November 22, 2023 4:01 PM

**To:** Frie, Jacob (DNR) <Jacob.Frie@state.mn.us>; 'pat wehner' <prw41@yahoo.com>

**Subject:** DRT 12-12-2023

**From:** [Matt Kallroos](#)  
**To:** [Cheryl](#)  
**Subject:** RE: DRT 12.12.2023  
**Date:** Monday, December 11, 2023 2:15:17 PM

---

Good afternoon Cheryl,

I plan to be at the meeting tomorrow in person but just in case something unexpected comes up please find the Crow Wing County Highway Departments comments below:

The Highway Departments comments are related to road access and auxiliary lanes. First, an entrance permit will be required to gain access onto CSAH 36 for the proposed development. Second, a right turn lane and bypass lane will be required on CSAH 36 to meet the traffic demands of the proposed development and the applicant would be asked to participate in the process following the current Cost Participation Policy. This requirement is due to the projected growth along CSAH 36 and to serve traffic coming to and from both Crosslake and Brainerd.

Thanks!

**Matt Kallroos**  
**Transportation Planner**

Office: (218)824-1110  
Direct: (218)822-2694  
[www.crowwing.us](http://www.crowwing.us)

Crow Wing County Highway Department  
16589 County Road 142  
Brainerd, MN 56401

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**Our Mission:** Serve well. Deliver value. Drive results.  
**Our Values:** Be responsible. Treat people right. Build a better future.

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**From:** Cheryl <cstuckmayer@crosslake.net>  
**Sent:** Wednesday, November 22, 2023 4:07 PM  
**To:** Matt Kallroos <Matt.Kallroos@crowwing.us>; TJ <tgraumann@crosslake.net>; Phil Martin <phillip.martin@bolton-menk.com>; alex@breenandperson.com  
**Subject:** DRT 12.12.2023

**This message was sent from outside your organization. Please proceed with caution.**

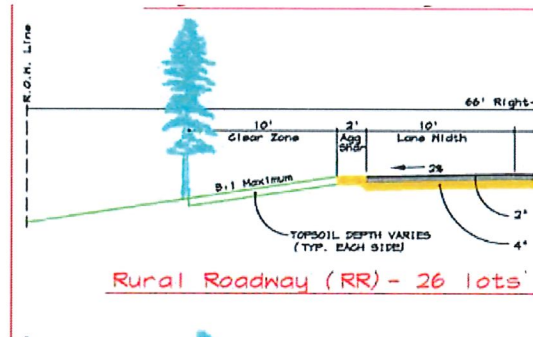
**From:** [Tony Pohl](#)  
**To:** [Phil Martin](#)  
**Cc:** [Andrew Beadell](#); [Patrick Wehner](#); [Cheryl Stuckmayer](#); [Jordan Chouanard](#)  
**Subject:** RE: River Trail Road Prelim Plat - Civil  
**Date:** Monday, May 13, 2024 10:33:31 AM  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[image003.png](#)  
[image004.png](#)  
[Rivier Trail Road - Civil R1.pdf](#)  
[HydroCAD Report - River Trail Road R1.pdf](#)

---

Phil,

Below is my Response 1 to your review comments:

1. Yes, the existing entrance is proposed to be permanently removed.
2. I interpreted a 3:1 allowable as the maximum slope, but correct the design does have a 4:1 slope. Typical section in the plans has been revised to reflect a 4:1 in-slope and 3:1 backslope



3. Correct, the proposed entrance is at the high point (relatively speaking – ditch is near level going north or south but then slopes down to the river as you get closer and also drops elevation going south by about .5') We can provide our survey data if you would like to review.
4. The model was updated to include the ditching along the roadway along with the addition of a berm within the ditch at the R/W. The 100-HWL for the basin is now 1233.14 which is below the EOF of 1233.5. This prevents to the County R/W and the concern for erosion.
5. We have ITT scheduled to complete the borings this Friday and we will forward the boring logs when available.
6. Noted, see rives plan sheets.
7. Noted, see revised HydroCAD Report and Drainage Exhibit.
8. See revised HydroCAD Report and Drainage Exhibit. Basin 1B retains the 100-yr event for the roadway and lots 1-8.

Due to the mature tree coverage on the site and the linear length that would be required to construct a single basin to retain runoff from lots 9-12, we are proposing an individual basin per lot. These basins are included in the HydroCAD report with the following note "FUTURE LANDOWNERS OF LOTS 9-12 ALONG WITH POTENTIAL FUTURE LOT SPLITS (TOTAL OF 8 LOTS) WILL BE RESPONSIBLE FOR CONSTRUCTING THEIR OWN INFILTRATION BASIN. 1,800 CU. FT. BASIN - 2' DEPTH, 15'X30' BOTTOM WITH 5:1 SIDE SLOPES - CONSTRUCTED DOWN GRADIENT OF IMPROVEMENTS."

This will eliminate the need to create an "unsightly" long linear tree clearing area for a single/common basin along with a drainage easement that could affect the development of a lot(s).

9. The City would be responsible for maintenance of the South Basin/1B along with the roadway. Maintenance will be minimal with the pretreatment of the ditching. After soil stabilization and established vegetation which is when the City would take it over would only consist of mowing. Mowing



frequency would be equivalent to the ditch or R/W mowing.

Please reach out with questions.

Thanks

**Tony Pohl, PE**  
Civil Engineer  
Kramer Leas DeLeo, PC  
  
Phone: 218-461-2127  
Web: [www.kldland.com](http://www.kldland.com)  
Email: [t.pohl@kldland.com](mailto:t.pohl@kldland.com)  
1120 Industrial Park Road  
Brainerd, MN 56401



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**From:** Phil Martin <[Phillip.Martin@bolton-menk.com](mailto:Phillip.Martin@bolton-menk.com)>  
**Sent:** Thursday, April 25, 2024 12:18 PM  
**To:** Tony Pohl <[t.pohl@kldland.com](mailto:t.pohl@kldland.com)>  
**Cc:** Andrew Beadell <[Andrew.Beadell@bolton-menk.com](mailto:Andrew.Beadell@bolton-menk.com)>; Pat Wehner ([pwehner@cityofcrosslake.org](mailto:pwehner@cityofcrosslake.org)) <[pwehner@cityofcrosslake.org](mailto:pwehner@cityofcrosslake.org)>; Cheryl Stuckmayer <[cstuckmayer@cityofcrosslake.org](mailto:cstuckmayer@cityofcrosslake.org)>  
**Subject:** RE: River Trail Road Prelim Plat - Civil

**CAUTION:** This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Standard boring logs are ok. We want to see soil classification and blow count information. We don't need a geotechnical report/recommendation at this point. If you find something unexpected...our thoughts may change.

Thanks

**Phil Martin P.E.**  
218-821-7265

---

**From:** Tony Pohl <[t.pohl@kldland.com](mailto:t.pohl@kldland.com)>  
**Sent:** Thursday, April 25, 2024 9:11 AM  
**To:** Phil Martin <[Phillip.Martin@bolton-menk.com](mailto:Phillip.Martin@bolton-menk.com)>  
**Subject:** RE: River Trail Road Prelim Plat - Civil

Thanks for the review, quick question – Standard boring logs ok or are you also requesting a standard Geotech exploration report to go along with it?

---

**From:** Phil Martin <[Phillip.Martin@bolton-menk.com](mailto:Phillip.Martin@bolton-menk.com)>  
**Sent:** Wednesday, April 24, 2024 4:39 PM

To: Tony Pohl <[t.pohl@kldland.com](mailto:t.pohl@kldland.com)>

Cc: Jordan Chouanard <[j.chouanard@kldland.com](mailto:j.chouanard@kldland.com)>; Cheryl <[cstuckmayer@crosslake.net](mailto:cstuckmayer@crosslake.net)>; Paul Satterlund <[psatterlund@cityofcrosslake.org](mailto:psatterlund@cityofcrosslake.org)>; Pat Wehner ([pwehner@cityofcrosslake.org](mailto:pwehner@cityofcrosslake.org)) <[pwehner@cityofcrosslake.org](mailto:pwehner@cityofcrosslake.org)>; Andrew Beadell <[Andrew.Beadell@bolton-menk.com](mailto:Andrew.Beadell@bolton-menk.com)>; Derek Benoy <[Derek.Benoy@bolton-menk.com](mailto:Derek.Benoy@bolton-menk.com)>

Subject: RE: River Trail Road Prelim Plat - Civil

**CAUTION:** This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Tony

We reviewed the information you provided for the River Trail Road Preliminary Plat.

Plan comments:

1. The removals plan shows an existing CMP culvert being removed at an existing entrance to CSAH 36, but there is not a new culvert being put back. Is this entrance being permanently removed?
2. The typical section in the Subdivision Road System standards for the Minor Rural Roadway shows a ditch fore slope of 4:1 and backslope of 3:1. Based on scaling of the grading plans, the design appears to be correct. However, the typical section for the roadway in the plans show a 3:1 fore slope. This callout should be changed.
3. The plans show the River Trail Road entrance as a high point with no culvert connecting the county ditch on each side. According to lidar contours on the County GIS, it looks like all water in this ditch flows north to the Pine River. Please review and verify drainage direction relative to the proposed River Trail Road intersection with CSAH 36.
4. The plans indicate the outlet for the basin as the county ditch in the CSAH 36 R/W. Water overflow can erode slopes, especially with sandy soils common in Crosslake. Verify with County their acceptance of proposed design discharge to County ditch.
5. Provide 2 soil borings to depth of 8' to confirm soil characteristics along proposed road centerline. We recommend at Station 3+00 and 8+00. The boring work should classify the soil and provide standard penetration values (N-values).
6. Verify plans list the City of Crosslake or Crow Wing County as responsible agencies.

MEET THE REQUIREMENTS OF ASIM C-361.

10. IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO VERIFY EARTHWORK QUANTITIES WHICH THE CONTRACTOR'S BID SHALL BE BASED ON.
11. THE CONTRACTOR SHALL COORDINATE WITH **BALDWIN TOWNSHIP** ON STREET SIGNAGE. THE CONTRACTOR SHALL FURNISH & INSTALL REQUIRED SIGNS.
12. COMPACTION OF INFILTRATION BASINS IS PROHIBITED.

Crosslake and  
Crow Wing  
County

Hydrologic Review Comments:

Time of Concentration – The time of concentration calculation for Drainage Area (4P) needs to reflect the proposed land use. Shallow Concentrated Flow - Existing land use: "Woods"; Proposed land use: "Grass Cover"

Runoff Rates – Runoff rates are higher for the proposed conditions than the existing conditions for the 5-Yr and 100-Yr rainfall events. The provided plans are for the roadway, but the modeling includes the entire residential development. It is unclear if the proposed BMP is intended for the roadway only? Will additional BMPs be provided for the residential lots?

BMP Maintenance – Is there a plan for BMP maintenance adjacent to CSAH 36? Is the City being asked to take on BMP maintenance or will that remain with the development? Please confirm developer intent for maintenance of the BMP and notify City. Refer to ordinance excerpt below.

SEC. 26-550 Management of Stormwater Facilities

1. All storm water management facilities shall be designed to minimize the need for maintenance, to provide access for maintenance purposed and to be structurally sound. All storm water management facilities shall have a plan of operation and maintenance that assures continued effective removal of pollutants carried in storm water runoff....”

Drainage Exhibit – revise below:

2 YR DISCHARGE: 0.00 CFS  
5YR DISCHARGE: 0.00 CFS  
100YR DISCHARGE: 1.27 CFS (HWL = 1233.55)

PROPOSED IMPERVIOUS = 131,000 SQ. FT.

REQUIRED WATER QUALITY VOLUME  
(1" OVER IMPERVIOUS) = 10,920 CU. FT.

WATER QUALITY VOLUME PROVIDED = 17,860 CU. FT.

ATTACHMENTS

HydroCAD Report - JK Storage Sartell

Update

— — — — — EXISTING DRAINAGE AREA  
— PROPOSED DRAINAGE AREA

Let me know if you have questions.

Thanks

**Phil Martin P.E.**  
218-821-7265

**From:** Tony Pohl <[t.pohl@kldland.com](mailto:t.pohl@kldland.com)>

**Sent:** Monday, April 8, 2024 11:42 AM

**To:** Phil Martin <[Phillip.Martin@bolton-menk.com](mailto:Phillip.Martin@bolton-menk.com)>

**Cc:** Jordan Chouanard <[j.chouanard@kldland.com](mailto:j.chouanard@kldland.com)>; Cheryl <[cstuckmayer@crosslake.net](mailto:cstuckmayer@crosslake.net)>;  
'mlyonais@crosslake.net' <[mlyonais@crosslake.net](mailto:mlyonais@crosslake.net)>

**Subject:** River Trail Road Prelim Plat - Civil

Per the City's request – attached are the Civil files for the proposed development.

**Tony Pohl, PE**  
Civil Engineer  
Kramer Leas DeLeo, PC





**Subdivisions Application**  
Planning and Zoning Department  
13888 Daggett Bay Rd, Crosslake, MN 56442  
218.692.2689 (Phone) 218.692.2687 (Fax) [www.cityofcrosslake.com](http://www.cityofcrosslake.com)

Receipt Number: 244120  
Property Owner(s): Mike Cunningham  
Mailing Address: 30188 Oceola Circle, Breezy Point, MN 56472  
Site Address: Not declared  
Phone Number: 218-251-1806  
E-Mail Address: mdc31916@gmail.com  
Parcel Number(s): 14280539  
Legal Description: Document Number 993628 as of record in the Crow Wing County Recorder's Office  
Sec 28 Twp 137 Rge 26 ☐ 27 ☒ 28 ☐  
Land Involved: Width: 1325 Length: 1200 Acres: 36  
Lake/River Name: Pine River  
Do you own land adjacent to this parcel(s)? Yes ☒ No  
If yes, list Parcel Number(s) \_\_\_\_\_  
Authorized Agent: KLD  
Agent Address: 1120 Industrial Park Road, Brainerd, MN 56401  
Agent Phone Number: 218-829-5333

Permit Number: 2400335

**Subdivision Type**

(Check applicable request)

- ☐ Metes and Bounds-Record  
within 90 days of approval  
☒ Residential Preliminary Plat  
☐ Residential Final Plat  
☐ Commercial Preliminary Plat  
☐ Commercial Final Plat

12

**Development**

0 Number of proposed lots  
Number of proposed outlots

X

**Access**

Public Road

Easement

Easement recorded: Yes ☐ No

**Septic**

Compliance \_\_\_\_\_

SSTS Design \_\_\_\_\_

Site Suitability Signed winter agreement

Signature of Property Owner(s) \_\_\_\_\_ Date 04-05-2024

Signature of Authorized Agent(s) [Signature] Date 04-05-2024

- ☒ All applications must be accompanied by signed Certificate of Survey \$1375.00 Cr. of \$125 for Final  
☒ Residential Fee: Preliminary \$800 + \$125 per lot; Final \$800 + \$50 per lot Payable to "City of Crosslake"  
☐ Commercial Fee: Preliminary \$1250 + \$200 per lot; Final \$1250 + \$100 per lot Payable to "City of Crosslake"  
☐ Metes & Bounds: Over the counter \$200 + \$100 per lot; Public Hearing \$800 + \$100 per lot Payable to "City of Crosslake"  
☐ **Above Fees will require additional** Park Dedication Fees of \$1,500 per unit/lot or 10% of buildable land as measured pre-plat for park purposes or a combination of both Payable to "City of Crosslake"  
☐ No decisions were made on an applicant's request at the DRT meeting. Submittal of an application after DRT does not constitute approval. Approval or denial of a plat application is determined at a public meeting by the City Council after a recommendation from the Planning Commission/Board of Adjustment per Minnesota Statute 462 and the City of Crosslake Land Use Ordinance.

For Office Use:

Application accepted by [Signature] Date 4/8/24 Land Use District B5 River SD Lake Class AD Park, Rec, Lib X



## Meeting Decision

May 24, 2024

Michael D & Pamela Cunningham  
30188 Oceola Circle  
Breezy Point, MN 56472

PID# 14280539

X Your application for the plat of River Trail Road has been recommended for approval to the Crosslake City Council on May 24, 2024 by the Planning Commission/Board of Adjustment.

\_\_\_\_ Your application for the plat of River Trail Road has been recommended for denial to the Crosslake City Council on May 24, 2024 by the Planning Commission/Board of Adjustment.

\_\_\_\_ Your application for the plat of River Trail Road has been postponed on May 24, 2024 by the Planning Commission/Board of Adjustment.

May 24, 2024  
Date

\_\_\_\_\_  
Planning Commission/Board of Adjustment, Chair

F. 2. b.

ORDINANCE NO. 390  
AN ORDINANCE AMENDING CHAPTER 42, ARTICLE VI  
NAMING AN UNNAMED ROAD AS RIVER TRAIL ROAD  
AND  
ADDING THE ROAD NAME TO THE MASTER ROAD NAME INDEX  
FOR THE CITY OF CROSSLAKE  
COUNTY OF CROW WING  
STATE OF MINNESOTA

The following is the official summary of Ordinance No. 390, approved by the City Council of the City of Crosslake on the 10th of June, 2024.

The purpose of this Ordinance is to name an unnamed road as River Trail Road and add the name to the Master Road Name Index for the City of Crosslake.

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

Passed by the City Council this 10th day of June, 2024 by a \_/5ths vote.

---

David Nevin  
Mayor

ATTEST:

---

Charlene Nelson  
City Clerk

ORDINANCE NO. 390  
AN ORDINANCE AMENDING CHAPTER 42, ARTICLE VI ROAD NAMES  
NAMING AN UNNAMED ROAD AS RIVER TRAIL ROAD  
AND  
ADDING THE ROAD NAME TO THE MASTER ROAD NAME INDEX  
FOR THE CITY OF CROSSLAKE  
COUNTY OF CROW WING  
STATE OF MINNESOTA

The City Council of the City of Crosslake does ordain as follows:

- **Sec. 42-298. - Index established; conflicts.**

The city maintains a master road name index as well as a map for all named roads within the city. Said master road name index was initially established by the city in 1998 and is updated by the city periodically. In the event of any conflicts or discrepancies with road names within the city, the master road name index shall supersede and control.

- **Sec. 42-299. - Procedure for changing road names.**

- (a) Before the city council will consider a request to change a road name, or name an unnamed or new road, a petition containing at least 75 percent of the signatures of all property owners abutting the subject road must be submitted to the city council along with the proposed road name. Changes to the master road name index shall be through an ordinance.
- (b) Notwithstanding the provision of subsection (a) of this section, the city council may, at its own discretion, change the name of a road, or name an unnamed or new road, provided that all property owners abutting the subject road are given at least 14 days' written notice of the hearing on the proposed name change.
- (c) The City of Crosslake hereby names the current unnamed road as **River Trail Road** in Section 28, Township 137N, Range 27W within the City of Crosslake, County of Crow Wing.
- (d) The City Council of the City of Crosslake hereby amends the City Code to include **River Trail Road** in the Master Road Name Index.
- (e) The City Designates **River Trail Road** as a private road and the City of Crosslake shall not accept **River Trail Road** as a public road for maintenance purposes until such time that the road is built to City standards.

Passed by the City Council this 10th day of June, 2024 by a \_\_/5ths vote.

---

David Nevin  
Mayor

ATTEST:

---

Charlene Nelson  
City Clerk

Attachment: Master Road Name Index



## MASTER ROAD NAME INDEX

ROAD NAME	SEC	QD	LOCATION	FORMER	ADD'L COMMENTS
ABC DRIVE	18	NW	NORTH OFF 16		PRIVATE ROAD
ADDI LANE	29	SE	WEST OFF #3		WHITEFISH BUSINESS PARK
ALBINSON ROAD	5		WEST OFF #66	UNNAMED	PRIVATE ROAD
ALLEN AVENUE	21	NE	SOUTH OFF SWANN DRIVE		TOWN SQUARE DEV.
ALMA POND DRIVE	18	NW	OFF OF MILINDA SHORES ROAD		
ANCHOR POINT LANE	5		OFF ANCHOR POINT RD	UNNAMED	PRIVATE ROAD
ANCHOR POINT ROAD	5.7	NW	WEST OFF 66		
ANCHOR POINT TRAIL	5	NW	NE FROM ANCHOR POINT RD		ENBEE ESTATES
ANDERSEN DRIVE	33	NE	EAST OFF SHAFER ROAD		ANDERSEN ESTATES PLAT
ANDERSON COURT	31	SW	NORTH OFF 103		
ANTLER ROAD	33	NW	EAST OFF OF COUNTY ROAD 3		PINE VISTA PLAT
ARROWHEAD LANE	30	SW	EAST OFF WEST SHORE DRIVE		
ARROWHEAD TRAIL	30	SW	NORTH OFF ARROWHEAD LANE		NON-MAINT/ BARTHEL SUBDIV
ASPEN COURT	9	SE	W OFF WILDERNESS ROAD		CHATHAM PARK SO.
ASPEN DRIVE	9	SE	W OFF WILDERNESS ROAD		CHATHAM PARK SO.
ASPEN WAY	9	SE	W OFF WILDERNESS ROAD		PRIVATE ROAD/ CHATHAM PK S
AUTUMN RIDGE ROAD	16	NW	EAST OFF 66 NORTH OF BAIT BOX	UNNAMED	PRIVATE ROAD
BACKDAHL ROAD	1,9	NW,NE	E/W OFF SOUTH END OF WILDERNESS TRAIL		PART CHGD TO WILDERNESS RD
BACON LANE	29	NE	WEST OFF OF COUNTY ROAD 3	UNNAMED	PRIVATE ROAD
BAILE LOCH WAY	18	NW	NORTH OFF OF THE WEST SIDE OF ABC DRIVE	UNNAMED	PRIVATE ROAD
BALD EAGLE TRAIL	16	SW	EAST OFF OF COUNTY ROAD 66		EAGLE PASS PLAT
BAY SHORES ROAD	2	NE	WEST OFF 3	SHORES ROAD	BAY SHORES PLAT
BIG PINE DRIVE	33	SE	N OFF BIG PINE TRAIL PAST BIG PINE HOLLOW	UNNAMED	PRIVATE ROAD
BIG PINE HOLLOW	33	SE	NORTH OFF BIG PINE TRAIL	UNNAMED	PRIVATE ROAD
BIG PINE TRAIL	32,33	SE	EAST OFF 3		
BIRCH NARROWS ROAD	10	NE	WEST OFF 3	O'BRIEN/MICHAEL DR	
BIRCHRIDGE BLVD	30	SW	OFF SUNRISE ISLAND ROAD		
BIRD HAVEN ROAD	5		EAST OFF OF #66		PRIVATE RD/BIRDAHVEN RESORT
BIZAAN RD	29	SE	SOUTH OFF OF EAST SHORE RD		PRIVATE ROAD
BLACKBEAR PATH	28		EAST OFF OF #66		M&D ADDITION
BLACKSMITH PLACE	9	NW	SOUTH OFF TALL TIMBERS TRAIL		OLD LOG HDQTRS
BLUE ACRES COURT	30		OFF OF ARROWHEAD LANE	UNNAMED	PRIVATE RD/BBLUE ACRES GRN
BLUE ACRES LANE	30		OFF OF ARROWHEAD LANE	UNNAMED	PRIVATE RD/BBLUE ACRES GRN
BLUE ACRES TRAIL	30		OFF OF ARROWHEAD LANE	UNNAMED	PRIVATE RD/BBLUE ACRES GRN
BLUE RUSH LANE	18	NW	OFF OF MILINDA SHORES ROAD		BLUE RUSH ESTATES
BONNIE LAKES LANE	13		OFF BONNIE LAKES TRAIL (S PORTION GOODRICH LAKE)	MCCLINTOCK	GOODRICH/O'BRIEN LK SHORES
BONNIE LAKES ROAD	13.24	SE	NORTH FROM 36	BONN LKS FRM RD	
BONNIE LAKES TRAIL	13	SE	OFF BONNIE LAKES TRAIL	BONN LKS FRM RD	
BORDER POINT ROAD	31	SW	EAST OFF OF COUNTY ROAD 120	UNNAMED	PRIVATE ROAD
BOY SCOUT ROAD	1,11,12		OFF OF # 3	UNNAMED	BOY SCOUT CAMP-PRIVATE
BRITA LANE	28.33	SE	EAST OFF 36		

## MASTER ROAD NAME INDEX

BROOK STREET	16	NW	N/S AT END OF DAGGETT BAY ROAD		
BROOKWOOD CIRCLE	30	SW	EAST OFF WEST SHORE DRIVE		BROOKWOOD PLAT
BUCKSKIN LANE	4	NW	EAST OFF OJIBWAY TRAIL		
BUNKHOUSE ROAD	9	NW	BETWEEN TALL TIMBERS TRAIL AND KIMBALL ROAD		
CABIN COVE TRAIL	5	SE	EAST OFF OF COUNTY ROAD 66	UNNAMED	PRIVATE ROAD
CAREFREE DRIVE	9		SOUTH OFF OF DAGGETT PINE ROAD	UNNAMED	PRIVATE ROAD
CARIBOU TRAIL	5	SE	EAST OFF OF COUNTY ROAD 66	UNNAMED	PRIVATE ROAD
CHANNEL LANE	17	NW	WEST OFF 16 ON S SIDE OF RUSH/CROSS CHANNEL		PRIVATE ROAD
CHERRY LANE	31	SW	OFF PERKINS ROAD		
COOL HAVEN LANE	5	NW	OFF SOUTH LANDING		
COUNTY ROAD 103					
COUNTY ROAD 16					
COUNTY ROAD 3					
COUNTY ROAD 36					
COUNTY ROAD 37					
COUNTY ROAD 66					
COUNTY ROAD 120					
CRANBERRY DRIVE	1		OFF BUCHITE ROAD	UNNAMED	PRIVATE ROAD
CROSS AVENUE	31	SW	WEST OFF LAKE STREET		
CROSS LAKE AVENUE	16	NW	WEST OFF 66 NORTH OF DAGGETT/CROSS CHANNEL		
CROSSCUT WAY	9	NW	BETWEEN LOG LANDING AND HEADQUARTERS DRIVE		
DAGGETT BAY ROAD	16	NW	EAST FROM 66		
DAGGETT PINE ROAD	9.1	NE,NW	EAST FROM 66 TO DREAM ISLAND ROAD		
DAGGETT COURT	10		S OFF OF DAGGETT PINE ROAD	UNNAMED	ISLAND VIEW PLAT
DAGGETT LANE	10		SW OFF DAGGETT PINE ROAD	UNNAMED	
DANCING BEAR DRIVE	32	NW	SOUTH OFF OF COUNTY ROAD 103		SILENT OAKS PLAT
DEER RIDGE DRIVE	9		S OFF OF DAGGETT PINE ROAD		CHATHAM PARK NORTH
DEWDROP LANE	19		W OFF OF WEST SHORE DRIVE		
DREAM ISLAND CIRCLE	10		W OFF OF DREAM ISLAND ROAD		LITTLE PINE SHORE PLAT
DREAM ISLAND LANE	10		E OFF DREAM ISLAND ROAD (BEFORE ISLAND)	UNNAMED	(PRIVATE ROAD??)
DREAM ISLAND ROAD	10	NE	END OF DAGGETT PINE ROAD- GOING NORTH	UNNAMED	
DUCK LANE	30	SW	WEST OFF WEST SHORE DR		
DUCKWOOD TRAIL	31	SE	SOUTH OFF OF COUNTY ROAD 103		DUCKWOOD PLAT
EAGLE STREET	8	NW	WEST OFF 66		
EAST RAVENWOOD DRIVE	32	SW	NORTH OFF OF FAWN LAKE RD		FAWN LAKE PARK FIRST ADDITION
EAST SHORE BOULEVARD	29	NE	W OFF OF EAST SHORE ROAD	EAST SHORE ROAD	CL EAST SHORE PLAT
EAST SHORE CIRCLE	29	SW	NORTH OFF EAST SHORE ROAD	LAKE SHORE CIR	SANDCREST PLAT
EAST SHORE COURT	29		DOUG NELSON DEV- N OFF OF E SHORE ROAD		PRIVATE- NELSON E SHORE LND
EAST SHORE LANE	29		DOUG NELSON DEV-OFF E SHORE ROAD		PRIVATE- NELSON E SHORE LND
EAST SHORE ROAD	29	SW	OFF OF 3	LAKESHORE DR	REPLACE LAKE SHORE DRIVE
EAST SHORE TERRACE	29		DOUG NELSON DEV-OFF E SHORE ROAD		NELSON'S E SHORE LANDING
ECHO DRIVE	16	NW	WEST OFF 66 TO MARGRET	OLD CO HWY 8	
EDGEWATER LANE	16	NW	WEST OFF 66 BEHIND CHANNEL LIQUOR	OLD COOLEY HWY	

## MASTER ROAD NAME INDEX

EGRET ROAD	9		N OFF DAGGETT PINE ROAD		D & M ADDITION
EVA LANE	17	NE	NORTH OFF OF COUNTY ROAD 16	UNNAMED	DRIVEWAY SERVING 3 RESIDENCES
FIRST STREET	8	NW	WEST OFF 16 ACROSS FROM MOONLITE		
FISH ROAD	2		BASS LAKE RESERVE- EAST OFF #3		PRIVATE ROAD
FISHERMANS POINT ROAD	17	NW	SE OFF 16 SOUTH OF RUSH/CROSS CHANNEL	UNNAMED	PRIVATE ROAD
FOREST LODGE ROAD	7	NW	SOUTH OFF ANCHOR POINT		PORTION PRIVATE ROAD
GALE LANE	18	NW	SOUTH OFF 16 NEAR HARBOR LANE		
GENDREAU ROAD	33	SW	SOUTH OFF 36		
GINSENG PATCH ROAD	7	NW	NEAR END OF ANCHOR POINT ROAD TO NW		SEEKEL ADDITION
GLADICK LANE	17	NW	WEST OFF 16 ON N SIDE OF RUSH/CROSS CHANNEL		
GLEE LANE	21	NE	WEST OFF OF COUNTY ROAD 3	UNNAMED	PRIVATE DRIVE
GORDON CIRCLE	29	SW	EAST OFF OF HAPPY LANDING ROAD		WILD WIND PLAT
GREER LAKE ROAD	36	SE	E/W ROAD TO GREER LAKE TRAIL		GREER LAKE CAMPGROUND RD
GOULD STREET	21	NE	BETWEEN OSTLUND AVE. AND ALLEN AVE. SO. OF SWANN DR.		TOWN SQUARE DEV.
HAPPY COVE ROAD	29	SW	EAST OFF HAPPY LANDING		PART OF HAPPY LANDING ROAD
HAPPY LANDING ROAD	29	SW	NORTH FROM 103		
HAPPY TRAIL	29		NORTH OFF HAPPY LANDING ROAD	UNNAMED	PART OF HAPPY LANDING ROAD
HARBOR LANE	18	NW	WEST OFF 16	HARBOR LN RD	
HARBOR TRAIL	18	NW	NW OFF HARBOR LANE	RUSH LAKE AVE	
HEADQUARTERS DRIVE	9	NW	OFF OLD LOG LANDING	HDQTR DR S	
HERITAGE WAY	21	NE	BETWEEN PIONEER DR AND OSTLUND AVE	UNNAMED	
HIDDEN VALLEY ROAD	8		W OFF 16 ACROSS FROM MOONLITE BAY		
HILLTOP DRIVE	6	NW	BETWEEN MANHATTAN POINT BLVD AND WHITEFISH AVE	WEST AVE	NAME NOT USED
INDUSTRIAL ROAD	32	SW	NORTH OFF OF COUNTY ROAD 120	UNNAMED	PRIVATE ROAD
ISLAND VIEW LANE	8	NW	WEST OFF 16	ISLAND VIEW RD	WARNERS ADD MUHL'S ISL VIEW
ISLAND VIEW ROAD	8	NW	WEST OFF 16		WARNERS ADD MUHL'S ISL VIEW
IVY LANE	31	SW	E/W ROAD OFF 103		
IVY TRAIL	31		N OFF OF IVY LANE	UNNAMED	CONSIDERED PART OF IVY LANE
JASON LANE	7		SOUTH OFF SILVER PEAK ROAD		STALEY SHORES PLAT
JOHNIE STREET	17	SW	SOUTH FROM 16	ARTHUR AVE	INCORPORATED ARTHUR AVE
KALLBERG ROAD	26,35	E1/2	SOUTH OFF OF COUNTY ROAD 36	UNNAMED	FOREST RD, THEN PRIVATE DW
KIMBALL COURT	16		EAST OFF KIMBALL ROAD		PRIVATE-DAGGETT BAY TWNHMS
KIMBALL ROAD	9	NW	EAST OFF NORTH END OF BROOK STREET		
KIMBERLY ROAD	32	SW	WEST OFF 3		
LAKE STREET	31	SW	NORTH OFF 103		
LAKE TRAIL	31	SW	EAST OFF LAKE ST	PINE AVE/ OAK ST	BOWERS POINT
LEVI LANE	24	NE	EAST OFF BONNIE LAKES RD		
LILYPAD ROAD	11,12	S1/2	SOUTH, THEN EAST OFF OF COUNTY ROAD 3	UNNAMED	FOREST RD TO PUBLIC ACCESS ON GOODRICH
LOG LANDING	9	NW	EAST OFF 66	HDQTRS DRIVE N	OLD LOG HDQTRS PLAT
LOVELAND HARBOR	8	NE	WEST OFF OF COUNTY ROAD 66	UNNAMED	PRIVATE ROAD
LUMBERJACK LANE	9	NW	N/S END OF LOG LANDING AND HEADQUARTERS DR		
MANHATTAN DRIVE	6	NW	OFF MANHATTAN POINT BLVD-GOING NORTH	MANHATTAN BLVD	DIRECTION CHANGE
MANHATTAN POINT BOULEVARD	5,6	NW	WEST OFF 66 AT MANHATTAN BEACH LODGE	COUNTY RD 140	FORMER COUNTY ROAD

## MASTER ROAD NAME INDEX

MAPLE LANE	21	SW	SOUTH OFF 37	DONALD DRIVE	RIVERVIEW PLAT
MARGARET LANE	16	NW	WEST OFF 16		
MARODA DRIVE	19	SW	EAST OFF WEST SHORE DRIVE		
MARY LANE	9	NW	WEST OFF MILLER ROAD		
MEZZENGA LANE	31		S OFF COUNTY ROAD 103		
MILINDA SHORES ROAD	7,18	NW	OFF SILVER PEAK RD (IDEAL TWNSHP)	UNNAMED	PRIVATE
MILLER ROAD	9	NW	SOUTH OFF DAGGETT PINE ROAD		
MOCCASIN DRIVE	4	NW	NE OFF OJIBWA TRAIL OX LAKE LANDING	ARROWHEAD DR	DUPLICATE NAME
MOEN BEACH TRAIL	10	NE	NORT OFF DAGGETT PINE ROAD NEAR E END	MOEN BEACH RD	
NORTH HARBOR ROAD	7		E OFF ANCHOR POINT RD	UNNAMED	
NORTHERN TERRACE	28		M & D ADDITION		
NORTHWOOD AVENUE	6		MANHATTAN POINT PLAT		
NORWAY TRAIL	16	NW	DAGGETT BAY ROAD TO BROOK STREET	ISLAND AVE	WHITE PINE TERRACE PLAT
OAKDALE ROAD	31	SW	NORTH OFF FAWN LAKE ROAD		
OJIBWAY CIRCLE	5	NW	NORTH OFF OJIBWAY TRAIL NEAR END		
OSTLUND AVENUE	21	NE	BETWEEN SWANN DRIVE AND COUNTY ROAD 3		TOWN SQUARE DEV.
OWL STREET	16	NW	EAST OF PINE BAY TRAIL		NO SIGN-PUBLIC ACCESS
OX COVE TRAIL	5,8	NE,SE	WEST OF OX LAKE LANDING	UNNAMED	DRIVEWAY BEFORE M&B SUB.
OX LAKE CROSSING ROAD	5	NE	EAST OFF OF COUNTY ROAD 66	BOULDER RIDGE RD.	DUPLICATE NAME
OX LAKE LANDING	4,5,8,9	NW	NORTH OFF DAGGETT PINE TO OJIBWAY CIRCLE	OJIBWAY TRAIL	INCORPORATE OJIBWAY TRAIL
PARK DRIVE	29		EASTERLY LOOP OFF LAKESHORE DRIVE		
PARKVIEW LANE	9	NW	SOUTH OFF DAGGETT PINE ROAD		
PERKINS ROAD	30,31	SW	WEST OFF 103		
PINE BAY CIR	16				PRIVATE
PINE BAY DRIVE	16	NW	NORTH OFF PINE BAY TRAIL	PINE BAY ROAD	
PINE BAY ROAD	15,16	NE,NW	NORTH OFF 3		
PINE BAY TRAIL	16	NW	WEST OFF PINE BAY ROAD	PINE BAY ROAD	
PINE CREEK TRAIL	23	NE,SE	NORTH OFF OF COUNTY ROAD 36	UNNAMED	PRIVATE ROAD TO NW BAY OF O'BRIEN LAKE
PINE LANE	8	NW	NORTH OFF ISLAND VIEW ROAD		
PINE LURE DRIVE	2	NE	WEST OFF 3	PINE LURES ROAD	CHANGED AT REQUEST OF LANDOWNERS
PINE POINT ROAD	10		END OF DAGGETT PINE ROAD- E/W OF ROAD	PT DAGGETT PINE RD	
PINE VIEW LANE	33		JOHNSON'S PINE VIEW		
PINEDALE STREET	6	NW	OFF SUMMIT	WOODLAND STREET	
PIONEER DRIVE	21	NW	BETWEEN SWANN DRIVE AND COUNTY ROAD 3	UNNAMED	
PLEASANT VIEW	19	SW	NW OFF WEST SHORE DRIVE		PRIVATE ROAD - FORMERLY PLEASANT LN.
POND VIEW LANE	18	SE	SOUTH OFF OF COUNTY ROAD 16	UNNAMED	PRIVATE ROAD
RABBIT LANE	16	NW	NORTH OFF PINE BAY DRIVE		
RACCOON STREET	16	NW	OFF PINE BAY TRAIL	COON STREET	NO SIGN-PUBLIC ACCESS
RBK LANE	29	SE	WEST OFF COUNTY ROAD 3		PRIVATE DRIVEWAY FOR NURSERY
RED OAK CIRCLE	29	SW	WEST OFF HAPPY LANDING ROAD		OAKCREST PLAT
RED PINE DRIVE	24		OFF OF BONNIE LAKES RD	RED PINE ROAD	
RED PINE ROAD	24	SE	OFF OF RED PINE DRIVE		
RETRIEVER ROAD	28	SW	NORTH OFF NORTHERN TERRACE		

## MASTER ROAD NAME INDEX

RIDGEWAY DRIVE	9		S OF DAGGETT PINE RD- E/W OF ROAD		CHATHAM PARK NORTH
RIVER BLUFFS ROAD	27,28		RIVER BLUFFS PLAT		
RIVER TRAIL ROAD	28	SE	WEST OFF COUNTY ROAD 36		RIVER TRAIL ROAD PLAT
RIVERWOOD COURT	21	NW, NE	SOUTH OFF OF COUNTY ROAD 3		ACCESS TO RIVERWOOD CIC
RIVERWOOD LANE	21	SW	EAST OFF OF 3		
RIVERWOOD TRAIL	21	SW	N/S OFF OF RIVERWOOD LANE		
ROBERT LANE	20				
ROBERT STREET	17	NW	EAST OFF 16		INC DONALD BLVD & DWIGHT DR
ROCK LAKE TRL	23	SE	NE OFF ROCKY ROAD	UNNAMED	PRIVATE ROAD
ROCKY ROAD	23		N OFF CTY RD #36- ROCK LAKE	UNNAMED	PRIVATE ROAD
RUSH HARBOR LANE	8	NE	WEST OFF OF COUNTY ROAD 16	UNNAMED	PRIVATE ROAD-LOVELANDS PLAT
RUSH LANE	5	NW	NORTH FROM ANCHOR POINT RD		
RUSHMOOR BOULEVARD	17	NW	NORTHWEST OFF 16		
RUSHMOOR TRAIL	17,18		WEST OFF RUSHMOOR BLVD		
SAND POINTE COURT	20		WEST OFF SAND POINTE DRIVE		PRIVATE/GOLDEN RULE TRL PRK
SAND POINTE DRIVE	20	SW	WEST OFF 3 AT RIVERSIDE INN	FAE AVE- ANN ST	
SANDRA ROAD	32	SW	EAST OFF 3 SOUTH OF SHAFER RD		
SANDY SHORES COURT	29	NE	AT END OF SANDY SHORES ROAD	UNNAMED	
SANDY SHORES ROAD	29	SW	WEST OFF OF COUNTY ROAD 3		
SCENIC COURT	33	NW	EAST FROM VISTA DRIVE AND SOUTH OF SCHAFER ROAD		PINE VISTA PLAT
SECOND AVENUE	8	NW	NORTH OFF FIRST STREET		MINNOWA PLAT
SECOND STREET	8	NW	SOUTH OFF FIRST STREET	FIRST AVENUE	MINNOWA PLAT
SEQUOIA DRIVE	31	SW	OFF 103		
SERENITY LANE	15	SW	EAST OFF PINE BAY ROAD		
SHADYWOOD STREET	6	NW	BETWEEN MANHATTAN POINT BLVD AND SUMMIT-E/W RD		
SHAFER ROAD	33	SW	EAST OFF 3		
SHAMROCK ROAD	24	SE	E & S OFF BONNIE LAKES ROAD		
SHORES DRIVE	16	NW	WEST OFF PINE BAY TRAIL	WHT PINE SHR DR	
SILVER PEAK ROAD	7	NW	NE END OF IDEAL TWSHP SILVER PEAK ROAD		
SLEEPY VALLEY ROAD	26	SE	WEST OFF 36		PHELPS LAKE SHORE PLAT
SOUTH LANDING	5	NW	S OFF MANHATTAN POINT BLVD ACROSS LODGE		
STALEY LANE	7		S OFF SILVER PEAK RD/ JASON LANES		STALEY SHORES PLAT
SUGAR LOAF ROAD	33	SE	SOUTH OFF SHAFER ROAD		
SUMMIT AVENUE	6	NW	BETWEEN MANHATTAN POINT BLVD AND WHITEFISH		
SUNDANCE LOOP	16	NW	OFF OF COUNTY ROAD 66	UNNAMED	PRIVATE ROAD
SUNRISE BOULEVARD	30	SW	OFF WEST SHORE DRIVE		
SUNRISE ISLAND ROAD	30	SW	EAST OFF WEST SHORE DRIVE		
SUNSET DRIVE	19	SW	WEST OFF PLEASANT LANE		
SWANN DRIVE	21	NW, NE	BETWEEN COUNTY ROAD 66 & COUNTY ROAD 3	UNNAMED	
SYLVA LANE	29	NE	WEST OFF OF COUNTY ROAD 3		
TALL TIMBERS TRAIL	9	NW	E/W AT END OF LUMBERJACK LANE		
TALON TRAIL	16	SW	N/S AT END OF BALD EAGLE TRAIL		EAGLE PASS PLAT
TAMARACK LANE	13	NE	SOUTH OFF TAMARACK ROAD	MCCLINTOCK RD	

## MASTER ROAD NAME INDEX

TAMARACK ROAD	13,24	NE	NW OF O'BRIEN LAKE	MCCLINTOCK RD	
TAMARACK TRAIL	13	NE	SOUTH OFF TAMARACK ROAD	MCCLINTOCK RD	
TIMBER LANE	18	NW	NORTH OFF HARBOR LANE		TIMBERLANE PLAT
TRAILHEAD LANE	9	NE	NORTH OFF OF DAGGETT PINE ROAD	UNNAMED	
TWIN BAY DRIVE	7	NW	SOUTH OFF GINSENG PATCH ROAD ANCHOR POINT		TWIN BAY SHORES
URBANS POINT ROAD	30	SW	NORTH OFF PERKINS ROAD	URBAN POINT ROAD	
VELVET LANE	24	SE	SOUTH OFF 36 AT NW SHORE OF VELVET LAKE		
VERNA DRIVE	5	NW	OFF MANHATTAN POINT BLVD NEXT TO LODGE		
VISTA DRIVE	33	NW	SOUTH OF SCHAFER ROAD		PINE VISTA PLAT
WATERWOOD COURT	10	NE	S OFF DAGGETT PINE ROAD E OF WILDERNESS		
WEST RAVENWOOD DRIVE	32	SW	NORTH OFF OF FAWN LAKE ROAD		FAWN LAKE PARK FIRST ADDITION
WEST SHORE DRIVE	18,19,30	SW,NW	N/S FROM 16 TO 103		
WETLAND DRIVE	29		OFF OF E SHORE BLVD	UNNAMED	PRIVATE ROAD
WHIPPLE DRIVE	21	SW	EAST OFF OF COUNTY ROAD 3		DRIVE GOING THRU PUBLIC WORKS AREA
WHITE BIRCH LANE	21	NE	RUNS BETWEEN WILDWOOD DR AND TRAIL		
WHITE ISLAND DRIVE	6	NW	NORTH FROM WHITEFISH ROAD	ISLAND AVE	WHITE ISL BCH PLAT/PVT RD
WHITE OAK DRIVE	29,30	SW	NORTH OFF 103		OAKCREST PLAT
WHITE PINE TRAIL	10	NW	OFF WILDERNESS TRAIL		
WHITEFISH AVENUE	6	NW	OFF MANHATTAN POINT BLVD		A/K/A COUNTY RD 140
WHITEFISH ROAD	6	NW	SOUTH OFF WHITEFISH AVENUE	EDGEWATER BEACH	
WHITEFISH TRAIL	6	NW	EAST OFF WHITEFISH AVENUE	PINE TERRACE	
WHITEHAWK TRAIL	32	SW	NORTH OFF OF FAWN LAKE ROAD		FAWN LAKE PARK FIRST ADDITION
WILDERNESS TRAIL	2,3,9,10	NE,NW	N/S OFF DAGGETT PINE ROAD		
WILD WIND RANCH DRIVE	32	NE	SOUTH OFF OF COUNTY ROAD 103	UNNAMED	WILD WIND RANCH ESTATES PLAT
WILDWOOD DRIVE	21	NE	OFF WILDWOOD TRAIL		WILDWOOD ACRES PLAT
WILDWOOD TRAIL	21	NE	SOUTH OFF WILDWOOD DRIVE	RED OAK TRAIL	WILDWOOD ACRES PLAT
WILLWOOD LANE	31	SW	SOUTH OFF 103		
WINDSOR AVENUE	6		MANHATTAN POINT		
WOLF COURT	10		OFF WOLF TRAIL	UNNAMED	
WOLF TRAIL	10,15,16	NE,NW	NE/NW AT END OF PINE BAY ROAD		
WOODLAND AVENUE	6				NO STRUCTURES
WOODLAND DRIVE	6	NW	WEST OF NORTHWOOD AVE- MANHATTAN POINT		PLAT ROAD NAME

F.4.a.

PUBLIC WORKS COMMISSION

City of Crosslake

Monday June 3, 2024

Chairman Swenson called the meeting to order with the following members present: Swenson, Frey, Berg, Schrupp. Also, present City engineer Martin, Public Works Director Wehner, Interim Administrator Bohnsack.

Motion Frey/Second Berg

Approve minutes of May 6, 2024 Public Works Commission meeting.

Motion Carried

City Engineer Martin Updated the Commission on the following projects in progress & potential projects for consideration.

CSAH 3/CSAH 66 Improvement Project Project bid- Awaiting County Board approval-possible start date July 9.

Year 1 Road Improvement project -in progress

Malinda Shores Bridge Wing wall- Preliminary plans complete

Harbor Lane -in planning

Cemetery Plat -awaiting Legal opinion.

Motion Schrupp/ Second Frey

Recommend Trail maintenance (sealcoat-crack fill) be considered as part of future Road improvement projects.

Motion Frey/ Second Berg Recommend soliciting quotes for improvement of Melinda Shores Bridge Wing Walls. Solicit quotes for concrete block walls and timber walls.

Motion Carried

Motion Berg/Second Schrupp

Recommend preparation of feasibility report for treatment & disposal of Bio-Solids at Waste Water Treatment Plant.

Motion Carried

The Commission reviewed their thoughts & impressions of the pre-meeting tour of the Public Works facility and the Wastewater Treatment Plant. The Commission felt that there were possible safety hazards and that there was a lack of maintenance inside & outside the facilities.

Motion Swenson/Second Schrupp

Recommend that a safety inspection of the public Works facilities be done, and a Standard Operating procedure manual be developed for the Wastewater Treatment Plant .Manual to include operations, and interior & exterior maintenance.

Motion carried

There being no further business the meeting was adjourned.

Jerry Bohnsack Interim Admin.





In Control, Inc.  
5301 E River Rd, Suite 108  
Fridley, MN 55421

## PROPOSAL # QM24040901-01

To: City of Crosslake

Date: April 9, 2024

From: Jeff Iverson

Valid: 30 days

Page: 1 of 5

Attn: Patrick Wehner – Public Works Director

Re: Automation & Cybersecurity Service Plan

In Control, Inc. is pleased to provide our proposal for materials and services as part of the project referenced above.

Cybersecurity threats have increased in the last 5 years. Hackers have become more sophisticated and are constantly finding ways to compromise systems using techniques such as Phishing, Ransomware, and Credential Theft. In addition, at this moment there is credible intelligence Russia is preparing malicious cyber-attacks against our critical infrastructure as a response to United States' economic sanctions.

One of the most important security measures that should be implemented for any system that allows remote access via the internet is Multi-Factor Authentication (MFA). An example of MFA is using a password together with a code sent to your smartphone to authenticate yourself. Any computer system that has access to the internet can become vulnerable to cyber-attack, but experts agree that implementing a hardware firewall coupled with MFA, firmware updates, and ongoing maintenance support will reduce cyber threats.

In Control has developed an **Automation & Cybersecurity Service Plan** collaborating with WatchGuard, a leader in network security. This Service Plan provides regular inspection, testing, and maintenance of your

Your existing hardware firewall is more than four years out of date and does not support the latest cybersecurity protection features including MFA. Implementing the hardware and support features contained in this proposal along with following internal best practices will provide a strong defense to cybersecurity threats.

Relevant Cybersecurity Information Links:

- [Cybersecurity & Infrastructure Security Agency – Shields Up](#)
- [Cybersecurity & Infrastructure Security Agency – MFA](#)



## Proposed Materials and Services

### Item 1 - Cybersecurity Defense – Configured Firewall Hardware

The proposed hardware devices are the latest desktop firewalls from WatchGuard, a global leader in cybersecurity.

#### A. WWTF Firewall – WatchGuard Firebox T25-W

### Item 2 - Automation & Cybersecurity Service Plan

#### A. Supervisory Control Panels (Plant or Remote Sites) – Annual Maintenance (On-site)

##### 1. Inspection:

- a. Verify control panels are properly grounded.
- b. Check PLC diagnostic information for errors and low battery conditions.
- c. Visually inspect radio cabling for damage and check radio indicators for alarms.
- d. Visually inspect control panels for abnormalities (frayed or loose wires, moisture, seals).
- e. Verify electrical schematics are present in each control panel and are up to date.

##### 2. Testing:

- a. Load test operation of Uninterruptible Power Supply (UPS) and check for alarms.
- b. Test communication-fail alarms.
- c. Test critical alarms (Example high/low level and float backup for lift stations).

##### 3. Maintenance:

- a. Vacuum control panel, lube panel hinges, and check for burnt out light bulbs.
- b. Backup Programmable Logic Controller (PLC) programs.
- c. Backup Operator Interface Terminals (OIT) programs and set OIT's to correct date and time.
- d. Review spares inventory condition and count.

##### 4. Main Facility Control Panels Covered (5):

- a. Supervisory Control Panel SCP10
- b. Supervisory Control Panel SCP50
- c. Supervisory Control Panel SCP100
- d. Lakeside DO and Clarifier Control Panel
- e. Main Lift Station Control Panel

##### 5. Remote Site Control Panels Covered (0):

#### B. Network Components (Computers & Servers) – Semi-Annual Maintenance (On-site and Office)

##### 1. Inspection:

- a. Check computer hardware, fans, and filters for basic function.
- b. Review computer error logs, database size, resource utilization, and available storage space.

##### 2. Testing:

- a. Test communication function of software alarm dialers and remote access.
- b. Test communication function of backup hardware alarm dialer.
- c. Verify on-demand report generation.

##### 3. Maintenance:

- a. Power down and clean fans and filters.
- b. Backup SCADA programs.
- c. Backup software configurations for switches, firewalls, VOIP dialers, and other devices.
- d. Renew licensing for subscription software. (Cost of subscriptions included in Plan cost.)
- e. Apply approved Windows updates for the existing operating system.

##### 4. Software Subscriptions and/or Support Included:

- a. RealVNC Remote Access (1 licenses)

##### 5. Network Equipment Covered:

- a. WWTF SCADA Computer

#### C. Cybersecurity Defense – Ongoing services, Semi-Annual Maintenance (Office)

1. Inspection: Check firewall\* software, security logs, and identify required firmware updates.



2. Maintenance: Install firewall security updates, if available, and renew security subscriptions.
3. On-going Services: Implement and maintain Unified Threat Management (UTM) system including:
  - a. URL filtering, Intrusion Prevention System (IPS), and Gateway Antivirus (GAV)
  - b. APT Blocker – Defends against ransomware, zero-day threats, advanced malware
  - c. DNS Filtering – Detects and blocks dangerous connections via a cloud-based service using DNS-level (Domain Name System) filtering
  - d. Threat Detection & Response – Identifies and isolates infected computers on the network
  - e. Cloud Data Retention – Real-time monitoring and thirty-day retention of traffic logs of all activity on the network.
4. Secure Remote Access through a VPN and Multi-factor Authentication Service:
  - a. Virtual Private Network (VPN) – Limit remote connections to those established through a secure connection using IPSec and/or SSL
  - b. Multi-Factor Authentication – Verify all remote connections with a second means of authentication through a separate smartphone application
  - c. Provide user administration support as requested, including creating and removing user accounts, resetting passwords, and supporting multifactor authentication and remote access
5. Included security services subscriptions, software, and support:
  - a. WatchGuard's Total Security Suite
  - b. AuthPoint Multi-Factor Authentication (Up to 10 users)
6. Covered Cybersecurity Devices\*
  - a. WWTF Firewall – WatchGuard Firebox T25-W

*\*Firewall Hardware Device (WatchGuard's Firebox) provided separately under Item 1.*
- D. Controls System Planning Meeting – Annual meeting with Controls Engineer to develop and review multi-year control system and cybersecurity defense posture.
- E. Warranty Extension for Identified Projects – This plan extends In Control's warranty term an additional 12 months for controls engineering services (equipment excluded). This extension applies to any work completed by In Control in the past 30 days and any new work completed during the life of this Plan. Plan must be active for extended warranty to be valid.
  1. Projects covered by warranty extension include:
    - a. "No projects identified at this time."
- F. Rate Schedule Discount – A 5.0% discount on In Control's current Rate Schedule for all engineering service calls.
- ~~G. Scheduled Service Hour Block – Block of XX hours must be used within one calendar year.~~
- H. Equipment – Required equipment upgrades and replacements will be identified to customer. If not covered under warranty and if approved, equipment will be replaced and billed separately. Cost of replacement or upgrade is not included in Plan cost.
- ~~I. Enrollment Fee – A customary enrollment fee will be charged when a customer first enters a Plan agreement. This enrollment fee covers an on-site inspection of each covered control panel or computer, uploading and off-site backup of all PLC and SCADA programs, and retaining an electronic copy of all control schematic drawings.~~
- J. Agreement Duration & Invoicing – One calendar year from the date of execution, automatically renewed each year. Invoicing will be due Net 30 and submitted on a quarterly basis at the beginning of the coverage period.

## Proposal Summary

**Comprehensive Plan** (Includes all Main Facility and Remote Site Control Panel maintenance and extended warranty coverage)

The below pricing for the items above excludes sales and use taxes. Freight is included, FOB shipping point.

Item 1 – Cybersecurity Defense – Firewall Hardware Configuration      \$ 2,237.00      (one time cost)

Item 2 - Automation & Cybersecurity Service Plan      \$ 5,494.00      (annual cost)  
(Includes service and extended warranty coverage for all sites)

Total cost of the Comprehensive Plan for the first year is \$ 7,731.00

Our proposal specifically excludes the following:

- Field installation of equipment.
- Any equipment or services that are not defined in the scope of work detailed in this proposal.
- Installation of software revision upgrades and related migration of applications and testing.

Thank you in advance for the consideration of our offer and for the opportunity to work together. Should you have any questions regarding this proposal, please contact me directly at your convenience. I look forward to hearing from you soon to secure and coordinate this project.

Best Regards,

**ACCEPTANCE:** To accept this proposal please return a signed copy with purchase order. Thank you!

**Signature:** \_\_\_\_\_

**Purchase Order:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Proposal Number:** QM24040901-01



## Service Plan Terms and Conditions of Sale

These terms and conditions are in effect between the party ("Purchaser") executing the Automation Service Plan agreement ("Agreement") and In Control, Inc. ("In Control").

1. **ACCEPTANCE** – Acceptance of this Agreement will be in writing within 30 days of receipt, subject to approval of the Purchaser's credit by In Control and compliance with the acceptance criteria set forth herein. Upon acceptance, this Agreement will constitute the entire agreement between In Control and Purchaser, supersede all prior negotiations and discussions, and may not be modified or terminated except in writing signed by both Purchaser and In Control.
2. **TERMINATION** – Notification of termination of this Agreement shall be made in writing with 14 days notice. If Purchaser terminates this Agreement at no fault of In Control, Purchaser shall pay for services rendered at In Control's published rates, reimbursable expenses, and equipment ordered through the date of termination.
3. **ATTORNEY FEES** - If either party commences or is made a party to an action or proceeding to enforce or interpret this Agreement, the prevailing party in such action or proceeding will be entitled to recover from the other party all reasonable attorneys' fees, costs and expenses incurred in connection with such action or proceeding or any appeal or enforcement of any judgment.
4. **INDEMNIFICATION** - Purchaser will indemnify and hold harmless In Control from and against any and all claims, actions, proceedings, costs, expenses, losses and liability, including all reasonable attorneys' fees, costs and expenses, arising out of or in connection with or relating to any goods or services not furnished by In Control pursuant to this Agreement, including without limitation all product liability claims and any claims involving personal injury, death or property damage. The obligations set forth in this Section will survive the termination or fulfillment of this Agreement.
5. **LIMITATIONS OF LIABILITY** - In no event will In Control be liable in contract, tort, strict liability, warranty or otherwise, for any special, incidental or consequential damages, such as delay, disruption, loss of product, loss of anticipated profits or revenue, loss of use of the equipment or system, non-operation or increased expense of operation of other equipment or systems, cost of capital, or cost of purchase or replacement equipment systems or power. In particular, unless otherwise agreed to in writing between the Purchaser and In Control, In Control will not accept liquidated damages.
6. **FORCE MAJEURE** – In no event shall In Control be responsible or liable for any failure or delay in the performance of its obligations hereunder arising out of or caused by, directly or indirectly, forces beyond its control, including, without limitation, strikes, work stoppages, supply chain disruptions, accidents, acts of war or terrorism, civil or military disturbances, health crises, nuclear or natural catastrophes or acts of God, and interruptions of utilities, communications or computer services. It being understood that In Control shall use all commercially reasonable efforts to resume performance as soon as practicable under the circumstances.
7. **WARRANTY** - In Control warrants that the goods and services furnished will be of good quality, free from defects in material, design and workmanship will conform to the specifications and drawings and be suitable for their intended purpose. In Control's standard warranty will be in force for eighteen (18) months after shipment or twelve (12) months from startup, whichever is shorter. This Agreement extends those warranty periods an additional twelve (12) months for all controls engineering services provided thirty days prior to the date of execution of the Agreement. This warranty extension remains valid only if this Agreement remains in place. In Control reserves the right to terminate warranty should the Purchaser's account be in arrears.
8. **ESCALATION** – This Agreement is conditioned upon the ability of In Control to complete the work at present prices for material and at the existing scale of wages for labor. If In Control is, at any time during the term of the Agreement, unable to complete the work at the present prices and wages, then the Agreement sum shall be equitably adjusted by change order to compensate In Control for significant price increases, where a significant price increase is defined as a change of 10% or more between the date of quote and the date of applicable work.
9. **PAYMENT TERMS** - The payment terms are due thirty (30) days after an invoice is sent. Any balance remaining over 31 days beyond the invoice date will be subject to a 2.0% monthly service fee until paid. Debit or credit card payment is accepted and subject to a 3.0% surcharge of the payment amount. Should a payment default occur, In Control reserves the right to stop all work, including but not limited to startup of equipment. All reasonable attempts will be made between both parties to resolve the disputed portions of any invoice within the payment terms.
10. **NONWAIVER** - The failure by In Control to enforce at any time, or for any period of time, any of the provisions hereof will not be a waiver of such provisions nor the right of In Control thereafter to enforce each and every such provision.
11. **REMEDIES** - Remedies herein reserved to In Control will be cumulative and in addition to any other or further remedies provided in law or equity.