

**AGENDA
REGULAR COUNCIL MEETING
CITY OF CROSSLAKE
MONDAY, APRIL 14, 2025
6:00 P.M. – CITY HALL**

A. CALL TO ORDER

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

B. PUBLIC FORUM – This time is reserved for those person's who have a desire to address the Council and have officially submitted in writing, by Wednesday noon, prior to the City Council meeting a request to be placed on the agenda.

1. Jordan Chouanard - Land Use Map Amendment for River Trail Road from RR5 to RR2
2. Larry and Kathy Allen – Land Use Map Amendment for River Trail Road from RR5 to RR2
3. Jim Burt – Land Use Map Amendment for Rolling Hills Plat from RR5 to RR2
4. Derick White - Land Use Map Amendment for Rolling Hills Plat from RR5 to RR2

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. Special Council Meeting Minutes of March 14, 2025
2. Regular Council Meeting Minutes of March 10, 2025
3. Special Council Meeting Minutes of March 31, 2025
4. March 2025 Budget Revenues
5. March 2025 Budget Expenditures
6. March 2025 Balance Sheet
7. Police Report for Crosslake – March 2025
8. Police Report for Mission Township – March 2025
9. Fire Department Report – March 2025
10. Planning Commission/Board of Adjustment Meeting Minutes of February 28, 2025
11. Planning Commission/Board of Adjustment Meeting Minutes of March 7, 2025
12. Parks & Recreation/Library Commission Minutes of February 26, 2025
13. Public Works Meeting Minutes of March 3, 2025
14. Waste Partners Recycling Reports for February and March 2025
15. Approval of F.I.R.E. Invoices
16. Bills for Approval

D. MAYOR'S AND COUNCIL MEMBERS' REPORT

1. National Volunteer Week Proclamation (**Council Action-Motion**)
2. Application for Public Fireworks Display on Crosslake in Front of Zorbaz on May 9, 2025 (**Council Action-Motion**)
3. Resolution Accepting Donations (**Council Action-Motion**)
4. Memo dated April 14, 2025 from Mayor Purfeerst Re: Commission Appointment (**Council Action-Motion**)
5. Update on Council Dias

E. CITY ADMINISTRATOR'S REPORT

1. Second Reading and Approval of Ordinance Increasing Number of On-Sale Liquor Licenses (**Council Action-Motion**)
2. Jon Mobeck, National Loon Center - Group Transient Merchant Permit from National Loon Center (**Council Action-Motion**)
3. Recommendation from Public Safety Regarding Parking and Sidewalks at National Loon Center (**Council Action-Motion**)
4. Memo dated April 9, 2025 from Char Nelson Re: Special Events Liquor License (**Council Action-Motion**)
5. Memo dated April 14, 2025 from Pat Wehner and Lori Conway Re: 6-Month Probation Period for Riley Jordan and David Becket (**Council Action-Motion**)

F. COMMISSION REPORTS

1. PUBLIC SAFETY
 - a. Jen LeBlanc – Short-Term Rental Update
 - b. Memo dated April 10, 2025 from Chief Maier Re: Illegal Sign Placement in Road Rights of Way
2. PUBLIC WORKS/CEMETERY/SEWER
 - a. Memo dated April 7, 2025 from Public Works Commission Re: Crosswalk Access (**Council Action-Motion**)
 - b. Memo dated April 7, 2025 from Public Works Commission Re: Sealcoating Trails (**Council Action-Motion**)
 - c. Memo dated April 7, 2025 from Public Works Commission Re: Harbor Lane Road Improvements (**Council Action-Motion**)
3. PARK & RECREATION/LIBRARY
 - a. Park, Rec, & Library Update
 - b. Request for Council Action dated April 14, 2025 from TJ Graumann Re: Library Policy Manual Amendments (**Council Action-Motion**)
 - c. Request for Council Action dated April 14, 2025 from TJ Graumann Re: Proposals for Engineering Services CSAH 3 Trail Improvement (HSIP) (**Council Action-Motion**)
 - d. Request for Council Action dated April 14, 2025 from TJ Graumann Re: Monitoring High-Traffic ROW's (**Council Action-Motion**)
4. PLANNING & ZONING
 - a. Second Reading and Approval of Ordinance Amendment Naming an Unnamed Road as Arlas Pond Trail and Approval to Publish Ordinance Summary in Official Newspaper (**Council Action-Motion**)
 - b. Approval of Land Use Map Amendment for Gallaway Parcel #14320764 from RR5 to RR2 Involving 29.85 Acres (**Council Action-Motion**)
 - c. Approval of Land Use Map Amendment for Rolling Hills Parcel #14030540 from RR5 to RR2 Involving 33.6 Acres (**Council Action-Motion**)

- d. Approval of Land Use Map Amendment for River Trail Road Plat #14280604, 14280605, 14280606, 14280607 from RR5 to RR2 Involving 23.9 Acres (**Council Action-Motion**)
- e. Preliminary Replat of the First Addition to River Trail Road to Subdivide Parcels #14280604, 14280605, 14280606, 14280607 into First Addition to River Trail Road Involving 23.9 Acres Into 8 Tracts (**Council Action-Motion**)
- f. Final Replat of the First Addition to River Trail Road to Subdivide Parcels #14280604, 14280605, 14280607 into First Addition to River Trail Road Involving 23.9 Acres Into 8 Tracts (**Council Action-Motion**)
- g. Memo dated April 14, 2025 from TJ Graumann Re: Recommendation for Park Dedication for Replat of River Trail Road (**Council Action-Motion**)
- h. Second Reading and Approval of Ordinance Amendment Adding a Mixed-Use District, Adding Definitions, Architectural Standards, and Changes to the Land Use Table Followed by Accompanying Verbiage Being Affected by the Proposed Ordinance Amendments and Application Procedure/Requirements and Approval to Publish Ordinance Summary in Official Newspaper (**Council Action-Motion**)
- i. Approval of Land Use Map Amendment Check List (**Council Action-Motion**)

G. CITY ATTORNEY REPORT

H. PUBLIC FORUM – This is for those person’s that wish to address the Council. The Council recognizes the value of citizen input. Time will be limited to 3 minutes or longer, if the Mayor feels it is necessary.

I. NEW BUSINESS

J. OLD BUSINESS

K. ADJOURN

C. 1.

SPECIAL COUNCIL MEETING
CITY OF CROSSLAKE
FRIDAY, MARCH 14, 2025
9:00 A.M. – CITY HALL

The Council for the City of Crosslake held a Special Session on Friday, March 14, 2025. The following Council Members were present: Mayor Jackson Purfeerst, Sandy Farder, Jayme Knapp, and Bob Heales. Robin Sylvester attended via Zoom due to health reasons. Also present were City Administrator Lori Conway, City Clerk Char Nelson, Zoning Administrator Paul Satterlund, Parks & Recreation Director TJ Graumann, and Planning & Zoning Coordinator Cheryl Stuckmayer. There were nine people in the audience.

1. Mayor Purfeerst called the meeting to order at 9:00 A.M.
2. Lori Conway stated that she met with TJ Graumann and they agreed that the funds for the archaeological study for the County Road 103 trail project could come from Park Dedication funds. Michael O'Connell asked the Mayor if he could approach and offered to donate funds from the Lake Foundation to cover the cost of the study. Motion 03SP1-01-25 WAS MADE BY JACKSON PURFEERST AND SECONDED BY JAYME KNAPP TO ACCEPT DONATION FROM ALKE FOUNDATION TO COVER COST OF ARCHAEOLOGICAL STUDY FOR COUNTY ROAD 103 TRAIL PROJECT. MOTION CARRIED WITH ALL AYES.

Robin Sylvester joined the meeting at 9:05 A.M.

3. Lori Conway reported that she and Pat Netko purchased samples of flags in different sizes and material to see what would work best on the light poles. The flags range from \$21.99 to \$34.99 each. They also ordered a sample pole mount at the cost of \$16.99 each. Once they decide on a flag, they will let the Council know the total cost.
4. Lori Conway reported that an error was made at the Council Meeting Monday night and that the job description for Heavy Equipment/Sewer Operator must remain as it was with requiring a Class A driver's license with airbrake endorsement. MOTION 03SP1-02-25 WAS MADE BY SANDY FARDER AND SECONDED BY JAYME KNAPP TO CHANGE THE REQUIREMENT FOR HEAVY EQUIPMENT/SEWER OPERATORS TO HAVE A VALID MINNESOTA CLASS A DRIVER'S LICENSE WITH AIRBRAKE ENDORSEMENT. ROLL CALL VOTE WAS TAKEN AND MOTION CARRIED WITH ALL AYES.
5. Paul Satterlund reviewed minor changes to the Encroachment Agreement with Michael and Miryah Bosio that both the City Attorney and the Bosio's agreed to this morning regarding the transfer of the agreement and acknowledgement of the driveway in the City's right-of-way. MOTION 03SP1-03-25 WAS MADE BY BOB HEALES AND SECONDED BY SANDY FARDER TO APPROVE THE ENCROACHMENT AGREEMENT BETWEEN THE CITY AND MICHAEL & MIRYAH BOSIO AT FOR THE PROPERTY AT 35633 WEST SHORE DRIVE. ROLL CALL VOTE WAS TAKEN AND MOTION CARRIED WITH ALL AYES.
6. Paul Satterlund reviewed the summary of proposed changes made to the Land Use Ordinance related to Mixed-Use Districts and Allowed Uses in the Light Industrial Zone by the Planning Commission at their special meeting on March 7, 2025. The Ordinance included standards for

the Mixed-Use District, definition of personal storage building, updated land use tables, and architectural standards for these districts. Paul Satterlund stated that the Commission felt strongly about requiring a Conditional Use Permit for buildings in these districts and that no water or septic should be allowed if the structure was to be used as storage only.

The Council went through each change to make sure all were in agreement. The Council The Council changed (5) of Secs 26-382 Mixed Use District Standards to read, "The hookup of a septic system ((SSTS) and well is permissible for an established business use and is permissible for personal storage buildings." The Council noted that (2) minimum development size of 10 acres would not apply to the two developments already platted by Jared Johnson and Jeff McGrath.

Jackson Purfeerst stated that he does not agree that every type of building in this district should require a Conditional Use Permit (CUP) as proposed in the draft Ordinance. Sandy Farder stated that she is in favor of requiring a CUP. The rest of the Council agreed. No changes were made to that section of the Ordinance.

The Council changed the definition of Storage Building, Personal to read, "A structure used for the storage of belongings, equipment, or materials, of a personal nature, that is not intended for use as a dwelling unit." This definition will be changed in two places on page 9 and on page 18

Jackson Purfeerst stated that he had questions on the Land Use Tables. Paul Satterlund stated that there are many items on the tables that need to be reviewed and that the Commission is scheduled to do this starting at the next meeting.

On page 13, there is a statement regarding Mixed-Use Districts not allowed in Shoreland and Overlay Districts. The Council noted that this would not apply to the two developments already platted by Jared Johnson and Jeff McGrath.

The Council agreed to hold a special meeting on Monday, March 24 at 9:00 A.M. for the purpose of the second reading of this Ordinance and adoption. Staff noted that once approved, there is a 30-day period before it becomes effective. Staff stated that they are suggesting to the Commission that this be changed.

MOTION 03SP1-04-25 WAS MADE BY SANDY FARDER AND SECONDED BY JACKSON PURFEERST TO ADJOURN THE MEETING AT 9:45 A.M. ROLL CALL VOTE WAS TAKEN AND MOTION CARRIED WITH ALL AYES.

Respectfully Submitted,

Charlene Nelson
City Clerk

C.2.

**REGULAR COUNCIL MEETING
CITY OF CROSSLAKE
MONDAY, MARCH 10, 2025
6:00 P.M. – CITY HALL**

The Crosslake City Council held the Regular Council Meeting on Monday, March 10, 2025 in City Hall. The following Council Members were present: Mayor Jackson Purfeerst, Jayme Knapp, Sandy Farder, and Bob Heales. Robin Sylvester attended via Zoom because of sick family members. Also in attendance were City Administrator Lori Conway, City Clerk Char Nelson, Park Director TJ Graumann, Public Works Director Patrick Wehner, Deputy Clerk/Treasurer Sharyl Murphy, Police Chief Jake Maier, Fire Chief Chip Lohmiller, Zoning Administrator Paul Satterlund, Planner Zoning Coordinator Cheryl Stuckmayer, and Echo Publishing Reporter Tom Fraki. City Attorney Jordan Soderlind attended via Zoom. There were approximately thirty audience members in City Hall and on Zoom.

- A. CALL TO ORDER** – Mayor Purfeerst called the Regular Council Meeting to order at 6:00 P.M. The Pledge of Allegiance was recited. MOTION 03R-01-25 WAS MADE BY JACKSON PURFEERST AND SECONDED BY JAYME KNAPP TO APPROVE THE ADDITIONS TO THE AGENDA EXCEPT FOR ITEM F.4.c. FIRST READING OF ORDINANCE AMENDMENT ADDING A MIXED-USE DISTRICT, ADDITION TO DEFINITIONS, ARCHITECTURAL STANDARDS, AND CHANGES TO THE LAND USE TABLE. ROLL CALL VOTE WAS TAKEN AND MOTION CARRIED WITH ALL AYES.

MOTION 03R-02-25 WAS MADE BY JACKSON PURFEERST AND SECONDED BY JAYME KNAPP TO HOLD A SPECIAL MEETING ON FRIDAY, MARCH 14, 2025 AT 9:00 A.M. FOR THE PURPOSE OF DISCUSSING ITEM F.4.c. FIRST READING OF ORDINANCE AMENDMENT ADDING A MIXED-USE DISTRICT, ADDITION TO DEFINITIONS, ARCHITECTURAL STANDARDS, AND CHANGES TO THE LAND USE TABLE. ROLL CALL VOTE WAS TAKEN AND MOTION CARRIED WITH ALL AYES.

- B. PUBLIC FORUM** – Derick White of 37990 White Pine Trail addressed the Council and spoke of his opposition to the proposed development of the north track of Rolling Woods plat and rezoning the property from RR5 to RR2. Of the 12 lots created on the south track, none have sold to date. Mr. White asked the Council to reject the Land Use Map Amendment when it comes before them and suggested that the Comprehensive Plan be updated so that there is a clear vision for growth in the City.

- C. CONSENT CALENDAR** – MOTION 03R-03-25 WAS MADE BY SANDY FARDER AND SECONDED BY JAYME KNAPP TO APPROVE THE FOLLOWING ITEMS LISTED ON THE CONSENT CALENDAR:

1. Special Council Meeting Minutes of February 7, 2025
2. Regular Council Meeting Minutes of February 10, 2025
3. Police Report for Crosslake – February 2025
4. Police Report for Mission Township – February 2025
5. Fire Department Report – February 2025

6. Planning Commission/Board of Adjustment Meeting Minutes of December 20, 2024
7. Parks & Recreation/Library Commission Minutes of January 22, 2025
8. Public Works Meeting Minutes of February 3, 2025
9. Waste Partners Recycling Report for January 2025
10. Charitable Gambling Contributions Reports from Crosslake Ideal Lions, Crosslake Fifty Lakes American Legion Post 500, Merrifield Marathons and Northern Lakes Youth Hockey Assoc Inc for 2024
11. Group Transient Merchant Permit Application from Mission of the Cross Lutheran Church for Flea Market on 5/24, 7/5, and 8/30
12. Approval of F.I.R.E. Invoice in the Amount of \$750.00
13. Bills for Approval in the Amount of \$312,935.63
14. Additional Bills for Approval in the Amount of \$12,426.27
15. February Budget Revenues
16. February Budget Expenditures
17. February Balance Sheet

ROLL CALL VOTE WAS TAKEN AND MOTION CARRIED WITH ALL AYES.

D. MAYOR'S AND COUNCIL MEMBERS' REPORT

1. Pequot Lakes School Superintendent Kurt Stumpf reported that the school district will hold a special election on Tuesday, April 8, 2025 asking residents to consider two ballot questions: a \$55 million bond referendum and a 10-year, \$600,000 annual capital projects levy. Mr. Stumpf provided detailed information regarding the school's plan, the tax impact to residents, and the challenges that the school is facing. Mr. Stumpf asked that any resident with comments or concerns call or visit him.
2. MOTION 03R-04-25 WAS MADE BY SANDY FARDER AND SECONDED BY JAYME KNAPP TO APPROVE THE PEQUOT LAKES SCHOOL DISTRICT MEMORANDUM OF UNDERSTANDING SHELTERING AND MASS CARE FACILITIES WITH THE CITY OF CROSSLAKE. ROLL CALL VOTE WAS TAKEN AND MOTION CARRIED WITH ALL AYES.
3. Mayor Purfeerst reported that there are 5 old light poles that could be relocated to Swann Drive if the Council was interested. It was the consensus of the Council to have Pat Wehner obtain a work order for a quote from Crow Wing Power to see what the cost of installation would be.
4. MOTION 03R-05-25 WAS MADE BY JACKSON PURFEERST AND SECONDED BY JAYME KNAPP TO DIRECT LORI CONWAY TO WORK WITH PAT NETKO TO GET A QUOTE FOR AMERICAN AND OLD LOGO MINNESOTA FLAGS AND BRING QUOTE TO MEETING ON FRIDAY, MARCH 14. ROLL CALL VOTE WAS TAKEN AND MOTION CARRIED WITH ALL AYES.
5. Jackson Purfeerst reported that there has not been an update on the Governor's Fishing Opener.

6. Jackson Purfeerst stated that after a 7th police officer is hired, the Council owes it to the community to provide 24-hour police service. Sandy Farder asked the Police Chief for his thoughts. Chief Maier stated that there are only a few hours in the day that are not covered now and that there will be some necessary adjustments to make that work. Chief Maier stated that he would discuss the issue at the next Public Safety Commission meeting. Sandy Farder stated that she is in favor of 24-hour service if it is possible for the police department. The Council agreed.
7. Mayor Purfeerst reported that the parking stalls directly in front of the businesses at CSAH 3/66 are in need of sealcoat. The City plans to sealcoat the entire parking lot which the City maintains through an agreement with the Corps of Engineers. Normally the City does not assess sealcoat projects, however, these parking stalls are private property. Bob Heales stated that other businesses in town must maintain their own parking lots and suggested that owners be allowed to make payments on the cost. MOTION 03R-06-25 WAS MADE BY ROBIN SYLVESTER AND SECONDED BY JACKSON PURFEERST TO ASSESS PROPERTY OWNERS FOR SEALCOAT OF PARKING STALLS DIRECTLY IN FRONT OF BUSINESSES AT INTERSECTION OF CSAH 3/66 AND TO ALLOW PROPERTY OWNERS TO PAY ASSESSMENT IN TWO PAYMENTS. ROLL CALL VOTE WAS TAKEN AND MOTION CARRIED WITH ALL AYES.
8. Mayor Purfeerst stated that he would like to see a policy that would require a development plan, including sketch, plat, and survey, prior to rezoning. The Council agreed and asked Paul Satterlund to bring this to the Commission's next regular meeting for action.
9. Jackson Purfeerst asked for an update on allowed uses on Industrial Zoned property. Mr. Purfeerst stated that the Council made a motion in January to make a change to this district so that Dean Eggena could move forward with his development. Sandy Farder questioned whether the change was for the remaining lots in the current subdivision or for all of his land. Jackson stated that it was for the current subdivision which only has 4 parcels left. Paul Satterlund stated that the Ordinance that the Council tabled until Friday addressed the uses in the Industrial Zone. The Council will review the information on Friday.
10. MOTION 03R-07-25 WAS MADE BY JAYME KNAPP AND SECONDED BY BOB HEALES TO APPROVE THE LETTER DATED MARCH 10, 2025 FROM MAYOR PURFEERST TO THE LAURA JANE MUSSER FUND AND TO WAPOA RE: SUPPORT OF COMBATTING STARRY STONEWART. ROLL CALL VOTE WAS TAKEN AND MOTION CARRIED WITH ALL AYES.
11. Included in the packet for Council information was a letter dated March 6, 2025 from Mayor Purfeerst to Governor Walz Re: Governor's Fishing Opener.

E. CITY ADMINISTRATOR'S REPORT

1. MOTION 03R-08-25 WAS MADE BY SANDY FARDER AND SECONDED BY BOB HEALES TO APPROVE PUBLIC WORKS JOB DESCRIPTION, CHANGING DRIVER'S LICENSE REQUIREMENT FROM CLASS A TO CLASS B. ROLL CALL VOTE WAS TAKEN AND MOTION CARRIED WITH ALL AYES.
2. MOTION 03R-09-25 WAS MADE BY JAYME KNAPP AND SECONDED BY SANDY FARDER TO APPROVE HEAVY EQUIPMENT/SEWER OPERATOR JOB DESCRIPTION, CHANGING DRIVER'S LICENSE REQUIREMENT FROM CLASS A TO CLASS B. ROLL CALL VOTE WAS TAKEN AND MOTION CARRIED WITH ALL AYES.
3. Char Nelson presented the first reading of Ordinance Relating to the Maximum Number of Liquor Licenses. No comments from the Council or public were received. The second reading and approval of ordinance will take place no later than April 14, 2025.

MOTION 03R-10-25 WAS MADE BY BOB HEALES AND SECONDED BY SANDY FARDER TO APPROVE LIQUOR LICENSE APPLICATION FROM MAD RABBITS EMPORIUM LLC, CONTINGENT ON FINAL APPROVAL OF ORDINANCE AMENDMENT. ROLL CALL VOTE WAS TAKEN AND MOTION CARRIED WITH ALL AYES.

4. Char Nelson reported that Wine Down has closed, and, in that space, Catharine Funk will be opening Dark Horse Brew, which will serve coffee in the morning, sandwiches in the afternoon and specialty drinks at night. MOTION 03R-11-25 WAS MADE BY SANDY FARDER AND SECONDED BY JAYME KNAPP TO APPROVE LIQUOR LICENSE APPLICATION FROM CATHARINE FUNK, CONTINGENT ON SATISFACTORY FINDINGS OF THE BACKGROUND INVESTIGATIONS. ROLL CALL VOTE WAS TAKEN AND MOTION CARRIED WITH ALL AYES.
5. Char Nelson reported that Steve and Cindy Guttormson are selling 14 Lakes Brewery, and the buyers have submitted an application for a liquor and brewpub license. The closing will take place later this month. Once insurance is turned in and background checks clear, staff can forward information to State of Minnesota for final approval. MOTION 03R-12-25 WAS MADE BY BOB HEALES AND SECONDED BY JAYME KNAPP TO APPROVE THE LIQUOR LICENSE APPLICATION FROM 14 LAKES PUB & BREWERY LLC, CONTINGENT ON RECEIVING ALL REQUIRED PAPERWORK, LIQUOR LIABILITY INSURANCE, AND SATISFACTORY BACKGROUND INVESTIGATIONS. ROLL CALL VOTE WAS TAKEN AND MOTION CARRIED WITH ALL AYES.

F. COMMISSION REPORTS

1. PUBLIC SAFETY

- a. Included in the packet for Council information was the Event Emergency Preparedness/Crisis Management Plan dated March 15, 2025 for the St. Patrick's Day

celebration in Crosslake. Sandy Farder recognized Chief Lohmiller for the amount of work and detail put into the plan.

- b. MOTION 03R-13-25 WAS MADE BY SANDY FARDER AND SECONDED BY ROBIN SYLVESTER TO APPROVE THE 2025-2026 FIRE SERVICE CONTRACTS WITH FAIRFIELD TOWNSHIP AND CITY OF MANHATTAN BEACH. ROLL CALL VOTE WAS TAKEN AND MOTION CARRIED WITH ALL AYES.
- c. Chief Maier reported that the Public Safety Commission discussed the safety of ATVs in the City. Because ATVs are only allowed to drive 20 mph and because there is no shoulder on the east side of County Road 66, they are forced to drive in the lane of traffic, which is dangerous for everyone. The City follows State and County ATV regulations. In order to make changes, the City will need to work with them. Chief Maier will start researching the issue and bring information to the Public Safety Commission.

2. PUBLIC WORKS/CEMETERY/SEWER

- a. The Public Works Commission recommended that Council not get involved with a request from a resident to install a Children at Play sign on a private road. MOTION 03R-14-25 WAS MADE BY JACKSON PURFEERST AND SECONDED BY BOB HEALES TO PURCHASE A CHILDREN AT PLAY SIGN AND DIRECT STAFF TO INSTALL SIGN ON ISLAND VIEW ROAD. ROLL CALL VOTE WAS TAKEN AND MOTION CARRIED 3-2 WITH SYLVESTER AND FARDER OPPOSED.
- b. MOTION 03R-15-25 WAS MADE BY ROBIN SYLVESTER AND SECONDED BY BOB HEALES TO DIRECT STAFF TO PROCEED WITH BIDDING FOR 2025 HARBOR LANE ROAD IMPROVEMENTS AND TRAIL. ROLL CALL VOTE WAS TAKEN AND MOTION CARRIED WITH ALL AYES.
- c. MOTION 03R-16-25 WAS MADE BY SANDY FARDER AND SECONDED BY BOB HEALES TO APPROVE THE PROPOSAL FROM BOLTON & MENK FOR BIDDING AND CONSTRUCTION ENGINEERING SERVICES FOR HARBOR LANE IMPROVEMENT IN THE AMOUNT OF \$91,650. ROLL CALL VOTE WAS TAKEN AND MOTION CARRIED WITH ALL AYES.
- d. MOTION 03R-17-25 WAS MADE BY BOB HEALES AND SECONDED BY JACKSON PURFEERST TO APPROVE THE CONSTRUCTION COST SHARE AGREEMENT WITH CROW WING COUNTY FOR THE BITUMINOUS SEAL COAT OF DAGGETT PINE RD, MARGARET LN, FIRE HALL PARKING LOT, CITY HALL PARKING LOT AND CSAH 3/66 PARKING LOT (ANDY'S), AT AN ESTIMATED COST OF \$149,309.22. IT WAS NOTED THAT THE PUBLIC WORKS PARKING LOT IS ON HOLD AND MAY NOT BE COMPLETED. ROLL CALL VOTE WAS TAKEN AND MOTION CARRIED WITH ALL AYES.

- e. The Council directed staff to determine where funds would come from if City participated in archeological study on County Road 103 at an estimated cost of \$2,800 and to bring that information to the special meeting on March 14.
- f. Included in the packet for Council information were the Annual Bridge Inspection Reports from the County for Milinda Shores Bridge and Sunrise Island Bridge.
- g. MOTION 03R-18-25 WAS MADE BY JACKSON PURFEERST AND SECONDED BY BOB HEALES TO MOVE JAKE HODGES TO FULL TIME STATUS AS OF MARCH 25, 2025 ROLL CALL VOTE WAS TAKEN AND MOTION CARRIED WITH ALL AYES.

MOTION 03R-19-25 WAS MADE BY JACKSON PURFEERST AND SECONDED BY JAYME KNAPP TO MOVE JAKE HODGES ONE STEP ON THE AFSCME WAGE SCALE EFFECTIVE MARCH 25, 2025. ROLL CALL VOTE WAS TAKEN AND MOTION CARRIED WITH ALL AYES.

3. PARK & RECREATION/LIBRARY

- a. MOTION 03R-20-25 WAS MADE BY SANDY FARDER AND SECONDED BY BOB HEALES TO APPROVE THE CHANGE IN MEETING TIME FOR THE PARK & RECREATION/LIBRARY COMMISSION FROM 2:00 PM TO 9:00 AM ON THE 4TH WEDNESDAYS OF THE MONTH. ROLL CALL VOTE WAS TAKEN AND MOTION CARRIED WITH ALL AYES.
- b. MOTION 03R-21-25 WAS MADE BY BOB HEALES AND SECONDED BY SANDY FARDER TO APPROVE THE CONTROLLED BURN OF THE WARMING HOUSE BY THE CROSSLAKE FIRE DEPARTMENT FOR TRAINING PURPOSES. ROLL CALL VOTE WAS TAKEN AND MOTION CARRIED WITH ALL AYES.
- c. MOTION 03R-22-25 WAS MADE BY SANDY FARDER AND SECONDED BY JAYME KNAPP TO APPROVE A 10% MEMBERSHIP DISCOUNT FOR ALL FIREFIGHTERS, POLICE OFFICERS AND EMT'S. ROLL CALL VOTE WAS TAKEN AND MOTION CARRIED WITH ALL AYES.
- d. MOTION 03R-23-25 WAS MADE BY SANDY FARDER AND SECONDED BY JACKSON PURFEERST TO DECLARE 2020 JOHN DEERE 1575 AND JOHN DEERE Z950M AS SURPLUS AND APPROVE THEIR SALES. ROLL CALL VOTE WAS TAKEN AND MOTION CARRIED WITH ALL AYES.
- e. MOTION 03R-24-25 WAS MADE BY BOB HEALES AND SECONDED BY SANDY FARDER TO APPROVE THE PURCHASE OF JOHN DEERE Z905M BAGGER AND THATCHER FROM MIDWEST MACHINERY IN THE AMOUNT OF \$6,296. ROLL CALL VOTE WAS TAKEN AND MOTION CARRIED WITH ALL AYES.

- f. TJ Graumann reported that the City was awarded \$414,279 for local Highway Safety Improvement Program (HSIP) projects from federal safety funds. These funds will be used to build a shared bike trail along CSAH 3

4. PLANNING & ZONING

- a. The Council reviewed an Encroachment Agreement between the City and Michael & Miryah Bosio to allow part of their structure to remain in the City's right-of-way without a violation. The Bosio's had many questions regarding the document. The Mayor asked Paul Satterlund to have those questions answered by the attorney and bring the agreement back to the Council on March 14.
- b. Paul Satterlund presented the first reading of Ordinance Naming an Unnamed Road as Arlas Pond Trl and Adding the Road Name to the Master Road Name Index. No comments from the Council or public were received. The second reading and approval of ordinance will take place no later than April 14, 2025.

G. CITY ATTORNEY REPORT – None.

H. PUBLIC FORUM – Sonia Slack of 13164 East Shore Road spoke in opposition of the upcoming school referendum.

Tom Swenson of 35533 Sand Pointe Drive stated that he was not in favor of the new format for Public Forum.

Cindy Myogeto of the Chamber stated that the St. Patrick's Day parade is on, no matter what the weather brings.

Mike O'Connell of 34088 White Oak Dr reported that he was in contact with Dave Peterson of Ideal Township and that Ideal Township plans to connect to the City's new trail on Harbor Lane.

I. NEW BUSINESS – MOTION 03R-25-25 WAS MADE BY SANDY FARDER AND SECONDED BY JACKSON PURFEERST TO APPROVE THE TITLE VI PLAN POLICY DATED MARCH 4, 2025. ROLL CALL VOTE WAS TAKEN AND MOTION CARRIED WITH ALL AYES.

J. OLD BUSINESS – None.

K. ADJOURN – MOTION 03R-26-25 WAS MADE BY SANDY FARDER AND SECONDED BY JAYME KNAPP TO ADJOURN THE MEETING AT 7:39 P.M. MOTION CARRIED WITH ALL AYES.

Respectfully submitted by,

Charlene Nelson, City Clerk

C.3.

SPECIAL COUNCIL MEETING
CITY OF CROSSLAKE
MONDAY, MARCH 31, 2025
3:00 P.M. – CITY HALL

The Council for the City of Crosslake held a Special Session on Monday, March 31, 2025. The following Council Members were present: Mayor Jackson Purfeerst, Sandy Farder, Jayme Knapp, Bob Heales, and Robin Sylvester. Also present were City Administrator Lori Conway, City Clerk Char Nelson, Zoning Administrator Paul Satterlund, Planning & Zoning Coordinator Cheryl Stuckmayer, and Public Works Director Pat Wehner. There were six people in the audience.

Mayor Purfeerst called the meeting to order at 3:00 P.M. MOTION 03SP2-01-25 WAS MADE BY JACKSON PURFEERST AND SECONDED BY BOB HEALES TO SUSPEND THE SECOND READING OF THE LAND USE ORDINANCE RELATED TO MIXED USE DISTRICTS AND ALLOWED USES IN THE LIGHT INDUSTRIAL ZONE. MOTION CARRIED WITH ALL AYES.

Jackson Purfeerst reported that he and Sandy Farder met with developers and realtors regarding the proposed ordinance and the group put together changes that they would like the Council to consider. The Planning & Zoning Commission reviewed the changes at their meeting on March 28 and agreed to 1 of the 3. The Council reviewed the newly revised ordinance.

Jackson Purfeerst questioned why a CUP would be required for all pole barns in these districts and stated he thinks pole barns should all have the same standards. Planning & Zoning Chair David Fuhs of 11820 Harbor Lane replied that there could be differences in architectural standards and screening depending on the location. Mr. Fuhs added that the use of a CUP was not to slow the process down but to take the burden from staff on whether the proposed structures meet all of the conditions equally across the board, which he thinks will be difficult to do.

Paul Satterlund handed out Potential Conditions for Findings from the Planning & Zoning Commission on why they feel a CUP should be required. Jackson Purfeerst stated that most of the findings are already handled during the permitting process and did not think it applied. Paul Satterlund stated that the Council needs to look at the conditions for the entire district and not just for the lots that intend to have a personal storage building. It was the consensus of the Council to change the requirement of CUP to Permit with Performance Standards for personal storage structures.

Sandy Farder asked what the disadvantage of a CUP was. Jackson Purfeerst stated that the cost is \$750 and it requires more meetings, which slows the process down. David Fuhs stated that the City could try issuing CUPs for a while and that CUP's are helpful because they can be rescinded if owner does not follow rules. Paul Satterlund stated that this is a new use and no research has been done to get input from surrounding communities. With the speed that this ordinance has developed, there will be things that were forgotten or overlooked and a CUP could help get past those areas. David Fuhs stated that Paul's position as zoning administrator allows him the ability to request that the Commission review an application if he sees issues or has questions, however, that will put him in a very difficult position.

Dan Miller of 37389 County Road 66 stated that the proposed ordinance looked good and suggested that the neighboring properties to these developments be responsible for screening as well.

Jackson Purfeerst stated that the current ordinance states that no outdoor storage will be allowed. Mr. Purfeerst noted that in the Industrial Zone people currently own more than one lot and store large pieces of equipment outside on the second lot. Mr. Purfeerst questioned whether outdoor storage be allowed with a fence. Jayme Knapp stated that outdoor storage should be allowed in the Industrial Zone. The Council agreed that fences should not be required in the Industrial Zone.

Robin Sylvester suggested that a fence be required in the Mixed-Use District for outdoor storage if the property is adjacent to residential zoned property. Bob Heales agreed and added that the fence should be maintenance free, 12 feet from the building, and be as long as the building. The Council agreed.

The consensus of the Council was to change the wording related to septic systems to: "The hookup of a septic system (SSTS) and well is permissible for an established business and/or personal storage building.

The Council reviewed the setbacks in the Mixed Use District and changed the Public Right of Way Frontage from 100' to 35'.

The Council was in agreement to remove the Architectural Standard requiring glass on any front façade in these districts. The Council agreed to change the effective date of ordinance to be, "upon its publication in the official newspaper." The Council approved a definition for Entertainment Space.

Jackson Purfeerst stated that this meeting concludes the first reading of the revised Land Use Ordinance related to Mixed Use Districts and Allowed Uses in the Light Industrial Zone. The second reading will take place at the Council's regular meeting on April 14.

MOTION 03SP2-02-25 WAS MADE BY SANDY FARDER AND SECONDED BY ROBIN SYLVESTER TO ADJOURN THE MEETING AT 4:18 P.M. MOTION CARRIED WITH ALL AYES.

Respectfully Submitted,

Charlene Nelson
City Clerk

C.4.

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City of Crosslake
Budget - Revenues
MARCH

Account Descr	2025 YTD Budget	MTD Amt	2025 YTD Amt	2025 YTD Balance	%YTD Budget
101 GENERAL FUND					
R 101-31000 General Property Taxes	\$3,944,635.00	\$0.00	\$72,498.33	\$3,872,136.67	1.84%
R 101-31800 Other Taxes	\$0.00	\$3.80	\$3.80	-\$3.80	0.00%
R 101-31900 Penalties and Interest DelTax	\$1,500.00	\$0.00	\$964.95	\$535.05	64.33%
R 101-32110 Liquor License - All	\$21,250.00	\$1,566.68	\$2,856.68	\$18,393.32	13.44%
R 101-32180 Other Licenses/Permits	\$500.00	\$0.00	\$150.00	\$350.00	30.00%
R 101-32200 STR Fees/Fines	\$127,500.00	\$17,277.50	\$30,029.00	\$97,471.00	23.55%
R 101-33400 State Grants and Aids	\$92,350.00	\$0.00	\$0.00	\$92,350.00	0.00%
R 101-33402 Homestead Credit	\$400.00	\$0.00	\$0.00	\$400.00	0.00%
R 101-33416 Police Training Reimbursement	\$6,000.00	\$0.00	\$0.00	\$6,000.00	0.00%
R 101-33417 Police State Aid	\$55,000.00	\$0.00	\$0.00	\$55,000.00	0.00%
R 101-33419 Fire Training Reimbursement	\$13,000.00	\$712.46	\$14,358.00	-\$1,358.00	110.45%
R 101-33423 Insurance Claim Reimbursement	\$0.00	\$10,623.20	\$579,200.70	-\$579,200.70	0.00%
R 101-34000 Charges for Services	\$275.00	\$3.00	\$26.00	\$249.00	9.45%
R 101-34010 Maps/Zoning/Ordinance/Pubs	\$50.00	\$0.00	\$0.00	\$50.00	0.00%
R 101-34103 Zoning Permits	\$65,000.00	\$5,200.00	\$8,260.00	\$56,740.00	12.71%
R 101-34104 Plat Check Fee/Subdivision Fee	\$11,000.00	\$0.00	\$4,780.00	\$6,220.00	43.45%
R 101-34105 Variances and CUPS/IUPS	\$12,500.00	\$0.00	\$0.00	\$12,500.00	0.00%
R 101-34106 Sign Permits	\$500.00	\$0.00	\$100.00	\$400.00	20.00%
R 101-34107 Assessment Search Fees	\$2,000.00	\$75.00	\$270.00	\$1,730.00	13.50%
R 101-34108 Zoning Misc/Penalties	\$1,500.00	\$225.00	\$300.00	\$1,200.00	20.00%
R 101-34112 Septic Permits	\$17,000.00	\$2,340.00	\$2,340.00	\$14,660.00	13.76%
R 101-34201 Fire Department Donations	\$5,200.00	\$1,634.95	\$13,458.05	-\$8,258.05	258.81%
R 101-34202 Fire Contract Services	\$55,000.00	\$0.00	\$0.00	\$55,000.00	0.00%
R 101-34210 Police Contracts	\$68,000.00	\$0.00	\$17,341.67	\$50,658.33	25.50%
R 101-34213 Police Receipts	\$3,000.00	\$0.00	\$0.00	\$3,000.00	0.00%
R 101-34300 E911 Signs	\$1,500.00	\$450.00	\$700.00	\$800.00	46.67%
R 101-34700 Park & Rec Donation	\$1,000.00	\$75.00	\$75.00	\$925.00	7.50%
R 101-34711 Taxable Merchandise/Rentals	\$0.00	\$0.00	\$20.00	-\$20.00	0.00%
R 101-34740 Park Concessions	\$0.00	\$0.00	\$17.00	-\$17.00	0.00%
R 101-34741 Concessions - All Depts	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
R 101-34750 CCC/Park User Fee	\$3,000.00	\$65.00	\$529.50	\$2,470.50	17.65%
R 101-34751 Shelter/Beer/Wine Fees	\$300.00	\$0.00	\$0.00	\$300.00	0.00%
R 101-34760 Library Cards	\$600.00	\$77.00	\$275.00	\$325.00	45.83%
R 101-34761 Library Donations	\$300.00	\$0.00	\$0.00	\$300.00	0.00%
R 101-34762 Library Copies	\$275.00	\$37.00	\$62.75	\$212.25	22.82%
R 101-34763 Library Events	\$4,000.00	\$0.00	\$0.00	\$4,000.00	0.00%
R 101-34768 PAL Foundation - Library	\$200.00	\$0.00	\$0.00	\$200.00	0.00%
R 101-34769 PAL Foundation - Park	\$73,000.00	\$17,940.21	\$17,940.21	\$55,059.79	24.58%
R 101-34770 Silver Sneakers	\$16,600.00	\$1,558.00	\$4,505.00	\$12,095.00	27.14%
R 101-34790 Park Dedication Fees	\$40,000.00	\$0.00	\$4,500.00	\$35,500.00	11.25%
R 101-34800 Park & Rec Activity Fees	\$3,000.00	\$0.00	\$0.00	\$3,000.00	0.00%
R 101-34801 Park&Rec Taxable Activity Fees	\$29,500.00	\$0.00	\$0.00	\$29,500.00	0.00%
R 101-34803 Recreation-Misc. Receipts	\$1,000.00	\$6.00	\$19.50	\$980.50	1.95%
R 101-34806 Weight Room Fees	\$0.00	\$2,464.00	\$9,382.00	-\$9,382.00	0.00%
R 101-34807 Volleyball Fees	\$0.00	\$168.00	\$477.00	-\$477.00	0.00%
R 101-34810 Pickle Ball Fees	\$15,000.00	\$3,225.00	\$10,055.00	\$4,945.00	67.03%
R 101-34940 Cemetery Lots	\$6,000.00	\$0.00	\$1,600.00	\$4,400.00	26.67%
R 101-34941 Cemetery Openings	\$4,000.00	\$500.00	\$1,000.00	\$3,000.00	25.00%
R 101-34942 Cemetery Other	\$450.00	\$100.00	\$150.00	\$300.00	33.33%
R 101-34950 Public Works Revenue	\$3,000.00	\$200.00	\$325.00	\$2,675.00	10.83%
R 101-34952 County Joint Facility Payments	\$35,000.00	\$0.00	\$5,922.92	\$29,077.08	16.92%
R 101-34953 Recycling Revenues	\$500.00	\$3.25	\$277.89	\$222.11	55.58%

Account Descr	2025 YTD Budget	MTD Amt	2025 YTD Amt	2025 YTD Balance	%YTD Budget
R 101-35100 Court Fines - Police	\$10,000.00	\$1,326.81	\$3,584.92	\$6,415.08	35.85%
R 101-35103 Library Fines	\$300.00	\$47.00	\$115.00	\$185.00	38.33%
R 101-35105 Restitution Receipts	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
R 101-36200 Miscellaneous Revenues	\$6,000.00	\$1,226.40	\$3,007.40	\$2,992.60	50.12%
R 101-36201 Misc Reimbursements	\$0.00	\$187.70	\$1,677.70	-\$1,677.70	0.00%
R 101-36202 LIBRARY GRANTS	\$5,000.00	\$0.00	\$0.00	\$5,000.00	0.00%
R 101-36210 Interest Earnings	\$180,000.00	\$14,736.13	\$47,536.59	\$132,463.41	26.41%
R 101-36256 Sp Assess P - Other	\$9,563.00	\$0.00	\$0.00	\$9,563.00	0.00%
R 101-36257 Sp Assess I - Other	\$5,469.00	\$0.00	\$0.00	\$5,469.00	0.00%
R 101-39300 Proceeds-Gen Long-term Debt	\$1,982,963.00	\$0.00	\$0.00	\$1,982,963.00	0.00%
101 GENERAL FUND	\$6,941,680.00	\$84,054.09	\$860,692.56	\$6,080,987.44	
301 DEBT SERVICE FUND					
R 301-31308 2006 Series B Levy	\$0.00	\$0.00	\$3.23	-\$3.23	0.00%
R 301-31311 2015 GO Equip Certs 2015B	\$0.00	\$0.00	\$14.66	-\$14.66	0.00%
R 301-31313 2018 ROADS-EST BOND LEVY	\$101,175.00	\$0.00	\$1,827.79	\$99,347.21	1.81%
R 301-31317 2019A City Hall/Police	\$309,415.00	\$0.00	\$5,699.34	\$303,715.66	1.84%
R 301-31318 2021 GO Equip Cert Series 2021	\$141,750.00	\$0.00	\$2,653.94	\$139,096.06	1.87%
R 301-31319 2022A Fire Truck	\$126,083.00	\$0.00	\$2,305.09	\$123,777.91	1.83%
R 301-31320 2022A Road Projects	\$40,993.00	\$0.00	\$745.24	\$40,247.76	1.82%
R 301-31322 2025 Road Project Bonds	\$128,500.00	\$0.00	\$0.00	\$128,500.00	0.00%
R 301-36121 Sp Assess Prin 2022 Roads	\$11,343.00	\$0.00	\$0.00	\$11,343.00	0.00%
R 301-36122 Sp Assess Int 2022 Roads	\$10,056.00	\$0.00	\$99.66	\$9,956.34	0.99%
R 301-36123 Sp Assess Prin Daggett Bay Rd	\$1,471.00	\$0.00	\$97.66	\$1,373.34	6.64%
R 301-36124 Sp Assess Int Daggett Bay Rd	\$319.00	\$0.00	\$0.00	\$319.00	0.00%
301 DEBT SERVICE FUND	\$871,105.00	\$0.00	\$13,446.61	\$857,658.39	
405 TAX INCREMENT FINANCE PROJECTS					
R 405-31056 Tax Increment 1-9 C&J Develop	\$12,362.00	\$0.00	\$0.00	\$12,362.00	0.00%
405 TAX INCREMENT FINANCE PROJECTS	\$12,362.00	\$0.00	\$0.00	\$12,362.00	
502 ECONOMIC DEVELOPMENT FUND					
R 502-31000 General Property Taxes	\$18,100.00	\$0.00	\$336.29	\$17,763.71	1.86%
502 ECONOMIC DEVELOPMENT FUND	\$18,100.00	\$0.00	\$336.29	\$17,763.71	
601 SEWER OPERATING FUND					
R 601-31000 General Property Taxes	\$161,761.00	\$0.00	\$3,436.48	\$158,324.52	2.12%
R 601-34410 Unallocated Reserves	\$0.00	-\$590.90	-\$1,573.47	\$1,573.47	0.00%
R 601-36104 Penalty & Interest	\$1,500.00	\$208.78	\$776.64	\$723.36	51.78%
R 601-36200 Miscellaneous Revenues	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.00%
R 601-37200 User Fee	\$430,000.00	\$37,571.78	\$114,503.22	\$315,496.78	26.63%
R 601-37250 Sewer Connection Payments	\$45,000.00	\$0.00	\$0.00	\$45,000.00	0.00%
601 SEWER OPERATING FUND	\$639,761.00	\$37,189.66	\$117,142.87	\$522,618.13	
651 SEWER RESTRICTED SINKING FUND					
R 651-31306 2003 Disposal System Levy	\$0.00	\$0.00	\$99.47	-\$99.47	0.00%
R 651-31312 2017 GO Sewer Rev Imp Bonds	\$118,865.00	\$0.00	\$2,187.42	\$116,677.58	1.84%
R 651-31321 2022A Sewer Bonds	\$136,102.00	\$0.00	\$2,488.74	\$133,613.26	1.83%
R 651-36104 Penalty & Interest	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.00%
R 651-36210 Interest Earnings	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
651 SEWER RESTRICTED SINKING FUND	\$256,967.00	\$0.00	\$4,775.63	\$252,191.37	
	\$8,739,975.00	\$121,243.75	\$996,393.96	\$7,743,581.04	

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City of Crosslake
Budget - Expenditures
MARCH

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Account Descr	2025 YTD Budget	MTD Amt	2025 YTD Amt	2025 YTD Balance	%YTD Budget
101 GENERAL FUND					
41110 Council					
E 101-41110-099 Mayor and City Council	\$42,300.00	\$2,730.00	\$8,070.00	\$34,230.00	19.08%
E 101-41110-122 FICA	\$3,236.00	\$208.87	\$617.43	\$2,618.57	19.08%
E 101-41110-124 FMLA	\$620.00	\$0.00	\$0.00	\$620.00	0.00%
E 101-41110-151 Workers Comp Insurance	\$89.00	\$73.00	\$73.00	\$16.00	82.02%
E 101-41110-200 Office Supplies	\$500.00	\$0.00	\$136.00	\$364.00	27.20%
E 101-41110-208 Instruction Fees	\$2,000.00	\$0.00	\$700.00	\$1,300.00	35.00%
E 101-41110-321 Communications-Cellular	\$1,376.00	\$38.23	\$127.78	\$1,248.22	9.29%
E 101-41110-331 Travel Expenses	\$1,500.00	\$652.18	\$652.18	\$847.82	43.48%
E 101-41110-360 Insurance	\$150.00	\$0.00	\$0.00	\$150.00	0.00%
E 101-41110-430 Miscellaneous	\$500.00	\$0.00	\$34.60	\$465.40	6.92%
E 101-41110-433 Dues/Contracts/Subscription	\$1,174.00	\$72.50	\$242.50	\$931.50	20.66%
41110 Council	\$53,445.00	\$3,774.78	\$10,653.49	\$42,791.51	

City of Crosslake
Budget - Expenditures
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Account Descr	2025 YTD Budget	MTD Amt	2025 YTD Amt	2025 YTD Balance	%YTD Budget
41400 Administration					
E 101-41400-100 Wages - Dept Heads	\$129,168.00	\$9,936.00	\$28,926.45	\$100,241.55	22.39%
E 101-41400-109 City Clerk/Admin Asst	\$96,200.00	\$7,468.66	\$24,621.75	\$71,578.25	25.59%
E 101-41400-116 Treasurer/Deputy Clerk	\$82,264.00	\$6,174.00	\$18,522.00	\$63,742.00	22.52%
E 101-41400-121 PERA	\$23,072.00	\$1,768.40	\$5,239.07	\$17,832.93	22.71%
E 101-41400-122 FICA	\$23,534.00	\$1,527.55	\$4,491.65	\$19,042.35	19.09%
E 101-41400-124 FMLA	\$5,230.00	\$0.00	\$0.00	\$5,230.00	0.00%
E 101-41400-131 Employer Paid Health	\$31,113.00	\$2,672.44	\$8,097.02	\$23,015.98	26.02%
E 101-41400-132 Employer Paid Disability	\$567.00	\$40.94	\$122.82	\$444.18	21.66%
E 101-41400-133 Employer Paid Dental	\$1,527.00	\$159.56	\$489.88	\$1,037.12	32.08%
E 101-41400-134 Employer Paid Life	\$336.00	\$27.96	\$83.88	\$252.12	24.96%
E 101-41400-151 Workers Comp Insurance	\$1,276.00	\$1,357.00	\$1,357.00	-\$81.00	106.35%
E 101-41400-152 Health Savings Account Con	\$9,600.00	\$0.00	\$4,125.00	\$5,475.00	42.97%
E 101-41400-200 Office Supplies	\$3,200.00	\$172.50	\$459.80	\$2,740.20	14.37%
E 101-41400-208 Instruction Fees	\$5,000.00	\$0.00	\$0.00	\$5,000.00	0.00%
E 101-41400-210 Operating Supplies	\$1,000.00	\$5.00	\$97.99	\$902.01	9.80%
E 101-41400-220 Repair/Maint Supply - Equip	\$3,864.00	\$443.33	\$1,329.99	\$2,534.01	34.42%
E 101-41400-320 Communications	\$3,000.00	\$204.34	\$409.52	\$2,590.48	13.65%
E 101-41400-321 Communications-Cellular	\$0.00	\$49.93	\$99.86	-\$99.86	0.00%
E 101-41400-322 Postage	\$750.00	\$0.00	\$222.54	\$527.46	29.67%
E 101-41400-331 Travel Expenses	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
E 101-41400-351 Legal Notices Publishing	\$750.00	\$0.00	\$200.69	\$549.31	26.76%
E 101-41400-413 Office Equipment Rental/Re	\$750.00	\$0.00	\$0.00	\$750.00	0.00%
E 101-41400-430 Miscellaneous	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
E 101-41400-433 Dues/Contracts/Subscription	\$2,430.00	\$314.50	\$1,928.42	\$501.58	79.36%
E 101-41400-443 Sales Tax	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
E 101-41400-500 Capital Outlay -	\$5,692.00	\$0.00	\$0.00	\$5,692.00	0.00%
E 101-41400-600 Principal	\$743.00	\$81.95	\$245.45	\$497.55	33.04%
E 101-41400-610 Interest	\$3.00	\$0.55	\$2.05	\$0.95	68.33%
41400 Administration	\$432,669.00	\$32,404.61	\$101,072.83	\$331,596.17	

City of Crosslake
Budget - Expenditures
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Account Descr	2025 YTD Budget	MTD Amt	2025 YTD Amt	2025 YTD Balance	%YTD Budget
41600 Audit/Legal Services					
E 101-41600-301 Auditing and Acct g Services	\$42,000.00	\$1,113.00	\$2,263.00	\$39,737.00	5.39%
E 101-41600-304 Legal Fees (Civil)	\$7,000.00	\$2,394.00	\$2,394.00	\$4,606.00	34.20%
E 101-41600-307 Legal Fees (Labor)	\$25,000.00	\$5,072.41	\$5,072.41	\$19,927.59	20.29%
41600 Audit/Legal Services	\$74,000.00	\$8,579.41	\$9,729.41	\$64,270.59	

City of Crosslake
Budget - Expenditures
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Account Descr	2025 YTD Budget	MTD Amt	2025 YTD Amt	2025 YTD Balance	%YTD Budget
41910 Planning and Zoning					
E 101-41910-100 Wages - Dept Heads	\$88,691.00	\$6,852.40	\$20,557.20	\$68,133.80	23.18%
E 101-41910-105 Part-time or Intern Wages	\$10,400.00	\$0.00	\$0.00	\$10,400.00	0.00%
E 101-41910-115 Admin Asst or Program Fac	\$79,098.00	\$6,423.47	\$18,676.60	\$60,421.40	23.61%
E 101-41910-121 PERA	\$12,584.00	\$995.68	\$4,592.52	\$7,991.48	36.49%
E 101-41910-122 FICA	\$13,631.00	\$889.30	\$2,688.22	\$10,942.78	19.72%
E 101-41910-124 FMLA	\$3,029.00	\$0.00	\$0.00	\$3,029.00	0.00%
E 101-41910-131 Employer Paid Health	\$44,950.00	\$1,872.90	\$5,618.70	\$39,331.30	12.50%
E 101-41910-132 Employer Paid Disability	\$297.00	\$23.22	\$69.66	\$227.34	23.45%
E 101-41910-133 Employer Paid Dental	\$2,171.00	\$183.78	\$528.60	\$1,642.40	24.35%
E 101-41910-134 Employer Paid Life	\$224.00	\$15.38	\$46.14	\$177.86	20.60%
E 101-41910-151 Workers Comp Insurance	\$878.00	\$988.00	\$988.00	-\$110.00	112.53%
E 101-41910-152 Health Savings Account Con	\$12,800.00	\$80.60	\$4,723.80	\$8,076.20	36.90%
E 101-41910-200 Office Supplies	\$2,200.00	\$240.91	\$376.97	\$1,823.03	17.14%
E 101-41910-208 Instruction Fees	\$2,000.00	\$0.00	\$0.00	\$2,000.00	0.00%
E 101-41910-210 Operating Supplies	\$750.00	\$0.00	\$0.00	\$750.00	0.00%
E 101-41910-212 Motor Fuels	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
E 101-41910-220 Repair/Maint Supply - Equip	\$5,000.00	\$428.33	\$1,284.99	\$3,715.01	25.70%
E 101-41910-258 Uniform - Department Head	\$600.00	\$0.00	\$0.00	\$600.00	0.00%
E 101-41910-259 Uniform - Staff	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
E 101-41910-303 Engineering Fees	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.00%
E 101-41910-304 Legal Fees (Civil)	\$6,000.00	\$266.00	\$266.00	\$5,734.00	4.43%
E 101-41910-320 Communications	\$2,600.00	\$204.34	\$409.51	\$2,190.49	15.75%
E 101-41910-321 Communications-Cellular	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
E 101-41910-322 Postage	\$650.00	\$0.00	\$222.55	\$427.45	34.24%
E 101-41910-331 Travel Expenses	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
E 101-41910-332 Travel Expense- P&Z Comm	\$4,000.00	\$0.00	\$0.00	\$4,000.00	0.00%
E 101-41910-340 Advertising	\$150.00	\$0.00	\$0.00	\$150.00	0.00%
E 101-41910-351 Legal Notices Publishing	\$1,600.00	\$61.71	\$174.68	\$1,425.32	10.92%
E 101-41910-352 Filing Fees	\$900.00	\$0.00	\$46.00	\$854.00	5.11%
E 101-41910-360 Insurance	\$5,391.00	\$4,870.00	\$4,870.00	\$521.00	90.34%
E 101-41910-387 Septic Inspections/Design	\$8,000.00	\$0.00	\$0.00	\$8,000.00	0.00%
E 101-41910-413 Office Equipment Rental/Re	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
E 101-41910-430 Miscellaneous	\$500.00	\$19.59	\$29.59	\$470.41	5.92%
E 101-41910-433 Dues/Contracts/Subscription	\$2,560.00	\$455.36	\$818.86	\$1,741.14	31.99%
E 101-41910-443 Sales Tax	\$20.00	\$1.00	\$2.00	\$18.00	10.00%
E 101-41910-452 Refund	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
E 101-41910-470 Consultant Fees	\$4,000.00	\$0.00	\$1,000.00	\$3,000.00	25.00%
E 101-41910-500 Capital Outlay -	\$4,879.00	\$0.00	\$0.00	\$4,879.00	0.00%
E 101-41910-600 Principal	\$743.00	\$81.95	\$245.45	\$497.55	33.04%
E 101-41910-610 Interest	\$3.00	\$0.55	\$2.05	\$0.95	68.33%
41910 Planning and Zoning	\$326,299.00	\$24,954.47	\$68,238.09	\$258,060.91	

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Account Descr	2025 YTD Budget	MTD Amt	2025 YTD Amt	2025 YTD Balance	%YTD Budget
41940 General Government					
E 101-41940-199 Employee Recognition	\$4,000.00	\$0.00	\$173.65	\$3,826.35	4.34%
E 101-41940-210 Operating Supplies	\$2,500.00	\$537.54	\$728.92	\$1,771.08	29.16%
E 101-41940-220 Repair/Maint Supply - Equip	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
E 101-41940-223 Bldg Repair Suppl/Maintena	\$10,500.00	\$480.36	\$1,645.21	\$8,854.79	15.67%
E 101-41940-316 Security Monitoring	\$1,650.00	\$0.00	\$0.00	\$1,650.00	0.00%
E 101-41940-320 Communications	\$1,000.00	\$87.34	\$174.68	\$825.32	17.47%
E 101-41940-335 Background Checks	\$0.00	\$99.75	\$99.75	-\$99.75	0.00%
E 101-41940-336 Short Term Rental	\$40,750.00	\$54.00	\$108.00	\$40,642.00	0.27%
E 101-41940-351 Legal Notices Publishing	\$600.00	\$0.00	\$0.00	\$600.00	0.00%
E 101-41940-354 Ordinance Codification	\$5,000.00	\$0.00	\$0.00	\$5,000.00	0.00%
E 101-41940-360 Insurance	\$26,275.00	\$23,992.83	\$208,323.63	-\$182,048.63	792.86%
E 101-41940-381 Electric Utilities	\$11,000.00	\$873.00	\$1,865.00	\$9,135.00	16.95%
E 101-41940-383 Gas Utilities	\$4,500.00	\$504.92	\$1,035.29	\$3,464.71	23.01%
E 101-41940-384 Refuse/Garbage Disposal	\$850.00	\$73.00	\$146.01	\$703.99	17.18%
E 101-41940-385 Sewer Utility	\$780.00	\$65.00	\$130.00	\$650.00	16.67%
E 101-41940-389 Generator Expense	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.00%
E 101-41940-405 Cleaning Services	\$13,000.00	\$700.00	\$1,900.00	\$11,100.00	14.62%
E 101-41940-430 Miscellaneous	\$2,000.00	\$10.00	\$211.80	\$1,788.20	10.59%
E 101-41940-433 Dues/Contracts/Subscription	\$9,400.00	\$80.98	\$3,872.94	\$5,527.06	41.20%
E 101-41940-438 Initiative Foundation	\$1,650.00	\$0.00	\$1,650.00	\$0.00	100.00%
E 101-41940-442 Safety Prog/Equipment	\$15,453.00	\$0.00	\$3,890.53	\$11,562.47	25.18%
E 101-41940-443 Sales Tax	\$10.00	\$0.00	\$0.00	\$10.00	0.00%
E 101-41940-446 Animal Control	\$0.00	\$0.00	\$31.16	-\$31.16	0.00%
E 101-41940-449 Cobra Payments	\$0.00	\$111.73	\$289.75	-\$289.75	0.00%
E 101-41940-452 Refund	\$0.00	\$1,000.00	\$1,125.00	-\$1,125.00	0.00%
E 101-41940-456 Fireworks	\$15,000.00	\$0.00	\$0.00	\$15,000.00	0.00%
E 101-41940-490 Donations to Civic Org s	\$5,650.00	\$0.00	\$0.00	\$5,650.00	0.00%
E 101-41940-500 Capital Outlay -	\$90,000.00	\$0.00	\$0.00	\$90,000.00	0.00%
E 101-41940-553 Capital Outlay - Other	\$100,000.00	\$0.00	\$0.00	\$100,000.00	0.00%
41940 General Government	\$363,568.00	\$28,670.45	\$227,401.32	\$136,166.68	

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42110 Police Administration					
E 101-42110-100 Wages - Dept Heads	\$100,547.00	\$7,811.74	\$24,229.43	\$76,317.57	24.10%
E 101-42110-105 Part-time or Intern Wages	\$26,000.00	\$0.00	\$420.00	\$25,580.00	1.62%
E 101-42110-115 Admin Asst or Program Fac	\$58,219.00	\$4,592.38	\$13,581.66	\$44,637.34	23.33%
E 101-42110-117 Police Officers - Full-time	\$399,328.00	\$25,424.34	\$77,621.68	\$321,706.32	19.44%
E 101-42110-119 Sergeant Wages	\$90,875.00	\$6,990.40	\$20,971.20	\$69,903.80	23.08%
E 101-42110-121 PERA	\$101,165.00	\$7,464.51	\$22,691.97	\$78,473.03	22.43%
E 101-42110-122 FICA	\$12,353.00	\$728.00	\$2,280.29	\$10,072.71	18.46%
E 101-42110-124 FMLA	\$10,287.00	\$0.00	\$0.00	\$10,287.00	0.00%
E 101-42110-131 Employer Paid Health	\$129,650.00	\$9,890.22	\$29,830.06	\$99,819.94	23.01%
E 101-42110-132 Employer Paid Disability	\$1,002.00	\$77.46	\$232.38	\$769.62	23.19%
E 101-42110-133 Employer Paid Dental	\$5,512.00	\$499.56	\$1,436.88	\$4,075.12	26.07%
E 101-42110-134 Employer Paid Life	\$783.00	\$65.24	\$287.92	\$495.08	36.77%
E 101-42110-140 Unemployment	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
E 101-42110-151 Workers Comp Insurance	\$31,312.00	\$30,803.00	\$30,803.00	\$509.00	98.37%
E 101-42110-152 Health Savings Account Con	\$38,400.00	\$0.00	\$6,600.00	\$31,800.00	17.19%
E 101-42110-200 Office Supplies	\$400.00	\$11.75	\$156.68	\$243.32	39.17%
E 101-42110-208 Instruction Fees	\$10,001.00	\$0.00	\$2,939.00	\$7,062.00	29.39%
E 101-42110-209 Physicals	\$800.00	\$0.00	\$0.00	\$800.00	0.00%
E 101-42110-210 Operating Supplies	\$4,000.00	\$130.68	\$340.10	\$3,659.90	8.50%
E 101-42110-212 Motor Fuels	\$20,000.00	\$0.00	\$0.00	\$20,000.00	0.00%
E 101-42110-214 Auto Expense- Squad Vehicl	\$10,200.00	\$8.26	\$3,127.47	\$7,072.53	30.66%
E 101-42110-219 Auto Expense- Squad 304	\$0.00	\$0.00	\$44.99	-\$44.99	0.00%
E 101-42110-220 Repair/Maint Supply - Equip	\$8,500.00	\$250.00	\$750.00	\$7,750.00	8.82%
E 101-42110-223 Bldg Repair Suppl/Maintena	\$500.00	\$0.00	\$416.00	\$84.00	83.20%
E 101-42110-258 Uniform - Department Head	\$900.00	\$253.47	\$629.78	\$270.22	69.98%
E 101-42110-259 Uniform - Staff	\$5,400.00	-\$52.71	\$394.28	\$5,005.72	7.30%
E 101-42110-270 Ammunition	\$2,500.00	\$0.00	\$0.00	\$2,500.00	0.00%
E 101-42110-281 Tactical Team	\$10,000.00	\$3,485.09	\$4,371.48	\$5,628.52	43.71%
E 101-42110-282 Restitution Expenditures	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
E 101-42110-283 Forfeiture Expenditures	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
E 101-42110-320 Communications	\$5,940.00	\$487.73	\$954.82	\$4,985.18	16.07%
E 101-42110-321 Communications-Cellular	\$6,500.00	\$567.19	\$1,134.38	\$5,365.62	17.45%
E 101-42110-322 Postage	\$300.00	\$14.95	\$184.74	\$115.26	61.58%
E 101-42110-331 Travel Expenses	\$2,500.00	\$289.26	\$1,151.71	\$1,348.29	46.07%
E 101-42110-360 Insurance	\$34,737.00	\$33,420.91	\$33,420.91	\$1,316.09	96.21%
E 101-42110-405 Cleaning Services	\$4,800.00	\$300.00	\$900.00	\$3,900.00	18.75%
E 101-42110-413 Office Equipment Rental/Re	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
E 101-42110-430 Miscellaneous	\$200.00	\$75.00	\$158.88	\$41.12	79.44%
E 101-42110-433 Dues/Contracts/Subscription	\$49,250.00	\$995.21	\$5,916.29	\$43,333.71	12.01%
E 101-42110-443 Sales Tax	\$200.00	\$0.00	\$0.00	\$200.00	0.00%
E 101-42110-460 Fines/Fees Reimburse	\$8,000.00	\$0.00	\$7,966.74	\$33.26	99.58%
E 101-42110-500 Capital Outlay -	\$45,379.00	\$0.00	\$7,002.26	\$38,376.74	15.43%
E 101-42110-550 Capital Outlay -	\$69,238.00	\$6,909.84	\$6,909.84	\$62,328.16	9.98%
E 101-42110-600 Principal	\$259.00	\$42.98	\$42.98	\$216.02	16.59%
E 101-42110-610 Interest	\$2.00	\$0.36	\$0.36	\$1.64	18.00%
42110 Police Administration	\$1,308,039.00	\$141,536.82	\$309,900.16	\$998,138.84	

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42280 Fire Administration					
E 101-42280-100 Wages - Dept Heads	\$94,994.00	\$7,732.80	\$21,921.60	\$73,072.40	23.08%
E 101-42280-106 Fire Training	\$2,100.00	\$0.00	\$0.00	\$2,100.00	0.00%
E 101-42280-107 Fire Calls or Services	\$140,000.00	\$14,846.50	\$49,599.00	\$90,401.00	35.43%
E 101-42280-121 PERA	\$16,814.00	\$1,368.70	\$3,880.12	\$12,933.88	23.08%
E 101-42280-122 FICA	\$12,248.00	\$1,222.96	\$4,051.98	\$8,196.02	33.08%
E 101-42280-124 FMLA	\$4,031.00	\$0.00	\$0.00	\$4,031.00	0.00%
E 101-42280-131 Employer Paid Health	\$22,475.00	\$1,872.90	\$5,618.70	\$16,856.30	25.00%
E 101-42280-132 Employer Paid Disability	\$174.00	\$13.57	\$40.71	\$133.29	23.40%
E 101-42280-133 Employer Paid Dental	\$1,424.00	\$120.50	\$346.60	\$1,077.40	24.34%
E 101-42280-134 Employer Paid Life	\$112.00	\$9.32	\$27.96	\$84.04	24.96%
E 101-42280-151 Workers Comp Insurance	\$4,287.00	\$9,115.00	\$9,115.00	-\$4,828.00	212.62%
E 101-42280-152 Health Savings Account Con	\$6,400.00	\$0.00	\$1,650.00	\$4,750.00	25.78%
E 101-42280-200 Office Supplies	\$350.00	\$0.00	\$0.00	\$350.00	0.00%
E 101-42280-208 Instruction Fees	\$20,000.00	\$1,311.00	\$4,161.00	\$15,839.00	20.81%
E 101-42280-209 Physicals	\$4,000.00	\$3,810.00	\$3,810.00	\$190.00	95.25%
E 101-42280-210 Operating Supplies	\$3,000.00	\$346.18	\$489.92	\$2,510.08	16.33%
E 101-42280-212 Motor Fuels	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.00%
E 101-42280-213 Diesel Fuel	\$1,750.00	\$0.00	\$0.00	\$1,750.00	0.00%
E 101-42280-220 Repair/Maint Supply - Equip	\$6,500.00	\$42.61	\$42.61	\$6,457.39	0.66%
E 101-42280-221 Repair/Maint Vehicles	\$15,000.00	\$0.00	\$169.00	\$14,831.00	1.13%
E 101-42280-223 Bldg Repair Suppl/Maintena	\$8,000.00	\$2,387.93	\$4,203.01	\$3,796.99	52.54%
E 101-42280-233 FIRE PREVENTION	\$3,000.00	\$0.00	\$0.00	\$3,000.00	0.00%
E 101-42280-240 Small Tools and Minor Equip	\$4,000.00	\$589.72	\$796.63	\$3,203.37	19.92%
E 101-42280-258 Uniform - Department Head	\$3,500.00	\$230.00	\$1,454.63	\$2,045.37	41.56%
E 101-42280-316 Security Monitoring	\$5,000.00	\$0.00	\$0.00	\$5,000.00	0.00%
E 101-42280-319 Donation Expenditures	\$0.00	\$0.00	\$100.00	-\$100.00	0.00%
E 101-42280-320 Communications	\$3,000.00	\$310.91	\$614.58	\$2,385.42	20.49%
E 101-42280-321 Communications-Cellular	\$4,500.00	\$432.23	\$864.46	\$3,635.54	19.21%
E 101-42280-322 Postage	\$25.00	\$0.00	\$0.00	\$25.00	0.00%
E 101-42280-331 Travel Expenses	\$5,000.00	\$159.60	\$1,269.62	\$3,730.38	25.39%
E 101-42280-360 Insurance	\$22,134.00	\$20,339.28	\$20,339.28	\$1,794.72	91.89%
E 101-42280-381 Electric Utilities	\$8,000.00	\$755.00	\$1,524.00	\$6,476.00	19.05%
E 101-42280-383 Gas Utilities	\$7,000.00	\$1,299.53	\$2,718.11	\$4,281.89	38.83%
E 101-42280-384 Refuse/Garbage Disposal	\$1,500.00	\$111.26	\$222.51	\$1,277.49	14.83%
E 101-42280-385 Sewer Utility	\$780.00	\$65.00	\$130.00	\$650.00	16.67%
E 101-42280-405 Cleaning Services	\$2,400.00	\$235.00	\$705.00	\$1,695.00	29.38%
E 101-42280-430 Miscellaneous	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
E 101-42280-433 Dues/Contracts/Subscription	\$4,000.00	\$203.72	\$2,166.47	\$1,833.53	54.16%
E 101-42280-443 Sales Tax	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
E 101-42280-491 FDRA City Contribution	\$23,000.00	\$486.00	\$1,485.00	\$21,515.00	6.46%
E 101-42280-500 Capital Outlay -	\$129,639.00	\$49,195.76	\$53,522.56	\$76,116.44	41.29%
42280 Fire Administration	\$592,737.00	\$118,612.98	\$197,040.06	\$395,696.94	

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Account Descr	2025 YTD Budget	MTD Amt	2025 YTD Amt	2025 YTD Balance	%YTD Budget
42500 Ambulance Services					
E 101-42500-223 Bldg Repair Suppl/Maintena	\$433.00	\$0.00	\$0.00	\$433.00	0.00%
42500 Ambulance Services	\$433.00	\$0.00	\$0.00	\$433.00	

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Account Descr	2025 YTD Budget	MTD Amt	2025 YTD Amt	2025 YTD Balance	%YTD Budget
43000 Public Works (GENERAL)					
E 101-43000-100 Wages - Dept Heads	\$44,106.00	\$3,407.80	\$10,223.41	\$33,882.59	23.18%
E 101-43000-108 Tech 3/PW Heavy Equip Op	\$191,092.00	\$12,712.41	\$34,880.36	\$156,211.64	18.25%
E 101-43000-121 PERA	\$17,640.00	\$1,209.00	\$3,382.70	\$14,257.30	19.18%
E 101-43000-122 FICA	\$17,993.00	\$1,094.33	\$3,157.23	\$14,835.77	17.55%
E 101-43000-124 FMLA	\$3,998.00	\$0.00	\$0.00	\$3,998.00	0.00%
E 101-43000-131 Employer Paid Health	\$47,533.00	\$4,078.83	\$1,479.85	\$46,053.15	3.11%
E 101-43000-132 Employer Paid Disability	\$386.00	\$37.59	\$112.77	\$273.23	29.22%
E 101-43000-133 Employer Paid Dental	\$2,187.00	\$245.45	\$584.77	\$1,602.23	26.74%
E 101-43000-134 Employer Paid Life	\$346.00	\$28.69	\$82.77	\$263.23	23.92%
E 101-43000-151 Workers Comp Insurance	\$12,348.00	\$7,739.00	\$7,739.00	\$4,609.00	62.67%
E 101-43000-152 Health Savings Account Con	\$14,720.00	\$0.00	\$4,925.00	\$9,795.00	33.46%
E 101-43000-200 Office Supplies	\$450.00	\$0.00	\$253.69	\$196.31	56.38%
E 101-43000-208 Instruction Fees	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.00%
E 101-43000-210 Operating Supplies	\$1,200.00	\$108.73	\$252.79	\$947.21	21.07%
E 101-43000-212 Motor Fuels	\$10,000.00	\$23.79	\$23.79	\$9,976.21	0.24%
E 101-43000-213 Diesel Fuel	\$18,000.00	\$0.00	\$0.00	\$18,000.00	0.00%
E 101-43000-215 Shop Supplies	\$2,750.00	\$64.76	\$389.39	\$2,360.61	14.16%
E 101-43000-220 Repair/Maint Supply - Equip	\$20,000.00	\$317.24	\$4,011.11	\$15,988.89	20.06%
E 101-43000-221 Repair/Maint Vehicles	\$20,000.00	-\$93.11	\$1,444.56	\$18,555.44	7.22%
E 101-43000-222 Tires	\$3,000.00	\$0.00	\$0.00	\$3,000.00	0.00%
E 101-43000-223 Bldg Repair Suppl/Maintena	\$10,000.00	\$79.28	\$307.54	\$9,692.46	3.08%
E 101-43000-224 Street Maint Materials	\$30,000.00	\$2,792.87	\$2,792.87	\$27,207.13	9.31%
E 101-43000-226 Bridge Materials	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.00%
E 101-43000-231 Chemicals/Landscaping	\$2,200.00	\$0.00	\$0.00	\$2,200.00	0.00%
E 101-43000-232 Striping	\$10,000.00	\$0.00	\$0.00	\$10,000.00	0.00%
E 101-43000-235 Signs	\$5,000.00	\$46.68	\$46.68	\$4,953.32	0.93%
E 101-43000-240 Small Tools and Minor Equip	\$7,500.00	\$0.00	\$0.00	\$7,500.00	0.00%
E 101-43000-258 Uniform - Department Head	\$785.00	\$0.00	\$0.00	\$785.00	0.00%
E 101-43000-259 Uniform - Staff	\$2,355.00	\$382.27	\$382.27	\$1,972.73	16.23%
E 101-43000-303 Engineering Fees	\$15,000.00	\$810.00	\$810.00	\$14,190.00	5.40%
E 101-43000-304 Legal Fees (Civil)	\$2,000.00	\$0.00	\$0.00	\$2,000.00	0.00%
E 101-43000-316 Security Monitoring	\$1,200.00	\$0.00	\$0.00	\$1,200.00	0.00%
E 101-43000-320 Communications	\$3,000.00	\$134.67	\$268.44	\$2,731.56	8.95%
E 101-43000-322 Postage	\$50.00	\$0.00	\$0.00	\$50.00	0.00%
E 101-43000-331 Travel Expenses	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
E 101-43000-340 Advertising	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
E 101-43000-351 Legal Notices Publishing	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
E 101-43000-360 Insurance	\$10,262.00	\$9,999.14	\$9,999.14	\$262.86	97.44%
E 101-43000-381 Electric Utilities	\$12,000.00	\$893.64	\$1,938.97	\$10,061.03	16.16%
E 101-43000-383 Gas Utilities	\$6,500.00	\$1,126.71	\$2,249.37	\$4,250.63	34.61%
E 101-43000-384 Refuse/Garbage Disposal	\$1,500.00	\$122.98	\$245.96	\$1,254.04	16.40%
E 101-43000-385 Sewer Utility	\$400.00	\$61.10	\$122.20	\$277.80	30.55%
E 101-43000-405 Cleaning Services	\$5,640.00	\$570.00	\$1,510.00	\$4,130.00	26.77%
E 101-43000-413 Office Equipment Rental/Re	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
E 101-43000-430 Miscellaneous	\$1,500.00	\$0.00	\$6.25	\$1,493.75	0.42%
E 101-43000-433 Dues/Contracts/Subscription	\$3,850.00	\$164.00	\$855.31	\$2,994.69	22.22%
E 101-43000-442 Safety Prog/Equipment	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
E 101-43000-443 Sales Tax	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
E 101-43000-454 Joint Facility County Expens	\$35,000.00	\$8,358.27	\$12,393.45	\$22,606.55	35.41%
E 101-43000-500 Capital Outlay -	\$100,000.00	\$0.00	\$89,674.62	\$10,325.38	89.67%

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Account Descr	2025 YTD Budget	MTD Amt	2025 YTD Amt	2025 YTD Balance	%YTD Budget
E 101-43000-550 Capital Outlay -	\$60,340.00	\$317.15	\$60,565.08	-\$225.08	100.37%
E 101-43000-581 Capital Outlay -Seal Coat	\$117,000.00	\$0.00	\$0.00	\$117,000.00	0.00%
E 101-43000-582 Capital Outlay - Crackfill	\$40,000.00	\$0.00	\$0.00	\$40,000.00	0.00%
E 101-43000-584 Capital Outlay - Road Const	\$1,982,963.00	\$50,521.00	\$60,304.60	\$1,922,658.40	3.04%
43000 Public Works (GENERAL)	\$2,899,494.00	\$107,354.27	\$317,415.94	\$2,582,078.06	

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Account Descr	2025 YTD Budget	MTD Amt	2025 YTD Amt	2025 YTD Balance	%YTD Budget
43026 Public Works Sidewalks&Trails					
E 101-43026-134 Employer Paid Life	\$1.00	\$0.00	\$0.00	\$1.00	0.00%
43026 Public Works Sidewalks&Trails	\$1.00	\$0.00	\$0.00	\$1.00	

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Account Descr	2025 YTD Budget	MTD Amt	2025 YTD Amt	2025 YTD Balance	%YTD Budget
43100 Cemetery					
E 101-43100-105 Part-time or Intern Wages	\$5,574.00	\$0.00	\$0.00	\$5,574.00	0.00%
E 101-43100-210 Operating Supplies	\$940.00	\$42.73	\$42.73	\$897.27	4.55%
E 101-43100-220 Repair/Maint Supply - Equip	\$250.00	\$0.00	\$0.00	\$250.00	0.00%
E 101-43100-360 Insurance	\$0.00	\$97.50	\$97.50	-\$97.50	0.00%
E 101-43100-381 Electric Utilities	\$350.00	\$32.04	\$63.96	\$286.04	18.27%
E 101-43100-430 Miscellaneous	\$400.00	\$0.00	\$0.00	\$400.00	0.00%
E 101-43100-500 Capital Outlay -	\$23,357.00	\$1,883.25	\$1,883.25	\$21,473.75	8.06%
43100 Cemetery	\$30,871.00	\$2,055.52	\$2,087.44	\$28,783.56	

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Account Descr	2025 YTD Budget	MTD Amt	2025 YTD Amt	2025 YTD Balance	%YTD Budget
45100 Park and Recreation (GENERAL)					
E 101-45100-100 Wages - Dept Heads	\$88,046.00	\$6,802.80	\$20,408.40	\$67,637.60	23.18%
E 101-45100-105 Part-time or Intern Wages	\$37,710.00	\$1,866.75	\$5,305.75	\$32,404.25	14.07%
E 101-45100-111 Parks & Rec Summer Wages	\$3,000.00	\$0.00	\$0.00	\$3,000.00	0.00%
E 101-45100-115 Admin Asst or Program Fac	\$53,742.00	\$4,113.91	\$11,608.10	\$42,133.90	21.60%
E 101-45100-118 Parks & Rec Equip Op Wage	\$118,227.00	\$8,877.60	\$26,577.92	\$91,649.08	22.48%
E 101-45100-121 PERA	\$22,670.00	\$1,624.59	\$4,792.54	\$17,877.46	21.14%
E 101-45100-122 FICA	\$23,353.00	\$1,386.11	\$4,189.42	\$19,163.58	17.94%
E 101-45100-124 FMLA	\$5,190.00	\$0.00	\$0.00	\$5,190.00	0.00%
E 101-45100-131 Employer Paid Health	\$53,588.00	\$4,545.34	\$12,763.72	\$40,824.28	23.82%
E 101-45100-132 Employer Paid Disability	\$465.00	\$35.68	\$107.04	\$357.96	23.02%
E 101-45100-133 Employer Paid Dental	\$4,271.00	\$394.50	\$1,103.76	\$3,167.24	25.84%
E 101-45100-134 Employer Paid Life	\$447.00	\$37.28	\$111.84	\$335.16	25.02%
E 101-45100-140 Unemployment	\$5,000.00	\$0.00	\$0.00	\$5,000.00	0.00%
E 101-45100-151 Workers Comp Insurance	\$13,068.00	\$8,905.00	\$8,905.00	\$4,163.00	68.14%
E 101-45100-152 Health Savings Account Con	\$16,000.00	\$0.00	\$4,125.00	\$11,875.00	25.78%
E 101-45100-200 Office Supplies	\$300.00	\$73.11	\$127.38	\$172.62	42.46%
E 101-45100-208 Instruction Fees	\$500.00	\$70.00	\$130.00	\$370.00	26.00%
E 101-45100-210 Operating Supplies	\$3,500.00	\$129.24	\$653.44	\$2,846.56	18.67%
E 101-45100-212 Motor Fuels	\$4,300.00	\$0.00	\$0.00	\$4,300.00	0.00%
E 101-45100-213 Diesel Fuel	\$3,000.00	\$0.00	\$0.00	\$3,000.00	0.00%
E 101-45100-220 Repair/Maint Supply - Equip	\$11,000.00	\$1,749.84	\$2,248.20	\$8,751.80	20.44%
E 101-45100-221 Repair/Maint Vehicles	\$1,500.00	\$23.30	\$128.22	\$1,371.78	8.55%
E 101-45100-223 Bldg Repair Suppl/Maintena	\$22,000.00	\$5,336.77	\$6,173.50	\$15,826.50	28.06%
E 101-45100-231 Chemicals/Landscaping	\$4,000.00	\$120.00	\$120.00	\$3,880.00	3.00%
E 101-45100-235 Signs	\$400.00	\$0.00	\$0.00	\$400.00	0.00%
E 101-45100-240 Small Tools and Minor Equip	\$1,500.00	\$49.18	\$256.91	\$1,243.09	17.13%
E 101-45100-254 Concessions - Pop & Food	\$0.00	\$2.50	\$2.50	-\$2.50	0.00%
E 101-45100-258 Uniform - Department Head	\$500.00	\$50.00	\$50.00	\$450.00	10.00%
E 101-45100-259 Uniform - Staff	\$1,570.00	\$304.99	\$304.99	\$1,265.01	19.43%
E 101-45100-303 Engineering Fees	\$5,000.00	\$0.00	\$0.00	\$5,000.00	0.00%
E 101-45100-304 Legal Fees (Civil)	\$2,000.00	\$0.00	\$0.00	\$2,000.00	0.00%
E 101-45100-309 Tennis	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
E 101-45100-310 Program Supplies	\$1,500.00	\$199.99	\$367.02	\$1,132.98	24.47%
E 101-45100-311 Softball/Baseball	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.00%
E 101-45100-315 Warm House/Garage Exp	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
E 101-45100-316 Security Monitoring	\$1,200.00	\$270.00	\$270.00	\$930.00	22.50%
E 101-45100-317 Soccer/Skating	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
E 101-45100-318 Garage (North)	\$2,000.00	\$365.00	\$365.00	\$1,635.00	18.25%
E 101-45100-320 Communications	\$6,000.00	\$665.19	\$1,324.98	\$4,675.02	22.08%
E 101-45100-322 Postage	\$150.00	\$0.00	\$1.38	\$148.62	0.92%
E 101-45100-323 Garage (East)	\$1,000.00	\$0.00	\$234.76	\$765.24	23.48%
E 101-45100-324 Disc Golf Expenses	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
E 101-45100-331 Travel Expenses	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
E 101-45100-335 Background Checks	\$150.00	\$0.00	\$0.00	\$150.00	0.00%
E 101-45100-340 Advertising	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
E 101-45100-351 Legal Notices Publishing	\$200.00	\$0.00	\$0.00	\$200.00	0.00%
E 101-45100-360 Insurance	\$25,420.00	\$21,653.13	\$21,653.13	\$3,766.87	85.18%
E 101-45100-381 Electric Utilities	\$15,000.00	\$1,474.60	\$3,173.63	\$11,826.37	21.16%
E 101-45100-383 Gas Utilities	\$10,000.00	\$2,345.94	\$4,277.64	\$5,722.36	42.78%
E 101-45100-384 Refuse/Garbage Disposal	\$800.00	\$95.79	\$191.58	\$608.42	23.95%

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E 101-45100-403 Improvements Other Than B	\$3,800.00	\$0.00	\$0.00	\$3,800.00	0.00%
E 101-45100-405 Cleaning Services	\$23,575.00	\$1,931.25	\$5,793.75	\$17,781.25	24.58%
E 101-45100-413 Office Equipment Rental/Re	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
E 101-45100-415 Equipment Rental	\$500.00	\$0.00	\$85.00	\$415.00	17.00%
E 101-45100-430 Miscellaneous	\$1,500.00	\$227.76	\$631.82	\$868.18	42.12%
E 101-45100-433 Dues/Contracts/Subscription	\$3,011.00	\$175.00	\$899.00	\$2,112.00	29.86%
E 101-45100-442 Safety Prog/Equipment	\$1,000.00	\$68.65	\$139.63	\$860.37	13.96%
E 101-45100-443 Sales Tax	\$3,000.00	\$257.00	\$1,378.00	\$1,622.00	45.93%
E 101-45100-445 Sr Meals Expense	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
E 101-45100-448 Weight Room Ins Reimbur	\$150.00	\$10.00	\$30.00	\$120.00	20.00%
E 101-45100-452 Refund	\$150.00	\$0.00	\$35.00	\$115.00	23.33%
E 101-45100-453 80 Acre Development Expen	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
E 101-45100-457 Weight Room Expenses	\$2,000.00	\$112.64	\$129.77	\$1,870.23	6.49%
E 101-45100-459 PAL Foundation Expenditure	\$73,000.00	\$17,824.34	\$18,625.33	\$54,374.67	25.51%
E 101-45100-461 Silver Sneakers	\$6,500.00	\$696.00	\$2,030.00	\$4,470.00	31.23%
E 101-45100-500 Capital Outlay -	\$426,600.00	\$9,234.98	\$9,234.98	\$417,365.02	2.16%
E 101-45100-600 Principal	\$840.00	\$82.19	\$164.12	\$675.88	19.54%
E 101-45100-610 Interest	\$15.00	\$14.99	\$30.24	-\$15.24	201.60%
45100 Park and Recreation (GENERAL)	\$1,122,608.00	\$104,202.93	\$181,259.39	\$941,348.61	

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Account Descr	2025 YTD Budget	MTD Amt	2025 YTD Amt	2025 YTD Balance	%YTD Budget
45125 Parks and Rec Snow Removal					
E 101-45125-118 Parks & Rec Equip Op Wage	\$1,544.00	\$0.00	\$0.00	\$1,544.00	0.00%
E 101-45125-124 FMLA	\$15.00	\$0.00	\$0.00	\$15.00	0.00%
45125 Parks and Rec Snow Removal	\$1,559.00	\$0.00	\$0.00	\$1,559.00	

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Account Descr	2025 YTD Budget	MTD Amt	2025 YTD Amt	2025 YTD Balance	%YTD Budget
45500 Library					
E 101-45500-101 Assistant	\$27,560.00	\$2,312.50	\$7,087.50	\$20,472.50	25.72%
E 101-45500-121 PERA	\$2,067.00	\$173.44	\$531.58	\$1,535.42	25.72%
E 101-45500-122 FICA	\$2,108.00	\$165.41	\$519.57	\$1,588.43	24.65%
E 101-45500-124 FMLA	\$469.00	\$0.00	\$0.00	\$469.00	0.00%
E 101-45500-151 Workers Comp Insurance	\$1,084.00	\$320.00	\$320.00	\$764.00	29.52%
E 101-45500-201 Library Operating Supplies	\$2,000.00	\$461.57	\$487.05	\$1,512.95	24.35%
E 101-45500-202 Library Subscriptions	\$600.00	\$0.00	\$0.00	\$600.00	0.00%
E 101-45500-203 Library Books	\$5,000.00	\$317.79	\$1,054.21	\$3,945.79	21.08%
E 101-45500-204 Children s Program Expense	\$150.00	\$0.00	\$0.00	\$150.00	0.00%
E 101-45500-206 Book Sale Expenses	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
E 101-45500-320 Communications	\$1,000.00	\$23.97	\$48.86	\$951.14	4.89%
E 101-45500-322 Postage	\$50.00	\$0.00	\$0.00	\$50.00	0.00%
E 101-45500-413 Office Equipment Rental/Re	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
E 101-45500-430 Miscellaneous	\$1,000.00	\$0.00	\$24.99	\$975.01	2.50%
E 101-45500-433 Dues/Contracts/Subscription	\$2,200.00	\$1,251.00	\$2,340.00	-\$140.00	106.36%
E 101-45500-443 Sales Tax	\$615.00	\$2.00	\$3.00	\$612.00	0.49%
E 101-45500-452 Refund	\$50.00	\$0.00	\$0.00	\$50.00	0.00%
E 101-45500-459 PAL Foundation Expenditure	\$250.00	\$0.00	\$1,182.21	-\$932.21	472.88%
E 101-45500-500 Capital Outlay -	\$2,580.00	\$0.00	\$0.00	\$2,580.00	0.00%
E 101-45500-600 Principal	\$547.00	\$54.79	\$109.41	\$437.59	20.00%
E 101-45500-610 Interest	\$8.00	\$10.00	\$20.17	-\$12.17	252.13%
45500 Library	\$49,938.00	\$5,092.47	\$13,728.55	\$36,209.45	

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Account Descr	2025 YTD Budget	MTD Amt	2025 YTD Amt	2025 YTD Balance	%YTD Budget
48000 Recycling					
E 101-48000-388 Recycling Expenses	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
48000 Recycling	\$500.00	\$0.00	\$0.00	\$500.00	

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Account Descr	2025 YTD Budget	MTD Amt	2025 YTD Amt	2025 YTD Balance	%YTD Budget
101 GENERAL FUND	\$7,256,161.00	\$577,238.71	\$1,438,526.68	\$5,817,634.32	
301 DEBT SERVICE FUND					
47000 \$3,815,000 GO CIP 2019A					
E 301-47000-600 Principal	\$235,000.00	\$0.00	\$235,000.00	\$0.00	100.00%
E 301-47000-610 Interest	\$57,031.00	\$0.00	\$29,690.63	\$27,340.37	52.06%
E 301-47000-620 Fiscal Agent s Fees	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
47000 \$3,815,000 GO CIP 2019A	\$292,531.00	\$0.00	\$264,690.63	\$27,840.37	

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Account Descr	2025 YTD Budget	MTD Amt	2025 YTD Amt	2025 YTD Balance	%YTD Budget
47014 2018 Series A Bonds					
E 301-47014-600 Principal	\$90,000.00	\$0.00	\$90,000.00	\$0.00	100.00%
E 301-47014-610 Interest	\$7,638.00	\$0.00	\$4,550.00	\$3,088.00	59.57%
E 301-47014-620 Fiscal Agent s Fees	\$500.00	\$0.00	\$495.00	\$5.00	99.00%
47014 2018 Series A Bonds	\$98,138.00	\$0.00	\$95,045.00	\$3,093.00	

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Account Descr	2025 YTD Budget	MTD Amt	2025 YTD Amt	2025 YTD Balance	%YTD Budget
47015 47015 Series 2015B/2021A					
E 301-47015-600 Principal	\$125,000.00	\$0.00	\$125,000.00	\$0.00	100.00%
E 301-47015-610 Interest	\$11,250.00	\$0.00	\$6,250.00	\$5,000.00	55.56%
E 301-47015-620 Fiscal Agent s Fees	\$500.00	\$0.00	\$495.00	\$5.00	99.00%
47015 47015 Series 2015B/2021A	\$136,750.00	\$0.00	\$131,745.00	\$5,005.00	

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47016 2025 Go Bonds-Roads 2024/2025					
E 301-47016-600 Principal	\$128,500.00	\$0.00	\$0.00	\$128,500.00	0.00%
47016 2025 Go Bonds-Roads 2024/2025	\$128,500.00	\$0.00	\$0.00	\$128,500.00	

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Account Descr	2025 YTD Budget	MTD Amt	2025 YTD Amt	2025 YTD Balance	%YTD Budget
47100 2022A ROAD BONDS					
E 301-47100-600 Principal	\$42,000.00	\$0.00	\$42,000.00	\$0.00	100.00%
E 301-47100-610 Interest	\$32,260.00	\$0.00	\$16,129.80	\$16,130.20	50.00%
E 301-47100-620 Fiscal Agent s Fees	\$275.00	\$0.00	\$0.00	\$275.00	0.00%
47100 2022A ROAD BONDS	\$74,535.00	\$0.00	\$58,129.80	\$16,405.20	

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Account Descr	2025 YTD Budget	MTD Amt	2025 YTD Amt	2025 YTD Balance	%YTD Budget
47101 2022A FIRE TRUCK BONDS					
E 301-47101-600 Principal	\$102,000.00	\$0.00	\$102,000.00	\$0.00	100.00%
E 301-47101-610 Interest	\$17,881.00	\$0.00	\$8,940.40	\$8,940.60	50.00%
E 301-47101-620 Fiscal Agent s Fees	\$275.00	\$0.00	\$0.00	\$275.00	0.00%
47101 2022A FIRE TRUCK BONDS	\$120,156.00	\$0.00	\$110,940.40	\$9,215.60	

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Account Descr	2025 YTD Budget	MTD Amt	2025 YTD Amt	2025 YTD Balance	%YTD Budget
301 DEBT SERVICE FUND	\$850,610.00	\$0.00	\$660,550.83	\$190,059.17	
405 TAX INCREMENT FINANCE PROJECTS					
46000 Tax Increment Financing					
E 405-46000-351 Legal Notices Publishing	\$250.00	\$0.00	\$0.00	\$250.00	0.00%
E 405-46000-646 TaxIncrement 9-C&J Dev	\$11,071.00	\$0.00	\$0.00	\$11,071.00	0.00%
E 405-46000-650 Administrative Costs	\$300.00	\$0.00	\$0.00	\$300.00	0.00%
46000 Tax Increment Financing	\$11,621.00	\$0.00	\$0.00	\$11,621.00	

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Account Descr	2025 YTD Budget	MTD Amt	2025 YTD Amt	2025 YTD Balance	%YTD Budget
405 TAX INCREMENT FINANCE PROJECTS	\$11,621.00	\$0.00	\$0.00	\$11,621.00	
502 ECONOMIC DEVELOPMENT FUND					
47009 2003 Joint Facility					
E 502-47009-430 Miscellaneous	\$18,100.00	\$0.00	\$0.00	\$18,100.00	0.00%
47009 2003 Joint Facility	\$18,100.00	\$0.00	\$0.00	\$18,100.00	

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Account Descr	2025 YTD Budget	MTD Amt	2025 YTD Amt	2025 YTD Balance	%YTD Budget
502 ECONOMIC DEVELOPMENT FUND	\$18,100.00	\$0.00	\$0.00	\$18,100.00	
601 SEWER OPERATING FUND					
43200 Sewer					
E 601-43200-100 Wages - Dept Heads	\$44,106.00	\$3,407.80	\$10,223.39	\$33,882.61	23.18%
E 601-43200-114 Sewer Operator Wages	\$105,360.00	\$7,490.01	\$13,032.02	\$92,327.98	12.37%
E 601-43200-121 PERA	\$11,210.00	\$817.34	\$1,744.20	\$9,465.80	15.56%
E 601-43200-122 FICA	\$11,434.00	\$654.46	\$1,504.34	\$9,929.66	13.16%
E 601-43200-124 FMLA	\$2,541.00	\$0.00	\$0.00	\$2,541.00	0.00%
E 601-43200-131 Employer Paid Health	\$35,440.00	\$6,085.21	\$9,043.03	\$26,396.97	25.52%
E 601-43200-132 Employer Paid Disability	\$229.00	\$12.61	\$37.83	\$191.17	16.52%
E 601-43200-133 Employer Paid Dental	\$2,109.00	\$365.83	\$495.17	\$1,613.83	23.48%
E 601-43200-134 Employer Paid Life	\$156.00	\$17.91	\$38.39	\$117.61	24.61%
E 601-43200-151 Workers Comp Insurance	\$3,806.00	\$2,665.00	\$2,665.00	\$1,141.00	70.02%
E 601-43200-152 Health Savings Account Con	\$10,240.00	\$0.00	\$1,650.00	\$8,590.00	16.11%
E 601-43200-200 Office Supplies	\$600.00	\$61.78	\$199.41	\$400.59	33.24%
E 601-43200-208 Instruction Fees	\$1,500.00	\$350.00	\$462.37	\$1,037.63	30.82%
E 601-43200-210 Operating Supplies	\$4,000.00	\$25.00	\$444.65	\$3,555.35	11.12%
E 601-43200-212 Motor Fuels	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
E 601-43200-213 Diesel Fuel	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
E 601-43200-220 Repair/Maint Supply - Equip	\$30,030.00	\$428.34	\$1,749.57	\$28,280.43	5.83%
E 601-43200-221 Repair/Maint Vehicles	\$1,500.00	\$0.00	\$19.94	\$1,480.06	1.33%
E 601-43200-222 Tires	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
E 601-43200-223 Bldg Repair Suppl/Maintena	\$8,000.00	\$8,229.56	\$17,829.23	-\$9,829.23	222.87%
E 601-43200-229 Oper/Maint - Lift Station	\$18,000.00	\$381.60	\$782.74	\$17,217.26	4.35%
E 601-43200-230 Repair/Maint - Collection Sys	\$15,000.00	-\$134.65	-\$134.65	\$15,134.65	-0.90%
E 601-43200-231 Chemicals/Landscaping	\$20,000.00	\$1,558.10	\$3,768.09	\$16,231.91	18.84%
E 601-43200-259 Uniform - Staff	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
E 601-43200-303 Engineering Fees	\$32,000.00	\$720.00	\$720.00	\$31,280.00	2.25%
E 601-43200-304 Legal Fees (Civil)	\$250.00	\$0.00	\$0.00	\$250.00	0.00%
E 601-43200-320 Communications	\$4,600.00	\$479.32	\$956.37	\$3,643.63	20.79%
E 601-43200-321 Communications-Cellular	\$1,600.00	\$49.93	\$99.86	\$1,500.14	6.24%
E 601-43200-322 Postage	\$1,000.00	\$0.00	\$253.53	\$746.47	25.35%
E 601-43200-331 Travel Expenses	\$2,000.00	\$393.68	\$393.68	\$1,606.32	19.68%
E 601-43200-351 Legal Notices Publishing	\$200.00	\$0.00	\$0.00	\$200.00	0.00%
E 601-43200-360 Insurance	\$15,497.00	\$14,169.21	\$14,169.21	\$1,327.79	91.43%
E 601-43200-381 Electric Utilities	\$40,000.00	\$2,733.87	\$5,577.65	\$34,422.35	13.94%
E 601-43200-383 Gas Utilities	\$3,000.00	\$882.99	\$1,378.43	\$1,621.57	45.95%
E 601-43200-406 Lab Testing	\$22,000.00	\$2,040.42	\$2,040.42	\$19,959.58	9.27%
E 601-43200-407 Sludge Disposal	\$47,120.00	\$0.00	\$0.00	\$47,120.00	0.00%
E 601-43200-420 Depreciation Expense	\$350,000.00	\$0.00	\$0.00	\$350,000.00	0.00%
E 601-43200-430 Miscellaneous	\$200.00	\$0.00	\$0.00	\$200.00	0.00%
E 601-43200-433 Dues/Contracts/Subscription	\$5,000.00	\$2,944.00	\$3,090.00	\$1,910.00	61.80%
E 601-43200-442 Safety Prog/Equipment	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.00%
E 601-43200-443 Sales Tax	\$200.00	\$0.00	\$0.00	\$200.00	0.00%
E 601-43200-450 Permits or House Burns	\$2,000.00	\$0.00	\$0.00	\$2,000.00	0.00%
E 601-43200-452 Refund	\$100.00	\$0.00	\$3,680.00	-\$3,580.00	3680.00%
E 601-43200-500 Capital Outlay -	\$125,000.00	\$0.00	\$0.00	\$125,000.00	0.00%
E 601-43200-553 Capital Outlay - Other	\$7,731.00	\$0.00	\$0.00	\$7,731.00	0.00%
43200 Sewer	\$989,759.00	\$56,829.32	\$97,913.87	\$891,845.13	

City of Crosslake
Budget - Expenditures
MARCH

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Account Descr	2025 YTD Budget	MTD Amt	2025 YTD Amt	2025 YTD Balance	%YTD Budget
601 SEWER OPERATING FUND	\$989,759.00	\$56,829.32	\$97,913.87	\$891,845.13	
651 SEWER RESTRICTED SINKING FUND					
47008 2017 Series A Sewer					
E 651-47008-600 Principal	\$105,000.00	\$0.00	\$105,000.00	\$0.00	100.00%
E 651-47008-610 Interest	\$8,205.00	\$0.00	\$4,627.50	\$3,577.50	56.40%
E 651-47008-620 Fiscal Agent s Fees	\$275.00	\$0.00	\$0.00	\$275.00	0.00%
47008 2017 Series A Sewer	\$113,480.00	\$0.00	\$109,627.50	\$3,852.50	

City of Crosslake
Budget - Expenditures
MARCH

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Account Descr	2025 YTD Budget	MTD Amt	2025 YTD Amt	2025 YTD Balance	%YTD Budget
47102 2022A SEWER BONDS					
E 651-47102-600 Principal	\$60,000.00	\$0.00	\$60,000.00	\$0.00	100.00%
E 651-47102-610 Interest	\$69,422.00	\$0.00	\$34,711.00	\$34,711.00	50.00%
E 651-47102-620 Fiscal Agent s Fees	\$275.00	\$0.00	\$0.00	\$275.00	0.00%
47102 2022A SEWER BONDS	\$129,697.00	\$0.00	\$94,711.00	\$34,986.00	

City of Crosslake
Budget - Expenditures
MARCH

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Account Descr	2025 YTD Budget	MTD Amt	2025 YTD Amt	2025 YTD Balance	%YTD Budget
651 SEWER RESTRICTED SINKING FUND	\$243,177.00	\$0.00	\$204,338.50	\$38,838.50	
	\$9,369,428.00	\$634,068.03	\$2,401,329.88	\$6,968,098.12	

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City of Crosslake

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Balance Sheet

MARCH

Account Descr	Begin Yr	MTD Debit	MTD Credit	YTD Debit	YTD Credit	Current Balance
101 GENERAL FUND						
G 101-10100 Cash	\$6,108,700.46	\$131,345.41	\$625,559.37	\$1,092,550.14	\$1,501,964.86	\$5,699,285.74
G 101-10150 Cash - Phone Company Proceed	\$1,981,425.76	\$6,594.84	\$0.00	\$19,796.24	\$184,330.80	\$1,816,891.20
G 101-10200 Petty Cash	\$150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$150.00
G 101-10201 Petty Cash - Library	\$50.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50.00
G 101-10700 Taxes Receivable-Delinquent	\$31,805.00	\$0.00	\$0.00	\$0.00	\$0.00	\$31,805.00
G 101-12300 Special Assess Rec-Deferred	\$40,425.00	\$0.00	\$0.00	\$0.00	\$0.00	\$40,425.00
G 101-15500 Prepaid Items	\$49,174.00	\$0.00	\$0.00	\$0.00	\$0.00	\$49,174.00
G 101-21701 Federal Withholding	\$0.00	\$10,519.21	\$10,519.21	\$30,962.14	\$30,962.14	\$0.00
G 101-21702 State Withholding	\$0.00	\$4,133.61	\$4,133.61	\$13,142.57	\$13,142.57	\$0.00
G 101-21703 FICA Withholding(Incl Medicare	\$375.24	\$15,753.98	\$15,753.98	\$47,000.26	\$47,000.26	\$375.24
G 101-21704 PERA	\$0.00	\$27,089.37	\$27,089.37	\$79,271.42	\$79,271.42	\$0.00
G 101-21706 Hospitalization/Medical Ins	\$0.00	\$30,886.42	\$41,518.77	\$86,205.12	\$104,574.53	-\$18,369.41
G 101-21707 Union Dues	\$0.00	\$1,218.88	\$1,218.88	\$3,436.37	\$3,436.37	\$0.00
G 101-21708 HCSP	\$1,500.00	\$2,663.37	\$2,663.37	\$10,633.31	\$10,633.31	\$1,500.00
G 101-21710 Life Insurance	\$0.00	\$436.84	\$453.76	\$1,342.10	\$1,509.04	-\$166.94
G 101-21712 Savings	\$6,744.00	\$1,162.00	\$1,162.00	\$2,905.00	\$4,555.00	\$5,094.00
G 101-21713 Dental	\$1,858.00	\$1,949.80	\$2,644.40	\$5,212.62	\$6,259.84	\$810.78
G 101-21714 Deferred Compensation	\$0.00	\$510.00	\$510.00	\$1,410.00	\$1,410.00	\$0.00
G 101-21715 Vision Insurance	\$104.40	\$135.14	\$165.88	\$343.94	\$432.97	\$15.37
G 101-21716 Flexible Benefit Plan	-\$1,223.21	\$7,681.91	\$1,872.80	\$21,329.64	\$3,891.88	\$16,214.55
G 101-22200 Deferred Revenues	-\$19,073.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$19,073.00
G 101-22280 Deferred Revenue-Property Tax	-\$31,805.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$31,805.00
G 101-22281 Deferred Revenue-Spec Assmts	-\$40,425.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$40,425.00
G 101-25300 Unreserved Fund Balance	\$313,708.62	\$626,097.47	\$132,912.85	\$1,499,415.01	\$921,580.89	\$891,542.74
G 101-27200 FB - Nonspendable - Prepaids	-\$49,174.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$49,174.00
G 101-29210 FB - CO ASG Animal Control	-\$1,515.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$1,515.00
G 101-29215 FB - CO ASG Admin & PZ	-\$19,749.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$19,749.00
G 101-29225 FB - CO ASG PW Bridges	-\$143,944.28	\$0.00	\$0.00	\$0.00	\$0.00	-\$143,944.28
G 101-29226 FB - CO ASG Storm Water Main	-\$13,500.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$13,500.00
G 101-29230 FB - CO ASG PW Buildings	-\$51,525.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$51,525.00
G 101-29231 FB- CO ASG PW Veh & Equip	\$15,110.63	\$0.00	\$0.00	\$0.00	\$0.00	\$15,110.63
G 101-29235 FB - CO ASG PW Roads	\$873,576.02	\$0.00	\$0.00	\$0.00	\$0.00	\$873,576.02
G 101-29240 FB - CO ASG Parks 80 Acre	-\$698.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$698.00
G 101-29245 FB - CO ASG Park Dedication	-\$199,852.18	\$0.00	\$0.00	\$0.00	\$0.00	-\$199,852.18
G 101-29250 FB - CO ASG Park Fitness Equip	-\$57,644.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$57,644.00
G 101-29255 FB - CO ASG Park Gen Cap Ex	-\$20,608.59	\$0.00	\$0.00	\$0.00	\$0.00	-\$20,608.59
G 101-29257 FB - CO ASG Pickleball	-\$44,725.07	\$0.00	\$0.00	\$0.00	\$0.00	-\$44,725.07
G 101-29260 FB - CO ASG Library D/Pledges	-\$63,856.05	\$0.00	\$0.00	\$0.00	\$0.00	-\$63,856.05
G 101-29270 FB - CO ASG Police Forfeiture	-\$5,867.96	\$0.00	\$0.00	\$0.00	\$0.00	-\$5,867.96
G 101-29275 FB - CO ASG Police Equipment	-\$177,867.04	\$0.00	\$0.00	\$0.00	\$0.00	-\$177,867.04
G 101-29300 FB - UnRestricted Unassigned	-\$5,835,455.99	\$6,594.84	\$0.00	\$19,796.24	\$0.00	-\$5,815,659.75
G 101-29350 FB - UnRes Ua - Phone Co	-\$2,646,198.76	\$0.00	\$6,594.84	\$0.00	\$19,796.24	-\$2,665,995.00
101 GENERAL FUND	\$0.00	\$874,773.09	\$874,773.09	\$2,934,752.12	\$2,934,752.12	\$0.00
301 DEBT SERVICE FUND						
G 301-10100 Cash	\$1,011,072.52	\$0.00	\$0.00	\$13,446.61	\$660,550.83	\$363,968.30
G 301-10700 Taxes Receivable-Delinquent	\$12,300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$12,300.00
G 301-12300 Special Assess Rec-Deferred	\$212,576.00	\$0.00	\$0.00	\$0.00	\$0.00	\$212,576.00
G 301-22280 Deferred Revenue-Property Tax	-\$12,300.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$12,300.00
G 301-22281 Deferred Revenue-Spec Assmts	-\$212,576.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$212,576.00
G 301-25300 Unreserved Fund Balance	\$0.00	\$0.00	\$0.00	\$144,000.00	\$0.00	\$144,000.00
G 301-28400 FB - Restricted for Debt Ser.	-\$1,011,072.52	\$0.00	\$0.00	\$516,550.83	\$13,446.61	-\$507,968.30

Account Descr	Begin Yr	MTD Debit	MTD Credit	YTD Debit	YTD Credit	Current Balance
301 DEBT SERVICE FUND	\$0.00	\$0.00	\$0.00	\$673,997.44	\$673,997.44	\$0.00
405 TAX INCREMENT FINANCE PROJECTS						
G 405-10100 Cash	\$14,465.86	\$0.00	\$0.00	\$0.00	\$0.00	\$14,465.86
G 405-28500 FB - Restricted for TIF	-\$14,465.86	\$0.00	\$0.00	\$0.00	\$0.00	-\$14,465.86
405 TAX INCREMENT FINANCE PROJECTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
502 ECONOMIC DEVELOPMENT FUND						
G 502-10100 Cash	\$25,344.67	\$0.00	\$0.00	\$336.29	\$0.00	\$25,680.96
G 502-10700 Taxes Receivable-Delinquent	\$195.00	\$0.00	\$0.00	\$0.00	\$0.00	\$195.00
G 502-22280 Deferred Revenue-Property Tax	-\$195.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$195.00
G 502-25300 Unreserved Fund Balance	\$163.00	\$0.00	\$0.00	\$0.00	\$0.00	\$163.00
G 502-29300 FB - UnRestricted Unassigned	-\$25,507.67	\$0.00	\$0.00	\$0.00	\$336.29	-\$25,843.96
502 ECONOMIC DEVELOPMENT FUND	\$0.00	\$0.00	\$0.00	\$336.29	\$336.29	\$0.00
601 SEWER OPERATING FUND						
G 601-10100 Cash	\$441,113.82	\$40,993.33	\$60,632.99	\$128,420.33	\$109,191.33	\$460,342.82
G 601-10700 Taxes Receivable-Delinquent	\$1,348.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,348.00
G 601-11500 Accounts Receivable	\$79,298.00	\$0.00	\$0.00	\$0.00	\$0.00	\$79,298.00
G 601-15500 Prepaid Items	\$4,394.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,394.00
G 601-16100 Fixed Asset-Land	\$185,136.00	\$0.00	\$0.00	\$0.00	\$0.00	\$185,136.00
G 601-16200 Fixed Asset-Buildings	\$4,252,418.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,252,418.00
G 601-16210 A/D Buildings	-\$1,771,396.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$1,771,396.00
G 601-16300 Improvements Other Than Bldg	\$39,328.00	\$0.00	\$0.00	\$0.00	\$0.00	\$39,328.00
G 601-16310 A/D Impr Other Than Bldgs	-\$30,783.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$30,783.00
G 601-16400 Fixed Asset-Equip/Machinery	\$402,238.00	\$0.00	\$0.00	\$0.00	\$0.00	\$402,238.00
G 601-16410 Fixed Asset-Equip Depreciation	-\$324,278.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$324,278.00
G 601-16700 Infrastructure	\$8,387,171.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,387,171.00
G 601-16710 A/D Infrastructure	-\$2,352,712.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$2,352,712.00
G 601-19005 DO - OPEB	\$1,630.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,630.00
G 601-20600 Contracts Payable	-\$22,634.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$22,634.00
G 601-21750 Accrued Compensated Absence	-\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$10,000.00
G 601-21800 OPEB Liability	-\$19,933.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$19,933.00
G 601-21801 OPEB Liability - Current	-\$422.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$422.00
G 601-21802 Deferred Inflows - OPEB	-\$9,163.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$9,163.00
G 601-23950 Net Pension Liability	-\$58,621.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$58,621.00
G 601-23955 DI-GERF-Dif Exp & Act Econ Ex	-\$19,444.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$19,444.00
G 601-24502 DO-GERF-Net Fiff BTW Proj & A	\$20,800.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20,800.00
G 601-25300 Unreserved Fund Balance	-\$141,444.21	\$7,490.01	\$0.00	\$13,032.02	\$3,436.48	-\$131,848.67
G 601-26100 Net Inv. In Capital Assets	-\$6,303,484.71	\$0.00	\$0.00	\$0.00	\$0.00	-\$6,303,484.71
G 601-26600 Net Assets - Unrestricted	-\$2,750,559.90	\$53,862.98	\$41,713.33	\$96,879.31	\$125,703.85	-\$2,779,384.44
601 SEWER OPERATING FUND	\$0.00	\$102,346.32	\$102,346.32	\$238,331.66	\$238,331.66	\$0.00
651 SEWER RESTRICTED SINKING FUND						
G 651-10100 Cash	\$503,358.74	\$0.00	\$0.00	\$4,775.63	\$204,338.50	\$303,795.87
G 651-10700 Taxes Receivable-Delinquent	\$4,970.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,970.00
G 651-21500 Accrued Interest Payable	-\$36,356.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$36,356.00
G 651-22500 Bonds Payable-Current Portion	-\$346,000.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$346,000.00
G 651-23100 Bonds Payable-Noncurrent NC	-\$2,115,000.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$2,115,000.00
G 651-26200 Net Assets - Restricted DS	-\$458,796.74	\$0.00	\$0.00	\$204,338.50	\$4,775.63	-\$259,233.87
G 651-26600 Net Assets - Unrestricted	\$2,447,824.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,447,824.00
651 SEWER RESTRICTED SINKING FUND	\$0.00	\$0.00	\$0.00	\$209,114.13	\$209,114.13	\$0.00
	\$0.00	\$977,119.41	\$977,119.41	\$4,056,531.64	\$4,056,531.64	\$0.00



C.7.

Crosslake Police Department Monthly Report: March 2025

911 Hangup	2	Traffic Arrest	5
Agency Assist	16	Traffic Warning	85
Alarm	22	Traffic Citation	13
Animal Complaint	1	Trespass	1
ATV	1	Vehicle Off Road	1
Burglary In Progress	1	Vulnerable Adult	1
Civil Problem	2	Water Thru Ice	1
Damage To Property	3	Welfare Check	4
Disturbance	3		
Driving Complaint	1		
EMS	21		
Gas Leak	1		
Gun Permits	2		
Hazard In Road	1		
Housewatch	1		
Information	7		
Intoxicated Person	1		
Licensing	2		
Motorist Assist	2		
Open Door	1		
Parking Complaint	5		
Probation Violation	1		
Property Damage Accident	4		
Public Assist	13		
Scam/Con	1		
Suspicious Activity	2		
Suspicious Person	1		
Suspicious Vehicle	2		
Suspicious Vehicle	5	TOTAL	232



C.8.

Crosslake Police Department
Mission Township
Monthly Report: March 2025

Agency Assist	8
Animal Complaint	1
Disturbance	1
Driving Complaint	1
EMS	1
Suspicious Vehicle	1
Traffic Arrest	1
Traffic Warning	51
Traffic Citation	5

TOTAL: 70



Crosslake Fire Department

Date: March 2025

C-9.

Incidents

Description of Incident	Calls	YTD
3 - Rescue & Emergency Medical Services		
311 - Medical Assist - Assist EMS Crew	20	72
300 - Rescue, EMS Incident		
322 - Motor Vehicle Accident with Injuries	1	1
324 - Motor Vehicle Accident with No Injuries		
351 - Remove from Elevator		
341/361/362 - Search for Person/Water Rescue/Ice Rescue	1	1
Total:	22	74
1 - Fire		
111 - Building Fire		
111 - Building Fire (Mutual Aid)		4
112/118/113/114/123/151 - Fire Other / Chimney Fire		
141/142/143 - Forest, Woods, Brush, Grass Fire	1	2
130/131/134/138/142 - Mobile Property/Automobile Fire/Off Road Vehicle		1
Total:	1	7
4 - Hazardous Condition (No Fire)		
411 - Gasoline or other Flammable Liquid Spill		
412 - Gas Leak (Natural Gas or LPG)	1	3
424 - Carbon Monoxide Incident		
444 - Power Line Down/Trees on Road		
445 - Arcing, Shorted Electrical Equipment		
Total:	1	3
5 - Service Call		
561 - Unauthorized Burning		
531/521 - Smoke or Odor Removal / Water Problem		
542/550/553 - Public Service/ Public Assist / 571 - Standby	5	11
551 - Agency Assist	1	3
Total:	6	14
6 - Good Intent Call		
611 - Dispatched and Cancelled en route		4
600/631 - Good Intent Call/Authorized Burning		
651/652 - Smoke scare, Odor of smoke		1
661 - EMS Party Transport - Aircare - Traffic Control	1	4
Total:	1	9
7 - False Alarm & False Call		
735/740/743/740/745 - Smoke Detector Activation - No Fire	4	7
746 - Carbon Monoxide Detector Activation - No CO		2
731 - Sprinkler Activation due to Malfunction		
Total:	4	9
8 - Severe Weather & Natural Disaster		
814 - Lightning Strike (No Fire)		
813/815 - Wind Storm/Severe Weather Standby		
Total:	0	0
Total Incidents:	35	116

Crosslake Incident Type Report Property Loss

Incident Type	Total Incidents	Total Incidents % of Incidents	Total Property Loss	Total Content Loss	Total Loss
Incident Type Category: 1 - Fire					
143 - Grass fire	1	2.9%			
	Total: 1	Total: 2.9%	Total: 0	Total: 0	Total: 0
Incident Type Category: 3 - Rescue & Emergency Medical Service Incident					
311 - Medical assist, assist EMS crew	20	57.1%			
324 - Motor vehicle accident with no injuries.	1	2.9%			
362 - Ice rescue	1	2.9%			
	Total: 22	Total: 62.9%	Total: 0	Total: 0	Total: 0
Incident Type Category: 4 - Hazardous Condition (No Fire)					
412 - Gas leak (natural gas or LPG)	1	2.9%			
	Total: 1	Total: 2.9%	Total: 0	Total: 0	Total: 0
Incident Type Category: 5 - Service Call					
551 - Assist police or other governmental agency	1	2.9%			
553 - Public service	3	8.6%			
571 - Cover assignment, standby, moveup	2	5.7%			
	Total: 6	Total: 17.1%	Total: 0	Total: 0	Total: 0
Incident Type Category: 6 - Good Intent Call					
661 - EMS call, party transported by non-fire agency	1	2.9%			
	Total: 1	Total: 2.9%	Total: 0	Total: 0	Total: 0
Incident Type Category: 7 - False Alarm & False Call					
735 - Alarm system sounded due to malfunction	1	2.9%			
740 - Unintentional transmission of alarm, other	2	5.7%			
745 - Alarm system activation, no fire - unintentional	1	2.9%			
	Total: 4	Total: 11.4%	Total: 0	Total: 0	Total: 0
	Total: 35	Total: 100.0%	Total: 0	Total: 0	Total: 0

Report Filters

Basic Incident Date Time: is between '3/1/2025' and '3/31/2025'

Agency Name: is equal to 'CROSSLAKE'

Report Criteria

Incident Type (Fd1.21): Is Not Blank



Cio.

STATED MINUTES

City of Crosslake Planning Commission/Board of Adjustment

February 28, 2025
9:00 A.M.

Crosslake City Hall
13888 Daggett Bay Road
Crosslake, MN 56442

1. Present: Chair David Fuhs; Vice Chair Jeff McGrath; Kristin Graham; Joseph O'Leary; Jeremy Johnson; Alternate Joel Knippel; Alternate Cooper Hanning; and Liaison Council Member Jayme Knapp

Absent: None

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

2. 2025 Election of Officers - **Motion by O'Leary; supported by Graham to elect Fuhs as Chair; All members voting "Aye", Motion carried. Motion by Johnson; supported by Hanning to elect McGrath as Vice-Chair; Motion carried by 4**
3. Adoption of 2025 Rules of Business - **Motion by Graham; supported by McGrath to approve the 2024 Rules of Business as written. All members voting "Aye", Motion carried.**
4. 12-20-2024 Minutes – **Motion by O'Leary; 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 Statue 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.

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, could appeal their decision, per Article 8 of the Land Use Ordinance.

5. New Business
 - 5.1 Loren & Brenda Isensee – Variance for lake setback
 - 5.2 James Burt – Land Use Map Amendment requesting RR 5 to RR2
6. Old Business-Variations are heard on their individual requests, past variations 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.
 - 6.1 Land Use Ordinance Amendments – New districts with language throughout the ordinance; Stormwater Management; Landscaping, Screening and Lighting Standards; Land Use Tables; Accessory Structures/Storage Buildings; Accessory Structure Standards; Commercial and Residential Architectural Standards; definitions; accompanying sections with language that pertains
7. Other Business
 - 7.1 Staff report
8. Open Forum – No action will be taken on any of the issues raised. If appropriate, the issues will be placed on the agenda of a future PC/BOA meeting. Speakers must state their name and address. Each speaker is given a three minute time limit.
9. Adjournment

**Loren L & Brenda M Isensee
14180570**

Fuhs announced the variance request. Satterlund read the variance request, notices sent out per city ordinance and Minnesota State Statue 462 requirements, project details, impervious percentage, stormwater location submitted on the survey, septic compliance dated 10-29-2024 is on file, no comments received, history of the parcel and the surrounding parcel history into the record.

O'Leary asked for information on the shed by the lake; Satterlund stated that it is considered a water-oriented accessory structure. O'Leary questioned the stormwater management of the runoff that is currently not going to any designated retainage area, as observed at the on-site yesterday; McGrath was not sure of the situation.

Fuhs invited Isensee, the applicant/owner to the podium. Isensee of Harbor Lane gave some details: elevation drawing; 10x16 will pitch roof and some lower roofs need to be addressed as well; will try to do the most efficient runoff capture - possibly a French drain; O'Leary-entire structure needs to be evaluated for the runoff; Isensee-a plan has been submitted, will try to direct it all backwards; O'Leary-not currently done, so plan on doing it with the project; Isensee-yes, and drawn by KLD's engineers; McGrath-submit a detailed stormwater management plan(SWMP), select possibilities; Isensee-patio has steps, getting older, wants less steps, that is why a deck is asked for; Fuhs-sauna construction could be used for the deck; Isensee-yes; McGrath-staff to verify thst where gutters are not located, those areas need to be taken care of also; Satterlund-southeast side is main concern because the structure is close to the lake; O'Leary-a SWMP is not to burden you, but to protect you, neighbors and the lake. Fuhs opened the public hearing with no response; therefore, the public hearing was closed.

A SWMP discussion was held on what already is addressed, but still needs some additional fixes; the concern areas of runoff; possible fixes; conditions to be address and include.

Fuhs asked if any of the commissioners had additional questions, but none were forthcoming. Fuhs requested Satterlund to initiate the findings of fact procedure with the board members deliberating and responding to each question.

February 28, 2025 Action:

Motion by O'Leary; supported by Johnson to approve the variance for:

- Lake setback of 52 feet where 75 feet is required to proposed deck and dwelling addition

To construct:

- 480 square foot dwelling addition
- 448 square foot deck
- 72 square foot proposed covered deck

Per the findings of fact as discussed, the on-site conducted on 2-27-2025 and as shown on the certificate of survey received at the Planning & Zoning office dated 1-7-2025 for property located at 11906 Harbor Lane, 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 2-28-2027

1. Work with the staff to review, alter and implement a landscape plan to accompany the stormwater management plan for the most efficient method(s) when the permit is submitted.

2. Work with staff to implement and maintain erosion/sediment control during and after construction to include permanent future possible erosion needs.

Findings: See attached/packet

All members voting “Aye”, Motion carried.

**James Burt
14030540**

Fuhs asked Satterlund to proceed with the details. Satterlund read the Land Use Map Amendment (LUMA) request, notices sent out per city ordinance and Minnesota State Statue 462 requirements, project details, surrounding zoning districts, 9 comments received, and history of the parcel into the record. Fuhs asked Satterlund to explain the new Rural Residential 2 (RR2) district; Satterlund-sited the history before 2013 county contracted to help with the city's ordinance; history with the county's input to the present time; how districts work or effect lot sizes and the outlook of the community; O'Leary-the ordinance for RR2 is in place, explain why we are reviewing it now; Fuhs-explained the history of the new RR2 district; Satterlund-there was only an RR5 in place, a smaller request of RR2 came before the board in order to recommend it to the city council; today a recommendation will be motioned which will go to the city council for final approval.

Fuhs invited Nevin the owner's representative to the podium. Nevin of South Landing-more lots now and in the future will be needed, so if it is left as 5 acres now, how would the size be decreased later; seems like it should be done now; 2 acres is still a large lot; still develop whether it decreases to 2 acres or it remains 5 acres; if it is 5 acres there possibly could be 6 parcels; if decreased to 2 acres possibly 12 parcels; recommend that the park dedication fee be the 10% of land; encourage Parks & Rec to use the 10% of land for a buffer area; Fuhs-Parks & Rec fee procedure explained; city makes decision on dedication fee; new road goes north then curves west; Nevin-there is topography that dictates the road location; road has no outlet; O'Leary-how will the road work; Nevin-pointed out the location from south to the new proposed parcel and topography items; would like the city to take the road over; O'Leary-no increased traffic on the existing, but will have most traffic on the new road; Burt the owner's letter said there were discussions with Whites at the time they purchases additional property, they knew that at some time the property would be developed; Nevin-not part of that discussion, Whites did buy at two different occasions some property from Burt as a buffer from the development (said as third party, not there); the property has been for sales for years; McGrath-would have liked to see the RR2 & RR5 layout, big challenge to do 2 acre lots with such difficult topography, not a survey but best site plan for a visual; Nevin-big investment in a survey, the RR2 or RR5 will guide the surveyor; first phase is done; no one respects the woods more than I do; great location, close to town and recreation; O'Leary-why were all the comments read but not the White's; Satterlund-the White's were included in the packet that was on the website, which is available to the public.

Fuhs opened the public hearing. White of White Pine Trail-history of the developers first phase; the new request with details; threat to neighborhood, family, & infrastructure; 5-10 year plan; don't disregard the citizens comments; RR5 would help keep the density down; city should slow the redistricting down, think it over; we did expect the development, but not to this degree; do some preserving; phase 1 will need a lot of backfilling, which is a lot more trees coming down; not just concerned for me & my property, but the entire town. Fuhs-first phase mostly shoreland; very small section RR5 was rezoned to shoreland; O'Leary-only caused a very few lots to rezone to shoreland.

Weglettner of Daggett Pine Rd-look at property; question what is going on in Crosslake; his 37 year history in Crosslake; don't understand direction of the development; usually develop from the inside out; need to respect what is here & the value; barndominium style getting popular, lot of these buildings are in Crosslake; lowers the market value; best land was used for the road; sewer systems will be difficult or maybe can't do; road type, road maintenance; camping areas; diamond in the rough/need to protect it; concern on future sewer/water needs. Fuhs-asphalt road; Nevin-yes.

Starkka of Wilderness Trail-next door property; my property is RR5; agree with RR5, but don't need

RR2, very hilly; can't see it working without erosion problems; we have paradise here, people come here for what we have; RR2 is just greed; we want peace-there's too much building, what happens to wetland filtering into the lake; we are steward's for the next generation; a lot of wild life now with a place for them to live; Crosslake is the gold coast; impact concerns; here 35 years; need to look at the effect of population on our environment.

Fuhs closed the public hearing due to no response,

Fuhs-we live here and understand; any buildings, roads, infrastructure will have to meet the regulations; we try to benefit the entire community; how many buildable lots are left; Satterlund-broke down the percentages of each district and the water/lakes; Nevin-blacktop the road; erosion will not dump into the lake-all runoff is contained on the southern lot(s); all runoff will be contained on each property; people come and make their nest and not want others to have it; Burt is ready to do something with his property; RR5 will lock out the future possibility of RR2; property for sale for 10 years with signage.

White-not move to Crosslake and shut the shades and say screw everyone else; we sold, did our due diligence and saw it was an RR5 area; concern now that it will be more than we expected; this is our future retirement; keep both side of this request in mind.

O'Leary-address some of the comments that we heard; can build with ordinance; trailers are not allowed here unless meet certain ordinance requirements; grow inside to out; Satterlund-there is land in Crosslake, but not really a large percentage; 2 acres would be difficult with sizes that currently exist; tough task on how Crosslake is laid out; lots of parcels are currently smaller than the current zone they are in; Fuhs-Land Use Map Amendment (LUMA) procedure and council has the final say.

Satterlund initiated the findings of fact procedure with the board members deliberating and responding to each question.

February 28, 2025 Action:

Motion by O'Leary; supported by Johnson to recommend approval to the city council for the following Land Use Map Amendment:

- To amend the Official Land Use Map on parcel 14030540 from Rural Residential 5 (RR5) to Rural Residential (RR2) involving approximately 33.6 acres.

Per the findings of fact as discussed, the on-site conducted on 2-27-2025 and as shown on the certificate of survey received at the Planning & Zoning office dated 1-14-2025 for property located off of Wilderness Trail, City of Crosslake

Findings: See attached/packet

Members voting: 3 "Aye"; Fuhs, O'Leary, Graham; 2 "Opposed"; McGrath, Johnson, Motion carried.

**Crosslake Planning & Zoning
City of Crosslake, Chapter 26 Land Use Revisions**

Satterlund presented the mixed-use district requested by the city council, the history, clarification of what use would go into this district, basically mirroring the limited commercial (LC) district-but with personal storage, how to enforce this, what is available for enforcement methods, review of the staff's presentation of the possible ordinance as a mixed-use district, living full time versus occasional stays, prohibit short term rentals (STR), possible office comfort versus living, 35 foot structure height, architectural standards on all sides, into the record.

Cannabis ordinance-possible future cultivation district, now it is prohibited.

February 28, 2025 Action:

No action taken

See attached/packet

Other Business:

Staff report

Development Review Team (DRT) had no February monthly meeting

Meeting/training schedule: March 12th at 8:30AM orientation; March 26th at 9:00AM on-site,

March 27th at 10:00 Training

Next Month:

March 10 – Public Hearing Application deadline

March 10 – City Council Meeting

March 11 – Development Review Team (DRT)

March 27 – On-site visit

March 28 – PC/BOA Meeting

Open Forum:

1. Miller of Miller Construction of Crosslake-draft the ordinance changes for mixed-use district to present at the March 10th council meeting for council to adjust and send back; Fuhs-workshop had several topics, need proposed language for comments, public notice requirements, ordinance requires commission recommendation, March 12th possibly schedule a workshop.
2. Eggena/Holden of Fawn Lake Road-owner of Fawn Lake Plat, where is ordinance for our plat, January 13th city council said do personal storage in my district, give us a timeline for completion; Satterlund-this is a process, limited commercial district is one issue, commercial/light industrial district is a different issue.

Matters not on the Agenda:

1. There were no matters not on the agenda

Motion by Johnson; supported by Graham to adjourn at 11:15 A.M.

All members voting “Aye”, Motion carried.

Respectfully submitted,

Cheryl Stuckmayer

Cheryl Stuckmayer

Planner-Zoning Coordinator



C.11.

STATED MINUTES

City of Crosslake Planning Commission/Board of Adjustment

March 7, 2025
9:00 A.M.

Crosslake City Hall
13888 Daggett Bay Road
Crosslake, MN 56442

1. Present: Chair David Fuhs; Kristin Graham; Joseph O'Leary; Alternate Joel Knippel; Alternate Cooper Hanning; and Liaison Council Member Jayme Knapp

Absent: Vice Chair Jeff McGrath and Jeremy Johnson

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

Attendee: Larry Allen

2. Land Use Ordinance Amendments – New districts with language throughout the ordinance; Stormwater Management; Landscaping, Screening and Lighting Standards; Land Use Tables; Accessory Structures/Storage Buildings; Accessory Structure Standards; Commercial and Residential Architectural Standards; definitions; accompanying sections with language that pertains
3. Adjournment

Crosslake Planning & Zoning City of Crosslake, Chapter 26 Land Use Revisions

Fuhs opened the meeting. Satterlund presented a short detail of items to cover at this session, consisting of, but limited to, the new Mixed-Use (MU) District and changes to the Commercial/Light Industrial (C/LI) District.

Fuhs-explained a possible conflict of interest pertaining to McGrath our commissioner; the rules pertaining to a conflict of interest; to allow McGrath to speak at any meeting pertaining to the new Mixed-Use District as a concerned citizen; discussion followed.

Motioned by Cooper; support by Graham to approve McGrath to speak as a concerned citizen in relationship to the new Mixed-Use District.

All members voting "Aye", Motion carried.

Satterlund went through the handout (see attached), with the commissioners, council liaison, and staff holding a discussion and questioning items such as: the procedure of using the Land Use Map Amendment (LUMA) process to change the current district to a Mixed Use (MU) district; a history of why we are discussing this new MU; changes/adds to the Land Use Table; very strong feelings that a Conditional Use (CU) permit would be required for all personal storage buildings in all of the commercial use zones; two in process developers would automatically get this new MU district if motioned by the city council; why CU is needed versus an over the counter permit (P) in the land use table; a new use within the City of Crosslake added to the land use table; personal use is really in opposition in the commercial use zoning; CU provides each personal structure request to have individual conditions placed upon it; extensive debate on prohibiting living within MU and Commercial/Light Industrial (C/LI); there will be 3 sections proposed in the ordinance to indicate no dwelling units in MU & C/LI districts; strict language in MU & C/LI districts to help enforcement issues pertaining to no living units; building safety requirements; possible use of short term rental ordinance language/regulations-would not work in Chapter 26; installations of septic systems; water use; tough council position to solve developers building issues that are in midstream development; correct verbiage in the ordinance to help the cumbersome enforcement effects from city regulations; C/LI changes to allow personal storage in a commercial district; C/LI hard to enforce no living, if they choose to live there. The discussed changes to the proposed ordinance handout will be made, see attached for those changes. An added change to the proposed ordinance was to add language that would prohibit septic and water in C/LI and MU unless the owner shows there is to be a business on the parcel, a well could be used for only irrigation purposes with a personal storage building.

Motion by O’Leary; supported by Graham to approve the proposed ordinance changes as submitted with the changes as discussed and attached.

Members voting “Aye” O’Leary, Knippel & Graham; “opposed” Cooper & Fuhs; Motion carried.

Motion by Fuhs; supported by O’Leary to adjourn at 12:00 P.M.

All members voting “Aye”, Motion carried.

Respectfully submitted,

Cheryl Stuckmayer

Cheryl Stuckmayer
Planner-Zoning Coordinator

- (1) **Shoreland District (SD).** The purpose of this district is to preserve and enhance the quality of surface waters, conserve the economic and natural environmental values of shorelands, protect drinking water sources, and provide for the wise use of water and related land resources. The primary use within this district is seasonal and year-round single family residential. Lot dimensions and density limitations are controlled by lake or river classifications. Compatible commercial or water-oriented commercial uses may be allowed as permitted or as conditional uses.
- (2) **Rural Residential-5 (RR-5).** The purpose of this district is to establish and maintain a low density residential district with 5 acre minimum lot sizes outside the shoreland zone, preserving the character of the city and providing a rural single family setting with limited agriculture/forestry uses. The primary use within this district is single family residential and agriculture/forestry. Compatible commercial uses may be allowed as permitted or as conditional uses.
- (3) **Waterfront Commercial (WC).** The purpose of this district is to accommodate commercial uses in the shoreland district where access to and use of a surface water feature is an integral part of the business. The primary uses in this district are marinas, resorts and restaurants with transient docking facilities.
- (4) **Limited Commercial District (LC).** The purpose of this district is to establish and provide a commercial environment with a limited mixture of commercial and office related development and services. A commercial district may be located within or outside the shoreland zone.
- (5) **Downtown Commercial District (DC).** The purpose of this district is to establish and provide a commercial environment with a mixture of commercial and office related development and services and maintain a pedestrian-oriented commercial district consisting of retail, offices and professional services. A downtown commercial district may be located within or outside the shoreland zone.
- (6) **Commercial/Light Industrial District (C/LI).** The purpose of this district is to establish and maintain a district for light industrial purposes with commercial activities which can provide the employment opportunities for the residents of the community, allow for the production and manufacture of goods and products, provide for the retail display and sale of the goods and products manufactured on the site with other related products or services, and provide professional contractor services and related office uses.
- (7) **Sensitive Shoreland (SS).** The purpose of this district is to accommodate limited residential uses, agricultural uses, and forest management activities within the shoreland protection zone while conserving sensitive land areas on which more intensive development would adversely affect water quality, wetlands, lakes, shorelines, slopes, wildlife habitat, biological ecosystems, or scenic and natural values. Density is decreased and performance standards established in order to minimize disturbance of soils and vegetation in the shoreland district, to prevent damage from erosion, floods, siltation and water turbidity, to prevent the loss of vegetation, fish, wildlife and natural habitat, to protect the quality of ground and surface waters, and to conserve natural and scenic areas in the shoreland protection zone. This district can only be designated in shoreland areas determined to be sensitive by the City Council.
- (8) **Corridor Overlay District (CO).** The purpose of the this district is to protect and enhance the aesthetics of the City of Crosslake's main entrances and corridors by encouraging sustainable development that respects the environment and upholds the community's northwoods character. Certain land uses are prohibited in this district along with greater regulations on architectural standards to ensure protecting the beauty of Crosslake long term.
- (9) **Mixed-Use District (MU)** The purpose of this district is to provide the ability to be diverse in the multi-use at the present time as well as allowing the use to be interchangeable in the future. This district also is to accommodate limited personal storage with performance standards established in Articles 28 and 29, along with Sec. 26-282. To create this district a Land Use Map amendment (LUMA) will be required. In addition, a Conditional Use Permit (CUP) will be needed before obtaining a Land Use Permit.

10-16-2024 PC/BOA Amended Draft
PART I - CODE OF ORDINANCES
Chapter 26 - LAND USE

Sec. 26-281 Land Use Tables

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

For the purposes of this table:

"P"	means a use requiring a permit
"PP"	means a use requiring a permit with performance standards
"CU"	means a use requiring a conditional use permit
"I"	means an interim use
"A"	means a use that is allowed without a permit but may have performance standards
"SD"	means a shoreland district
"RR-5"	means a rural residential district—5 acre minimum lot size
"WC"	means a waterfront commercial district
"LC"	means a limited commercial district
"DC"	means a downtown commercial district
"C/LI"	means a commercial/light industrial district
"SS"	means a sensitive shoreland district
"CO"	means a corridor overlay district – 400ft from edge of ROW on each side of Cty Rd 16, 3, 66, 36, and 37
"MU"	means a mixed-use district

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PART I - CODE OF ORDINANCES

Chapter 26 - LAND USE

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

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

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Chapter 26 - LAND USE

LAND USE TABLES	S D	RR 5	S S	L C	D C	W C	C/ LI	M U
(5) Commercial and Industrial Uses								
Adult uses							CU	
Amusement Park				CU				CU
Athletic club				PP	PP	PP		PP
Auto body shop				PP			PP	PP
Auto repair shop, lubrication service station				PP	PP		PP	PP
Bank or financial institution				P	P		PP	P
Beauty shop, barber shop				PP	PP	PP	PP	PP
Bed and Breakfast Residence		CU		PP	PP	PP		PP
Bowling Lanes				PP	PP	PP	PP	PP
Breeding and boarding of animals				CU	CU		CU	CU
Bulk liquid storage				CU			PP	CU
Business or professional office space				PP	PP	PP	PP	PP
Car wash				PP	PP		PP	PP
Cement/concrete/redi-mix plant, permanent							P	
Commercial greenhouse/nursery				PP			PP	PP
Commercial storage building/storage unit rental				CU	CU	CU	CU	CU
Commercial Storage Rental Building(s) containing independent bays > 800 sf				CU	CU	CU	CU	CU
Concrete/asphalt plant, portable				I			PP	
Construction and contractor services-carpentry, electrical, plumbing, heating, ventilation, mechanical, flooring, insulation, siding, etc				P	P		P	P
Day care facility	PP	PP		PP	PP	PP		PP
Demolition Landfill							CU	
Dry cleaners				CU	CU		CU	CU
Event Center (≥ 10 acres in RR5)		CU		CU	CU	CU	CU	CU
Extractive use, mining, gravel pit, aggregate							CU	
Funeral home with crematorium				CU				CU
Funeral Home without crematorium				PP				PP
Gas station/convenience store with or without fuel sales				PP	PP	PP		PP
Golf Course				CU		CU		CU
Industrial park development							CU	
Liquor: On and/or off sale				CU	CU	CU	CU	CU
Lumber yard				PP	PP		PP	PP
Manufacturing: light in general, assembly plant, machine shop, welding shop, packaging plant				CU			PP	CU
Marina						CU		
Medical or dental clinic				PP	PP		PP	PP
Miniature golf				PP	PP	PP	PP	PP
Motel/hotel				CU	CU	CU	CU	CU
Outdoor seasonal sales				PP	PP	PP	PP	PP
Over-the-counter print shop				PP	PP		PP	PP
Private clubs and lodges				PP	PP		PP	PP
Race track: horse, auto, motorcycle, go cart							CU	
Recycling collection site				I			PP	I
Rental equipment sales and service				PP	PP	PP	PP	PP
Storage Building, Personal							CU	CU

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PART I - CODE OF ORDINANCES

Chapter 26 - LAND USE

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

Note: See provisions for "CO" in Sec. 26-381 then refer to underlying districts

Sec. 26-282 Administration of Permits with Performance Standards

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

Secs. 26-283—26-304 Reserved

ARTICLE 13 Mixed Use and COMMERCIAL DISTRICT STANDARDS

Sec. 26-375 Purpose and Intent

The purpose and intent of this article is to support the development of commercial and light industrial districts that will accommodate a wide range of commercial goods and services and maintain the up-north character of the area without degrading the natural resources and to:

- (1) Maximize Crosslake's potential as a healthy community providing for business, residential and recreational opportunities.
- (2) Support a strong, ongoing working relationship between Crosslake, Crow Wing County, and the adjacent Townships in all matters related to planning and the provision of public services.
- (3) Plan for the orderly, efficient and fiscally responsible growth of commercial and industrial development in Crosslake.
- (4) Plan land uses and implement standards to minimize land use conflicts.
- (5) Support development that enhances community character and identity.
- (6) Support the development of a strong, diversified, and growing economic base and create a favorable climate for economic development and ongoing business activities.
- (7) Support the economic viability of the Commercial Districts.
- (8) To encourage lighting that provides safety, utility, and security without glare onto public roads, private residences, and atmospheric light pollution.
- (9) To manage storm water runoff and its associated effects and to provide for the protection of natural and artificial water storage and retention areas, and public waters.
- (10) To treat wastewater to protect public health and safety, and to protect ground and surface water; and;
- (11) To establish reasonable regulation for design, construction, installation, and maintenance of all exterior signs.

Sec. 26-376 Plan Submission Requirements

All commercial site development, structure construction, or parking area modifications shall require the property owner or developer to submit a plan meeting the standards of this Chapter:

- (1) Site plan meeting the standards in Article 13 of this Chapter with setbacks and wetlands identified;
- (2) Landscape, screening, and lighting plan meeting the standards in Article 28 of this Chapter;
- (3) Architectural plan meeting the standards in Article 29 of this Chapter;
- (4) Off street loading and parking plan meeting the standards in Article 26 of this Chapter;
- (5) Storm water management plan according to requirements in Article 20;
- (6) Waste disposal plan meeting Minnesota Rule, Chapter 7035 standards,
- (7) Wastewater treatment plan meeting the standards in Article 31 of this Chapter.

Sec. 26-377 Waterfront Commercial District

- (1) The purpose of this district is to accommodate commercial uses in the shoreland district including marinas, resorts, restaurants, bars, rental units, campgrounds, and related

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uses on General Development (GD) and Recreational Development (RD) lakes only where access to and use of a surface water feature is an integral part of the businesses.

- (2) **Waterfront Commercial Density and Dimensional Standards.** All commercial lots, structures, and uses in the Waterfront Commercial District created or constructed after March 1, 2015 of this Chapter shall meet the following density and dimensional requirements:

Lake Class	Minimum Lot Area	Minimum Lot Width	Structure Lot Line Setbacks-Residential	Structure Lot Line Setbacks-Commercial	Public Right of Way Frontage	Setback Between Bldgs.	City Street Right of Way setback	County Road Right-of-Way Setback	Maximum Impervious Coverage	Structure Height
GD	5 acres	400'	30'	10'	50'	15'*	15'	35'	35%	35'
RD	5 acres	400'	30'	10'	50'	15'*	15'	35'	25%	35'
NE (existing only)	10 acres	800'	30'	10'	50'	15'*	15'	35'	20%	35'

* Unless using common wall construction

Sec. 26-378 Limited Commercial District

- (1) The purpose of this district is to establish and provide a commercial environment with a limited mixture of commercial and office related development and services. A limited commercial district may be located within or outside the shoreland zone.
- (2) **Limited Commercial Density and Dimensional Standards.** All lots, structures, and uses in the Limited Commercial District created or constructed after March 1, 2015 shall meet the following density and dimensional requirements:

Minimum Lot Area sq. ft.	Minimum Lot Width	Structure Lot Line Setbacks-Residential	Structure Lot Line Setbacks-Commercial	Public Right of Way Frontage	Setback Between Bldgs.	City Street Right of Way setback	County Road Right-of-Way Setback	Maximum Impervious Coverage	Structure Height
20,000	100'	20'	5'	50'	0	15'	35'	50%	35'

Sec. 26-379 Downtown Commercial District Standards

- (1) The purpose of this district is to maintain a pedestrian-oriented commercial district consisting of retail, offices and professional services. A downtown commercial district may be located within or outside the shoreland zone.
- (2) **Downtown Commercial Density and Dimensional Standards.** All lots, structures, and uses in the Downtown Commercial District created or constructed after March 1, 2015 shall meet the following density and dimensional requirements:

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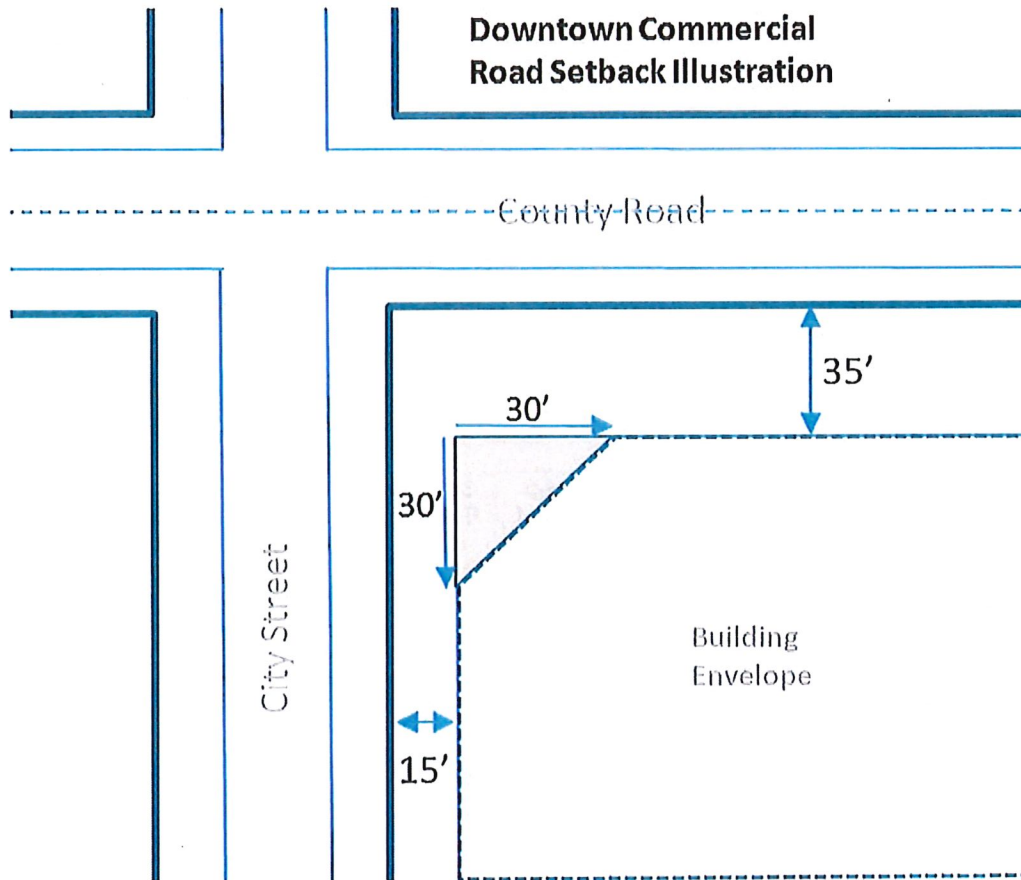
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Minimum Lot Area Sq Ft	Minimum Lot Width	Structure Lot Line Setbacks-Residential	Structure Lot Line Setbacks-Commercial	Public Right of Way Frontage	Setback Between Bldgs.	City Street Right-of-Way Setback	County Road Right-of-Way Setback	Maximum Impervious Coverage	Structure Height
15,000	50'	20'	0'	33'	0'	15'	35'	80%	35'

(3) Downtown Commercial Performance Standards.

- a) Setbacks. Buildings on corner lots will be required to maintain a minimum 30-foot sight triangle from the intersecting right-of-way lines (streets, alleys, etc.) within which no structures or improvements over 30 inches in height would be allowed to maximize traffic visibility and sight lines as exemplified in the following illustration.

Table 26-379A Downtown Commercial Road Setback Illustration



- b) Overhangs and any other building protrusions/extensions shall not be considered when measuring setbacks if they do not extend more than 3 feet beyond the exterior wall facade. If an overhang and any other building protrusions/extension extends more than 3 feet beyond the exterior wall facade, then the setback is measured from the drip line of the overhang.

Sec. 26-380 Commercial/Light Industrial District Standards

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- (1) The purpose of this district is to establish and maintain a district for light industrial purposes with commercial activities which can provide the employment opportunities for the residents of the community, allow for the production and manufacture of goods and products, provide for the retail or wholesale display and sale of the goods and products manufactured on the site with other related products or services, and provide professional contractor services and related office uses.
- (2) **Commercial/Light Industrial Density and Dimensional Standards.** All lots, structures, and uses in the Commercial/Light Industrial District created or constructed after October 16, 2018 shall meet the following density and dimensional requirements:

Minimum Lot Area Sq Ft	Minimum Lot Width	Structure Lot Line Setbacks-Residential	Structure Lot Line Setbacks-Commercial	Public Right of Way Frontage	Setback Between Bldgs.	City Street Right – of-Way Setback	County Road Right – of-Way Setback	Maximum Impervious Coverage	Structure Height
20,000	100'	30'	5'	100'	10'	35'	35'	50%	35'

Secs. 26-381 Corridor Overlay District Standards

- (1) **Corridor Overlay District (CO).** The purpose of the district is to protect and enhance the aesthetics of the City of Crosslake's main entrances and corridors by encouraging sustainable development that respects the environment and upholds the community's northwoods character. Certain land uses are prohibited in this district along with greater regulations on architectural standards to ensure protecting the beauty of Crosslake long term.
- (2) The standards of the Overlay District are within the boundaries of 400 ft from each side of the road right-of-way of Cty Rd 16, 3, 66, 36, and 37
- (3) The corridor overlay district prohibits the use of commercial storage, mini/self-storage, and personal storage.
- (4) Refer to the Density and Dimensional Standards per district and Article 29 for greater architectural standards regulated within this district.

Secs. 26-382 Mixed Use District Standards

- (1) The purpose of this district is to provide the ability to be diverse in the multi-use at the present time as well as allowing the use to be interchangeable in the future. This district also is to accommodate limited personal storage with performance standards established in Articles 28 and 29, along with Sec. 26-282. To create this district a Land Use Map amendment (LUMA) will be required. In addition, a Conditional Use Permit (CUP) will be needed before obtaining a Land Use Permit. Minimum development size to be 10 acres, plated out to meet the below requirements.
- (2) To create this district a Land Use Map Amendment (LUMA) will be required upon completing a Development Review Team (DRT) meeting.
- (3) Outside storage is prohibited.
- (4) Refer to Article 28 and 29 for greater regulated standards within this district.

Minimum Lot Area Sq Ft	Minimum Lot Width	Structure Lot Line Setbacks-Residential	Structure Lot Line Setbacks-Commercial	Public Right of Way Frontage	Setback Between Bldgs.	City Street Right – of-Way Setback	County Road Right – of-Way Setback	Maximum Impervious Coverage	Structure Height
40,000	150'	30'	10'	100'	10'	35'	35'	35%	35'

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Secs. 26-38—26-412 Reserved

ARTICLE 28 LANDSCAPING, SCREENING AND LIGHTING STANDARDS

Sec. 26-735 Purpose

The purpose of this division is to recognize the important and diverse benefits which landscaping, screening, and lighting provide in protecting the health, safety and general welfare of the community. Benefits include the reduction of noise, dust, excessive glare, stormwater runoff, the impact of adjacent incompatible land uses, and the increase in aesthetic value of the city.

Sec. 26-736 Application

- (1) All land use permits for **the mixed use district and commercial districts** submitted after March 1, 2015 shall be accompanied by complete landscape, screening, and lighting plans. These plans shall be submitted as a part of the site plan.
- (2) The retention of natural topography and vegetation will be required where possible.
- (3) All plan components shall be completed within two years from the date of issuance of the land use permit unless otherwise specified.

Sec. 26-737 Commercial **Districts Landscaping**

- (1) **Plan requirements.**
 - a) **Site analysis.** Boundary lines of the property with dimensions based upon a certificate of survey; name and alignment of proposed and existing streets; location of existing and proposed buildings; location of parking areas, vegetated and forested areas to be preserved, water bodies, proposed sidewalks; and percent of site covered by impervious surfaces.
 - b) **Planned elements.** Existing and proposed topographic contours at two foot intervals; typical sections and details of landscaping plans such as type of vegetation, sodded and seeded areas, berms and other landscape improvements with identification of materials used.
 - c) **Planting Schedule:** A table containing the common names and botanical names, average size of plant materials, root specifications, quantities, special planting instructions, and proposed planting dates of all plant materials.
- (2) **Minimum planting requirements.**
 - a) **Existing trees.** Existing trees may be used to meet these standards, if protected and maintained during the construction phase of the development. If existing trees are used, each tree 6 inches or less in diameter counts as one tree. Each tree more than 6 inches and up to 9 inches in diameter counts as two trees. Each additional 3-inch diameter increment above 9 inches counts as an additional tree.
 - b) **Selection of materials.** Landscape materials should be selected and sited to produce a hardy and drought and salt-resistant landscape area. Selection should

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include consideration of soil type and depth, the amount of maintenance required, spacing, exposure to sun and wind, the slope and contours of the site, and compatibility with existing native vegetation preserved on the site.

- c) **Variety of species.** If there are more than 8 required trees, no more than 40 percent of them can be of one species. If there are more than 24 required trees, no more than 25 percent of them can be of one species. This standard applies only to trees being planted to meet these standards, not to existing trees. If there are more than 25 required shrubs, no more than 75 percent of them can be of one species.
- d) **Minimum plant numbers:**
 - i. One overstory deciduous or coniferous tree for every 2,000 square feet of total building floor area or one for every 100 feet of site perimeter, whichever is greater.
 - ii. One ornamental tree for every 2,000 square feet of building or one for every 200 feet of site perimeter, whichever is greater.
 - iii. One understory shrub for every 300 square feet of building or one shrub for every 30 feet of site perimeter, whichever is greater.
- e) **Adjacent to residential areas.** Plantings or screening shall be provided to create physical and visual separation between commercial and residential areas (See section 26-738 (1)).
- f) **Minimum sizes.** The following minimum standards shall be required:

Overstory deciduous tree	1½ inch diameter
Ornamental tree	1 inch diameter
Coniferous tree	6 feet tall
Shrubs	3 gallon root ball size

- g) **Sodding and ground cover.** All disturbed area not covered by natural vegetation or impervious surfaces shall be seeded with turf grass, native grasses, perennial flowering plants, vines shrubs, trees or approved ground cover. Storm water retention ponds and rain gardens shall qualify as approved ground cover.
 - h) **Minimum guaranteed survival.** All trees, shrubs, and groundcover shall be maintain and replaced as follows:
 - i. For general landscaping, parking lots, and perimeter areas, maintenance and replacement for a minimum of 5 years.
 - ii. For screening adjacent to residential areas, maintenance and replacement in perpetuity.
- (3) **Parking lot landscaping** - In order to soften and improve the appearance of parking lots when viewed from an abutting street or sidewalk, all parking and loading areas including drive-through facilities fronting public streets or sidewalks shall provide:
- a) A landscaped area at least 5 feet wide along the public street or sidewalk. If a parking area contains over 100 spaces, the minimum required area shall be increased to 8 feet in width.
 - b) One overstory deciduous or coniferous tree shall be provided for each 25 linear feet of parking lot frontage on a public street or accessway.
- (4) **Interior parking lot landscaping**
- a) The corners of parking lots and all other areas not used for parking or vehicular circulation shall be landscaped with turf grass, native grasses or other perennial flowering plants, vines, shrubs and trees. Such spaces may include architectural features such as benches, kiosks or bicycle parking.
 - b) In parking lots containing more than 100 spaces, an additional landscaped area of at least 300 square feet shall be provided for each 12 spaces or fraction thereof,

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containing one deciduous shade tree. The remainder shall be covered with turf grass, native grasses, perennial flowering plants, vines or shrubs.

- (5) **Existing development.** It is recognized that commercial properties which have already been developed with permanent improvements as of March 1, 2015 may have less flexibility in meeting landscaping requirements. The requirements in Section 26-737 (1) through (4) above may be modified on a case by case basis, by written agreement, to fit existing conditions while fulfilling these requirements to the greatest extent possible. This agreement shall become part of the land use permit.

Sec. 26-738 Screening

- (1) **Screening from residential areas** shall be in addition to normal landscaping and planting and consist of a physical and visual barrier completely separating the activity **in the mixed use and commercial districts** property from any adjacent residential areas. Screening shall be equally effective in the winter and summer and shall be accomplished by the use of one or more of the following:
- a) The placement of the building on the lot or the placement of a building on an adjacent lot.
 - b) The use of berms and landscaping.
 - c) Planting of vegetative screens.
 - d) Construction of **architectural** walls or fences.
- (2) **Screening design standards**
- a) Vegetative screens shall consist of healthy, hardy plant materials. Evergreen shrubs with a mature height of 6 feet shall form a solid screen. One overstory deciduous or coniferous tree per 30 linear feet of boundary shall also be planted.
 - b) A 6-foot-high wall or fence may be substituted for the shrubs in (a) above, but the trees are still required.
 - c) Screening and fences shall be maintained and repaired.
 - d) Slopes and berms. Final slope grade steeper than the ratio of 3:1 and/or a height over six feet will require stabilization measures such as terracing or retaining walls.
- (3) **Placement and screening of mechanical equipment, service, loading, and storage areas**
- a) Any outdoor storage, service or loading area that faces adjacent residential uses or a public street or walkway shall be screened by a decorative fence, wall, or screen of plant material at least 6 feet in height.
 - b) Loading docks, truck parking, HVAC and other mechanical equipment, trash collection, and other service functions shall be incorporated into the design of the building so that the visual impacts of these functions are not visible from adjacent properties and public streets.
 - c) Outdoor sales area shall be fenced and screened from view of neighboring residential uses.
- (4) **Screening between adjacent **mixed use and commercial district** uses.**

Sec. 26-739. Lighting

All commercial permit applications submitted after March 1, 2015 shall include an exterior lighting plan consistent with the following standards for all exterior building areas, parking areas and pedestrian paths connecting parking areas and buildings. Applications for new **mixed use and** residential dwelling construction submitted after March 1, 2015 shall require submittal of

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specifications for all proposed exterior lighting. All existing uses for which exterior lighting is installed or changed shall also conform to these standards.

(1) Lighting standards:

- a) **Shielded fixtures.** No portion of the lamp or lens may extend beyond the housing or shield. All light fixtures shall be directed downward so the source of illumination is not visible.
- b) **Height restrictions.** **Mixed Use and Commercial district** lighting fixtures mounted on poles or structures shall have a maximum height of twenty-five feet (25'). Exceptions to this height requirement may be granted by the Zoning Administrator when lighting is located in an area otherwise screened or blocked from view from the residential property, such as lighting on the side of a **Mixed Use and commercial district** building opposite the residential property
- c) All commercial outdoor light poles shall be metal, fiberglass, or finished wood.

(2) Maximum lighting levels

- a) **Mixed Use and Commercial Districts.** Any light or combination of lights used for exterior illumination on a ~~commercial or industrial~~ property that cast light on a public street or adjacent residential property shall not exceed one (1) foot-candle (meter reading) as measured from the centerline of said street or at the property line.
- b) **Residential.** Any light or combination of lights used for exterior illumination on a residential property that cast light on a public street or adjacent residential property shall not exceed one-half (0.5) foot-candles (meter reading) as measured from the centerline of said street or at the property line.

(3) Lighting standards for commercial property on riparian lots in the shoreland district (**Mixed Use Districts are prohibited in the shoreland and overlay districts**).

All commercial zoned property shall comply with the following lighting standards for riparian lots and areas adjacent to a public water:

- a) The light fixtures shall be directed downward so the source of illumination is not visible and does not extend past property lines or across public waters in excess of the maximum light intensities in Section 26-739 (2).
- b) In shore impact zones 1 and 2, all lighting independently supported shall be on poles or supports that are a maximum of 24 inches above grade.
- c) All lighting shall be located only within the access path if installed within shore impact zone 1
- d) All lighting on docks, lifts, or platforms shall be directed downward so the source of illumination is not visible.
- e) The height maximum for exterior lighting located in the rear lot zone shall not exceed 25 feet.

(4) Lighting standards for residential property on riparian lots in the shoreland district.

- a) Light fixtures shall be directed downward so the source of illumination is not visible and the light does not extend past property lines or across public waters in excess of the maximum light levels in Section 26-739 (2), b.
- b) Lighting in shore impact zones 1 and 2 that is independently supported shall be on poles or supports that are a maximum of 24 inches above grade
- c) The height maximum for exterior lighting located in the rear lot zone shall not exceed 25 feet.

Secs. 26-740—26-745 Reserved

ARTICLE 29 ~~COMMERCIAL AND RESIDENTIAL~~ ARCHITECTURAL STANDARDS

Sec. 26-746 Purpose and Intent

(1) Purpose:

- a) Building design, exterior building materials, and colors shall blend into and enhance the City's existing northwoods environment and avoid adverse visual impact.
- b) Promote high standards of building and site design in ~~commercial and residential~~ all land use districts with the purpose of preserving an atmosphere consistent with the rural/Northwoods character of the City.
- c) Provide a more pleasant pedestrian environment and driving experience.
- d) Protect and enhance the appeal and attraction of the City to residents, visitors, and tourists, and to serve as a support and stimulus to business and residences.

(2) Intent: The City intends that all projects shall strive toward the highest level of quality in both design and construction. The criteria by which all commercial development and redevelopment in the City shall be judged are:

- a) Consistency with all provisions of the comprehensive plan and City ordinances.
- b) Complementary physical and visual relationships among existing, new and proposed buildings, park areas and landscape treatments with the intent of creating a cohesive appearance for the entire City.
- c) Use of appropriate façade proportions, materials, and colors that are compatible with adjacent uses and create a pleasant pedestrian environment and driving experience.

Sec. 26-747 Application

- (1) **Existing buildings.** Facades on buildings in commercial land use districts-existing on March 1, 2015 shall be allowed to continue with the present materials subject to the following criteria: All subsequent additions and exterior alterations to buildings must be constructed with the materials required in this chapter.
- (2) **New buildings.** New buildings ~~in commercial land use districts~~ built subsequent to March 1, 2015 must comply with the design standards set forth in this Article.

Sec. 26-748 – 749 Reserved

Sec. 26-750 Allowable Exterior Materials ~~for Commercial Structures in Commercial Land Use Districts~~

- (1) Percentages of allowable exterior façade materials shall be calculated excluding windows, doors, and gables except for architectural glass.
- (2) **Waterfront Commercial District.**
 - a. Glass on any front facade shall be a minimum of five percent (5%) with non-front facades consisting of a minimum of two and half percent (2.5%)
 - b. Face brick
 - c. Natural stone
 - d. Architectural glass

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- e. Wood finished for exterior use
- f. Stucco
- g. Exterior insulation finishing system (synthetic stucco)
- h. Architectural concrete masonry units shall be limited to a maximum of twenty-five percent (25%) on any front facade. Architectural concrete masonry units may be used up to one hundred percent (100%) on non-front facades.
- i. Architectural metal panels shall be limited to a maximum of twenty-five percent (25%) on any front facade, and non-front facades shall be no more than seventy-five percent (75%) of one approved material type, unless there is a differential in color or material
- j. Building design, exterior building materials, and colors shall blend into and enhance the City's existing northwoods environment and avoid adverse visual impact.
- k. Overhang to be a minimum of 24 inches on all sides.
- l. Height to the peak shall be a maximum 35 feet with a roof pitch of 4/12 minimum
- m. Other materials may be approved under number 9 of this section.

(3) Limited Commercial District

- a. Face brick.
- b. Natural stone.
- c. Architectural glass.
- d. Wood finished for exterior use
- e. Stucco.
- f. Exterior insulation finishing system (synthetic stucco)
- g. Architectural concrete masonry units shall be limited to a maximum of twenty-five percent (25%) on any front facade. Architectural concrete masonry units may be used up to one hundred percent (100%) on non-front facades.
- h. Architectural precast concrete panels.
- i. Architectural metal panels shall be limited to a maximum of twenty-five percent (25%) on any front facade.
- j. Plastic sheeting on commercial greenhouses only
- k. Other materials may be approved under number 9 of this section.

(4) Limited Commercial Corridor Overlay District

- a. Glass on any front facade shall be a minimum of five percent (5%) with non-front facades consisting of a minimum of two and half percent (2.5%)
- b. Face brick
- c. Natural stone
- d. Architectural glass
- e. Wood finished for exterior use
- f. Stucco
- g. Exterior insulation finishing system (synthetic stucco)
- h. Architectural concrete masonry units shall be limited to a maximum of twenty-five percent (25%) on any front facade. Architectural concrete masonry units may be used up to one hundred percent (100%) on non-front facades.
- i. Architectural metal panels shall be limited to a maximum of twenty-five percent (25%) on any front facade, and non-front facades shall be no more than seventy-five percent (75%) of one approved material type, unless there is a differential in color or material
- j. Plastic sheeting on commercial greenhouses only
- k. Building design, exterior building materials, and colors shall blend into and enhance the City's existing northwoods environment and avoid adverse visual impact.
- l. Overhang to be a minimum of 24 inches on all sides.

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- m. Height to the peak shall be a maximum 35 feet with a roof pitch of 4/12 minimum
 - n. Other materials may be approved under number 9 of this section.
- (5) Downtown Commercial District**
- a. Glass on any front facade shall be a minimum of five percent (5%) with non-front facades consisting of a minimum of two and half percent (2.5%)
 - b. Face brick.
 - c. Natural stone.
 - d. Architectural glass.
 - e. Wood finished for exterior use
 - f. Stucco.
 - g. Exterior insulation finishing system (synthetic stucco)
 - h. Architectural concrete masonry units shall be limited to a maximum of twenty five percent (25%) on any front facade. Architectural concrete masonry units may be used up to one hundred percent (100%) on non-front facades
 - i. Architectural metal panels shall be limited to a maximum of twenty-five percent (25%) on any front façade, and non-front facades shall be no more than seventy-five percent (75%) of one approved material type, unless there is a differential in color or material
 - j. Plastic sheeting on commercial greenhouses only
 - k. Building design, exterior building materials, and colors shall blend into and enhance the City's existing northwoods environment and avoid adverse visual impact.
 - l. Overhang to be a minimum of 24 inches on all sides.
 - m. Height to the peak shall be a maximum 35 feet with a roof pitch of 4/12 minimum
 - n. Other materials may be approved under number 9 of this section.
- (6) Commercial/Light Industrial District**
- a. Face brick.
 - b. Natural stone.
 - c. Architectural glass.
 - d. Wood finished for exterior use
 - e. Stucco.
 - f. Exterior insulation finishing system (synthetic stucco)
 - g. Architectural concrete masonry units shall be limited to a maximum of twenty-five percent (25%) on any front facade. Architectural concrete masonry units may be used up to one hundred percent (100%) on non-front facades.
 - h. Architectural precast concrete panels.
 - i. Architectural metal panels shall be limited to a maximum of twenty-five percent (25%) on any front façade.
 - j. Plastic sheeting on commercial greenhouses only
 - k. Other materials may be approved under number 9 of this section.
- (7) Commercial/Light Industrial Corridor Overlay District**
- a. Glass on any front facade shall be a minimum of five percent (5%) with non-front facades consisting of a minimum of two and half percent (2.5%)
 - b. Face brick.
 - c. Natural stone.
 - d. Architectural glass.
 - e. Wood finished for exterior use
 - f. Stucco.
 - g. Exterior insulation finishing system (synthetic stucco)

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- h. Architectural concrete masonry units shall be limited to a maximum of twenty-five percent (25%) on any front facade. Architectural concrete masonry units may be used up to one hundred percent (100%) on non-front facades.
 - i. Architectural metal panels shall be limited to a maximum of twenty-five percent (25%) on any front facade, and non-front facades shall be no more than seventy-five percent (75%) of one approved material type, unless there is a differential in color or material.
 - j. Plastic sheeting on commercial greenhouses only
 - k. Building design, exterior building materials, and colors shall blend into and enhance the City's existing northwoods environment and avoid adverse visual impact.
 - l. Overhang to be a minimum of 24 inches on all sides.
 - m. Height to the peak shall be a maximum 35 feet with a roof pitch of 4/12 minimum
 - n. Other materials may be approved under number 9 of this section.
- (8) **Mixed Use District**
- a. Face brick.
 - b. Natural stone.
 - c. Architectural glass.
 - d. Wood finished for exterior use
 - e. Stucco.
 - f. Exterior insulation finishing system (synthetic stucco)
 - g. Architectural concrete masonry units shall be limited to a maximum of twenty-five percent (25%) on any front facade. Architectural concrete masonry units may be used up to one hundred percent (100%) on non-front facades.
 - h. Architectural precast concrete panels.
 - i. Architectural metal panels shall be limited to a maximum of twenty-five percent (25%) on any front facade, and non-front facades shall be no more than seventy-five percent (75%) of one approved material type, unless there is a differential in color or material.
 - j. Building design, exterior building materials, and colors shall blend into and enhance the City's existing northwoods environment and avoid adverse visual impact.
 - k. Overhang to be a minimum of 24 inches on all sides.
 - l. Height to the peak shall be a maximum 35 feet with a roof pitch of 4/12 minimum
 - m. Other materials may be approved under number 9 of this section.
- (9) **Other Materials.** Materials not specifically listed may be approved for use by the Zoning Administrator. and/or the Development Review Team and shall review and make recommendations to the Planning Commission/Board of Adjustment regarding the use of those materials

Sec. 26-751 Allowable Exterior Materials for **Residential** Primary Structures and Accessory Structures in All Land Use Districts

- (1) The following exterior building materials are allowed:
- a) Face brick
 - b) Natural stone
 - c) Architectural glass
 - d) Wood finished for exterior use including logs and log siding
 - e) Factory fabricated concrete or vinyl siding
 - f) Stucco
 - g) Exterior insulation finishing system (synthetic stucco)

10-16-2024 PC/BOA Amended Draft

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- h) Architectural concrete masonry units
- i) Factory fabricated metal panels.
- (2) **Other Materials.** Materials not specifically listed may be approved for use by the Zoning Administrator. and/or the Development Review Team and shall review and make recommendations to the Planning Commission/Board of Adjustment regarding the use of those materials

Sec. 26-752 Prohibited Materials-~~Residential All-Districts~~

The following exterior building materials are prohibited on residential properties:

- (1) Face materials that rapidly deteriorate or become unsightly such as galvanized metal, unfinished structural plywood, unfinished structural clay tile, canvas, and plastic/vinyl sheeting or other flexible material of a similar nature, except as allowed for Portable or Temporary Storage Structures.
- (2) Sheet metal, plastic or fiberglass siding, unless such siding is a component of a factory fabricated and finished panel and is enhanced with preferred materials.
- (3) Unadorned and/or painted concrete block, except exposed foundation or footing block.
- (4) Neon lighting as part of the architecture of the building or used as accent lighting for the building.

Secs. 26-753—26-761 Reserved

STORAGE BUILDING, PERSONAL

A structure used for the storage of belongings, equipment, or materials, of a personal nature, that is not intended for human habitation and dwellings units.

DWELLING UNIT: Any structure, or portion of a structure, or other shelter designed as short or long term living quarters for one or more persons, including rental or timeshare accommodations such as motel, hotel, and resort rooms and cabins.

Planning and Zoning Agenda items:

- 1) The first reading of an ordinance amendment adding a Mixed-Use district, addition to definitions, architectural standards, and changes to the land use table followed by accompanying verbiage being affected by the proposed ordinance amendments and application procedure/requirements.

Summary:

Secs. 26-382 Mixed Use District Standards

- (1) The purpose of this district is to provide the ability to be diverse in the multi-use at the present time as well as allowing the use to be interchangeable in the future. This district also is to accommodate personal storage buildings with performance standards established in Articles 28 and 29, along with Sec. 26-282. To create this district a Land Use Map amendment (LUMA) will be required.
- (2) Minimum development size to be 10 acres, plated out to meet the below requirements.
- (3) To create this district a Land Use Map Amendment (LUMA) will be required upon completing a Development Review Team (DRT) meeting.
- (4) Outside storage is prohibited.
- (5) The hookup of a septic system (SSTS) and well is permissible for an established business use, but prohibited for personal storage buildings unless a well is used for exterior irrigation only.
- (6) Refer to Article 28 and 29 for greater regulated standards within this district.

Minimum Lot Area Sq Ft	Minimum Lot Width	Structure Lot Line Setbacks- Residential	Structure Lot Line Setbacks- Commercial	Public Right of Way Frontage	Setback Between Bldgs.	City Street Right – of-Way Setback	County Road Right – of-Way Setback	Maximum Impervious Coverage	Structure Height
20,000	100'	30'	10'	100'	10'	35'	35'	50%	35'

Definitions:

STORAGE BUILDING, PERSONAL

A structure used for the storage of belongings, equipment, or materials, of a personal nature, that is not intended for human habitation and dwellings units.

LAND USE TABLES	SD	RR5	SS	LC	DC	WC	C/LI	MU
Storage Building, Personal							CU	CU

- (1) **Shoreland District (SD).** The purpose of this district is to preserve and enhance the quality of surface waters, conserve the economic and natural environmental values of shorelands, protect drinking water sources, and provide for the wise use of water and related land resources. The primary use within this district is seasonal and year-round single family residential. Lot dimensions and density limitations are controlled by lake or river classifications. Compatible commercial or water-oriented commercial uses may be allowed as permitted or as conditional uses.
- (2) **Rural Residential-5 (RR-5).** The purpose of this district is to establish and maintain a low density residential district with 5 acre minimum lot sizes outside the shoreland zone, preserving the character of the city and providing a rural single family setting with limited agriculture/forestry uses. The primary use within this district is single family residential and agriculture/forestry. Compatible commercial uses may be allowed as permitted or as conditional uses.
- (3) **Waterfront Commercial (WC).** The purpose of this district is to accommodate commercial uses in the shoreland district where access to and use of a surface water feature is an integral part of the business. The primary uses in this district are marinas, resorts and restaurants with transient docking facilities.
- (4) **Limited Commercial District (LC).** The purpose of this district is to establish and provide a commercial environment with a limited mixture of commercial and office related development and services. A commercial district may be located within or outside the shoreland zone.
- (5) **Downtown Commercial District (DC).** The purpose of this district is to establish and provide a commercial environment with a mixture of commercial and office related development and services and maintain a pedestrian-oriented commercial district consisting of retail, offices and professional services. A downtown commercial district may be located within or outside the shoreland zone.
- (6) **Commercial/Light Industrial District (C/LI).** The purpose of this district is to establish and maintain a district for light industrial purposes with commercial activities which can provide the employment opportunities for the residents of the community, allow for the production and manufacture of goods and products, provide for the retail display and sale of the goods and products manufactured on the site with other related products or services, and provide professional contractor services and related office uses.
- (7) **Sensitive Shoreland (SS).** The purpose of this district is to accommodate limited residential uses, agricultural uses, and forest management activities within the shoreland protection zone while conserving sensitive land areas on which more intensive development would adversely affect water quality, wetlands, lakes, shorelines, slopes, wildlife habitat, biological ecosystems, or scenic and natural values. Density is decreased and performance standards established in order to minimize disturbance of soils and vegetation in the shoreland district, to prevent damage from erosion, floods, siltation and water turbidity, to prevent the loss of vegetation, fish, wildlife and natural habitat, to protect the quality of ground and surface waters, and to conserve natural and scenic areas in the shoreland protection zone. This district can only be designated in shoreland areas determined to be sensitive by the City Council.
- (8) **Corridor Overlay District (CO).** The purpose of this district is to protect and enhance the aesthetics of the City of Crosslake's main entrances and corridors by encouraging sustainable development that respects the environment and upholds the community's northwoods character. Certain land uses are prohibited in this district along with greater regulations on architectural standards to ensure protecting the beauty of Crosslake long term.
- (9) **Mixed-Use District (MU)** The purpose of this district is to provide the ability to be diverse in the multi-use at the present time as well as allowing the use to be interchangeable in the future. This district also is to accommodate personal storage buildings with performance standards established in Articles 28 and 29, along with Sec. 26-282. To create this district a Land Use Map amendment (LUMA) will be required.

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Sec. 26-281 Land Use Tables

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

For the purposes of this table:

"P"	means a use requiring a permit
"PP"	means a use requiring a permit with performance standards
"CU"	means a use requiring a conditional use permit
"I"	means an interim use
"A"	means a use that is allowed without a permit but may have performance standards
"SD"	means a shoreland district
"RR-5"	means a rural residential district—5 acre minimum lot size
"WC"	means a waterfront commercial district
"LC"	means a limited commercial district
"DC"	means a downtown commercial district
"C/LI"	means a commercial/light industrial district
"SS"	means a sensitive shoreland district
"CO"	means a corridor overlay district – 400ft from edge of ROW on each side of Cty Rd 16, 3, 66, 36, and 37
"MU"	means a mixed-use district

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

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

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LAND USE TABLES	S D	RR 5	S S	L C	D C	W C	C/ LI	M U
(5) Commercial and Industrial Uses								
Adult uses							CU	
Amusement Park				CU				CU
Athletic club				PP	PP	PP		PP
Auto body shop				PP			PP	PP
Auto repair shop, lubrication service station				PP	PP		PP	PP
Bank or financial institution				P	P		PP	P
Beauty shop, barber shop				PP	PP	PP	PP	PP
Bed and Breakfast Residence		CU		PP	PP	PP		PP
Bowling Lanes				PP	PP	PP	PP	PP
Breeding and boarding of animals				CU	CU		CU	CU
Bulk liquid storage				CU			PP	CU
Business or professional office space				PP	PP	PP	PP	PP
Car wash				PP	PP		PP	PP
Cement/concrete/redi-mix plant, permanent							P	
Commercial greenhouse/nursery				PP			PP	PP
Commercial storage building/storage unit rental				CU	CU	CU	CU	CU
Commercial Storage Rental Building(s) containing independent bays > 800 sf				CU	CU	CU	CU	CU
Concrete/asphalt plant, portable				I			PP	
Construction and contractor services-carpentry, electrical, plumbing, heating, ventilation, mechanical, flooring, insulation, siding, etc				P	P		P	P
Day care facility	PP	PP		PP	PP	PP		PP
Demolition Landfill							CU	
Dry cleaners				CU	CU		CU	CU
Event Center (> 10 acres in RR5)		CU		CU	CU	CU	CU	CU
Extractive use, mining, gravel pit, aggregate							CU	
Funeral home with crematorium				CU				CU
Funeral Home without crematorium				PP				PP
Gas station/convenience store with or without fuel sales				PP	PP	PP		PP
Golf Course				CU		CU		CU
Industrial park development							CU	
Liquor: On and/or off sale				CU	CU	CU	CU	CU
Lumber yard				PP	PP		PP	PP
Manufacturing: light in general, assembly plant, machine shop, welding shop, packaging plant				CU			PP	CU
Marina						CU		
Medical or dental clinic				PP	PP		PP	PP
Miniature golf				PP	PP	PP	PP	PP
Motel/hotel				CU	CU	CU	CU	CU
Outdoor seasonal sales				PP	PP	PP	PP	PP
Over-the-counter print shop				PP	PP		PP	PP
Private clubs and lodges				PP	PP		PP	PP
Race track: horse, auto, motorcycle, go cart							CU	
Recycling collection site				I			PP	I
Rental equipment sales and service				PP	PP	PP	PP	PP
Storage Building, Personal							CU	CU

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

Note: See provisions for "CO" in Sec. 26-381 then refer to underlying districts

Note: See provisions for "MU" in Sec. 26-382 then refer to underlying districts

Sec. 26-282 Administration of Permits with Performance Standards

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

Secs. 26-283—26-304 Reserved

ARTICLE 13 Mixed Use and COMMERCIAL DISTRICT STANDARDS

Sec. 26-375 Purpose and Intent

The purpose and intent of this article is to support the development of commercial and light industrial districts that will accommodate a wide range of commercial goods and services and maintain the up-north character of the area without degrading the natural resources and to:

- (1) Maximize Crosslake's potential as a healthy community providing for business, residential and recreational opportunities.
- (2) Support a strong, ongoing working relationship between Crosslake, Crow Wing County, and the adjacent Townships in all matters related to planning and the provision of public services.
- (3) Plan for the orderly, efficient and fiscally responsible growth of commercial and industrial development in Crosslake.
- (4) Plan land uses and implement standards to minimize land use conflicts.
- (5) Support development that enhances community character and identity.
- (6) Support the development of a strong, diversified, and growing economic base and create a favorable climate for economic development and ongoing business activities.
- (7) Support the economic viability of the Commercial Districts.
- (8) To encourage lighting that provides safety, utility, and security without glare onto public roads, private residences, and atmospheric light pollution.
- (9) To manage storm water runoff and its associated effects and to provide for the protection of natural and artificial water storage and retention areas, and public waters.
- (10) To treat wastewater to protect public health and safety, and to protect ground and surface water; and;
- (11) To establish reasonable regulation for design, construction, installation, and maintenance of all exterior signs.

Sec. 26-376 Plan Submission Requirements

All commercial site development, structure construction, or parking area modifications shall require the property owner or developer to submit a plan meeting the standards of this Chapter:

- (1) Site plan meeting the standards in Article 13 of this Chapter with setbacks and wetlands identified;
- (2) Landscape, screening, and lighting plan meeting the standards in Article 28 of this Chapter;
- (3) Architectural plan meeting the standards in Article 29 of this Chapter;
- (4) Off street loading and parking plan meeting the standards in Article 26 of this Chapter;
- (5) Storm water management plan according to requirements in Article 20;
- (6) Waste disposal plan meeting Minnesota Rule, Chapter 7035 standards,
- (7) Wastewater treatment plan meeting the standards in Article 31 of this Chapter.

Sec. 26-377 Waterfront Commercial District

- (1) The purpose of this district is to accommodate commercial uses in the shoreland district including marinas, resorts, restaurants, bars, rental units, campgrounds, and related uses on General Development (GD) and Recreational Development (RD) lakes only where access to and use of a surface water feature is an integral part of the businesses.

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- (2) **Waterfront Commercial Density and Dimensional Standards.** All commercial lots, structures, and uses in the Waterfront Commercial District created or constructed after March 1, 2015 of this Chapter shall meet the following density and dimensional requirements:

Lake Class	Minimum Lot Area	Minimum Lot Width	Structure Lot Line Setbacks-Residential	Structure Lot Line Setbacks-Commercial	Public Right of Way Frontage	Setback Between Bldgs.	City Street Right of Way setback	County Road Right-of-Way Setback	Maximum Impervious Coverage	Structure Height
GD	5 acres	400'	30'	10'	50'	15'	15'	35'	35%	35'
RD	5 acres	400'	30'	10'	50'	15'	15'	35'	25%	35'
NE (existing only)	10 acres	800'	30'	10'	50'	15'	15'	35'	20%	35'

* Unless using common wall construction

Sec. 26-378 Limited Commercial District

- (1) The purpose of this district is to establish and provide a commercial environment with a limited mixture of commercial and office related development and services. A limited commercial district may be located within or outside the shoreland zone.
- (2) **Limited Commercial Density and Dimensional Standards.** All lots, structures, and uses in the Limited Commercial District created or constructed after March 1, 2015 shall meet the following density and dimensional requirements:

Minimum Lot Area sq. ft.	Minimum Lot Width	Structure Lot Line Setbacks-Residential	Structure Lot Line Setbacks-Commercial	Public Right of Way Frontage	Setback Between Bldgs.	City Street Right of Way setback	County Road Right-of-Way Setback	Maximum Impervious Coverage	Structure Height
20,000	100'	20'	5'	50'	0	15'	35'	50%	35'

Sec. 26-379 Downtown Commercial District Standards

- (1) The purpose of this district is to maintain a pedestrian-oriented commercial district consisting of retail, offices and professional services. A downtown commercial district may be located within or outside the shoreland zone.
- (2) **Downtown Commercial Density and Dimensional Standards.** All lots, structures, and uses in the Downtown Commercial District created or constructed after March 1, 2015 shall meet the following density and dimensional requirements:

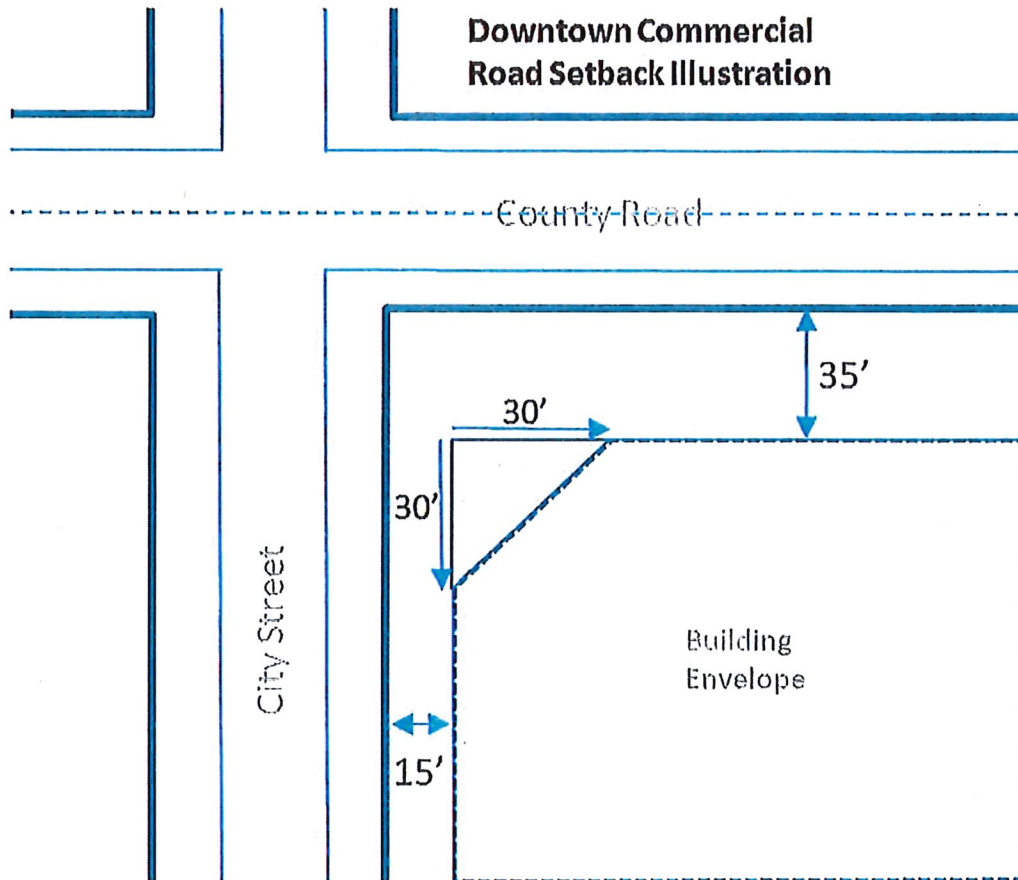
Minimum Lot Area Sq Ft	Minimum Lot Width	Structure Lot Line Setbacks-Residential	Structure Lot Line Setbacks-Commercial	Public Right of Way Frontage	Setback Between Bldgs.	City Street Right-of-Way Setback	County Road Right-of-Way Setback	Maximum Impervious Coverage	Structure Height
15,000	50'	20'	0'	33'	0'	15'	35'	80%	35'

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(3) Downtown Commercial Performance Standards.

- a) Setbacks. Buildings on corner lots will be required to maintain a minimum 30-foot sight triangle from the intersecting right-of-way lines (streets, alleys, etc.) within which no structures or improvements over 30 inches in height would be allowed to maximize traffic visibility and sight lines as exemplified in the following illustration.

Table 26-379A Downtown Commercial Road Setback Illustration



- b) Overhangs and any other building protrusions/extensions shall not be considered when measuring setbacks if they do not extend more than 3 feet beyond the exterior wall facade. If an overhang and any other building protrusions/extension extends more than 3 feet beyond the exterior wall facade, then the setback is measured from the drip line of the overhang.

Sec. 26-380 Commercial/Light Industrial District Standards

- (1) The purpose of this district is to establish and maintain a district for light industrial purposes with commercial activities which can provide the employment opportunities for the residents of the community, allow for the production and manufacture of goods and products, provide for the retail or wholesale display and sale of the goods and products manufactured on the site with other related products or services, and provide professional contractor services and related office uses.

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- (2) **Commercial/Light Industrial Density and Dimensional Standards.** All lots, structures, and uses in the Commercial/Light Industrial District created or constructed after October 16, 2018 shall meet the following density and dimensional requirements:
- (3) Outside storage is prohibited.
- (4) The hookup of a septic system (SSTS) and well is permissible for an established business use, but prohibited for personal storage buildings unless a well is used for exterior irrigation only.

Minimum Lot Area Sq Ft	Minimum Lot Width	Structure Lot Line Setbacks- Residential	Structure Lot Line Setbacks- Commercial	Public Right of Way Frontage	Setback Between Bldgs.	City Street Right – of-Way Setback	County Road Right – of-Way Setback	Maximum Impervious Coverage	Structure Height
20,000	100'	30'	10'	100'	10'	35'	35'	50%	35'

Secs. 26-381 Corridor Overlay District Standards

- (1) **Corridor Overlay District (CO).** The purpose of the district is to protect and enhance the aesthetics of the City of Crosslake's main entrances and corridors by encouraging sustainable development that respects the environment and upholds the community's northwoods character. Certain land uses are prohibited in this district along with greater regulations on architectural standards to ensure protecting the beauty of Crosslake long term.
- (2) The standards of the Overlay District are within the boundaries of 400 ft from each side of the road right-of-way of Cty Rd 16, 3, 66, 36, and 37
- (3) The corridor overlay district prohibits the use of commercial storage, mini/self-storage, and personal storage.
- (4) Refer to the Density and Dimensional Standards per district and Article 29 for greater architectural standards regulated within this district.

Secs. 26-382 Mixed Use District Standards

- (1) The purpose of this district is to provide the ability to be diverse in the multi-use at the present time as well as allowing the use to be interchangeable in the future. This district also is to accommodate personal storage buildings with performance standards established in Articles 28 and 29, along with Sec. 26-282. To create this district a Land Use Map amendment (LUMA) will be required.
- (2) Minimum development size to be 10 acres, plated out to meet the below requirements.
- (3) To create this district a Land Use Map Amendment (LUMA) will be required upon completing a Development Review Team (DRT) meeting.
- (4) Outside storage is prohibited.
- (5) The hookup of a septic system (SSTS) and well is permissible for an established business use, but prohibited for personal storage buildings unless a well is used for exterior irrigation only.
- (6) Refer to Article 28 and 29 for greater regulated standards within this district.

Minimum Lot Area Sq Ft	Minimum Lot Width	Structure Lot Line Setbacks- Residential	Structure Lot Line Setbacks- Commercial	Public Right of Way Frontage	Setback Between Bldgs.	City Street Right – of-Way Setback	County Road Right – of-Way Setback	Maximum Impervious Coverage	Structure Height
20,000	100'	30'	10'	100'	10'	35'	35'	50%	35'

Secs. 26-38—26-412 Reserved

ARTICLE 28 LANDSCAPING, SCREENING AND LIGHTING STANDARDS

Sec. 26-735 Purpose

The purpose of this division is to recognize the important and diverse benefits which landscaping, screening, and lighting provide in protecting the health, safety and general welfare of the community. Benefits include the reduction of noise, dust, excessive glare, stormwater runoff, the impact of adjacent incompatible land uses, and the increase in aesthetic value of the city.

Sec. 26-736 Application

- (1) All land use permits for **the mixed use district and commercial districts** submitted after March 1, 2015 shall be accompanied by complete landscape, screening, and lighting plans. These plans shall be submitted as a part of the site plan.
- (2) The retention of natural topography and vegetation will be required where possible.
- (3) All plan components shall be completed within two years from the date of issuance of the land use permit unless otherwise specified.

Sec. 26-737 Commercial **Districts Landscaping**

- (1) **Plan requirements.**
 - a) **Site analysis.** Boundary lines of the property with dimensions based upon a certificate of survey; name and alignment of proposed and existing streets; location of existing and proposed buildings; location of parking areas, vegetated and forested areas to be preserved, water bodies, proposed sidewalks; and percent of site covered by impervious surfaces.
 - b) **Planned elements.** Existing and proposed topographic contours at two foot intervals; typical sections and details of landscaping plans such as type of vegetation, sodded and seeded areas, berms and other landscape improvements with identification of materials used.
 - c) **Planting Schedule:** A table containing the common names and botanical names, average size of plant materials, root specifications, quantities, special planting instructions, and proposed planting dates of all plant materials.
- (2) **Minimum planting requirements.**
 - a) **Existing trees.** Existing trees may be used to meet these standards, if protected and maintained during the construction phase of the development. If existing trees are used, each tree 6 inches or less in diameter counts as one tree. Each tree more than 6 inches and up to 9 inches in diameter counts as two trees. Each additional 3-inch diameter increment above 9 inches counts as an additional tree.
 - b) **Selection of materials.** Landscape materials should be selected and sited to produce a hardy and drought and salt-resistant landscape area. Selection should include consideration of soil type and depth, the amount of maintenance required,

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spacing, exposure to sun and wind, the slope and contours of the site, and compatibility with existing native vegetation preserved on the site.

- c) **Variety of species.** If there are more than 8 required trees, no more than 40 percent of them can be of one species. If there are more than 24 required trees, no more than 25 percent of them can be of one species. This standard applies only to trees being planted to meet these standards, not to existing trees. If there are more than 25 required shrubs, no more than 75 percent of them can be of one species.

d) **Minimum plant numbers:**

- i. One overstory deciduous or coniferous tree for every 2,000 square feet of total building floor area or one for every 100 feet of site perimeter, whichever is greater.
- ii. One ornamental tree for every 2,000 square feet of building or one for every 200 feet of site perimeter, whichever is greater.
- iii. One understory shrub for every 300 square feet of building or one shrub for every 30 feet of site perimeter, whichever is greater.

- e) **Adjacent to residential areas.** Plantings or screening shall be provided to create physical and visual separation between commercial and residential areas (See section 26-738 (1)).

- f) **Minimum sizes.** The following minimum standards shall be required:

Overstory deciduous tree	1½ inch diameter
Ornamental tree	1 inch diameter
Coniferous tree	6 feet tall
Shrubs	3 gallon root ball size

- g) **Sodding and ground cover.** All disturbed area not covered by natural vegetation or impervious surfaces shall be seeded with turf grass, native grasses, perennial flowering plants, vines shrubs, trees or approved ground cover. Storm water retention ponds and rain gardens shall qualify as approved ground cover.

- h) **Minimum guaranteed survival.** All trees, shrubs, and groundcover shall be maintain and replaced as follows:

- i. For general landscaping, parking lots, and perimeter areas, maintenance and replacement for a minimum of 5 years.
- ii. For screening adjacent to residential areas, maintenance and replacement in perpetuity.

- (3) **Parking lot landscaping** - In order to soften and improve the appearance of parking lots when viewed from an abutting street or sidewalk, all parking and loading areas including drive-through facilities fronting public streets or sidewalks shall provide:

- a) A landscaped area at least 5 feet wide along the public street or sidewalk. If a parking area contains over 100 spaces, the minimum required area shall be increased to 8 feet in width.
- b) One overstory deciduous or coniferous tree shall be provided for each 25 linear feet of parking lot frontage on a public street or accessway.

(4) **Interior parking lot landscaping**

- a) The corners of parking lots and all other areas not used for parking or vehicular circulation shall be landscaped with turf grass, native grasses or other perennial flowering plants, vines, shrubs and trees. Such spaces may include architectural features such as benches, kiosks or bicycle parking.
- b) In parking lots containing more than 100 spaces, an additional landscaped area of at least 300 square feet shall be provided for each 12 spaces or fraction thereof,

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containing one deciduous shade tree. The remainder shall be covered with turf grass, native grasses, perennial flowering plants, vines or shrubs.

- (5) **Existing development.** It is recognized that commercial properties which have already been developed with permanent improvements as of March 1, 2015 may have less flexibility in meeting landscaping requirements. The requirements in Section 26-737 (1) through (4) above may be modified on a case by case basis, by written agreement, to fit existing conditions while fulfilling these requirements to the greatest extent possible. This agreement shall become part of the land use permit.

Sec. 26-738 Screening

- (1) **Screening from residential areas** shall be in addition to normal landscaping and planting and consist of a physical and visual barrier completely separating the activity in the mixed use and commercial districts property from any adjacent residential areas. Screening shall be equally effective in the winter and summer and shall be accomplished by the use of one or more of the following:
- a) The placement of the building on the lot or the placement of a building on an adjacent lot.
 - b) The use of berms and landscaping.
 - c) Planting of vegetative screens.
 - d) Construction of architectural walls or fences.
- (2) **Screening design standards**
- a) Vegetative screens shall consist of healthy, hardy plant materials. Evergreen shrubs with a mature height of 6 feet shall form a solid screen. One overstory deciduous or coniferous tree per 30 linear feet of boundary shall also be planted.
 - b) A 6-foot-high wall or fence may be substituted for the shrubs in (a) above, but the trees are still required.
 - c) Screening and fences shall be maintained and repaired.
 - d) Slopes and berms. Final slope grade steeper than the ratio of 3:1 and/or a height over six feet will require stabilization measures such as terracing or retaining walls.
- (3) **Placement and screening of mechanical equipment, service, loading, and storage areas**
- a) Any outdoor storage, service or loading area that faces adjacent residential uses or a public street or walkway shall be screened by a decorative fence, wall, or screen of plant material at least 6 feet in height.
 - b) Loading docks, truck parking, HVAC and other mechanical equipment, trash collection, and other service functions shall be incorporated into the design of the building so that the visual impacts of these functions are not visible from adjacent properties and public streets.
 - c) Outdoor sales area shall be fenced and screened from view of neighboring residential uses.
- (4) **Screening between adjacent mixed use and commercial district uses.**

Sec. 26-739. Lighting

All commercial permit applications submitted after March 1, 2015 shall include an exterior lighting plan consistent with the following standards for all exterior building areas, parking areas and pedestrian paths connecting parking areas and buildings. Applications for new mixed use and residential dwelling construction submitted after March 1, 2015 shall require submittal of

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specifications for all proposed exterior lighting. All existing uses for which exterior lighting is installed or changed shall also conform to these standards.

(1) Lighting standards:

- a) **Shielded fixtures.** No portion of the lamp or lens may extend beyond the housing or shield. All light fixtures shall be directed downward so the source of illumination is not visible.
- b) **Height restrictions.** **Mixed Use and Commercial district** lighting fixtures mounted on poles or structures shall have a maximum height of twenty-five feet (25'). Exceptions to this height requirement may be granted by the Zoning Administrator when lighting is located in an area otherwise screened or blocked from view from the residential property, such as lighting on the side of a **Mixed Use and commercial district** building opposite the residential property
- c) All commercial outdoor light poles shall be metal, fiberglass, or finished wood.

(2) Maximum lighting levels

- a) **Mixed Use and Commercial Districts.** Any light or combination of lights used for exterior illumination on a ~~commercial or industrial~~ property that cast light on a public street or adjacent residential property shall not exceed one (1) foot-candle (meter reading) as measured from the centerline of said street or at the property line.
- b) **Residential.** Any light or combination of lights used for exterior illumination on a residential property that cast light on a public street or adjacent residential property shall not exceed one-half (0.5) foot-candles (meter reading) as measured from the centerline of said street or at the property line.

(3) Lighting standards for commercial property on riparian lots in the shoreland district (Mixed Use Districts are prohibited in the shoreland and overlay districts**).**

All commercial zoned property shall comply with the following lighting standards for riparian lots and areas adjacent to a public water:

- a) The light fixtures shall be directed downward so the source of illumination is not visible and does not extend past property lines or across public waters in excess of the maximum light intensities in Section 26-739 (2).
- b) In shore impact zones 1 and 2, all lighting independently supported shall be on poles or supports that are a maximum of 24 inches above grade.
- c) All lighting shall be located only within the access path if installed within shore impact zone 1
- d) All lighting on docks, lifts, or platforms shall be directed downward so the source of illumination is not visible.
- e) The height maximum for exterior lighting located in the rear lot zone shall not exceed 25 feet.

(4) Lighting standards for residential property on riparian lots in the shoreland district.

- a) Light fixtures shall be directed downward so the source of illumination is not visible and the light does not extend past property lines or across public waters in excess of the maximum light levels in Section 26-739 (2), b.
- b) Lighting in shore impact zones 1 and 2 that is independently supported shall be on poles or supports that are a maximum of 24 inches above grade
- c) The height maximum for exterior lighting located in the rear lot zone shall not exceed 25 feet.

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Secs. 26-740—26-745 Reserved

ARTICLE 29 ~~COMMERCIAL AND RESIDENTIAL~~ ARCHITECTURAL STANDARDS

Sec. 26-746 Purpose and Intent

(1) Purpose:

- a) Building design, exterior building materials, and colors shall blend into and enhance the City's existing northwoods environment and avoid adverse visual impact.
- b) Promote high standards of building and site design in ~~commercial and residential~~ all land use districts with the purpose of preserving an atmosphere consistent with the rural/Northwoods character of the City.
- c) Provide a more pleasant pedestrian environment and driving experience.
- d) Protect and enhance the appeal and attraction of the City to residents, visitors, and tourists, and to serve as a support and stimulus to business and residences.

(2) Intent: The City intends that all projects shall strive toward the highest level of quality in both design and construction. The criteria by which all commercial development and redevelopment in the City shall be judged are:

- a) Consistency with all provisions of the comprehensive plan and City ordinances.
- b) Complementary physical and visual relationships among existing, new and proposed buildings, park areas and landscape treatments with the intent of creating a cohesive appearance for the entire City.
- c) Use of appropriate façade proportions, materials, and colors that are compatible with adjacent uses and create a pleasant pedestrian environment and driving experience.

Sec. 26-747 Application

- (1) **Existing buildings.** Facades on buildings in commercial land use districts-existing on March 1, 2015 shall be allowed to continue with the present materials subject to the following criteria: All subsequent additions and exterior alterations to buildings must be constructed with the materials required in this chapter.
- (2) **New buildings.** New buildings ~~in commercial land use districts~~ built subsequent to March 1, 2015 must comply with the design standards set forth in this Article.

Sec. 26-748 – 749 Reserved

Sec. 26-750 Allowable Exterior Materials ~~for Commercial Structures in Commercial Land Use Districts~~

- (1) Percentages of allowable exterior façade materials shall be calculated excluding windows, doors, and gables except for architectural glass.
- (2) **Waterfront Commercial District.**
 - a. Glass on any front facade shall be a minimum of five percent (5%) with non-front facades consisting of a minimum of two and half percent (2.5%)
 - b. Face brick
 - c. Natural stone
 - d. Architectural glass

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- e. Wood finished for exterior use
 - f. Stucco
 - g. Exterior insulation finishing system (synthetic stucco)
 - h. Architectural concrete masonry units shall be limited to a maximum of twenty-five percent (25%) on any front facade. Architectural concrete masonry units may be used up to one hundred percent (100%) on non-front facades.
 - i. Architectural metal panels shall be limited to a maximum of twenty-five percent (25%) on any front facade, and non-front facades shall be no more than seventy-five percent (75%) of one approved material type, unless there is a differential in color or material
 - j. Building design, exterior building materials, and colors shall blend into and enhance the City's existing northwoods environment and avoid adverse visual impact.
 - k. Overhang to be a minimum of 24 inches on all sides.
 - l. Height to the peak shall be a maximum 35 feet with a roof pitch of 4/12 minimum
 - m. Other materials may be approved under number 9 of this section.
- (3) Limited Commercial District**
- a. Glass on any front facade shall be a minimum of five percent (5%) with non-front facades consisting of a minimum of two and half percent (2.5%)
 - b. Face brick
 - c. Natural stone
 - d. Architectural glass
 - e. Wood finished for exterior use
 - f. Stucco
 - g. Exterior insulation finishing system (synthetic stucco)
 - h. Architectural concrete masonry units shall be limited to a maximum of twenty-five percent (25%) on any front facade. Architectural concrete masonry units may be used up to one hundred percent (100%) on non-front facades.
 - i. Architectural metal panels shall be limited to a maximum of twenty-five percent (25%) on any front facade, and non-front facades shall be no more than seventy-five percent (75%) of one approved material type, unless there is a differential in color or material
 - j. Plastic sheeting on commercial greenhouses only
 - k. Building design, exterior building materials, and colors shall blend into and enhance the City's existing northwoods environment and avoid adverse visual impact.
 - l. Overhang to be a minimum of 24 inches on all sides.
 - m. Height to the peak shall be a maximum 35 feet with a roof pitch of 4/12 minimum
 - n. Other materials may be approved under number 9 of this section.
- (4) Limited Commercial Corridor Overlay District**
- o. Glass on any front facade shall be a minimum of five percent (5%) with non-front facades consisting of a minimum of two and half percent (2.5%)
 - p. Face brick
 - q. Natural stone
 - r. Architectural glass
 - s. Wood finished for exterior use
 - t. Stucco
 - u. Exterior insulation finishing system (synthetic stucco)
 - v. Architectural concrete masonry units shall be limited to a maximum of twenty-five percent (25%) on any front facade. Architectural concrete masonry units may be used up to one hundred percent (100%) on non-front facades.

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- w. Architectural metal panels shall be limited to a maximum of twenty-five percent (25%) on any front façade, and non-front facades shall be no more than seventy-five percent (75%) of one approved material type, unless there is a differential in color or material
 - x. Plastic sheeting on commercial greenhouses only
 - y. Building design, exterior building materials, and colors shall blend into and enhance the City's existing northwoods environment and avoid adverse visual impact.
 - z. Overhang to be a minimum of 24 inches on all sides.
 - aa. Height to the peak shall be a maximum 35 feet with a roof pitch of 4/12 minimum
 - bb. Other materials may be approved under number 9 of this section.
- (5) Downtown Commercial District**
- a. Glass on any front facade shall be a minimum of five percent (5%) with non-front facades consisting of a minimum of two and half percent (2.5%)
 - b. Face brick.
 - c. Natural stone.
 - d. Architectural glass.
 - e. Wood finished for exterior use
 - f. Stucco.
 - g. Exterior insulation finishing system (synthetic stucco)
 - h. Architectural concrete masonry units shall be limited to a maximum of twenty five percent (25%) on any front facade. Architectural concrete masonry units may be used up to one hundred percent (100%) on non-front facades
 - i. Architectural metal panels shall be limited to a maximum of twenty-five percent (25%) on any front façade, and non-front facades shall be no more than seventy-five percent (75%) of one approved material type, unless there is a differential in color or material
 - j. Plastic sheeting on commercial greenhouses only
 - k. Building design, exterior building materials, and colors shall blend into and enhance the City's existing northwoods environment and avoid adverse visual impact.
 - l. Overhang to be a minimum of 24 inches on all sides.
 - m. Height to the peak shall be a maximum 35 feet with a roof pitch of 4/12 minimum
 - n. Other materials may be approved under number 9 of this section.
- (6) Commercial/Light Industrial District**
- a. Face brick.
 - b. Natural stone.
 - c. Architectural glass.
 - d. Wood finished for exterior use
 - e. Stucco.
 - f. Exterior insulation finishing system (synthetic stucco)
 - g. Architectural concrete masonry units shall be limited to a maximum of twenty-five percent (25%) on any front facade. Architectural concrete masonry units may be used up to one hundred percent (100%) on non-front facades.
 - h. Architectural precast concrete panels.
 - i. Architectural metal panels shall be limited to a maximum of twenty-five percent (25%) on any front façade.
 - j. Plastic sheeting on commercial greenhouses only
 - k. Other materials may be approved under number 9 of this section.
- (7) Commercial/Light Industrial Corridor Overlay District**
- a. Glass on any front facade shall be a minimum of five percent (5%) with non-front facades consisting of a minimum of two and half percent (2.5%)
 - b. Face brick.

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- c. Natural stone.
 - d. Architectural glass.
 - e. Wood finished for exterior use
 - f. Stucco.
 - g. Exterior insulation finishing system (synthetic stucco)
 - h. Architectural concrete masonry units shall be limited to a maximum of twenty-five percent (25%) on any front facade. Architectural concrete masonry units may be used up to one hundred percent (100%) on non-front facades.
 - i. Architectural metal panels shall be limited to a maximum of twenty-five percent (25%) on any front facade, and non-front facades shall be no more than seventy-five percent (75%) of one approved material type, unless there is a differential in color or material.
 - j. Plastic sheeting on commercial greenhouses only
 - k. Building design, exterior building materials, and colors shall blend into and enhance the City's existing northwoods environment and avoid adverse visual impact.
 - l. Overhang to be a minimum of 24 inches on all sides.
 - m. Height to the peak shall be a maximum 35 feet with a roof pitch of 4/12 minimum
 - n. Other materials may be approved under number 9 of this section.
- (8) Mixed Use District**
- a. Glass on any front facade shall be a minimum of five percent (5%) with non-front facades consisting of a minimum of two and half percent (2.5%)
 - b. Face brick.
 - c. Natural stone.
 - d. Architectural glass.
 - e. Wood finished for exterior use
 - f. Stucco.
 - g. Exterior insulation finishing system (synthetic stucco)
 - h. Architectural concrete masonry units shall be limited to a maximum of twenty-five percent (25%) on any front facade. Architectural concrete masonry units may be used up to one hundred percent (100%) on non-front facades.
 - i. Architectural precast concrete panels.
 - j. Architectural metal panels shall be limited to a maximum of twenty-five percent (25%) on any front facade, and non-front facades shall be no more than seventy-five percent (75%) of one approved material type, unless there is a differential in color or material.
 - k. Building design, exterior building materials, and colors shall blend into and enhance the City's existing northwoods environment and avoid adverse visual impact.
 - l. Overhang to be a minimum of 24 inches on all sides.
 - m. Height to the peak shall be a maximum 35 feet with a roof pitch of 4/12 minimum
 - n. Other materials may be approved under number 9 of this section.
- (9) Other Materials.** Materials not specifically listed may be approved for use by the Zoning Administrator. and/or the Development Review Team and shall review and make recommendations to the Planning Commission/Board of Adjustment regarding the use of those materials

Sec. 26-751 Allowable Exterior Materials for Residential Primary Structures and Accessory Structures in All Land Use Districts

- (1) The following exterior building materials are allowed:
 - a) Face brick

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- b) Natural stone
 - c) Architectural glass
 - d) Wood finished for exterior use including logs and log siding
 - e) Factory fabricated concrete or vinyl siding
 - f) Stucco
 - g) Exterior insulation finishing system (synthetic stucco)
 - h) Architectural concrete masonry units
 - i) Factory fabricated metal panels.
- (2) **Other Materials.** Materials not specifically listed may be approved for use by the Zoning Administrator. and/or the Development Review Team and shall review and make recommendations to the Planning Commission/Board of Adjustment regarding the use of those materials

Sec. 26-752 Prohibited Materials-Residential All Districts

The following exterior building materials are prohibited on residential properties:

- (1) Face materials that rapidly deteriorate or become unsightly such as galvanized metal, unfinished structural plywood, unfinished structural clay tile, canvas, and plastic/vinyl sheeting or other flexible material of a similar nature, except as allowed for Portable or Temporary Storage Structures.
- (2) Sheet metal, plastic or fiberglass siding, unless such siding is a component of a factory fabricated and finished panel and is enhanced with preferred materials.
- (3) Unadorned and/or painted concrete block, except exposed foundation or footing block.
- (4) Neon lighting as part of the architecture of the building or used as accent lighting for the building.

Secs. 26-753—26-761 Reserved

STORAGE BUILDING, PERSONAL

A structure used for the storage of belongings, equipment, or materials, of a personal nature, that is not intended for human habitation and dwellings units.

DWELLING UNIT: Any structure, or portion of a structure, or other shelter designed as short or long term living quarters for one or more persons, including rental or timeshare accommodations such as motel, hotel, and resort rooms and cabins.

- B) Pickleball Court Signs –
Motion to brand the new courts consistently with the existing courts, with additional signage added for sponsors.

Kera/Mary Jo

Favor: All

Opposed: None

- C) Meeting time - We discussed changing our meeting to 9am, keeping with the 4th Wednesday of the month.

Motion to change the meeting time to 9am on the 4th Wednesday of the month.

Kera/Kristin

Favor: All

Opposed: None

VI) Other Business

A) Updates

- i. Library – Karen Field, new library coordinator, joined us to give an update. She has been making some changes to the library, including weeding out old and outdated books allowing for more space for the fiction section. She did an inventory; the last one was in 2012. There was a loss of 644 books, however some may have just been taken out of inventory incorrectly. She has been moving things around to make the system easier, and cleaning up records and cataloging, as well as adding ISBN numbers to the records. She is also working to expand the Kitchigami program.
- ii. Programs/Activities – TJ is still looking into doing a Fall family Festival and would like to get a committee set up. He has hit a bit of a roadblock with a city ordinance. There is an ordinance that prohibits food trucks/vendors on city property. TJ will look into getting an exemption for a city run event. He will update us as things progress. The Monday Read and Play program is going well, averaging ten kids a week. The tumbler program was successful, Community Ed is looking at more programs for the summer.

This is where I left, I have no further notes.

- B) Comments from the commission –

- C) Pequot Lakes Community Education Update –

VII) Open Forum

VIII) Adjourn

CITY OF CROSSLAKE
PUBLIC WORKS COMMISSION
MEETING MINUTES
MONDAY, MARCH 3, 2025
4:00 P.M. – CITY HALL

Pursuant to due notice and call the Public Works Commission held its regular monthly meeting on Monday, March 3, 2025, in City Hall. The following Commission Members were present: Tom Swenson. Mary Prescott was via zoom from location Heritage Palms 10460 Washingtonia Palm Way #1317 Fort Myers, FL 33966 and Dave Schrupp was via zoom from location 756 Avenida Estancia, Venice, Florida 34292. Also in attendance were Public Works Director Pat Wehner, City Council Member Robin Sylvester & City Engineer Phil Martin.

The meeting was called to order at 4:05 P.M. by Tom Swenson.

A MOTION WAS MADE BY DAVE SCHRUPP AND SECONDED BY MARY PRESCOTT TO APPROVE THE MEETING MINUTES FROM FEBRUARY 3, 2025.
A ROLL CALL VOTE CARRIED WITH ALL AYES.

Pat discussed the Annual Bridge Inspection Report for Milinda Shores Road over Channel Rush Lake and Bridge Inspection Report for Sunrise Island Road over Cross Lake Channel. Public Works Staff will complete the recommended maintenance as outlined in a letter dated February 4, 2025 from Crow Wing County Highway Department.

Staff will flush the bridges to remove salt and debris and signs will be raised to their proper height. Pat will also check on rubber coating all bridge rails for longer wear which will eliminate water entering in the cracks. Cost is already included in the Budget for Bridge repairs.

Pat will reach out to the County regarding the rumble strips and the 11-foot driving lanes on the CR103 project and request that the County include the city in the Archaeological Study for the turn lane.

Phil mentioned that our quote of \$107,000 for chip sealing the trails from Northwoods is high, but trails are harder to access and take longer due to the size or width of them. The West Shore Drive and Daggett Pine Trail (3.8 miles) will be the first trails chip sealed this year. Phil suggested we get a 2nd quote and see how it compares to our first quote. Pat will follow up on the 2nd quote.

Tom discussed the Bar Stock parking lot and didn't realize that we are going to be maintaining their parking lot. Bill Reed needs to provide us with specs for the road. Phil recommended the road be built to our commercial road standards. Robin questioned how the parking lot came back in our direction as the commission voted they didn't want to own and maintain the road. Mr. Reed wants to develop the road and turn it over to the city. Tom mentioned the Town Square Roads were private roads back in 2012 and sometime after that they were turned over to the city. Pat will check if there

is a Deed recorded with the County, turning the roads over to the city and give an update at our next meeting in April.

Pat stated Mayor Purfeerst spoke with resident Warren Stock regarding the “Children at Play” sign to be installed on his private road. Phil felt that the city should not be paying for a sign on a private road that the city isn’t maintaining. If we start with this resident, we could have many more come forward for other issues on private roads.

A MOTION WAS MADE BY DAVE SCHRUPP AND SECONDED BY MARY PRESCOTT TO RECOMMEND TO THE CITY COUNCIL THAT THE HOMEOWNER PAY FOR THE CHILDREN AT PLAY SIGN IF NECESSARY AND THE CITY NOT TO BE INVOLVED. A ROLL CALL VOTE CARRIED WITH ALL AYES.

Phil discussed moving forward with the 2025 Road Construction Projects which will need 22 days for advertising and bidding. There is one area on Harbor Lane that is impacting a wetland. Storm Sewer Piping will help eliminate some runoff from Harbor Lane. Phil will meet with the county regarding the wetland issue.

A discussion was held whether we want to designate a specific construction start date or simply designate a 35-40 working day timeline.

A MOTION WAS MADE BY TOM SWENSON AND SECONDED BY DAVE SCHRUPP TO RECOMMEND TO THE CITY COUNCIL TO PROCEED WITH BIDDING FOR MARCH 31-APRIL 3RD FOR 2025 HARBOR LANE IMPROVEMENTS WITH A CONSTRUCTION TIMELINE FOR 35-40 WORKING DAYS AS THE DEFINED CONSTRUCTION PERIOD. A ROLL CALL VOTE CARRIED WITH ALL AYES.

The commission reviewed an engineering proposal dated February 27, 2025 from Bolton & Menk for bidding and construction services. Phil stated this proposal is not included in the \$750,000 cost estimate for Harbor Lane.

A MOTION WAS MADE BY TOM SWENSON AND SECONDED BY MARY PRESCOTT TO RECOMMEND TO THE CITY COUNCIL FOR APPROVAL OF THE ENGINEERING PROPOSAL FROM BOLTON & MENK FOR BIDDING AND CONSTRUCTION SERVICES FOR THE HARBOR LANE ROAD AND TRAIL IMPROVEMENTS DATED FEBRUARY 27, 2025.
A ROLL CALL VOTE CARRIED WITH ALL AYES.

Phil gave an update on the Construction Cost Share Agreement for sealcoating from Crow Wing County. In addition to chip sealing Daggett Pine Road and Margaret Lane, Parking lots at City

Hall, Fire Hall, Public Works and in front of Andy's will all be completed this summer. Tom questioned if the 53/47 split is in on the agreement? Pat stated that the agreement with the county only covers maintenance of the building not the road or parking lot. Pat will look into their contract and give us an update at the next meeting. Staff will also provide the Commissioners with a copy of the Counties Shared Use Contract.

A discussion ensued whether the portion of the parking lot in front of Andy's which is on private property should be charged. It was the consensus of the commission not to charge the property owners based on the fact that they were assessed for the cost of the blacktop and chip sealing is considered routine maintenance.

A MOTION WAS MADE BY DAVE SCHRUPP AND SECONDED BY MARY PRESCOTT TO RECOMMEND TO THE CITY COUNCIL FOR APPROVAL OF THE COST SHARE AGREEMENT WITH CROW WING COUNTY FOR CHIP SEALING THE ROADS AND PARKING LOTS INCLUDED IN THE AGREEMENT.
A ROLL CALL VOTE CARRIED WITH ALL AYES.

Phil discussed and will give an update next month on the Mock Assessment for the 2025 Mil and Overlay projects.

Phil will also give an update next month regarding how the developer want to proceed with verifying the condition of the subbase on a road which he wants to turn over to the city.

Tom read a Memo from Lori Conway regarding the Ground rod which was driven through the sewer in Town Square. Pat stated that we will have an update next month and hopefully have it resolved. Tom stated a certificate of insurance should always be received from contractors working for the city.

Pat gave a brief update on a drainage issue on Whitefish Avenue. Phil will reach out to Brian Evenson and report back at the next meeting.

A MOTION WAS MADE BY DAVE SCHRUPP AND SECONDED BY TOM SWENSON TO ADJOURN THE MEETING AT 5:40 P.M.
A ROLL CALL VOTE CARRIED WITH ALL AYES.

Sharyl Murphy
Deputy Clerk/City Treasurer

C.
14.



WASTE PARTNERS Inc.
CUSTOMERS • COMMUNITY • ENVIRONMENT

WASTE PARTNERS INC.

P.O. Box 677

Pine River, MN 56474

Office: 218-587-8727

Fax: 218-587-5122

info@wastepartnersinc.com

To: City of Crosslake

Attention Solid Waste and Recycling

13888 Daggett Bay Road

Crosslake, MN 56401

2025

February

City of Crosslake Score Report - From Waste Partners

Materials are delivered to Pine River Transfer Station and Waste Partners Inc

	Pounds	Tons
Paper & Cardboard	5691	2.85
Corrugated Cardboard	5691	2.85
Mixed Paper	0	0.00
Newspaper, Mixed Mail Magazines		
Metal	0	0.00
Appliances, Scrap, Misc.		
Commingle	27,933	13.97
5% Aluminum Cans	1397	0.70
21% Tin Cans	5866	2.93
61% Mixed Glass	17039	8.52
10% Plastic	2793	1.40
Number 1 & Number 2		
3% Reject	838	0.42

Total Pounds

33,625

Total Tons

16.81



WASTE PARTNERS Inc.
CUSTOMERS • COMMUNITY • ENVIRONMENT

WASTE PARTNERS INC.

P.O. Box 677

Pine River, MN 56474

Office: 218-587-8727

Fax: 218-587-5122

info@wastepartnersinc.com

To: City of Crosslake

Attention Solid Waste and Recycling

13888 Daggett Bay Road

Crosslake, MN 56401

2025

March

City of Crosslake Score Report - From Waste Partners

Materials are delivered to Pine River Transfer Station and Waste Partners Inc

	Pounds	Tons
Paper & Cardboard	5634	2.82
Corrugated Cardboard	5634	2.82
Mixed Paper	0	0.00
Newspaper, Mixed Mail Magazines		
Metal	0	0.00
Appliances, Scrap, Misc.		
Commingle	37,148	18.57
5% Aluminum Cans	1857	0.93
21% Tin Cans	7801	3.90
61% Mixed Glass	22660	11.33
10% Plastic	3715	1.86
Number 1 & Number 2		
3% Reject	1114	0.56

Total Pounds

42,782

Total Tons

21.39

F.I.R.E.

12137 Northgate Lane

PO Box 810

Crosslake, MN 56442

44280-208
CP

INVOICE

C.15.

DATE	INVOICE #
3/12/2025	7347

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

<i>Fire Instruction Rescue Education</i> Federal ID# 46-1192854 MN ID# 2759083 612-868-6744 fire@crosslake.net
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2025 Invoice Terms:
Invoices from FIRE Inc are Due within 30 Days of Receipt. Accounts not paid within terms are subject to a 10% Monthly Finance Charge,
Net 15

DATE	DESCRIPTION	RATE	AMOUNT
3/12/25	Wildland Urban Interface Wildland Refresher Wednesday March 12, 2025 1900 Instructor: Brian Pisarek	650.00	650.00
Thank You For Your Business.		TOTAL	\$650.00

STATE OF MINNESOTA)

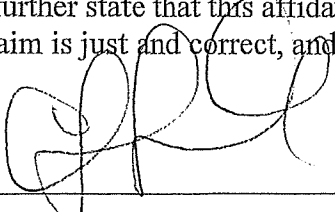
COUNTY OF CROW WING)

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

- 1) I am the Fire Chief of the City of Crosslake, Minnesota.
- 2) On 3/12/25, the following services were furnished by F.I.R.E. to the City of Crosslake: Training for Crosslake Fire Department Continuing Education.
- 3) The price for such services was \$ 650⁰⁰ and is reimbursed through Minnesota Board of Firefighting Training and Education (MBFTE).
- 4) At the time, such services were furnished to the City, I had the following personal financial interest in this contract: I am the owner of F.I.R.E.

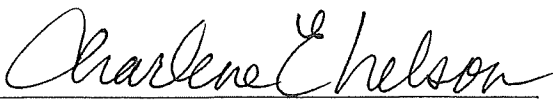
To the best of my knowledge and belief, the contract price is as low as, or lower than the price at which the services could be obtained from other sources.

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

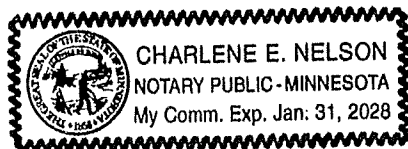


Chip Lohmiller, Fire Chief

Subscribed and sworn to before me this 12 day of March, 2025.



Notary



F.I.R.E.

12137 Northgate Lane

PO Box 810

Crosslake, MN 56442

42200-208 MBFE

INVOICE

DATE	INVOICE #
4/2/2025	7394

BILL TO

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

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

2025 Invoice Terms:

Invoices from FIRE Inc are Due within 30 Days of Receipt.
Accounts not paid within terms are subject to a 10% Monthly
Finance Charge,

Net 15

DATE	DESCRIPTION	RATE	AMOUNT
4/2/25	EMR Quarterly Training Scene Safety Wednesday April 2, 2025 1900 Instructor: Randy Kalis	650.00	650.00
Thank You For Your Business.		TOTAL	\$650.00

STATE OF MINNESOTA)

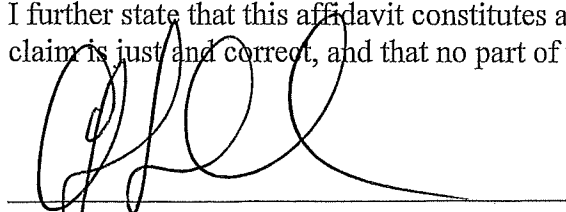
COUNTY OF CROW WING)

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


- 1) I am the Fire Chief of the City of Crosslake, Minnesota.
- 2) On 4/2/25, the following services were furnished by F.I.R.E. to the City of Crosslake: Training for Crosslake Fire Department Continuing Education.
- 3) The price for such services was \$ 650⁰⁰ and is reimbursed through Minnesota Board of Firefighting Training and Education (MBFTE).
- 4) At the time, such services were furnished to the City, I had the following personal financial interest in this contract: I am the owner of F.I.R.E.

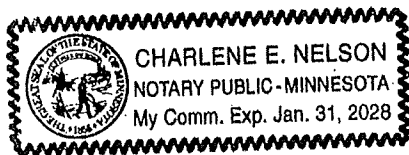
To the best of my knowledge and belief, the contract price is as low as, or lower than the price at which the services could be obtained from other sources.

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


Chip Lohmiller, Fire Chief

Subscribed and sworn to before me this 2 day of April, 2025.


Notary



F.I.R.E.

12137 Northgate Lane

PO Box 810

Crosslake, MN 56442

42280-208

INVOICE

DATE	INVOICE #
3/26/2025	7382

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

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

2025 Invoice Terms:
Invoices from FIRE Inc are Due within 30 Days of Receipt. Accounts not paid within terms are subject to a 10% Monthly Finance Charge,
Net 15

DATE	DESCRIPTION	RATE	AMOUNT
3/26/25	Search & Rescue Acquired Structure Hands on Skills Wednesday March 26, 2025 1900 Instructor: Tim Holmes	650.00	650.00
Thank You For Your Business.		TOTAL	\$650.00

STATE OF MINNESOTA)

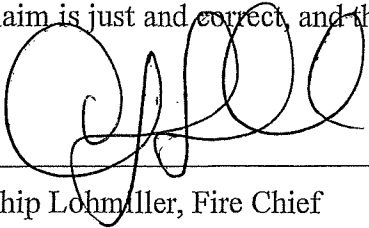
COUNTY OF CROW WING)

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

- 1) I am the Fire Chief of the City of Crosslake, Minnesota.
- 2) On 3/26/25, the following services were furnished by F.I.R.E. to the City of Crosslake: Training for Crosslake Fire Department Continuing Education.
- 3) The price for such services was \$ 650⁰⁰ and is reimbursed through Minnesota Board of Firefighting Training and Education (MBFTE).
- 4) At the time, such services were furnished to the City, I had the following personal financial interest in this contract: I am the owner of F.I.R.E.


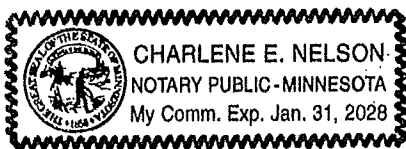
To the best of my knowledge and belief, the contract price is as low as, or lower than the price at which the services could be obtained from other sources.

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



Chip Lohmiller, Fire Chief

Subscribed and sworn to before me this 26 day of March, 2025.


Notary

F.I.R.E.

12137 Northgate Lane

PO Box 810

Crosslake, MN 56442

42280-2080

INVOICE

DATE	INVOICE #
3/27/2025	7383

BILL TO

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

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

2025 Invoice Terms:

Invoices from FIRE Inc are Due within 30 Days of Receipt.
Accounts not paid within terms are subject to a 10% Monthly
Finance Charge,

Net 15

DATE	DESCRIPTION	RATE	AMOUNT
3/27/25	NFPA 1403 Live Burn Training Thursday March 27, 2025 1700 14126 Daggett Pine Road Lead Instructor: Tim Farmer Submit the following for MBFTE Reimbursement Burn Plan Invoice MBFTE Form DNR Permit MPCA Documentation	2,000.00	2,000.00
Thank You For Your Business.		TOTAL	\$2,000.00

STATE OF MINNESOTA)

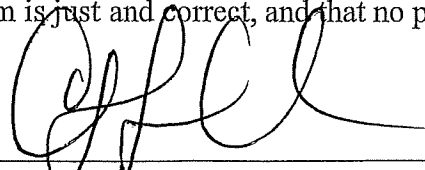
COUNTY OF CROW WING)

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

- 1) I am the Fire Chief of the City of Crosslake, Minnesota.
- 2) On 3/27/25, the following services were furnished by F.I.R.E. to the City of Crosslake: Training for Crosslake Fire Department Continuing Education.
- 3) The price for such services was \$ 2000⁰⁰ and is reimbursed through Minnesota Board of Firefighting Training and Education (MBFTE).
- 4) At the time, such services were furnished to the City, I had the following personal financial interest in this contract: I am the owner of F.I.R.E.

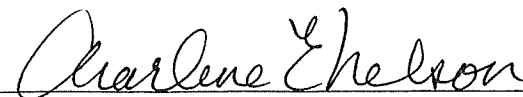
To the best of my knowledge and belief, the contract price is as low as, or lower than the price at which the services could be obtained from other sources.

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

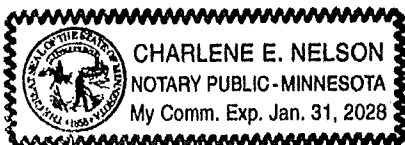


Chip Lohmiller, Fire Chief

Subscribed and sworn to before me this 27 day of March, 2025.



Notary



C.16.

BILLS FOR APPROVAL
April 14, 2025

VENDORS	DEPT		AMOUNT
AAA Equipment Center, forestry helmets, oil, air filter	Park		255.55
Ace Hardware, punch center, batteries	Park		22.96
Ace Hardware, screws	Park		1.10
Ace Hardware, janitorial supplies	Park		5.39
Ace Hardware, plug	Park		3.59
Ace Hardware, adj voltage detector, circuit alert	Park		60.39
Ace Hardware, seafoam, armor all	Park		40.64
Ace Hardware, hardware	Park		23.54
Ace Hardware, propane	PW		51.28
Ace Hardware, hardware	PW		32.28
Ace Hardware, heater	Sewer		23.39
Ace Hardware, hardware	Sewer		210.64
Ace Hardware, pliers, brake cleaner, wrench	Sewer		67.86
Ace Hardware, light, seafoam	Park		35.97
Ace Hardware, hangers, hook	Park		30.58
Ace Hardware, blade set, janitorial supplies	Sewer		47.48
Ace Hardware, hose, aqua gun	Fire		45.87
Ace Hardware, funnel	Park		1.61
Ace Hardware, bulbs	Park		12.59
Ace Hardware, baracade tape, driveway markers	PW		57.73
Ace Hardware, baracade tape	PW		8.63
Ace Hardware, rake, handle, hangers	Park		38.97
Ace Hardware, wheel cleaner	Police		15.29
Ace Hardware, hardware	Park		16.52
Ace Hardware, hardware	Park		66.21
Ace Hardware, hardware	PW		6.29
Ace Hardware, rakes	PW		44.98
Ace Hardware, trash bags, paper towels, hardware	PW		18.92
Ace Hardware. Bird food, bulbs	Park		36.18
Ace Hardware, cylinder, recip carb, gloves	Park		64.18
Alex Air Aparatus, compressor service and quality test	Fire		1,134.10
American Door Works, door replacement (insurance claim)	PW		6,436.40
Applied Concepts, radars	Police		16,077.50
Aspen Mills, uniforms	Fire		1,634.95
Aspen Mills, uniforms	Fire		610.94
Aspen Mills, uniforms	Fire		89.70
AT&T, cell phone and ipad service	ALL		1,137.51
AW Research, water testing	Sewer		1,008.16
Baker & Taylor, books	Library		602.47
BCA, fingerprint cards	Police	pd 3-21	99.75
BCA, background check	Park		45.00
Bolton & Menk, harbor lane	PW		5,580.00
Bolton & Menk, 2025 road improvements	PW		337.50
Bolton & Menk, general engineering	PW		180.00
Brainerd Lakes Chamber, fireworks	Gov't		15,000.00
Build All Lumber, lath	PW		16.79

CIS, toughbook	Police		960.00
CIS, computer	Police		2,995.00
City of Crosslake, sewer utilities	ALL		260.00
Clean Team, april cleaning	ALL		4,066.25
Clifton Larson Allen, billing #4 2024 audit	Gov't		945.00
Column Software, ad for bids	PW		170.86
Council #65, union dues	Gov't		494.88
Crosslake Auto Body, squad bumper, light	Police		294.00
Crosslake Sheetmetal, furnace maintenance	ALL		1,867.00
Crow Wing County, solid waste/recycling fee	ALL		225.00
Crow Wing County, 47% shared services	PW		4,543.28
Crow Wing County Highway Dept, road salt	PW		1,511.24
Crow Wing County Highway Dept, january feul	ALL		3,282.52
Crow Wing County Highway Dept, february feul	ALL		4,660.08
Crow Wing County Highway Dept, june 2024 fuel	Park		378.47
Crow Wing County Landfill, trash removal	Park		50.00
Crow Wing County Recorder, filing fees	PZ		92.00
Crow Wing County Recorder, filing fees	PZ		46.00
Crow Wing Power, electric services	ALL	pd 3-18	8,112.01
Crow Wing Power, final electric services warming house	Park		42.31
CTC, web hosting	Gov't		10.00
Culligan, water and cooler rental	ALL		261.10
Dacotah Paper, janitorial supplies	PW		236.70
Dacotah Paper, janitorial supplies	Park		162.48
David Fuhs, mileage reimbursement	PZ		84.00
Dell, warranty renewal on server	Gov't		834.92
Delta Dental, dental insurance	ALL		2,198.03
Digital Horizons, weight room speakers and installation	Park		1,884.55
DSC Communications, battery	Fire		116.00
DSC Communications, radio programming	Fire		556.50
DSC Communications, batteries	Park		204.00
Emergency Auto Technology, brackets	Police		78.36
Emergency Auto Technology, mount lights	Police		278.46
Emergency Auto Technology, pushbumper, textured wrap	Police		953.04
Emergency Auto Technology, scanport installation kit	Police		143.55
Emergency Auto Technology, mirror beam mounts	Police		422.82
Emergency Auto Technology, console	Police		549.23
Finance & Commerce, ad for bids	PW		345.06
Forum Communications, surplus equipment ad	Park		85.00
Galls, uniform	Police		177.30
Garage Door Store, pvc, shop supplies	Fire		278.00
Gopher State One Call, email tickets	PW		14.85
Grafix Shoppe, squad graphics	Police		682.07
Grafix Shoppe, squad graphics	Police		74.89
Guardian Pest Solutions, pest control march	ALL		161.40
Hawkins, chemicals	Sewer		2,800.00
Heartland Animal Rescue, monthly impound fees	Police		366.75
Herculift, annual inspection	PW		157.00
Holiday Station, fuel	Fire		52.72
Honey Wagon, pump tank for demo	Park		550.00
Jefferson Fire & Safety, turnout gear	Fire		14,228.02

Jefferson Fire & Safety, turnout gear	Fire		1,267.16
Jefferson Fire & Safety, turnout gear	Fire		52.66
Lakes Area Rental, harness rental	PW		357.87
League of MN Cities, annual conference registration	Council		890.00
League of MN Cities Insurance, property insurance	ALL	pd 3-18	133,782.00
Mastercard, Adobe, monthly premium	Police		21.46
Mastercard, Alcopro, sensor	Police		664.87
Mastercard, Amazon, prime monthly premium	Gov't		14.99
Mastercard, Amazon, mouse, stickers	Library		25.73
Mastercard, Amazon, basketball nets	Park		27.98
Mastercard, Amazon, coffee	Gov't		42.35
Mastercard, Amazon, sample flags, plates, bandaids	Gov't		109.91
Mastercard, Amazon, usb hub	Police		9.99
Mastercard, Amazon, ethernet splitter	Police		9.49
Mastercard, Amazon, hdmi adapter	Police		8.45
Mastercard, Amazon, extension cable	Police		9.99
Mastercard, Amazon, clamps	Park		45.14
Mastercard, Amazon, trailer controller	PW		66.49
Mastercard, Amazon, battery replacement	Park	pd 3-24	217.29
Mastercard, Amazon, inverter	PW		2,121.40
Mastercard, Amazon, adhesive numbers	Park		9.99
Mastercard, Amazon, zip ties	Park		137.15
Mastercard, Amazon, padlocks	Park		21.99
Mastercard, Amazon, tennis center strap	Park		99.96
Mastercard, Amazon, zip ties	Park		15.98
Mastercard, Amazon, strobe light	PW		36.99
Mastercard, Amazon, grease	Park		9.49
Mastercard, Amazon, flags for street lights	Gov't		383.84
Mastercard, Amazon, speaker	Police		69.99
Mastercard, Amazon, basketball nets	Park		27.98
Mastercard, Amazon, batting tee	Park		29.96
Mastercard, Amazon, runner rug	Park		91.72
Mastercard, Amazon, clock	Park		32.99
Mastercard, Amazon, mailbox	Park		32.99
Mastercard, Amazon, shop vac	Park		21.64
Mastercard, Amazon, storage cabinet	Park		179.99
Mastercard, Amazon, adhesive mount	Police		64.94
Mastercard, Amazon, coffee, soap	Gov't		96.55
Mastercard, Badge & Wallet, badge	Police		154.20
Mastercard, BCA, recertification	Police	pd 3-24	75.00
Mastercard, Brownells, wrench	Police		59.03
Mastercard, Column Software, meeting notice of 4/24/25	PZ		45.22
Mastercard, Diesel Power Products, jerry can	Fire		121.34
Mastercard, DMV, registration renewal	Police		512.25
Mastercard, DNR, water permit	PW		140.00
Mastercard, Docusend, email bills	Sewer		25.00
Mastercard, Douglas Industries, velcro	Park		193.20
Mastercard, Dropbox, monthly premium	Gov't		54.00
Mastercard, Ebay, grill cover	PW	pd 3-24	212.62
Mastercard, Ebay, inverter	PW		1,379.77
Mastercard, Fleet Farm, drain plug	Park		64.71
Mastercard, Fleet Farm, sickle section	PW		23.29

Mastercard, Fleet Farm, forged guard	PW		49.48
Mastercard, Holiday Station, fuel	Sewer	pd 3-24	3.91
Mastercard, Microsoft, monthly premium	Fire		17.72
Mastercard, MiniMart, fuel	Park		25.00
Mastercard, NRPA, training	Park		35.00
Mastercard, Oriental Trading, childrens program	Library		11.84
Mastercard, Pickleball Central, pickleballs	Park	pd 3-24	199.99
Mastercard, Post Office, postage	Police		5.58
Mastercard, Powerwerx, cable	Park		39.48
Mastercard, Preferred Pump, caps	PW		44.50
Mastercard, Reeds, water	Park	pd 3-24	2.50
Mastercard, Reeds, card	Park		4.28
Mastercard, Rockford Map, plat book, plat map	Gov't		186.52
Mastercard, Scheels, uniform	Park	pd 3-24	50.00
Mastercard, Target, planners	PW		21.55
Mastercard, travel expenses	Police		506.58
Mastercard, Xcel Energy, remove gas facility	Park		654.08
Mastercard, Zoom, monthly premium	Gov't		65.99
Mastercard, Zorbaz, employee recognition	Gov't		120.16
Medica, health insurance	ALL		33,947.63
Menards, emergency light squares	Park		99.96
Met Life, disability insurance	ALL		241.07
Met Life, life insurance	ALL		355.92
Met Life, vision insurance	Gov't		104.40
Metro Sales, copier lease	Police		50.42
Metro Sales, copier lease	PZ/Admin		992.05
Metro Sales, copier lease	Park		220.62
Mid American Research Chemicals, janitorial supplies	Park		120.46
Midwest Machinery, brushes	Park		845.04
Midwest Machinery, oil, filters	Park		60.41
Midwest Machinery, blades	PW		154.56
Midwest Machinery, hygard, filter	Park		74.36
Midwest Machinery, install cruise, brake switch	Park		751.48
Midwest Machinery, toggle	Park		39.38
MMUA, 2nd quarter safety program	Gov't		3,863.25
MN Backflow, backflow testing	Sewer		365.00
MN NCPERS, life insurance	Gov't		64.00
MNPEA, union dues	ALL		336.00
Momentum, chamber brake	PW		97.06
Moonlite Square, fuel	Fire		17.39
Motorola, radios	Police		11,647.20
MR Sign, posts	PW		2,107.11
MR Sign, traffic sign	PW		52.15
Napa, oil, paint marker, brushes, cable	Sewer		93.76
Napa, grease	Park		11.58
Napa, thread sealant	PW		6.49
Napa, adapters, flute tap	PW		54.96
Napa, air filter	PW		174.71
Napa, adapters, flute tap	PW		11.45
Napa, oil filters, fuel filter, spark plugs, lamps, air hose	PW		335.49
Napa, adapters, flute tap	PW		11.45
Napa, batteries	PW		641.28

Napa, air filters	PW		69.45
Nelson Sanitation, pump holding tank	Sewer		784.00
Neu Life Construction, insurance claim roof repair	Park		55,633.50
Northland Fire Protection, extinguisher recertification	Park		703.90
Northland Fire Protection, extinguisher recertification	Fire		336.00
Northland Fire Protection, extinguisher recertification	Sewer		193.50
Northland Fire Protection, extinguisher recertification	PW		165.70
Northland Fire Protection, extinguisher recertification	PW		765.20
Northland Fire Protection, extinguisher recertification	PW		263.90
Northland Fire Protection, extinguisher recertification	Police		262.70
Patrick Jacques, refund accidental payment to city	Gov't		750.00
Patrick Martin, reimburse for fuel	Police		43.12
Pequot Auto Repair, replace power relay	Park		132.60
Planning & Zoning Commissioners, 1st quarter meetings	PZ		1,610.00
Quality Equipment, wheel stud, taper nuts	Park		12.22
Ratwik Roszak & Maloney, legal fees	ALL		4,832.16
Reeds, special meeting	PZ		30.47
Riley Jordan, uniform reimbursement	PW		238.39
Sen Source, annual data hosting service fees	Library/Park		330.00
Sharyl Murphy, reimburse petty cash	ALL		44.71
Sherwin Williams, traffic paint	PW		3,221.35
Spa Partners, gym wipes	Park		544.72
Spa Partners, gym wipes	Park		415.02
Specialty Solutions, lawn seed	Park		2,346.00
TCP, schedule anywhere license	Police		778.75
Teamsters, union dues	Police		388.00
The Office Shop, laser pointer	Gov't		80.61
The Office Shop, markers	PZ		10.98
TJ Graumann, reimburse for coffee	Park		31.99
Tremolo, phone, fax, cable, internet	ALL		2,591.10
US Bank, copier lease	ALL		165.00
Vestis, mat service	PW	pd 3-18	78.69
Vestis, mat service	PW		78.69
Viking Electric, bulbs	PW		246.42
Waste Partners, trash removal	ALL		611.91
West Metro Fire-Rescue District, hg clinic and funeral ops	Fire		575.00
WL Construction, diamond blade	Fire		420.00
WW Goetsch, bearings	Sewer		22.00
Xcel Energy, gas utilities	ALL		2,848.30
Xcel Energy, final bill warming house	Park		1.73
Xtona, i.t. services	ALL		3,156.00
TOTAL			405,255.10

D.
1.

Proclamation

City of Crosslake – National Volunteer Week

WHEREAS, the City of Crosslake is proud to celebrate National Volunteer Week as a time to recognize and honor the individuals whose dedication, generosity, and spirit of service make our community stronger, more vibrant, and more connected; and

WHEREAS, we are deeply thankful for all of our volunteers, whose selfless contributions make our city's projects, programs, and services possible; and

WHEREAS, we recognize and appreciate those who volunteer at the Crosslake Community Center, serve at the polls to uphold our democratic process, contribute their time and perspective on city commissions, and help lead fundraising efforts that support and sustain city projects; and

WHEREAS, many of our volunteers contribute not only their time but their talents and expertise—helping to put city projects into action, offering valuable insight during planning, and brainstorming creative, thoughtful solutions to community challenges and opportunities; and

WHEREAS, we also extend our gratitude to those who serve in other community service organizations, enriching the lives of our residents and adding immeasurable value to the social fabric of Crosslake; and

WHEREAS, the collective impact of volunteerism in Crosslake is a testament to the power of community, compassion, and shared purpose;

NOW, THEREFORE, I, Jackson Purfeerst, Mayor of the City of Crosslake, do hereby proclaim the week of April 20-26, 2025, as National Volunteer Week in the City of Crosslake and encourage all residents to join in celebrating, recognizing, and thanking the volunteers who give so much to our community.

Jackson M. Purfeerst, Mayor

Lori A. Conway, City Administrator

D.
2.

(FOR USE BY LOCAL JURISDICTIONS)

APPLICATION / PERMIT OUTDOOR
PUBLIC FIREWORKS DISPLAY

Applicant instructions:

1. This application is for an **outdoor** public fireworks display only and is **not** valid for an indoor fireworks display.
2. This application must be completed and returned at least 15 days prior to date of display.
3. Fee upon application is \$ _____ and must be made payable to _____

Name of Applicant (Sponsoring Organization): North Star Fireworks LLC
Address of Applicant: 701 Charles St, Brainerd MN 56425

Name of Applicant's Authorized Agent: North Star Fireworks – Tracy Wright

Address of Agent: 701 Charles St, Brainerd MN 56401

Telephone Number of Agent: 612-743-3512 Date of Display: 5/9/25 Time of Display: 6:00-11:00 pm

Location of Display: on Crosslake in front of Zorbas

Manner and place of storage of fireworks prior to display: ATF approved bunker

Type and number of fireworks to be discharged: Assorted aerial shells up to 4" and cakes

**MINNESOTA STATE LAW REQUIRES THAT THIS DISPLAY BE CONDUCTED UNDER THE DIRECT
SUPERVISION OF A PYROTECHNIC OPERATOR CERTIFIED BY THE STATE FIRE MARSHAL.**

Name of Supervising Operator: Troy Wright Certificate No.: 1071

Required attachments. The following attachments must be included with this application:

1. Proof of a bond or certificate of insurance in amount of at least \$ _____ Certificate attached
(Suggested Amount: \$1.5 million minimum)
2. A diagram of the ground at which the display will be held. This diagram (drawn to scale or with dimensions included) must show the point at which the fireworks are to be discharged; the location of ground pieces; the location of all buildings, highways, streets, communication lines and other possible overhead obstructions; and the lines behind which the audience will be restrained.
3. Names and ages of all assistants that will be participating in the display. 2-5 adults over 21

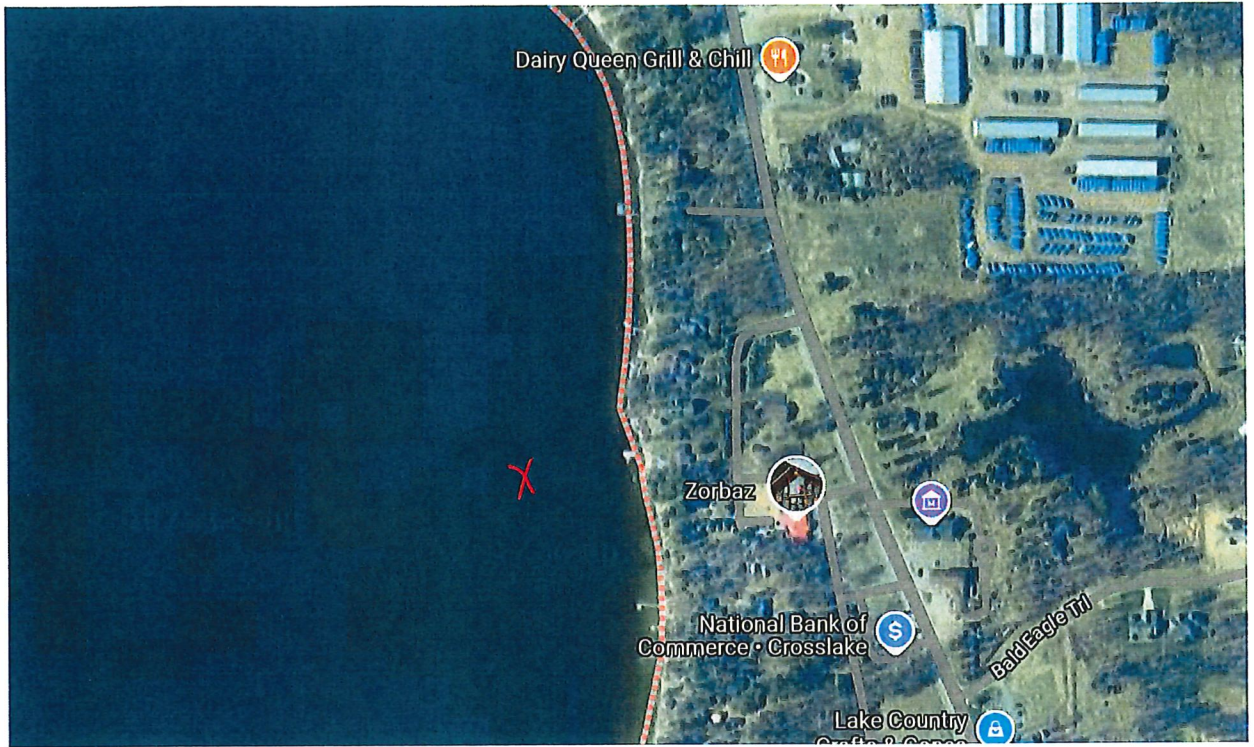
The discharge of the listed fireworks on the date and at the location shown on this application is hereby approved, subject to the following conditions, if any: _____

I understand and agree to comply with all provisions of this application, MN Statute 624.20 through 624.25, MN State Fire Code, National Fire Protection Association Standard 1123 (2006 edition), applicable federal law(s) and the requirements of the issuing authority and will ensure that the fireworks are discharged in a manner that will not endanger persons or property or constitute a nuisance.

Signature of Applicant (or Agent):  Date: 3/20/25

Signature of Fire Chief/County Sheriff: _____ Date: _____

Signature of Issuing Authority: _____ Date: _____





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

3/20/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Ryder Rosacker McCue & Huston (MGD by Hull & Company) 509 W Koenig St Grand Island NE 68801	CONTACT NAME: Kristy Wolfe PHONE (A/C, No, Ext): 308-382-2330 E-MAIL: kwolfe@ryderinsurance.com ADDRESS: kwolfe@ryderinsurance.com		FAX (A/C, No): 308-382-7109
	INSURER(S) AFFORDING COVERAGE		NAIC #
INSURED North Star Fireworks LLC 701 Charles St Brainerd MN 56401	INSURER A : SCOTTSDALE INS CO		41297
	INSURER B :		
	INSURER C :		
	INSURER D :		
	INSURER E :		
	INSURER F :		

COVERAGES

CERTIFICATE NUMBER: 628143564

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY			CPS4078491	9/24/2024	9/24/2025	EACH OCCURRENCE	\$ 1,500,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person)	\$ 5,000
	GEN'L AGGREGATE LIMIT APPLIES PER:							PERSONAL & ADV INJURY
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC						GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMP/OP AGG	\$ 2,000,000
								\$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	\$
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person)	\$
	<input type="checkbox"/> ALL OWNED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS					BODILY INJURY (Per accident)	\$
	<input type="checkbox"/> HIRED AUTOS	<input type="checkbox"/> NON-OWNED AUTOS					PROPERTY DAMAGE (Per accident)	\$
								\$
	UMBRELLA LIAB	<input type="checkbox"/> OCCUR					EACH OCCURRENCE	\$
	EXCESS LIAB	<input type="checkbox"/> CLAIMS-MADE					AGGREGATE	\$
	<input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$							\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	<input type="checkbox"/> Y/N					WC STATUTORY LIMITS	OTHER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> N/A					E.I. EACH ACCIDENT	\$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.I. DISEASE - EA EMPLOYEE	\$
							E.I. DISEASE - POLICY LIMIT	\$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, If more space is required)

Regarding the General Liability coverage, Waiver of Subrogation applies to the entities listed below per attached form CG 24 04 when required by written agreement.
Regarding the General Liability coverage, Blanket Additional Insured applies to the entities listed below per attached form GLS-150s when required by written agreement.
Display date: 5/9/25 Location: on Crosslake in front of Zorbas
City of Crosslake

CERTIFICATE HOLDER**CANCELLATION**

City of Crosslake
13888 Daggett Bay Rd
Crosslake MN 56442

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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POLICY NUMBER:

COMMERCIAL GENERAL LIABILITY

CG 24 04 05 09

WAIVER OF TRANSFER OF RIGHTS OF RECOVERY AGAINST OTHERS TO US

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

PRODUCTS/COMPLETED OPERATIONS LIABILITY COVERAGE PART

SCHEDULE

Name Of Person Or Organization:

Any person or organization with whom the insured has agreed to waive rights of recovery, provided such agreement is made in writing and prior to the loss.

Additional Premium is Included

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

The following is added to Paragraph 8. **Transfer Of Rights Of Recovery Against Others To Us** of Section IV - Conditions:

We waive any right of recovery we may have against the person or organization shown in the Schedule above because of payments we make for injury or damage arising out of your ongoing operations or "your work" done under a contract with that person or organization and included in the "products-completed operations hazard". This waiver applies only to the person or organization shown in the Schedule above.

Scottsdale Indemnity Company

ENDORSEMENT
NO. _____

ATTACHED TO AND FORMING A PART OF POLICY NUMBER	ENDORSEMENT EFFECTIVE DATE (12:01 A.M. STANDARD TIME)	NAMED INSURED	AGENT NO.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

BLANKET ADDITIONAL INSURED ENDORSEMENT

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

With respect to this endorsement, **SECTION II—WHO IS AN INSURED** is amended to include as an additional insured any person or organization whom you are required to add as an additional insured on this policy under a written contract, written agreement or written permit which must be:

- a. Currently in effect or becoming effective during the term of the policy; and
- b. Executed prior to the "bodily injury," "property damage," or "personal and advertising injury."

The insurance provided to these additional insureds is limited as follows:

1. That person or organization is an additional insured only with respect to liability for "bodily injury," "property damage" or "personal and advertising injury" caused, in whole or in part, by:
 - a. Your acts or omissions; or
 - b. The acts or omissions of those acting on your behalf.

A person's or organization's status as an additional insured under this endorsement ends when your operations for that additional insured are completed.

2. With respect to the insurance afforded to these additional insureds, the following exclusions are added to item 2. **Exclusions of SECTION I—COVERAGES:**

This insurance does not apply to "bodily injury," "property damage" or "personal and advertising injury" occurring after:

- a. All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the location of the covered operations has been completed; or
 - b. That portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project.
3. The limits of insurance applicable to the additional insured are those specified in the written contract, written agreement or written permit or in the Declarations for this policy, whichever is less. These limits of insurance are inclusive of, and not in addition to, the Limits of Insurance shown in the Declarations for this policy.
 4. Coverage is not provided for "bodily injury," "property damage," or "personal and advertising injury" arising out of the sole negligence of the additional insured.
 5. The insurance provided to the additional insured does not apply to "bodily injury," "property damage," or "personal and advertising injury" arising out of an architect's, engineer's or surveyor's rendering of or failure to render any professional services including:

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- a. The preparing, approving or failing to prepare or approve maps, shop drawings, opinions, reports, surveys, field orders, change orders or drawings and specifications; and
 - b. Supervisory, inspection, architectural or engineering activities.
6. Any coverage provided hereunder will be excess over any other valid and collectible insurance available to the additional insured whether primary, excess, contingent or on any other basis unless a

written contract specifically requires that this insurance be primary.

When this insurance is excess, we will have no duty under **SECTION I—COVERAGES** to defend the additional insured against any "suit" if any other insurer has a duty to defend the additional insured against that "suit." If no other insurer defends, we will undertake to do so, but we will be entitled to the additional insured's rights against all those other insurers.

AUTHORIZED REPRESENTATIVE

DATE

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RESOLUTION 25-_____

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:

FROM	DONATION	INTENDED PURPOSE
McPherson	\$50.00	Park Department
Anonymous	\$25.00	Park Department
Crosslake Firefighters Relief Assn	\$1,634.95	Jackets
PAL Foundation	\$7,544.21	Park Department
PAL Foundation	\$10,396.00	Pickleball
Sourcewell	\$2,000.00	Boost Funds for Library Boooka Event

; 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.

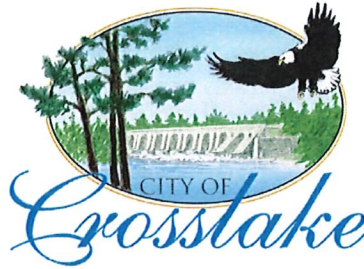
Passed this 14th day of April, 2025.

Jackson Purfeerst
Mayor

ATTEST:

Lori A. Conway
City Administrator (SEAL)

Jackson M. Purfeerst
Mayor
815-904-9665
jpurfeerst@cityofcrosslake.org



D. 4.
City Hall: 218-692-2688
13888 Daggett Bay Rd
Crosslake, Minnesota 56442
www.cityofcrosslake.org

MEMO TO: City Council
FROM: Mayor Purfeerst
DATE: April 14, 2025
SUBJECT: Commission Appointment

I hereby recommend the following appointment:

Economic Development Authority
Kathy Allen alternate



CITY OF CROSSLAKE

APPLICATION FOR APPOINTMENT TO CITY BOARD OR COMMISSION

PERSONAL INFORMATION

Name: Last Allen First Kathy

Address: _____

Phone: (H) : _____ (W) _____ (Cell) _____

Occupation: self employed Employer: _____

Email Address: _____

Are you a Crosslake resident or property owner? ☒ Yes ☐ No If yes, ☐ Seasonal ☒ Permanent

If yes, how long have you been a Crosslake resident or property owner? 35 years

☐ Please check this box if you are currently on a board or commission and wish to be considered for reappointment. Please note below the current board or commission you are currently serving.

Please rank in order which of the following boards and commissions you are interested in serving on:

- Planning and Zoning Commission (Crosslake residency or property ownership required)
- 1 Economic Development Authority (Crosslake residency or property ownership required)
- Public Works/Cemetery/Sewer Commission (Crosslake residency or property ownership required)
- Parks and Recreation/Library Commission (Crosslake residency or property ownership not required)
- Public Safety Committee (Crosslake residency or property ownership required)

Why are you interested in being appointed to a City advisory board or commission? I have lived in this community for 35 years. I have been involved in several aspects of the city.

What strengths and abilities would you bring to the board or commission? Please include any education and experience that would assist you in serving on a board or commission. I served as a founding member of Crosslake Community School, long planning for the city, Pequot Lakes school and Crosslake Lutheran Church. I have a BS in elementary education.

What are the most important issues facing our community over the next several years? What do you think the role of your board or commission should be in addressing those issues?

Balancing residential and commercial to form true walkable neighborhoods, Attracting viable businesses for both permanent and seasonal residents.

(over)

Attendance: Are you aware of the importance of regular meeting attendance, including the time commitment involved in preparing for meetings, and do you feel you have the time available to be an active participant? ☒ Yes ☐ No
Comments:

10/2/24

POTENTIAL CONFLICTS

Conflicts of Interest may arise by the participation in any activity, recommended action, or decision from which you receive or could potentially receive direct or indirect personal financial gain. In accordance with this definition, do you have any legal or equitable interest in any business which could be construed as a conflict of interest? ☒ Yes ☐ No

If yes, please explain:

Co-owner Crosslake Storage Center

Signature

Date 3/31/25

Note: The selection process will vary according to the number of applications and vacancies.

THANK YOU FOR YOUR INTEREST IN SERVING ON A CITY BOARD OR COMMISSION!

Please return application to:

City of Crosslake
13888 Daggett Bay Road
Crosslake, MN 56442
218-692-2688 Phone
218-692-2687 Fax

DATA PRACTICES ADVISORY

We are required to provide the following information to you. Under Minnesota law, some of the information requested above is public information, which must be provided to anyone who requests it. Some of it is classified as private information, which is not generally available to the public. However, all of the information will be used by the City Council in determining whether you should be appointed to a Board or Commission. Therefore, the information will be provided to the City Council in a public forum and will be reviewed in public. It will therefore be part of the public record, which will be available to anyone. Failure to provide the requested information may result in your not being considered for appointment. If you have concerns about providing any of the requested information, please contact City Hall at 218-692-2688.

E-1.

ORDINANCE NO. ____
AN ORDINANCE AMENDING CHAPTER 4 OF THE CITY CODE RELATING TO
ALCOHOLIC BEVERAGES
FOR THE CITY OF CROSSLAKE
COUNTY OF CROW WING
STATE OF MINNESOTA

Section 1. Purpose and Intent. The purpose and intent of this ordinance is to amend the City Code to increase the number of on-sale liquor licenses.

Section 2. Amendment. Chapter 4, Article II, Division 1 shall be amended as follows:

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

The council may issue up to ~~44~~ **12** on-sale and eight 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.

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

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

Passed and approved by __/5ths vote of the City Council this __ day of _____, 2025.

Jackson Purfeerst, Mayor

Lori A. Conway, City Administrator



License Fee \$ 0

**APPLICATION FOR
GROUP TRANSIENT MERCHANT PERMIT**

1. Name of applicant: Olivia C Gutierrez
(first) (middle) (last) (maiden)
2. Other names under which the applicant conducts business or to which applicant officially answers: Johmobeck
3. A physical description of the applicant (hair color, eye color, height, weight, distinguishing marks and features): _____

4. Full address of applicant's permanent address: _____
Braintree MN 56401
5. Type of business for which the applicant is applying: vendor fair during
day of event.
The National Loon Center is a Non-profit
6. The dates during which the applicant intends to conduct business in the City (maximum 14 consecutive days): JUNE 21st 2025 (Saturday)

7. Any and all addresses and telephone numbers where the applicant can be reached while conducting business within the City: _____

MN 56401

8. Name and phone number of contact person or persons other than applicant: _____

Olivia Gutierrez

9. Location where transient merchant intends to set up business (attach written permission of the property owner or the property owner's agent for any property to be used by a transient merchant): Ingravy area on Ostlund Ave

Where tier 3 of crosslake townsquare construction will take place eventually. Food & beverage vendors near pavilion in town square.

10. A general description of the items to be sold or services to be provided: _____

photography prints, honey, candles, ceramics, art prints
etc...

NOTE: FOOD VENDORS MUST SUPPLY A COPY OF FOOD LICENSE FROM THE MINNESOTA DEPARTMENT OF HEALTH (320) 223-7300.

I, the above applicant, state that I have not been convicted of any felony, gross misdemeanor, or misdemeanor for violation of any state or federal statute or any local ordinance other than traffic offenses within the last five years. I also state that the information provided in this application is true.


Signature of Applicant

04-04-2025
Date

FOR OFFICE USE

Date of application: 04-04-2025

Date license was issued: _____

Notes regarding application and license procedures: _____

Loon Center Sidewalk

· Aaron Herzog states that there are two issues with the current Loon Center plan. Herzog was tasked by the Planning Commission to bring this up to the Public Safety Commission. First issue: there should be no parking on one side of the street. He recommends it on the east side of Pioneer Dr., where the new Barstock Liquor will be built. Second issue: there should be a sidewalk that is compliant with ADA. The city did not budget to build a sidewalk so the Loon Center should be responsible. Herzog brings a motion to propose to the city council that no parking signs be installed on the east side of Pioneer Dr.

Amended motion: Propose to Council that no parking signs be installed on Pioneer Dr. from Ace Hardware to Swann Dr. on the east side – Motion by Herzog, seconded by Lohmiller – MOTION CARRIES, all ayes

Herzog went on to add that the City should press the Loon Center to install a sidewalk. Robin Sylvester added that it's not clear about the ownership of property near Ace Hardware. *Point of information: name of road that connects Pioneer Dr. and Ostlund Ave. (on the north side of Ace) is Heritage Way.

Motion to make a recommendation to the Council that the Loon Center build a sidewalk on the west side of Pioneer Dr. from Swann Dr. to Reeds Market pavement – Motion by Lohmiller, seconded by Kniefel – MOTION CARRIES, all ayes

E.
4.

MEMO TO: City Council
FROM: Char Nelson, City Clerk
DATE: April 9, 2025
SUBJECT: Special Events Liquor License

State Statute allows municipalities to issue special liquor licenses as follows:

340A.404 INTOXICATING LIQUOR; ON-SALE LICENSES.

Subd. 4. Special provisions; sports, conventions, or cultural facilities; community festivals.

(a) The governing body of a municipality may authorize a holder of a retail on-sale intoxicating liquor license issued by the municipality or by an adjacent municipality to dispense intoxicating liquor at any convention, banquet, conference, meeting, or social affair conducted on the premises of a sports, convention, or cultural facility owned by the municipality or instrumentality thereof having independent policy-making and appropriating authority and located within the municipality. The licensee must be engaged to dispense intoxicating liquor at an event held by a person or organization permitted to use the premises, and may dispense intoxicating liquor only to persons attending the event. The licensee may not dispense intoxicating liquor to any person attending or participating in a youth amateur athletic event, for persons 18 years of age or younger, held on the premises.

(b) The governing body of a municipality may authorize a holder of a retail on-sale intoxicating liquor license issued by the municipality to dispense intoxicating liquor off premises at a community festival held within the municipality. The authorization shall specify the area in which the intoxicating liquor must be dispensed and consumed, and shall not be issued unless the licensee demonstrates that it has liability insurance as prescribed by section 340A.409 to cover the event.

The National Loon Center is holding the Loons & Lakes Festival on June 20-21 and have asked 14 Lakes Brewery to serve liquor at the event. In order to do this, the City will need to add this type of license to its Ordinance. Staff suggests that a \$200 fee be charged per event for this license and that the host of any gathering of 50 or more people be required to hire a Crosslake police officer for security at a cost of \$100 per hour.

If the Council is in favor of adding Special Events Liquor License to the Ordinance, this will be considered the first reading.

DIVISION 3. SPECIAL EVENTS LIQUOR LICENSES

Sec. 4-88. Authorized.

Notwithstanding any provision of this chapter to the contrary, the council may issue a license for the temporary on-sale of liquor in connection with a social event sponsored by the licensee. Such license may provide that the licensee may contract with the holder of a full-year on-sale license, issued by the city, for liquor catering services.

Sec. 4-89. Eligible applicants.

The applicant for a license under this division must be a club or charitable, religious, or other nonprofit organization in existence for at least three years.

Sec. 4-90. Terms and conditions.

- (a) No license issued under this division is valid until approved by the commissioner.
- (b) No license issued under this division shall be issued for more than four consecutive days.
- (c) No temporary license shall issue until the city is furnished with written proof that the licensee has dram shop coverage in the amount provided for in this chapter, and that such coverage is in force on the premises where liquor is to be served.
- (d) All licenses and licensees under this division are subject to all provisions of state law and this Code relating to liquor sale and licensing. The licensee shall provide proof of financial responsibility coverage and, in the case of catering by a full-year on-sale licensee, such caterer shall provide proof of the extension of such coverage to the licensed premises.
- (e) Licenses issued under this division may authorize sales on premises other than those owned

Sec. 4-91. Insurance required.

The council may, but at no time shall it be under any obligation whatsoever to, grant a temporary liquor license on premises owned or controlled by the city. Any such license may be conditioned, qualified or restricted as the council sees fit. If the premises to be licensed are owned or under the control of the city, the applicant shall file with the city, prior to issuance of the license, a certificate of liability insurance coverage in at least the sum of minimum liability as required by state law.

Sec. 4-92. One day licenses for special events **for nonprofit organizations.**

- (a) Any nonprofit organization desiring to serve liquids for the purpose of mixing with liquor and permitting the consumption and display of liquor, in conjunction with a social activity sponsored by it shall first obtain a license therefor from the city. **The authorization shall specify the area in which the intoxicating liquor must be dispensed and consumed and shall not be issued unless the licensee demonstrates that it has liability insurance to cover the event, as required in Chapter 4 of the City Code. Any gathering of 50 or more people at a**

public event requires the presence of at least one police officer, to be paid by event sponsor. It is unlawful for any such organization to fail to obtain such license.

- (b) The term of such license shall be one day only, and the city shall issue no more than ten licenses in any calendar year. In addition to council approval, such license must be approved by the commissioner.

Sec. 4-93. Special Events License for holders of on-sale intoxicating liquor licenses.

- (a) The governing body of a municipality may authorize a holder of a retail on-sale intoxicating liquor license issued by the municipality to dispense intoxicating liquor off premises at a community festival held within the municipality. The authorization shall specify the area in which the intoxicating liquor must be dispensed and consumed and shall not be issued unless the licensee demonstrates that it has liability insurance to cover the event, as required in Chapter 4 of the City Code. Any gathering of 50 or more people at a public event requires the event sponsor to provide, at their cost, for presence of at least one Crosslake Police Officer.
- (b) The issuing authority shall set the fee for a license under this section and cost to hire police officer, which will be listed on the annual fee schedule.

CITY OF CROSSLAKE
FEE SCHEDULE
EFFECTIVE JANUARY 1, 2025
ADMINISTRATION – FEE SCHEDULE

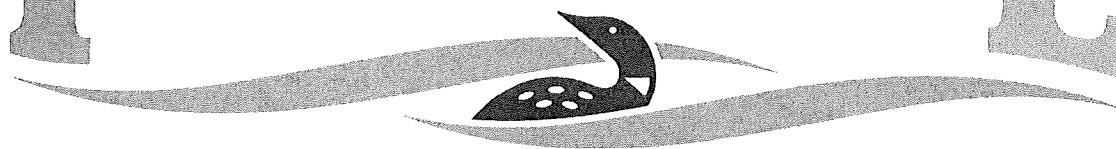
ITEM DESCRIPTION	FEE
<u>CEMETERY</u>	
• Cemetery Plot for Resident/Property Owner	\$400
• Cemetery Plot for Non-Resident	\$800
• Staking Fee	\$50
• Full Opening in Summer	\$400
• Full Opening in Winter	\$500
• Cremation Opening in Summer	\$150
• Cremation Opening in Winter	\$200
• Holidays/Weekends	\$100
<u>FIRE</u>	
• Controlled House Burn	\$1600
<u>POLICE</u>	
• False Alarm Fee (after third response)	\$50
• Copies of Reports	\$5
• Copies of Videos	\$10
<u>LIQUOR LICENSES</u>	
• Club On Sale	\$300
• Off Sale 3.2 Beer	\$25
• Off Sale Brewer Taproom	\$200
• Off Sale Intoxicating Liquor	\$100
• On Sale 3.2 Beer	\$75
• On Sale Brewer Taproom	\$500
• On Sale Intoxicating Liquor	\$1500
• Special Event for Retail On-Sale Intoxicating Liquor License	\$200
• Set Up and Display	\$50
• Sunday On Sale	\$200
• Presence of Police Officer at Event Over 50 People	\$100/per hour
• Background Investigation (in state)	\$500
• Background Investigation (out of state)	\$10,000 Max
<u>CANNABIS</u>	
• Initial Registration Fee	\$500
• Registration Renewal	\$1,000
• Violation Fees	Up to \$2,000

THE NATIONAL LOON CENTER PRESENTS

SECOND *Minnesota* ANNUAL

LOONS & LAKES

FESTIVAL



JUNE 20-21
CROSSLAKE, MN

LOON PONTOON TOURS • GUIDED PADDLE EVENTS
LAKESHORE CLEAN UP • SUNSET SAIL • ART MARKET
EXHIBITOR FAIR • LOON OLYMPIC GAMES • LIVE MUSIC

CONTACT US

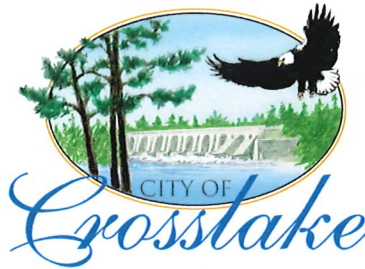
www.nationallooncenter.org
info@nationallooncenter.org
218-692-LOON (5666)



LEARN MORE

Scan the QR code to view a
detailed event schedule for
the Loons & Lakes Festival!

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



E. 5.
13888 Daggett Bay Rd
Crosslake, Minnesota 56442
www.cityofcrosslake.org

TO: Mayor and Councilmembers
Fr: Pat Wehner and Lori Conway
Da: April 14, 2025
Re: 6 month Probationary Period for Riley Jordan and David Beckel

Riley Jordan began employment with the Public Works Department on October 28, 2024 and David Beckel began employment with the Public Works Department on October 21, 2024. Both Riley and David will have successfully completed their 6-month probationary period with no instances.

We request that the probationary period be lifted effectively this month on their 6 month anniversary and be given a step increase.

F.I.B.

Memorandum

Date: April 10th 2025
From: Jake Maier
Subject: Illegal Sign Placement in Road Right-of-Ways

Mayor/City Council,

In the past several years the illegal placement of signs in the road right-of-way has exploded. Private companies are sticking advertisement signs on every street corner and at the end of every driveway they do work for. This is a planning and zoning issue, public works issue, and public safety issue. I have been requested to speak on behalf of all three departments.

Minnesota State Statute 160.2715s.9 and Crosslake City Ordinances 42-22 & 26-863.3e covers the placement of signs in the road right-of-way.

Not only are these signs unsightly, when they are placed in the road right-of-way they interfere with certain operations of public works employees such as mowing ditches and other road maintenance activities.

From a public safety standpoint, they can interfere with a driver's visibility and be a distraction for drivers. There have been signs placed on street corners that significantly blocked the visibility of a driver to see oncoming traffic before pulling out into the roadway. There have been drivers pausing at intersections or stopping in the roadway to read the signs and write down phone numbers.

These signs can also lead to criminal activity. Last year on election day, political signs were placed in the road right-of-way and the police department was inundated with phone calls to have the signs removed. This led to theft, damage to property, and almost lead to a possible assault.

The police department has been requested to enforce these city ordinances and state laws. We will start by assisting public works and county highway with removing illegally placed signs from the road right-of-way. We will document and notify the owner of the sign and verbally warn them of the offense. Any subsequent sign placement after the warning will result in a citation.

Respectfully,

Jake Maier
Police Chief

F.2.a.

MEMO TO: City Council

FROM: Public Works Commission

DATE: April 7, 2025

SUBJECT: Crosswalk Access

At its meeting on 4/7/25 the Public Works Commission held a discussion regarding the following from the draft minutes of the meeting along with the motions that were made for the Council's consideration:

Pat discussed the letter received from Simply Rustic Floral Design, Melissa Krueger requesting construction of a crosswalk from the new sidewalk on the north side of CSAH 3 to the south side accessing her building. Pat discussed this with the County Highway Department and they are not supportive of a Mid-Block crosswalk. If we were to pursue this project in the future the city would need to add this to the budget and to pay for it.

A MOTION WAS MADE BY TOM SWENSON AND SECONDED BY GORDON WAGNER TO RECOMMEND TO THE CITY COUNCIL THAT BASED ON INPUT FROM THE COUNTY, THAT THE CITY NOT PURSUE A CROSSWALK AT THIS LOCATION.

A ROLL CALL VOTE CARRIED WITH ALL AYES.

F.2.b.

MEMO TO: City Council

FROM: Public Works Commission

DATE: April 7, 2025

SUBJECT: Sealcoating Trails

At its meeting on 4/7/25 the Public Works Commission held a discussion regarding the following from the draft minutes of the meeting along with the motions that were made for the Council's consideration:

A MOTION WAS MADE BY DAVE SCHRUPP AND SECONDED BY MARY PRESCOTT TO RECOMMEND TO THE CITY COUNCIL TO PROCEED WITH THE QUOTE FROM MIKE SCHAEFER SEALCOATING, LLC FOR CRACKFILLING AND SEALING THE TRAILS ON WEST SHORE DRIVE AND DAGGETT PINE ROAD. A ROLL CALL VOTE CARRIED WITH ALL AYES

Patrick Wehner

From: Mike Schaefer Sealcoating, LLC <quickbooks@notification.intuit.com>
Sent: Monday, March 17, 2025 9:17 AM
To: Patrick Wehner
Subject: Estimate 1004 from Mike Schaefer Sealcoating, LLC

ESTIMATE 1004 DETAILS

Mike Schaefer Sealcoating, LLC

\$11,961.00

Review and approve

Powered by QuickBooks

Dear Pat Wehner,

Please find your estimate details here. Feel free to contact us if you have any questions. We look forward to working with you.

Have a great day!
Mike Schaefer Sealcoating, LLC

Address

Pat Wehner
Pat Wehner
Daggett Pine Road
Crosslake, MN United States

Patrick Wehner

From: Mike Schaefer Sealcoating, LLC <quickbooks@notification.intuit.com>
Sent: Monday, March 17, 2025 9:10 AM
To: Patrick Wehner
Subject: Estimate 1003 from Mike Schaefer Sealcoating, LLC

ESTIMATE 1003 DETAILS

Mike Schaefer Sealcoating, LLC

\$27,248.00

Review and approve

Powered by QuickBooks

pwehner@cityofcrosslake.org

Address

Pat Wehner
West Shore Drive
Crosslake, MN United States

Sealcoating & Crack Filling

\$27,248.00

7100 feet of cracks to blow out and filled with 3723 hot rubber. 126,380 sq feet of asphalt to clean and sealcoat with mix Tex pitch black sealer.

Services

\$0.00

F. Z. C.

MEMO TO: City Council

FROM: Public Works Commission

DATE: April 7, 2025

SUBJECT: Harbor Lane Road Improvements

At its meeting on 4/7/25 the Public Works Commission held a discussion regarding the following from the draft minutes of the meeting along with the motions that were made for the Council's consideration:

A MOTION WAS MADE BY TOM SWENSON AND SECONDED BY DAVE SCHRUPP TO RECOMMEND TO THE CITY COUNCIL TO PROCEED WITH THE BID FROM DECHANTAL EXCAVATING IN THE AMOUNT OF \$519,068.99 FOR THE 2025 HARBOR LANE ROAD IMPROVEMENTS. A ROLL CALL VOTE CARRIED WITH ALL AYES



Real People. Real Solutions.

MEMORANDUM

Date: April 3, 2025
To: Pat Wehner, Public Works Director
From: Phil Martin, PE
Subject: Update for April 7, 2025 Public Works Meeting

Year 2 Road Improvements

Crow Wing County opened bids for aggregate chip seal improvements and the bituminous paving improvements that the City has partnered in. Overall good news. The bid amounts are shown below based on correspondence I received today:

- Aggregate Chipseal Improvements - \$137,503.30 (County est. \$149,309.22; City est. \$138,862)
- Bituminous Paving Improvements - \$486,018.70 (County est. \$533,863.75; BMI est. \$657,000)

We have prepared a preliminary mock assessment roll at low benefit ranges for the PW Commission. I will provide copies of the mock assessment roll at the PW Commission Meeting. Based on that mock assessment preparation exercise, the total assessed amount would be about \$650,000. This exercise is preliminary and would likely be refined after verifying the eligibility of some vacant lots for assessment and after obtaining input from the PW Commission and the City Council.

Harbor Lane Improvements

Bids were opened at 10 am on April 3, 2025. The City received 7 construction bids. The low bid was provided by DeChantal Excavating in the amount of \$519,068.99. We estimated the construction cost to be \$764,400. We will be preparing a recommendation to the City Council to accept the bid from DeChantal Excavating.

For information only:

1. Existing private utility coordination – ongoing
2. Wetland impact permitting – Originally met on March 4, 2025 with the Technical Evaluation Panel (TEP) at the Crow Wing County Courthouse. We are meeting again on April 4, 2025 to discuss our application for wetland impact approval.
3. Stormwater Easement (Kavanaugh) – Property owner has the easement document and is reviewing it.
4. Stormwater Easement (Arvig) – Property owner has the easement document, and we anticipate they will sign the document when they return to Crosslake in mid-April.

Private Development Road (Cunningham) – I updated the Developer regarding the private road and requirements that will need to be addressed before the City would consider taking over the road to make it public. I have not received a response from the Developer.

F.3.b.

REQUEST FOR COUNCIL ACTION

April 14, 2025

Department: Library

Agenda Section: Commission Reports

Department Head: TJ Graumann

Agenda Item: Library Policy Manual Amendments

BACKGROUND

Library Coordinator Karen Field reviewed our Library Policy Manual and drafted a few amendments for the council to consider.

FINANCIAL IMPLICATIONS

N/A

STAFF RECOMMENDATIONS

The Parks, Recreation/Library Commission recommends to approve the draft amendments to the Library Policy Manual as submitted.

COUNCIL ACTION REQUESTED

Motion to approve the draft amendments to the Library Policy Manual as submitted.

ATTACHMENT

Draft Library Policy Manual Amendments

CROSSLAKE AREA LIBRARY

POLICY MANUAL

April 14, 2025

**This Manual is located online at:
<http://crosslake.govoffice.com>**

CROSSLAKE AREA LIBRARY POLICY MANUAL

MISSION STATEMENT

The mission of the Crosslake Area Library is to provide library services, including books and materials in many formats, computer equipment for public use, and programs geared to the broad and varied informational, cultural, educational and recreational purposes of all people of all ages in this community and the surrounding areas.

LIBRARY OPERATING POLICIES

The Crosslake Area Library is owned and operated by the City of Crosslake and operates under the direction of the Parks and Recreation Department. These policies, which become effective after approval and adoption by the Crosslake City Council, govern the day-to-day operating procedures of the Crosslake Area Library. They have been written to follow the guidelines of the Library Bill of Rights as adopted by the American Library Association and all applicable state and local requirements.

LIBRARY HOURS

The library is open the following hours*:

10:00 a.m. – 4:00 p.m. Monday through Friday

10:00 a.m. – 1:00 p.m. Saturday

Closed Sundays

Current hours will be posted at the library

~~The library will be closed on the following holidays subject to an annual calendar review:~~

~~New Year's Day, Martin Luther King Jr. Day, President's Day, Memorial Day, July 4th, Labor Day, Veteran's Day, Thanksgiving and the day following, and Christmas Eve and Christmas Day.~~ The library will not be open when the Community Center is closed. However, the library has the option to remain open on holidays when the Crosslake Community Center is open and staffed.

CIRCULATION POLICY

Patron Registration:

Library Card fees are as follows: Adult Card (18 years and older) \$5.00; Student/Child Card \$1.00; Replacement Cards (damaged or lost) \$5.00 (includes both adult and child). Cards do not expire, but the library reserves the right to deactivate the card if not used within three years. To reactivate the card a patron will need to provide updated information.

Children under 18 must have the library card application signed by a parent or guardian.

Procedure:

A Crosslake Area Library Card Application must be completed. Required information includes name, local and permanent address, telephone number and email address. If applicant has no telephone, a reference with a telephone number will be required.

Applicants without a driver's license or current I.D. card with address must present two pieces of identification bearing the same address as the application card. All materials checked out on the patron's card are the responsibility of that person or legal guardian in the case of a minor. A patron must present their card to check out materials or use the computers.

Circulation:

7-day loan period – new fiction, and audio/video materials

14-day loan period for all children's and juvenile books and ~~“new” teen materials~~

28-day loan period – all other materials

Patrons may have a combined total of 10 items. ~~All audio/visual materials are limited to four per week.~~ A patron must be at least 17 years of age to check out an R-rated DVD. The City reserves the right to verify age prior to checking out an R-rated DVD.

Newspapers and current issues of adult periodicals are not loaned out. ~~Some children and adult reference books are also non-circulating.~~

The library collection is open to everyone. Parents who wish to restrict their children's reading material must accompany the child to the library.

Circulation records are confidential; however, patrons should be aware that due to recent legislation (Section 215 of the Federal USA Patriot Act, Public Law 107-56), confidentiality may be compromised.

OVERDUE MATERIALS

Patrons with overdue materials will be notified **via email**. If materials are not returned within 30 days, the patron becomes responsible for the cost of the materials ~~and a non-refundable \$5.00 administration fee.~~ No further use of the library will be allowed until the material(s) are returned or restitution is made.

State law makes theft or destruction of library materials a crime. Any person shall be guilty, upon conviction, of library theft who willfully:

1. Removes or attempts to remove any library materials from the premises of a library facility without authority.
2. Mutilates, destroys, alters or otherwise damages, in whole or in part, any library materials.
3. Fails to return any library materials which have been loaned to said person by the library facility.

LOST MATERIALS

Any materials lost or damaged beyond repair must be paid for at a cost to be determined by the replacement cost. Any lost materials paid for by the patron and subsequently found, become the property of the patron. Lost materials checked out on a minor's card shall be the responsibility of the parent or guardian.

GIFT POLICY

A memorial gift is acknowledged by a card sent to the family of the person in whose memory the gift was given. If the donor requests a specific book be purchased, a book label will be affixed inside the memorial book designating for whom the memorial is made, and by whom.

Gift books must be of a general nature and of value to the collection as a whole and must meet the criteria of the Library's Materials Selection Policy.

DONATION POLICY

Donated items will be accepted by the Crosslake Area Library with the understanding that they may or may not be added to the collection. Items added to the collection must meet the Library's Materials Selection Policy. Donated books and equipment become city property and are subject to city policy. Items which are not placed in the collection may be sold in the library book sales. The library will not make appraisals on donated items. However, if the donor wishes to take a tax deduction, a receipt for the donated item will be provided.

VOLUNTEER POLICY

~~The Library Advisory Board will be comprised of 3 to 5 volunteers approved by the Parks, Recreation/Library Commission to make recommendations regarding Library operations and updates to Library Policies and Procedures to the Library Manager and/or the Parks and Recreation/Library Director.~~

The purpose of the Crosslake Area Library Volunteer Program is to offer individuals the opportunity to make a positive contribution to the quality of community life through serving as volunteers in various capacities in the library and to enable the library to provide services and service enhancements that could not be provided without volunteers.

Volunteers must complete a volunteer application form available at the library. Volunteers under age 18 must have an approval form signed by a parent or legal guardian. The library has opportunities for volunteers in several different areas of service. Each area has its own specific requirements.

Volunteers must be a minimum of 15 years of age and must be able to responsibly perform assigned duties/tasks unsupervised. Volunteers must be at least 18 years of age to operate the Circulation Desk. ~~Volunteers shall complete a release to the City of Crosslake for a required, routine background check.~~

Volunteers must receive orientation and training in library policies and procedures prior to beginning service. Volunteers work under the supervision of the Library Manager and agree to follow library policies and procedures as outlined during orientation. Volunteers who do not perform in accordance with acceptable library standards are either assigned to alternate jobs or advised that their services cannot be used by the library. Volunteers agree to a working partnership with other library volunteers and community center staff which shall be based on mutual respect.

Nothing in this policy shall be deemed to create a contract between the volunteer and the Crosslake Area Library or City of Crosslake. Both the volunteer and the Crosslake Area Library have the right to terminate the volunteer's association with the Library at any time, for any reason, with or without cause. The Library will operate in accordance with the City of Crosslake's current applicable Organizational Chart. ~~Personnel issues that cannot be resolved at the Park and Recreation Director level will be referred to the Personnel Committee. (See Organizational Chart Exhibit A attached.)~~

POLICY ON UNATTENDED CHILDREN

Library volunteers cannot assume responsibility for children left unattended in the library. For safety reasons and the child's protection, children under age 10 cannot be left unattended in the library at any time, except for library-supervised activities. If a child is still on library premises when the library closes for the day, an attempt will be made to contact a parent or guardian. If a parent or guardian has not been located within twenty minutes, the unattended child will be accompanied to the Community Center front desk and City staff will continue trying to locate the parent or guardian.

PATRON BEHAVIOR AND LIBRARY USAGE

In order to protect all library users' right of access to library facilities, to ensure the safety of patrons and volunteers, and to protect library resources and facilities from damage, reasonable restrictions and appropriate safeguards to library access are outlined below.

Persons using the library for purposes other than those for which the library was established will be asked to leave.

The following prohibited activities, conduct, and conditions are for the protection and comfort of library visitors and volunteers:

1. Eating, drinking, smoking, or possession or consumption of a controlled or restricted drug or substance or being under the influence of alcohol or drugs.
2. Bringing in animals except those needed to assist a patron with a disability or animals used in a library program with prior notification to the Parks and Recreation/Library Director.
3. Cell phone use other than that deemed necessary by the volunteer on duty.
4. Mutilating and/or stealing library materials or other library property.

5. Talking in a loud or abusive voice or engaging in other disruptive conduct.
6. Interfering with another person's use of the library or with the library volunteer's performance of their duties.
7. Entering non-public areas of the library without proper authorization.
8. Improper attire (shirt and shoes are required).
9. All other offenses which are subject to prosecution under criminal or civil code of law.

The patio garden use is considered an extension of the library and thus, is intended for all library patrons. No private party reservations or rentals of the patio/garden will be permitted.

INTERNET/COMPUTER POLICY

By using a public Internet workstation at the Crosslake Area Library, you agree to the following guidelines:

1. It is not possible for the library volunteers to control specific information that may be located on the internet. The library does not endorse the viewpoints of either written material or electronic information. Selection policies that serve to govern a library's purchase of written materials may not apply to material accessed electronically.
2. U.S. copyright law (*Title 17, U.S. Code*) prohibits the unauthorized reproduction or distribution of copyrighted materials, except as permitted by the principles of "fair use." Users may not copy or distribute electronic materials without the explicit permission of the copyright holder. Any responsibility for any consequences of copyright infringement lies with the user; the library (City) expressly disclaims any liability or responsibility resulting from such use.
3. All minors (those under the age of 18) ~~must have a signed parental or guardian or caregiver consent form in order to use the computers.~~ The Crosslake Area Library assumes no responsibility for the use of the Internet by children. It is the responsibility of the parent, guardian, or caregiver to determine what is appropriate.
4. Library volunteers may be available to assist patrons very briefly in the use of the Internet. Children age 10 and under must be personally assisted by an adult at all times.
5. The charge for printing is \$.25 per page with a maximum of 25 pages permitted. ~~No copying services will be provided to the public.~~ Scanning and copying services are available when the Library Coordinator is present and will be charged at the same rate as printing.
6. Patrons will not be permitted to access material that may be considered offensive to other patrons or to the library volunteers.
7. Persons using this equipment agree not to make any changes to the setup or configuration of the software or hardware.

8. Misuse or abuse of a computer or Internet access will result in suspension of Library access privileges and/or possible legal action.
9. Anyone who uses the computers in the library must have a library card from the Crosslake Area Library. That card must be presented whenever the patron wishes to access a library computer.
10. Because computer resources are limited, nonessential use of computers for game playing and interactive game playing is prohibited in the library.

MATERIALS SELECTION POLICY

The cornerstone of library service is the book collection. Providing a vital book collection—one which has meaning for the public served—requires continuous attention; it means retaining the best of the old and selecting the best of the new.

This policy governs the selection and maintenance of the Crosslake Area Library's collection of books, periodicals, pamphlets, newspapers, audio/video materials, or any other materials owned by the library. The library recognizes its responsibilities to collect such materials, to organize and make available its resources, and to give guidance in the use and interpretation of its collection.

Objectives:

To facilitate informal self-education of all people in the community.

To enrich and further develop the subjects on which individuals are undertaking formal education.

To meet the informational needs of all.

To support the educational, civic, and cultural activities of groups and organizations.

To encourage enjoyable leisure time reading.

Community Factors:

The Crosslake Area Library serves a variety of people from a wide geographic area. The collection must be broad in subject, comprehensive in viewpoint, and have wide latitude in reading levels.

Book Selection Policies and Procedures:

Ultimate responsibility for book selection rests with the Library ~~Manager~~-Coordinator.

The book selection policy is intended to implement the general objectives of the library. The purpose of the selection process is to obtain expertly selected books and other materials to

further the library's purpose of giving information, reference assistance, and provide help to those engaged in educational pursuits, as well as providing general home reading. The library's policy is to purchase, within budget limitations, materials that satisfy the needs of the library's patrons.

Points considered in book selection are literary, educational, informational, and recreational value; authority and effectiveness of presentation; qualities conducive to critical thought and understanding; and available funds and space. Contemporary and popular authors are included, as well as those who have demonstrated enduring worth. Titles are selected on the basis of content as a whole and without regard to the political opinions or purposes of the publisher. In the case of controversial questions, variety and balance of opinion are sought whenever available.

Children and Young Adults:

The aim of book selection for children is to choose the best new books and replace or duplicate older titles that have proven their worth. Books should include recreational reading, inspirational books of lasting value, and books of information covering a wide range of knowledge that will satisfy the children's natural curiosity and widen their interests. To this end, young adult titles are selected that are keyed to young people's needs and interests, as well as books that will tend to open up new interests in cultural, economic and social fields.

Book Selection Aids:

Since it is impossible to read every book for the library before purchase, materials are chosen with the use of selection aids such as basic and current general lists, special bibliographies, and book reviewing journals. No one publication is relied upon exclusively and the critical opinions of reviewers are checked against each other.

Weeding:

The library periodically removes from the collection worn or outdated materials, duplicate copies, or materials no longer of interest.

Controversial Issues:

The library asserts its right and duty to keep on its shelves a representative selection of books on all subjects of interest to its readers which are not prohibited by law, including books on all sides of controversial issues. Books on any subject, if published by reputable publishers and sold without restriction in bookstores, are properly admitted to the library. The library has no right to emphasize one subject at the expense of another, or one side of a subject without regard to the other side. It must carry the important books on all sides of subjects.

Special Aspects of Book Selections:

The library recognizes that some materials may be controversial and that any given item may offend some patrons. The presence of a particular work does not constitute an endorsement of its contents, or of any theory, idea, or policy contained therein.

Questions concerning this policy, or complaints and comments on a specific book should be taken up with the Library **Manager Coordinator**. In the event such a complaint cannot be satisfactorily resolved between the patron and the Library Manager, the patron may appeal to the Park and Recreation/Library Commission. The book or other material in question will be kept on the library shelves and available for check-out until a final determination is made.

Donated Items: (Accepted by the Council 2019)

The Crosslake Area Library welcomes and encourages donations of new or gently used books and some multi-media materials. We are grateful for the generosity of persons who donate materials to the library. ** Guidelines have been established to ensure the quality of donated materials.

The library will not accept:

- Physically damaged materials (torn pages/covers, highlighting/writing, damp/moldy/odorous, missing/loose pages, broken bindings)
- Magazines or periodicals such as *National Geographic*
- Textbooks, workbooks, study guides or professional manuals
- Outdated reference books **over 5 years old**
- Book sets such as Time/Life series or encyclopedias
- Reader's Digest Condensed Books
- Promotional media, pamphlets brochures or leadership materials
- Map or outdated plat books
- Audio cassettes, **DVDs**, VHS tapes or music CD's
- Bibles or religious materials
- Materials withdrawn from other libraries
- **Children's books that require batteries.**

Donations will be accepted during library hours only. All donations must be inspected by a member of the library staff. All accepted donated materials become the property of the City of Crosslake. Unacceptable materials will be returned to the donor.

* We will provide a receipt for the donated items but no value appraisal.

** Donated items will be disposed of in a manner that benefits the Crosslake Area Library.

REVISION AND REVIEW

These policies are subject to periodic revision and review by the Crosslake Park and Recreation/Library Commission and the Crosslake City Council.

Adopted by the Crosslake City Council this 8th day of October, 2007

Amended by the Crosslake City Council on the 11th day of November, 2007

Amended by the Crosslake City Council on the 10th day of December, 2007

Amended by the Crosslake City Council this 8th day of December, 2008.

Revised by the Crosslake City Council on the 9th day of September, 2019.

Revised by the Crosslake City Council on the 28th day of August, 2023.

Mayor

City Administrator

F.3.C.

TO: City Council

FROM: TJ Graumann

DATE: April 14, 2024

SUBJECT: Proposals for Engineering Services – CSAH 3 Trail Improvement (HSIP)

The City received two proposals for engineering services for the CSAH 3 Trail Improvement project as part of the HSIP Funding awarded to the City.

At their regular meeting on November 20th, the Crosslake Parks, Recreation and Library Commission recommended that both proposals be reviewed by City Council for their consideration.

Albrecht, Graves Favor: All

Attached:

Widseth, Professional Design Services Proposal
Bolton & Menk, Proposal for Engineering Services – CSAH 3 Trail Improvement



**BOLTON
& MENK**

Real People. Real Solutions.

7656 Design Road
Suite 200
Baxter, MN 56425-8676

Ph: (218) 825-0684
Fax: (218) 825-0685
Bolton-Menk.com

March 21, 2025

TJ Graumann, Parks, Recreation & Library Director
City of Crosslake
14126 Daggett Pine Rd
Crosslake, MN 56442

RE: Proposal for Engineering Services – CSAH 3 Trail Improvement

Dear TJ:

The City of Crosslake is seeking an engineering proposal for proposed shared use path (i.e. trail) improvements along CSAH 3 in the City of Crosslake. The proposed trail segment is to be located within the existing CSAH 3 right-of-way and adjacent to the westerly right-of-way line. The trail shall be a 10-ft wide bituminous trail that connects with the existing bituminous trail at Sand Pointe Drive and extends south to East Shore Road, a distance of about 0.8 miles.

The total estimated trail construction cost in the Highway Safety Improvement Program (HSIP) application for the proposed trail improvements was \$460,310. To complete the proposed improvements, the City received an HSIP grant for \$414,279, which amounts to 90% of the construction cost. The City is responsible for the remaining 10% match plus associated engineering, legal, financial, and administrative costs. The HSIP funding is provided by the Federal Government which means the federal project requirements must be met for approval. The HSIP grant award is administered through the Crow Wing County Highway Department to the City of Crosslake. Additionally, proposed improvements within the CSAH 3 right-of-way will require collaboration and coordination with the Crow Wing County Highway Department, United States of America Corp of Engineers (USACE), and final approval of the construction plan by Crow Wing County and the State of Minnesota.

Scope:

To assist the City of Crosslake, we propose the following scope of services which would be completed as a City of Crosslake improvement with the City staff and Bolton & Menk taking the lead to develop the project construction documents. The project team would engage trail enthusiasts and other identified stakeholders such as Crow Wing County, the LAKE Foundation, and the USACE, if appropriate, as part of the design process to obtain their input.

Preliminary Services

- *Preparation of Cost Share Agreement* – Funding for construction only of the improvement is partially covered by the HSIP grant. It is our understanding that the LAKE Foundation has committed to providing funding for the trail improvement. One of our first steps will be to help the City develop an agreement for LAKE Foundation cost

participation so the City understands how the proposed improvement project will be fully funded.

- *Survey* – Field survey services will be provided to collect topographic data, County right-of-way, and City and private utility location information.
- *Preliminary Engineering* – A preliminary trail corridor will be established based on field data collected and County input to determine potential R/W impacts, City utility impacts, and the potential USACE impact. As part of this process, our staff will complete the appropriate environmental review associated with Federal funding, prepare an updated preliminary cost estimate, and prepare a preliminary engineering memorandum. From our experience, the proposed project requires the preparation and submittal of a Categorical Exclusion (Cat-Ex) document, approved through the MnDOT State Aid for Local Transportation (MnDOT SALT) office on behalf of the Federal Highway Administration (FHWA).

Final Engineering Services

After completion of the preliminary services phase, and at the direction of the City Council, we would proceed with final design to prepare construction plans and construction documents for public bidding. Additionally, we would submit for appropriate approval from the County, the USACE, if necessary, and MnDOT State Aid.

Public Bidding, Award, and Contract Preparation – Our services include facilitating public bidding, reviewing, and recommending award based on the bids received, and assembling contracts for the City with the selected contractor.

Construction Staking, Observation, Contract Administration – We will provide survey staking for construction activities, construction observation, testing coordination, project communication with the City staff and residents, labor wage compliance, project close out with the contractor, and funding closeout with the County.

Project Team – The following staff will be involved in delivering the proposed improvement project for the City of Crosslake. All staff have past experience with the City of Crosslake and projects with similar types of funding and improvement. Project Team resumes can be provided upon request.

- Phil Martin, PE – Principal In Charge / City Engineer
- Andrew Beadell, PE – Project Manager
- Austin Janson, EIT – Design Engineer
- Gina Aulwes – Transportation Senior Planner
- Mitch Brinks – Certified Wetland Delineator
- Josh Anderson – Senior Survey Field Technician
- Martin Esperson – Engineering Technician

Recent Project Team Experience – Below is a brief list of recent projects that Bolton & Menk has been involved in recently within the City of Crosslake and in neighboring communities:

- *CSAH 3 & 66 Intersection and Pedestrian Safety Improvements, Crosslake, MN*
Federal Funding
 - The project was a cooperative effort with the City of Crosslake, Crow Wing County, and the USACE to improve the CSAH 3/66 intersection and to improve pedestrian safety along CSAH 3 and CSAH 66. The project required extensive environmental review and coordination with the USACE as a result of the significant federal and state funding.
- *Harbor Lane Road Reconstruction and Trail Improvements, Crosslake, MN*
Local Funding
 - As the City Engineer, Bolton & Menk has assisted with extensive easement acquisition to reconstruct Harbor Lane and install a new off road pedestrian trail within the road easement. The trail is part of a joint effort with Ideal Township to continue the trail westward to Silver Peaks Road in Ideal Township. The proposed improvements are currently being publicly advertised for bid and construction is anticipated during the 2025 construction season.
- *Hwy 6 / Cuyuna Lakes State Trail Bike Tunnel Improvements, Crosby, MN*
Federal and State Funding
 - The project was a cooperative effort between the City of Crosby, MnDOT, Crow Wing County, and the Mn Department of Natural Resources (MnDNR). MnDOT and the City of Crosby identified safety issues with pedestrian and bicycle traffic crossing Mn Highway 6 south of Crosby at the Cuyuna State Recreational Area. Through the partnership, a below grade tunnel was installed to allow pedestrian, bike, and motorized traffic to cross Highway 6 in safe manner. As part of the improvements, Bolton & Menk worked with MnDNR to relocate the Project Manhigh II Monument that overlooked the Portsmouth Mine in Crosby and realign the Cuyuna Lakes State Trail to the Yawkey Trailhead.
- *Fairview Township / Gull Lake Trail, Cass County, MN*
Federal and State Funding
 - Bolton & Menk assisted Fairview Township with the design and construction of 7.8 miles of the Gull Lake Trail. The trail is located within the right-of-way of Cass County State Aid Highway 77. The project was completed in three phases with a combination of State and Federal funding through the Greater Minnesota Regional Parks and Trails Commission and Regional and Local MnDNR Trail Grant Programs.

Professional Fee:

Based on our understanding of the City request and the proposed trail improvements, we have provided our estimated costs below to provide the professional services outlined previously. Our proposal does not include fee to assist with easements if required. Based on the proposed trail alignment in the HSIP application, we understand that the proposed trail will be constructed within the County's existing right-of-way. If easement assistance is required, we would submit a proposal for a fee amendment for the City to consider.

Materials testing for quality assurance/quality control (QA/QC) will be required during construction. The extent of that need will be better defined with final engineering. We propose to have the City directly engage a geotechnical firm to complete that work when better defined. We would assist the City obtain testing quotes by coordinating with potential geotechnical firms on behalf of the City. That geotechnical testing cost is not included in our proposed fees. We recommend the City reserve a budget of \$5,000 for that cost.

We propose to provide our services on an hourly basis and estimate our fee for the work elements described in this proposal as follows:

Service Provided	Fee
Preliminary Services	\$28,300
Final Engineering Services	\$33,700
Public Bidding, Award, and Contract Preparation	\$ 6,600
Construction Staking, Observation, Contract Administration	\$28,700
Total	\$97,300

Schedule:

We propose to begin immediately upon receipt of a notice to proceed with the following general schedule:

- | | |
|----------------------------------|---------------------------|
| • Preliminary Services | May - August 2025 |
| • Final Engineering Services | September – November 2025 |
| • Public Bid & Award | February/March 2026 |
| • Construction (6 weeks assumed) | Spring/Summer 2026 |

We appreciate the opportunity to assist the City of Crosslake. Please feel free to contact me at 218-821-7265 or via email at Phillip.Martin@bolton-menk.com if you have any questions regarding our proposal for professional services to the City of Crosslake.

Respectfully submitted,
Bolton & Menk, Inc.



Phillip M. Martin, P.E.
Principal Engineer

April 2, 2025

TJ Graumann
Director of Parks, Recreation, & Library
City of Crosslake
14126 Daggett Pine Road
Crosslake, MN 56442

Professional Design Services Proposal

Crosslake HSIP CSAH 3 Trail

Dear Mr. TJ Graumann,

Thank you for the opportunity to assist the City of Crosslake in the delivery of this exceptional project. This past year, Widseth helped the city apply for Highway Safety Improvement Program (HSIP) funds to construct a separated shared use path along Crow Wing County State Aid Highway (CSAH) 3 between East Shore Road and Sand Pointe Drive. The city was subsequently awarded \$414,279 for state project number SP 018-070-027 for construction in 2027. As a follow-up to our discussions March 17th, Widseth Smith Nolting & Associates, Inc. (dba Widseth) is pleased to submit the following proposal for design services. This proposal, as dated above, shall be governed by the attached General Provisions of Professional Services Agreement and amended to include the following information.

Project Understanding

Widseth understands that the city needs engineering, surveying, and environmental services for delivery of this project.

Design Schedule

Based on the Scope of Services, this agreement shall be from the date of signature in this Letter Agreement until the completion of the Construction of the Project. Widseth proposes the following tentative schedule:

Topographic, Utility, and Right of Way Survey	May 2025
Environmental Documentation and Permitting	May-February 2026
Preliminary Design	July – September 2025
Public Engagement	October 2025
Final Construction Documents	March 2026 – October 2026
Bidding	December 2026
Construction	May 2027 – July 2027

Scope of Services

Based on the Project Understanding outlined above, Widseth proposes the following Scope of Services:

- **Project Management and Agreement** - Widseth understands the importance of effectively managing projects. This effort will include the scheduling of meetings, drafting agendas and completing minutes to meetings as well as ensuring timely delivering of the various components of the project and communicating this effectively with the City. We will also keep a log of outstanding issues to be resolved and make this shareable with the City on a continuous basis. In addition, Widseth will develop a preliminary agreement to establish the fiscal and other project responsibilities between the "City of Crosslake" and "The Lake Foundation", including making recommended revisions as necessary.

- **Topographic, Utility, and Right of Way Survey** – Widseth will complete a field survey of the project corridor, including following the gopher state one call and common practice of identifying existing public and private utilities. Widseth will also research recorded surveys in this area and field locate property survey markers to aid in the determination of the existing right of way. Since the intent of the project is for the shared use path to be constructed solely within the existing right of way, parcel line locations will not be determined.
- **Environmental Documentation and Permitting** – Widseth will provide services for the environmental review of the project consistent with the NEPA process required when using federal aid funds. This includes preparing the necessary project memorandum and working with the MnDOT Cultural Resources Unit on impacts to historic properties, coordinating with the US Army Corps of Engineers, MnDNR, and other regulatory agencies. This also includes the delineation of wetlands, wetland bank withdrawal coordination if necessary or other mitigation strategies.
- **Preliminary Design** – Widseth will meet with project stakeholders to identify specific goals of the project including Crow Wing County staff. Combining the limitations of the existing right of way with the proximity of the proposed path to CSAH 3, while understanding possible impacts to the existing utilities and property access, although challenging will take significant coordination and communication with the project partners.
- **Public Engagement** – Widseth will provide services for the communication of the proposed design including alternatives to the public through a traditional open house. We will also be available to meet with property owners concerned about the design.
- **Final Construction Documents** – Widseth will provide services for the final design of the project including identifying utilities needing relocation. Final construction documents, including a MnDOT State Aid and Crow Wing County approved construction plan and a bidding proposal incorporating federal aid requirements will be completed for the project.
- **Bidding** – Widseth will provide services for the project bidding following federal aid and City of Crosslake procedures. We will also review the project bids to ensure compliance with bid specifications and make recommendations for award of the project.
- **Construction Administration** – Widseth will provide construction administration services including the preconstruction conference, payroll reviews, contract changes, contract payments including federal DCP payments, and providing general communication with project partners.
- **Construction Staking** – Widseth will provide construction staking for the project, which is anticipated to include staking right of way, easements or noted sensitive areas, blue tops for grading grade, culverts and other critical infrastructure.
- **Construction Observation** – Widseth will provide full time construction observation as required by state aid in the construction of federal aid projects. This will document the construction of the project to the required specifications.

Any service not specifically described herein to be performed, if mutually agreed to by the Owner and Widseth, will be considered an Additional Service. This will result in an increase in Widseth's professional services fee and an adjustment in the contract time.

Proposed Fees

Widseth proposes to complete the Scope of Services described above on an Hourly Rate basis per the attached Fee Schedule.

Estimated Cost

Project Management and Agreement	\$4,000
Topographic, Utility, and Right of Way Survey	\$8,000
Environmental Documentation and Permitting	\$8,000
Preliminary Design	\$18,000
Public Engagement	\$6,000
Final Construction Documents	\$20,000
Bidding	\$5,000
Total Design and Bidding Phases	\$69,000
Construction Administration	\$5,000
Construction Staking	\$3,000
Construction Observation (assumes 4 weeks)	\$30,000
Total Construction Phases	\$38,000

Your signature below and return of this document will indicate your agreement with this Letter Proposal and attachments and shall constitute an Agreement between Widseth and City of Crosslake. If this proposal meets your approval, please sign and return a copy of the executed agreement to our office and we will schedule our work accordingly.

This proposal will remain valid for 45 days after the submission date.

If you have any questions or would like to discuss any items in more detail, please call me directly at 320-335-5008 to address your concerns.

Thank you for this opportunity to propose and serve as your Engineer. Widseth is eager to contribute our expertise, and we look forward to working with you on this exciting project.

Submitted:

WIDSETH



4/2/2025

Jillian Reiner
Vice President

Approved:

Name
Title



4/2/2025

Jeff Kuhn
Vice President

DATE: _____

Attachments

- Widseth Fee Schedule
- Widseth Limit of Liability
- Key Team Member Resumes

2025 FEE SCHEDULE

CLASSIFICATION	RATE
Engineer/Architect/Surveyor/Scientist/Wetland Specialist/Geographer/Project Manager	
Level I	\$140 / Hour
Level II	\$165 / Hour
Level III	\$192 / Hour
Level IV	\$200 / Hour
Level V	\$210 / Hour
Technician	
Level I	\$100 / Hour
Level II	\$120 / Hour
Level III	\$140 / Hour
Level IV	\$155 / Hour
Level V	\$170 / Hour
Computer Systems Specialist	\$180 / Hour
Senior Funding Specialist	\$145 / Hour
Marketing Specialist	\$123 / Hour
Funding Specialist	\$120 / Hour
Administrative Assistant	\$ 85 / Hour

OTHER EXPENSES	RATE
Mileage (Federal Standard Rate) <i>subject to IRS Guidelines</i>	
Meals/Lodging	Cost
Stakes & Expendable Materials	Cost
ATV 4-Wheeler Rental	\$100 / Day
ATV Side by Side Rental	\$200 / Day
Waste Water Sampler	\$40 / Day
ISCO Flow Recorder	\$60 / Day
Photoionization Detection Meter	\$100 / Day
Explosimeter	\$50 / Day
Product Recovery Equipment	\$35 / Day
Survey-Grade GPS (Global Positioning System)	\$75 / Hour
Mapping GPS (Global Positioning System)	\$150 / Day
Lath & Hubs	\$150 / Day
Soil Drilling Rig	\$35 / Hour
Groundwater Sampling Equipment	\$125 / Day
Hydrographic Survey System	\$500 / Day
Subcontractors	Cost plus 10%

REPRODUCTION COSTS	
Black & White Copies: 8-1/2" x 11"	\$0.10 Each
Black & White Copies: 11" x 17"	\$0.50 Each
Black & White Copies: 24" x 36"	\$3 Each
Color Copies: 8-1/2" x 11"	\$2 Each
Color Copies: 11" x 17"	\$4 Each
Color Copies: 24" x 36"	\$12 Each
Color Plots: 42" x 48"	\$22 Each

These rates are effective for only the year indicated and are subject to yearly adjustments which reflect equitable changes in the various components.

General Provisions of Professional Services Agreement

These General Provisions are intended to be used in conjunction with a letter-type Agreement or a Request for Services between Widseth Smith Nolting & Assoc., Inc., a Minnesota Corporation, hereinafter referred to as WIDSETH, and a CLIENT, wherein the CLIENT engages WIDSETH to provide certain Architectural, and/or Engineering services on a Project.

As used herein, the term "this Agreement" refers to (1) the WIDSETH Proposal Letter which becomes the Letter Agreement upon its acceptance by the Client, (2) these General Provisions and (3) any attached Exhibits, as if they were part of one and the same document. With respect to the order of precedence, any attached Exhibits shall govern over these General Provisions, and the Letter Agreement shall govern over any attached Exhibits and these General Provisions. These documents supersede all prior communications and constitute the entire Agreement between the parties. Amendments to this Agreement must be in writing and signed by both CLIENT and WIDSETH.

ARTICLE 1. PERIOD OF SERVICE

The term of this Agreement for the performance of services hereunder shall be as set forth in the Letter Agreement. In this regard, any lump sum or estimated maximum payment amounts set forth in the Letter Agreement have been established in anticipation of an orderly and continuous progress of the Project in accordance with the schedule set forth in the Letter Agreement or any Exhibits attached thereto. WIDSETH shall be entitled to an equitable adjustment to its fee should there be an interruption of services, or amendment to the schedule.

ARTICLE 2. SCOPE OF SERVICES

The scope of services covered by this Agreement shall be as set forth in the Letter Agreement or a Request for Services. Such scope of services shall be adequately described in order that both the CLIENT and WIDSETH have an understanding of the expected work to be performed.

If WIDSETH is of the opinion that any work they have been directed to perform is beyond the Scope of this Agreement, or that the level of effort required significantly exceeds that estimated due to changed conditions and thereby constitutes extra work, they shall notify the CLIENT of that fact. Extra work, additional compensation for same, and extension of time for completion shall be covered by a revision to the Letter Agreement or Request for Services and entered into by both parties.

ARTICLE 3. COMPENSATION TO WIDSETH

A. Compensation to WIDSETH for services described in this Agreement shall be on a Lump Sum basis, Percentage of Construction, and/or Hourly Rate basis as designated in the Letter Agreement and as hereinafter described.

1. A Lump Sum method of payment for WIDSETH's services shall apply to all or parts of a work scope where WIDSETH's tasks can be readily defined and/or where the level of effort required to accomplish such tasks can be estimated with a reasonable degree of accuracy. The CLIENT shall make monthly payments to WIDSETH within 30 days of date of invoice based on an estimated percentage of completion of WIDSETH's services.
2. A Percentage of Construction or an Hourly Rate method of payment of WIDSETH's services shall apply to all or parts of a work scope where WIDSETH's tasks cannot be readily defined and/or where the level of effort required to accomplish such tasks cannot be estimated with any reasonable degree of accuracy. Under an Hourly Rate method of payment, WIDSETH shall be paid for the actual hours worked on the Project by WIDSETH technical personnel times an hourly billing rate established for each employee. Hourly billing rates shall include compensation for all salary costs, payroll burden, general, and administrative overhead and professional fee. In a Percentage of Construction method of payment, final compensation will be based on actual bids if the project is bid and WIDSETH's estimate to the CLIENT if the project is not bid. A rate schedule shall be furnished by WIDSETH to CLIENT upon which to base periodic payments to WIDSETH.
3. In addition to the foregoing, WIDSETH shall be reimbursed for items and services as set forth in the Letter Agreement or Fee Schedule and the following Direct Expenses when incurred in the performance of the work:
 - (a) Travel and subsistence.
 - (b) Specialized computer services or programs.
 - (c) Outside professional and technical services with cost defined as the amount billed WIDSETH.
 - (d) Identifiable reproduction and reprographic costs.
 - (e) Other expenses for items such as permit application fees, license fees, or other additional items and services whether or not specifically identified in the Letter Agreement or Fee Schedule.
4. The CLIENT shall make monthly payments to WIDSETH within 30 days of date of invoice based on computations made in accordance with the above charges for services provided and expenses incurred to date, accompanied by supporting evidence as available.

B. The CLIENT will pay the balance stated on the invoice unless CLIENT notifies WIDSETH in writing of the particular item that is alleged to be incorrect within 15 days from the date of invoice, in which case, only the disputed item will remain undue until resolved by the parties. All accounts unpaid after 30 days from the date of original invoice shall be subject to a service charge of 1 % per month, or the maximum amount authorized by law, whichever is less. WIDSETH shall be entitled to recover all reasonable costs and disbursements, including reasonable attorneys fees, incurred in connection with collecting amount owed by CLIENT. In addition, WIDSETH may, after giving seven days written notice to the CLIENT, suspend services and withhold deliverables under this Agreement until WIDSETH has been paid in full for all amounts then due for services, expenses and charges. CLIENT agrees that WIDSETH shall not be responsible for any claim for delay or other consequential damages arising from suspension of services hereunder. Upon payment in full by Client and WIDSETH's resumption of services, the time for performance of WIDSETH's services shall be equitably adjusted to account for the period of suspension and other reasonable time necessary to resume performance.

ARTICLE 4. ABANDONMENT, CHANGE OF PLAN AND TERMINATION

Either Party has the right to terminate this Agreement upon seven days written notice. In addition, the CLIENT may at any time, reduce the scope of this Agreement. Such reduction in scope shall be set forth in a written notice from the CLIENT to WIDSETH. In the event of unresolved dispute over change in scope or changed conditions, this Agreement may also be terminated upon seven days written notice as provided above.

In the event of termination, and upon payment in full for all work performed and expenses incurred to the date of termination, documents that are identified as deliverables under the Letter Agreement whether finished or unfinished shall be made available by WIDSETH to the CLIENT pursuant to Article 5, and there shall be no further payment obligation of the CLIENT to WIDSETH under this Agreement except for payment of an amount for WIDSETH's anticipated profit on the value of the services not performed by WIDSETH and computed in accordance with the provisions of Article 3 and the Letter Agreement.

In the event of a reduction in scope of the Project work, WIDSETH shall be paid for the work performed and expenses incurred on the Project work thus reduced and for any completed and abandoned work, for which payment has not been made, computed in accordance with the provisions of Article 3 and the Letter Agreement.

ARTICLE 5. DISPOSITION OF PLANS, REPORTS AND OTHER DATA

All reports, plans, specifications, field data and notes and other documents, including all documents on electronic media, prepared by WIDSETH or its consultants are Instruments of Service and shall remain the property of WIDSETH or its consultants, respectively. WIDSETH and its subconsultants retain all common law, statutory and other reserved rights, including, without limitation, copyright. WIDSETH and its subconsultants maintain the right to determine if production will be made, and allowable format for production, of any electronic media or data to CLIENT or any third-party. Upon payment in full of monies due pursuant to the Agreement, WIDSETH shall make hard copies available to the CLIENT, of all documents that are identified as deliverables under the Letter Agreement. If the documents have not been finished (including, but not limited to, completion of final quality control), then WIDSETH shall have no liability for any claims expenses or damages that may arise out of items that could have been corrected during completion/quality control. Any Instruments of Service provided are not intended or represented to be suitable for reuse by the CLIENT or others on extensions of the Project or any other project. Any modification or reuse without written verification or adaptation by WIDSETH for the specific purpose intended will be at CLIENT's sole risk and without liability or legal exposure to WIDSETH. CLIENT shall indemnify, defend and hold harmless WIDSETH from any and all suits or claims of third parties arising out of use of unfinished documents, or modification or reuse of finished documents, which is not specifically verified, adapted, or authorized in writing by WIDSETH. This indemnity shall survive the termination of this Agreement.

Should WIDSETH choose to deliver to CLIENT documents in electronic form, CLIENT acknowledges that differences may exist between any electronic files delivered and the printed hard-copy. Copies of documents that may be relied upon by CLIENT are limited to the printed hard-copies that are signed and/or sealed by WIDSETH. Files in electronic form are only for convenience of CLIENT. Any conclusion or information obtained or derived from such electronic documents will be at user's sole risk. CLIENT acknowledges that the useful life of some forms of electronic media may be limited because of deterioration of the media or obsolescence of the computer hardware and/or software systems. Therefore, WIDSETH makes no representation that such media will be fully usable beyond 30 days from date of delivery to CLIENT.

ARTICLE 6. CLIENT'S ACCEPTANCE BY PURCHASE ORDER OR OTHER MEANS

In lieu of or in addition to signing the acceptance blank on the Letter Agreement, the CLIENT may accept this Agreement by permitting WIDSETH to commence work on the project or by issuing a purchase order signed by a duly authorized representative. Such purchase order shall incorporate by reference the terms and conditions of this Agreement. In the event of a conflict between the terms and conditions of this Agreement and those contained in the CLIENT's purchase order, the terms and conditions of this Agreement shall govern. Notwithstanding any purchase order provisions to the contrary, no warranties, express or implied, are made by WIDSETH.

WIDSETH

ARCHITECTS ■ ENGINEERS
SCIENTISTS ■ SURVEYORS

ARTICLE 7. CLIENT'S RESPONSIBILITIES

A. To permit WIDSETH to perform the services required hereunder, the CLIENT shall supply, in proper time and sequence, the following at no expense to WIDSETH:

1. Provide all program, budget, or other necessary information regarding its requirements as necessary for orderly progress of the work.
2. Designate in writing, a person to act as CLIENT's representative with respect to the services to be rendered under this Agreement. Such person shall have authority to transmit instructions, receive instructions, receive information, interpret and define CLIENT's policies with respect to WIDSETH's services.
3. Furnish, as required for performance of WIDSETH's services (except to the extent provided otherwise in the Letter Agreement or any Exhibits attached hereto), data prepared by or services of others, including without limitation, core borings, probes and subsurface explorations, hydrographic and geohydrologic surveys, laboratory tests and inspections of samples, materials and equipment; appropriate professional interpretations of all of the foregoing; environmental assessment and impact statements; property, boundary easement, right-of-way, topographic and utility surveys; property descriptions; zoning, deed and other land use restriction; and other special data not covered in the Letter Agreement or any Exhibits attached hereto.
4. Provide access to, and make all provisions for WIDSETH to enter upon publicly or privately owned property as required to perform the work.
5. Act as liaison with other agencies or involved parties to carry out necessary coordination and negotiations; furnish approvals and permits from all governmental authorities having jurisdiction over the Project and such approvals and consents from others as may be necessary for completion of the Project.
6. Examine all reports, sketches, drawings, specifications and other documents prepared and presented by WIDSETH, obtain advice of an attorney, insurance counselor or others as CLIENT deems necessary for such examination and render in writing, decisions pertaining thereto within a reasonable time so as not to delay the services of WIDSETH.
7. Give prompt written notice to WIDSETH whenever CLIENT observes or otherwise becomes aware of any development that affects the scope of timing of WIDSETH's services or any defect in the work of Construction Contractor(s), Consultants or WIDSETH.
8. Initiate action, where appropriate, to identify and investigate the nature and extent of asbestos and/or pollution in the Project and to abate and/or remove the same as may be required by federal, state or local statute, ordinance, code, rule, or regulation now existing or hereinafter enacted or amended. For purposes of this Agreement, "pollution" and "pollutant" shall mean any solid, liquid, gaseous or thermal irritant or contaminant, including smoke, vapor, soot, alkalis, chemicals and hazardous or toxic waste. Hazardous or toxic waste means any substance, waste pollutant or contaminant now or hereafter included within such terms under any federal, state or local statute, ordinance, code, rule or regulation now existing or hereinafter enacted or amended. Waste further includes materials to be recycled, reconditioned or reclaimed.

If WIDSETH encounters, or reasonably suspects that it has encountered, asbestos or pollution in the Project, WIDSETH shall cease activity on the Project and promptly notify the CLIENT, who shall proceed as set forth above. Unless otherwise specifically provided in the Letter Agreement, the services to be provided by WIDSETH do not include identification of asbestos or pollution, and WIDSETH has no duty to identify or attempt to identify the same within the area of the Project.

With respect to the foregoing, CLIENT acknowledges and agrees that WIDSETH is not a user, handler, generator, operator, treater, storer, transporter or disposer of asbestos or pollution which may be encountered by WIDSETH on the Project. It is further understood and agreed that services WIDSETH will undertake for CLIENT may be uninsurable obligations involving the presence or potential presence of asbestos or pollution. Therefore, CLIENT agrees, except (1) such liability as may arise out of WIDSETH's sole negligence in the performance of services under this Agreement or (2) to the extent of insurance coverage available for the claim, to hold harmless, indemnify and defend WIDSETH and WIDSETH's officers, subcontractor(s), employees and agents from and against any and all claims, lawsuits, damages, liability and costs, including, but not limited to, costs of defense, arising out of or in any way connected with the presence, discharge, release, or escape of asbestos or pollution. This indemnification is intended to apply only to existing conditions and not to conditions caused or created by WIDSETH. This indemnification shall survive the termination of this Agreement.

9. Provide such accounting, independent cost estimating and insurance counseling services as may be required for the Project, such legal services as CLIENT may require or WIDSETH may reasonably request with regard to legal issues pertaining to the Project including any that may be raised by Contractor(s), such auditing service as CLIENT may require to ascertain how or for what purpose any Contractor has used the moneys paid under the construction contract, and such inspection services as CLIENT may require to ascertain that Contractor(s) are complying with any law, rule, regulation, ordinance, code or order applicable to their furnishing and performing the work.

10. Provide "record" drawings and specifications for all existing physical features, structures, equipment, utilities, or facilities which are pertinent to the Project, to the extent available.
11. Provide other services, materials, or data as may be set forth in the Letter Agreement or any Exhibits attached hereto.

B. WIDSETH may use any CLIENT provided information in performing its services. WIDSETH shall be entitled to rely on the accuracy and completeness of information furnished by the CLIENT. If WIDSETH finds that any information furnished by the CLIENT is in error or is inadequate for its purpose, WIDSETH shall endeavor to notify the CLIENT. However, WIDSETH shall not be held responsible for any errors or omissions that may arise as a result of erroneous or incomplete information provided by CLIENT.

ARTICLE 8. OPINIONS OF COST

Opinions of probable project cost, construction cost, financial evaluations, feasibility studies, economic analyses of alternate solutions and utilitarian considerations of operations and maintenance costs provided for in the Letter Agreement or any Exhibits attached hereto are to be made on the basis of WIDSETH's experience and qualifications and represent WIDSETH's judgment as an experienced design professional. It is recognized, however, that WIDSETH does not have control over the cost of labor, material, equipment or services furnished by others or over market conditions or contractors' methods of determining their prices, and that any evaluation of any facility to be constructed, or acquired, or work to be performed on the basis of WIDSETH's cost opinions must, of necessity, be speculative until completion of construction or acquisition. Accordingly, WIDSETH does not guarantee that proposals, bids or actual costs will not substantially vary from opinions, evaluations or studies submitted by WIDSETH to CLIENT hereunder.

ARTICLE 9. CONSTRUCTION PHASE SERVICES

CLIENT acknowledges that it is customary for the architect or engineer who is responsible for the preparation and furnishing of Drawings and Specifications and other construction-related documents to be employed to provide professional services during the Bidding and Construction Phases of the Project, (1) to interpret and clarify the documentation so furnished and to modify the same as circumstances revealed during bidding and construction may dictate, (2) in connection with acceptance of substitute or equal items of materials and equipment proposed by bidders and Contractor(s), (3) in connection with approval of shop drawings and sample submittals, and (4) as a result of and in response to WIDSETH's detecting in advance of performance of affected work inconsistencies or irregularities in such documentation. CLIENT agrees that if WIDSETH is not employed to provide such professional services during the Bidding (if the work is put out for bids) and the Construction Phases of the Project, WIDSETH will not be responsible for, and CLIENT shall indemnify and hold WIDSETH, its officers, consultant(s), subcontractor(s), employees and agents harmless from, all claims, damages, losses and expenses including attorneys' fees arising out of, or resulting from, any interpretation, clarification, substitution acceptance, shop drawing or sample approval or modification of such documentation issued or carried out by CLIENT or others. Nothing contained in this paragraph shall be construed to release WIDSETH, its officers, consultant(s), subcontractor(s), employees and agents from liability for failure to perform in accordance with professional standards any duty or responsibility which WIDSETH has undertaken or assumed under this Agreement.

ARTICLE 10. REVIEW OF SHOP DRAWINGS AND SUBMITTALS

WIDSETH may review and approve or take other appropriate action on the contractor's submittals or shop drawings for the limited purpose of checking for general conformance with information given and design concept expressed in the Contract Documents. Review and/or approval of submittals is not conducted for the purpose of determining accuracy and completeness of other details or for substantiating instructions for installation or performance of equipment or systems, all of which remain the exclusive responsibility of the contractor. WIDSETH's review and/or approval shall not constitute approval of safety precautions, or any construction means, methods, techniques, sequences or procedures. WIDSETH's approval of a specific item shall not indicate approval of an assembly of which the item is a component. WIDSETH's review and/or approval shall not relieve contractor for any deviations from the requirements of the contract documents nor from the responsibility for errors or omissions on items such as sizes, dimensions, quantities, colors, or locations. Contractor shall remain solely responsible for compliance with any manufacturer requirements and recommendations.

ARTICLE 11. REVIEW OF PAY APPLICATIONS

If included in the scope of services, any review or certification of any pay applications, or certificates of completion shall be based upon WIDSETH's observation of the Work and on the data comprising the contractor's application for payment, and shall indicate that to the best of WIDSETH's knowledge, information and belief, the quantity and quality of the Work is in general conformance with the Contract Documents. The issuance of a certificate for payment or substantial completion is not a representation that WIDSETH has made exhaustive or continuous inspections, reviewed construction means and methods, verified any back-up data provided by the contractor, or ascertained how or for what purpose the contractor has used money previously paid by CLIENT.

ARTICLE 12. REQUESTS FOR INFORMATION (RFI)

If included in the scope of services, WIDSETH will provide, with reasonable promptness, written responses to requests from any contractor for clarification, interpretation or information on the requirements of the Contract Documents. If Contractor's RFI's are, in WIDSETH's professional opinion, for information readily apparent from reasonable observation of field conditions or review of the Contract Documents, or are reasonably inferable therefrom, WIDSETH shall be entitled to compensation for Additional Services for WIDSETH's time in responding to such requests. CLIENT may wish to make the Contractor responsible to the CLIENT for all such charges for additional services as described in this article.

ARTICLE 13. CONSTRUCTION OBSERVATION

If included in the scope of services, WIDSETH will make site visits as specified in the scope of services in order to observe the progress of the Work completed. Such site visits and observations are not intended to be an exhaustive check or detailed inspection, but rather are to allow WIDSETH to become generally familiar with the Work. WIDSETH shall keep CLIENT informed about the progress of the Work and shall advise the CLIENT about observed deficiencies in the Work. WIDSETH shall not supervise, direct or have control over any Contractor's work, nor have any responsibility for the construction means, methods, techniques, sequences or procedures selected by the Contractor nor for the Contractor's safety precautions or programs in connection with the Work. These rights and responsibilities are solely those of the Contractor. WIDSETH shall not be responsible for any acts or omissions of any Contractor and shall not be responsible for any Contractor's failure to perform the Work in accordance with the Contract Documents or any applicable laws, codes, regulations, or industry standards.

If construction observation services are not included in the scope of services, CLIENT assumes all responsibility for interpretation of the Contract Documents and for construction observation, and the CLIENT waives any claims against WIDSETH that are connected with the performance of such services.

ARTICLE 14. BETTERMENT

If, due to WIDSETH's negligence, a required item or component of the Project is omitted from the construction documents, WIDSETH shall not be responsible for paying the cost required to add such item or component to the extent that such item or component would have been required and included in the original construction documents. In no event, will WIDSETH be responsible for any cost or expense that provides betterment or upgrades or enhances the value of the Project.

ARTICLE 15. CERTIFICATIONS, GUARANTEES AND WARRANTIES

WIDSETH shall not be required to sign any documents, no matter by who requested, that would result in WIDSETH having to certify, guarantee or warrant the existence of conditions whose existence WIDSETH cannot ascertain. CLIENT agrees not to make resolution of any dispute with WIDSETH or payment of any amount due to WIDSETH in any way contingent upon WIDSETH signing such certification.

ARTICLE 16. CONTINGENCY FUND

CLIENT and WIDSETH agree that certain increased costs and changes may be required because of possible omissions, ambiguities or inconsistencies in the plans and specifications prepared by WIDSETH, and therefore, that the final construction cost of the Project may exceed the bids, contract amount or estimated construction cost. CLIENT agrees to set aside a reserve in the amount of 5% of the Project construct costs as a contingency to be used, as required, to pay for any such increased costs and changes. CLIENT further agrees to make no claim by way of direct or third-party action against WIDSETH with respect to any increased costs within the contingency because of such changes or because of any claims made by any Contractor relating to such changes.

ARTICLE 17. INSURANCE

WIDSETH shall procure and maintain insurance for protection from claims against it under workers' compensation acts, claims for damages because of bodily injury including personal injury, sickness or disease or death of any and all employees or of any person other than such employees, and from claims against it for damages because of injury to or destruction of property including loss of use resulting therefrom.

Also, WIDSETH shall procure and maintain professional liability insurance for protection from claims arising out of performance of professional services caused by any negligent act, error, or omission for which WIDSETH is legally liable.

Certificates of insurance will be provided to the CLIENT upon request.

ARTICLE 18. ASSIGNMENT

Neither Party to this Agreement shall transfer, sublet or assign any rights or duties under or interest in this Agreement, including but not limited to monies that are due or monies that may be due, without the prior written consent of the other party. Subcontracting to subconsultants, normally contemplated by WIDSETH as a generally accepted business practice, shall not be considered an assignment for purposes of this Agreement.

ARTICLE 19. NO THIRD-PARTY BENEFICIARIES

Nothing contained in this Agreement shall create a contractual relationship or a cause of action by a third-party against either WIDSETH or CLIENT. WIDSETH's services pursuant to this Agreement are being performed solely for the CLIENT's benefit, and no other party or entity shall have any claim against WIDSETH because of this Agreement.

ARTICLE 20. CORPORATE PROTECTION

It is intended by the parties to this Agreement that WIDSETH's services in connection with the Project shall not subject WIDSETH's individual employees, officers or directors to any personal legal exposure for the risks associated with this Project. Therefore, and notwithstanding anything to the contrary, CLIENT agrees that as the CLIENT's sole and exclusive remedy, any claim, demand or suit shall be directed and/or asserted only against WIDSETH, a Minnesota corporation, and not against any of WIDSETH's individual employees, officers or directors.

ARTICLE 21. CONTROLLING LAW

This Agreement is to be governed by the laws of the State of Minnesota.

ARTICLE 22. ASSIGNMENT OF RISK

In recognition of the relative risks and benefits of the project to both the CLIENT and WIDSETH, the risks have been allocated such that the CLIENT agrees, to the fullest extent permitted by law, to limit the liability of WIDSETH, employees of WIDSETH and sub-consultants, to the CLIENT and to all construction contractors, subcontractors, agents and assigns on the project for any and all claims, losses, costs, damages of any nature whatsoever or claims expenses from any cause or causes, so that total aggregate liability of WIDSETH, employees of WIDSETH and sub-consultants, to all those named shall not exceed WIDSETH's total fee received for services rendered on this project. Such claims and causes include, but are not limited to negligence, professional errors or omissions, strict liability, breach of contract or warranty.

ARTICLE 23. NON-DISCRIMINATION

WIDSETH will comply with the provisions of applicable federal, state and local statutes, ordinances and regulations pertaining to human rights and non-discrimination.

ARTICLE 24. SEVERABILITY

Any provision or portion thereof in this Agreement which is held to be void or unenforceable under any law shall be deemed stricken and all remaining provisions shall continue to be valid and binding between CLIENT and WIDSETH. All limits of liability and indemnities contained in the Agreement shall survive the completion or termination of the Agreement.

ARTICLE 25. PRE-LIEN NOTICE

PURSUANT TO THE AGREEMENT WIDSETH WILL BE PERFORMING SERVICES IN CONNECTION WITH IMPROVEMENTS OF REAL PROPERTY AND MAY CONTRACT WITH SUBCONSULTANTS OR SUBCONTRACTORS AS APPROPRIATE TO FURNISH LABOR, SKILL AND/OR MATERIALS IN THE PERFORMANCE OF THE WORK. ACCORDINGLY, CLIENT IS ENTITLED UNDER MINNESOTA LAW TO THE FOLLOWING NOTICE:

- (a) ANY PERSON OR COMPANY SUPPLYING LABOR OR MATERIALS FOR THIS IMPROVEMENT TO YOUR PROPERTY MAY FILE A LIEN AGAINST YOUR PROPERTY IF THAT PERSON OR COMPANY IS NOT PAID FOR ITS CONTRIBUTIONS.**
- (b) UNDER MINNESOTA LAW, YOU HAVE THE RIGHT TO PAY PERSONS WHO SUPPLIED LABOR OR MATERIALS FOR THIS IMPROVEMENT DIRECTLY AND DEDUCT THIS AMOUNT FROM OUR CONTRACT PRICE, OR WITHHOLD THE AMOUNTS DUE FROM US UNTIL 120 DAYS AFTER COMPLETION OF THE IMPROVEMENT UNLESS WE GIVE YOU A LIEN WAIVER SIGNED BY PERSONS WHO SUPPLIED ANY LABOR OR MATERIALS FOR THE IMPROVEMENT AND WHO GAVE YOU TIMELY NOTICE.**



TRACEY VON BARGEN PE, RSP2I

Project Manager | Civil Engineer

Tracey offers more than 29 years of experience in the transportation industry, 21 of those with county highway departments including Goodhue, Houston, and Grant counties. As Houston County Engineer, he was exposed to the importance of highway safety as a public health initiative and the then-newly formed effort Toward Zero Deaths (TZD). This began his passion to improve highway safety. As Grant County Engineer, he revised many aspects of operations and design with safety at the forefront and served on numerous traffic safety research projects, task forces, and committees, adding to his understanding of and commitment to this effort. His continuous involvement created professional relationships with those in the traffic safety field and led to finding ways to fund and implement traffic safety projects.

License/Certification

Professional Engineer:
MN (26109)
Road Safety
Professional® (Level 2
Infrastructure)

Education

Bachelor of Science,
Engineering |
Northwestern
University

RELEVANT EXPERIENCE

- Red Cliff Tribal Safety Action Plan—
Bayfield, WI
- Elk Lake Trail—Grant County, MN
- Trail Master Plan—Grant County, MN*
- Trail from Elbow Lake to Elbow Lake
WPA—Grant County, MN*
- Flower Valley Road Trail—Goodhue
County, MN
- Trail Planning as the Former Houston
County Engineer*

*Completed prior to joining Widseth



JILLIAN REINER PLA, ASLA, RSP1

Landscape Architect | Principal in Charge | Vice President

Jillian brings a diverse background to the team having worked on various landscape projects with clients in the public and private sectors. Each project is unique and includes working through a combination of design phases from conceptual to construction. Much of her work has focused on park and recreation planning and design, but in addition, she has worked on community master planning, cost estimating, trail planning and design, GIS mapping and analysis, streetscape urban planning, and residential and commercial sites. Jillian's degrees allow her to bring a unique perspective and approach to each design process. She lends enthusiasm and brings attention to both the design and construction details on all projects.

License/Certification

Licensed Professional
Landscape Architect:
MN (55038)

Road Safety

Professional® (Level 1)

Education

Master of Landscape
Architecture |
University of Minnesota

Bachelor of Fine Arts,
Drawing | University of
Wisconsin-Eau Claire

RELEVANT EXPERIENCE

- City of Vergas Trail Plan—Vergas, MN
- Garvin Park—Lyon County, MN
- Wannigan Regional Park—Frazee, MN
- Bemidji Park and Trail Masterplan—
Bemidji, MN*
- Perham Park and Trail Masterplan—
Perham, MN*
- Osakis Park and Trail Masterplan—
Osakis, MN*
- Twin Lakes Park Phase II—
Lyon County, MN

*Completed prior to joining Widseth



JEREMY SCHWARZE PE

Project Engineer

Jeremy is a part of Widseth's Civil Department and has 12 years of professional experience. His expertise includes project management, scheduling, cost estimating, permitting assistance, engineering reports, studies, civil design, and specifications. He has worked with municipal and county agencies, as well as non-profit organizations, on a variety of trail projects.

License/Certification

Professional Engineer:
MN (55498)

Design of Construction
SWPPP

Education

Bachelor of Science,
Civil Engineering |
University of
Minnesota Duluth

RELEVANT EXPERIENCE

- St. Louis and Lake Counties Regional Railroad Authority Multimodal Trail—Hoyt Lakes MN
- Quad Cities ATV Club North Spur Trail—Virginia MN
- Parkville Interconnect Shared-Use Trail—Mountain Iron, MN*
- Mesabi Trail (RRA) Eagles Nest Town Hall to Camp Lake Road Segment—Eagles Nest Township, MN*
- Mesabi Trail (RRA) Sauna Road to Benson Road Segment—Embarrass and Kugler Townships, MN*
- Fayal Pond Pedestrian Trail Reconstruction—Eveleth, MN*
- Voyageur Country ATV Vermilion River Bridge Trail—Crane Lake, MN*
- Voyageur Country ATV Elevated Boardwalk Trail—Crane Lake, MN*

*Completed prior to joining Widseth



MIKE PEDERSON CMWP

Environmental Scientist | Director of Environmental Services

Mike has more than 17 years of environmental experience including wetland delineations, environmental surveys, and environmental compliance monitoring. He has been a lead wetland delineator on hundreds of projects in 10 states across the US including preparing subsequent wetland delineation reports and obtaining wetland permits. His primary roles include authoring and reviewing technical reports such as Environmental Narratives, Environmental Assessment Worksheets, and Phase I and Phase II Environmental Site Assessments. He has extensive experience conducting wetland bank monitoring, noise monitoring and analysis, soil and water sampling, soil remediation, threatened and endangered species surveys, migratory bird nesting surveys, Spill Prevention Control and Countermeasures plans reports, eagle surveys, stormwater pollution prevention plans, aerial raptor surveys, habitat surveys, and tree inventories.

License/Certification

Certified Minnesota
Wetland Professional
(1265)
40-Hour OSHA
HAZWOPER Training
Design of Construction
SWPPP

Education

Bachelor of Science,
Natural Resource
Management | North
Dakota State University

Professional Assoc.

MN Wetland
Professionals Assoc.,
2014–present

RELEVANT EXPERIENCE

- CSAH 18, Wetland Delineation and Wetland Replacement Plan Permitting—Lac qui Parle County, MN
- Cass County Bridges, Wetland Delineation and Wetland Replacement Plan Permitting—Cass County, MN
- Wadena County Bridge No. 80508, Wetland Delineation and Permitting—Wadena County, MN
- Redwood County Bridges, Wetland Delineation and Wetland Replacement Plan Permitting—Redwood County, MN
- City of Alexandria, 33rd to 44th Avenue Sidewalk Project- Wetland Delineation and Wetland Replacement Plan Permitting—Alexandria, MN

F.3.d.

REQUEST FOR COUNCIL ACTION

April 14, 2025

Department: Parks & Recreation
Department Head: TJ Graumann

Agenda Section: Commission Reports

Agenda Item: Monitoring High-traffic ROW's

BACKGROUND

Last year, the Minnesota Department of Natural Resources confirmed the presence of the invasive algae *Starry Stonewort* in Rush Lake—directly adjacent to one of our rights-of-way terminating at the water. In an effort to gain more insight into how our rights-of-way are being used and how frequently, the water quality group suggested that the City purchase two trail cameras to monitor the high-traffic access points.

FINANCIAL IMPLICATIONS

Cameras	\$220
Security Boxes	\$60
Solar Panels	\$220

	\$500

STAFF RECOMMENDATIONS

The Parks and Recreation/Library Commission recommends purchasing two trail cameras to monitor high-traffic rights-of-way that terminate at the water.

COUNCIL ACTION REQUESTED

Motion to purchase two trail cameras to monitor high-traffic rights-of-way that terminate at the water.

ATTACHMENT

N/A

F.4.a.

ORDINANCE NO. ____
AN ORDINANCE AMENDING CHAPTER 42, ARTICLE VI
NAMING AN UNNAMED ROAD AS ARLAS POND TRL
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. ____, approved by the City Council of the City of Crosslake on the 10th of March, 2025.

The purpose of this Ordinance is to name an unnamed road as Arlas Pond Trl 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 March, 2025 by a __/5ths vote.

Jackson Purfeerst
Mayor

ATTEST:

Lori A. Conway
City Administrator

ORDINANCE NO. ____
AN ORDINANCE AMENDING CHAPTER 42, ARTICLE VI ROAD NAMES
NAMING AN UNNAMED ROAD AS ARLAS POND TRL
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 **Arlas Pond Trl** in Section 18, 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 **Arlas Pond Trl** in the Master Road Name Index.
- (e) The City Designates **Arlas Pond Trl** as a private road and the City of Crosslake shall not accept **Arlas Pond Trl** as a public road for maintenance purposes until such time that the road is built to City standards.

Passed by the City Council this ____ day of _____, 2025 by a __/5ths vote.

Jackson Purfeerst
Mayor

ATTEST:

Lori A. Conway
City Administrator

Attachment: Master Road Name Index

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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
ARLAS POND TRL	18	SE	NORTH OFF OF COUNTY RD 16	UNNAMED	
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
BAILLE 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	
BIRCHBRIDGE 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/BLUE ACRES GRN
BLUE ACRES LANE	30		OFF OF ARROWHEAD LANE	UNNAMED	PRIVATE RD/BLUE ACRES GRN
BLUE ACRES TRAIL	30		OFF OF ARROWHEAD LANE	UNNAMED	PRIVATE RD/BLUE 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		
BROOK STREET	16	NW	N/S AT END OF DAGGETT BAY ROAD		

MASTER ROAD NAME INDEX

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			
EDGEWATER LANE	16	NW	WEST OFF 66 BEHIND CHANNEL LIQUOR	OLD CO HWY 8		
EGRET ROAD	9		N OFF DAGGETT PINE ROAD	OLD COOLEY HWY		
EVA LANE	17	NE	NORTH OFF OF COUNTY ROAD 16	UNNAMED		D & M ADDITION
						DRIVEWAY SERVING 3 RESIDENCES

MASTER ROAD NAME INDEX

FIRST STREET	8	NW	WEST OFF 16 ACROSS FROM MOONLITE		
FISH ROAD	2	NW	BASS LAKE RESERVE- EAST OFF #3		PRIVATE ROAD
FISHERMAN'S 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
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		

MASTER ROAD NAME INDEX

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 TWSHIP)	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	NORTH 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			
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	

MASTER ROAD NAME INDEX

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 SCHAFER 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			
SCHAFER 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 SCHAFER 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		
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

MASTER ROAD NAME INDEX

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. b.

Land Use Map Amendment Application
Planning and Zoning Department
13888 Daggett Bay Rd, Crosslake, MN 56442
218.692.2689 (Phone) 218.692.2687 (Fax) www.cityofcrosslake.org

Receipt Number: 244350

Permit Number: 250011 L

Property Owner(s): Matthew J Gallaway

Mailing Address: 13148 Fawn Lake Road

Site Address: NA Fawn Lake Road Parcel ID 12032210000009

Phone Number: 218-838-0795

E-Mail Address: insulation@crosslake.net

Parcel Number(s): 14320764

Legal Description: NorthEast Quarter of the Northwest Quarter

Sec 32 Twp 137 Rge 26 ☐ 27 ☒ 28 ☐

Land Involved: Width: 1311.07 Length: 1320.76 Acres: 29.87

Lake/River Name: NA

Do you own land adjacent to this parcel(s)? ☐ Yes ☒ No

If yes, list Parcel Number(s) _____

Authorized Agent: _____

Agent Address: _____

Agent Phone Number: _____

Signature of Property Owner(s) Matthew J Gallaway

Date 2/3/2025

Signature of Authorized Agent(s) _____

Date _____

- All applications must be accompanied by a site plan
- Fee \$750 Payable to "City of Crosslake" \$6.00 copies = \$756.00
- 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 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 PS Date 2-14-25 Land Use District RR5 River River Lake Class GD

Land Use Map Amendment

____ Current Land Use District

X Proposed Land Use District

Access

X Public Road

____ Easement

Easement recorded: ____ Yes ____ No

Septic

Compliance na

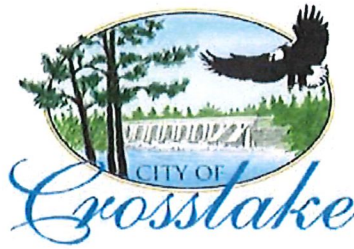
SSTS Design na

Installation na

Conditions:

1. Native American burial ground locations to be designated on the preliminary and final plat per the official Native American government department's input, with official written documents to substantiate the location(s).
2. Any Crow Wing County requests at the present or in the future to be solely the developer's financial responsibility.
3. Any signage or other development requests to be the developer's sole responsibility.

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



13888 Daggett Bay Rd
Crosslake, Minnesota 56442
www.cityofcrosslake.org

CITY OF CROSSLAKE

PLANNING COMMISSION/BOARD OF ADJUSTMENT

March 28, 2025

9:00 A.M.

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

PUBLIC HEARING NOTICE

Applicant: Matthew J Gallaway

Authorized Agent: NA

Site Location: TBD County Road 103, Crosslake, MN 56442

Request:

To amend the Official Land Use Map on parcel #14320764 from Rural Residential 5 (RR5) to Rural Residential 2 (RR2) involving approximately 29.85 acres.

Location: See map on back.

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 & 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).



STAFF REPORT

Property Owner/Applicant: Matthew J Gallaway

Parcel Number(s): 14320764

Application Submitted: February 14, 2025

Action Deadline: April 15, 2025

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

Applicant Extension Received / Request: NA / NA

City Council Date: NA

Authorized Agent: N/A

Request:

To amend the Official Land Use Map on parcel #14320764 from Rural Residential 5 (RR5) to Rural Residential 2 (RR2) involving approximately 29.85 acres.

Current Zoning: Rural Residential 5 (RR5)

Adjacent Land Use/Zoning:

North – Rural Residential 5 (RR5)

South – Rural Residential 5 (RR5)

East – Rural Residential 5 (RR5)

West – Rural Residential 5 (RR5)

Parcel History:

- September 2021 – Metes and Bounds Subdivision

City Community Plan:

Continue to guide residential growth in an orderly and compact manner so that new developments can be effectively served by public improvements and that the character and quality of the City's existing neighborhoods can be maintained and enhanced. Encourage well-designed residential subdivisions at urban densities in the planned growth areas of the City. Locate higher density residential developments in areas adjacent to moderate density developments and outside of the shoreland district.

Comprehensive Plans:

Promote the development and implementation of a Crosslake Community Plan that effectively and efficiently plans for land use, community facilities, transportation, housing, economic development and environmental protection for Crosslake and the immediately surrounding area. (pg. 39)

Agencies Notified and Responses Received:

County Highway Dept: No comment received before packet cutoff date

DNR: No comment received before packet cutoff date

City Engineer: N/A

City Attorney: N/A

Lake Association: No comment received before packet cutoff date

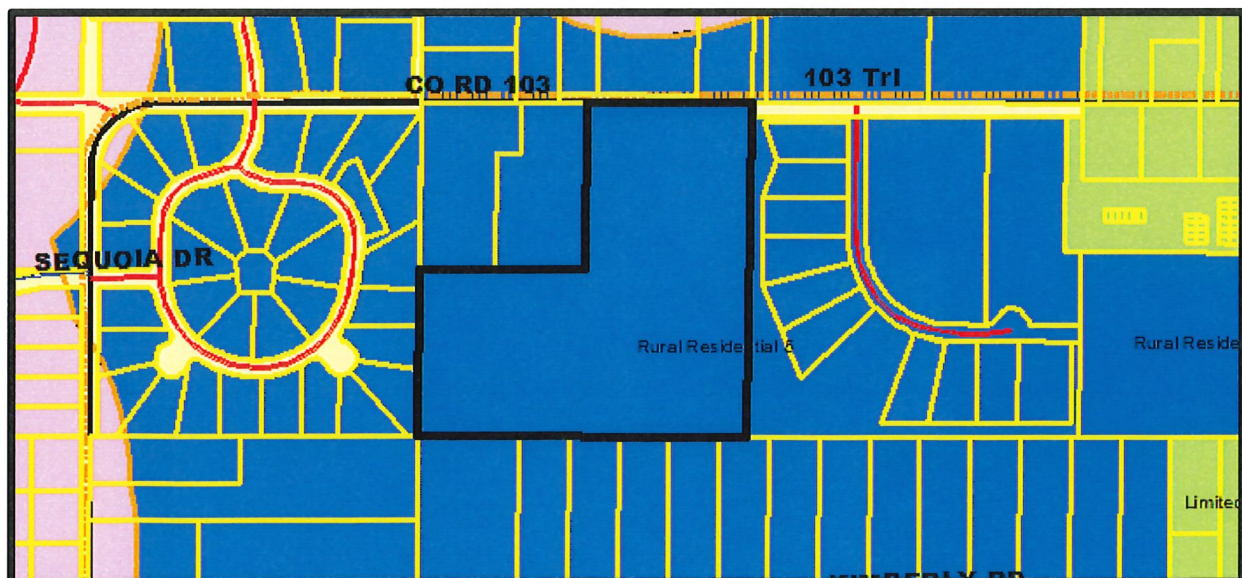
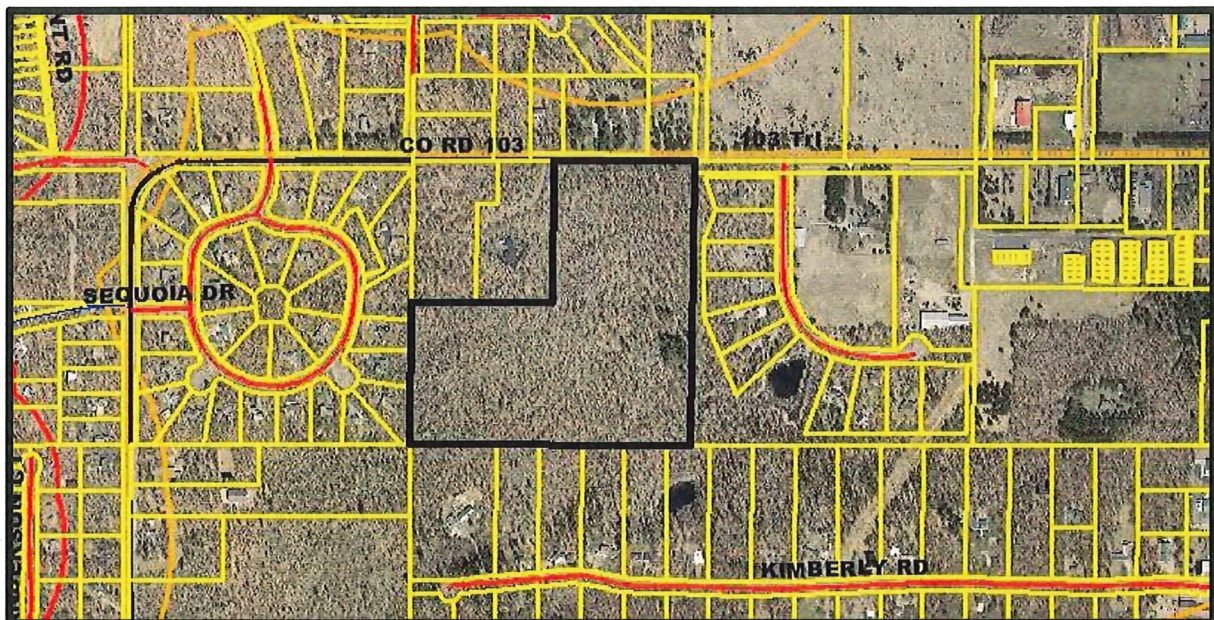
Crosslake Public Works: No comment received before packet cutoff date

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

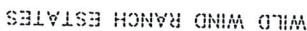
Concerned Parties: Comment(s) received

POSSIBLE MOTION:

To make a recommendation to the Crosslake City Council to approve the amendment of the Official Land Use Map from Rural Residential 5 (RR5) to Rural Residential 2 (RR2) involving approximately 29.85 acres



NORTHEAST QUARTER OF THE NORTHWEST QUARTER,
SECTION 32, TOWNSHIP 137 NORTH, RANGE 27 WEST,
CROW WING COUNTY, MINNESOTA



1000

The Northeast Quarter of the Northwest Quarter (NE1/4NW1/4) of Section Thirty-two (32), Township One Hundred Thirty-seven (137), Range Twenty-seven (27), Crow Wing County, Minnesota.

TRACT A
The section 200.00 feet of the west 400.00 feet of the Northwest Quarter of Section 32, Township 137 North, Range 27 West, Crow Wing County, Minnesota,
AND
The south 440.00 feet of the west 300.00 feet of said Northeast Quarter of the Northwest Quarter.
Subject to easements, restrictions and reservations of record.

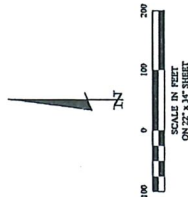
TRACT C
The north 200.00 feet of the east 240.00 feet of the west 660.00 feet of the Northeast Quarter of the Northeast Quarter of Section 32, Township 137 North, Range 27 West, Crow Wing County, Minnesota.

AND
The south 460.00 feet of the east 340.00 feet of the west 660.00 feet of said Northeast Quarter of the Northeast Quarter.

TRACT C
The Northeast Quarter of the Northwest Quarter of Section 32, Township 137 North, Range 27 West, Crow Wing County, Minnesota,
EXCEPT
The north 660.00 feet of the west 660.00 feet thereof.

1. Parent ID of subject parent: 14930065.
2. The ending for subject parent is "T03-5".
3. The ending for address of subject parent is "14937 County Road 103, Crestlake NN."
4. There are no bluffs within surveyed property.
5. There are no wetlands on Tracts A and B per Ben Melrose, Minister Environmental, LLC.
6. Not Certified Wetland Delineator #1031. Tract C was not assessed.
7. Inconclusive results: Tract A and C are wetland. Tract B = 7.6%.

LEGEND	
	DEMOTES EDGE OF EXISTING RETAINMENT
	DEMOTES EDGE OF EXISTING CONCRETE
	DEMOTES EXISTING PIER PIEDRESTAL & PIERNO BOX
	DEMOTES EXISTING WELL
	DEMOTES EXISTING SEPTIC VENT, SEPTIC CLEANOUT, & SEPTIC TANK, LID
	DEMOTES MONUMENT FOUND
	DEMOTES IRON MONUMENT NOT RECORDED BY LICENSE NO. 11902



From: [Paul Satterlund](#)
To: [Cheryl Stuckmayer](#)
Subject: Fw: Wild Wind Ranch Dr walking trail
Date: Tuesday, March 4, 2025 8:26:22 AM

From: Darren Erickson <deals440@gmail.com>
Sent: Monday, March 3, 2025 5:47 PM
To: Paul Satterlund <psatterlund@cityofcrosslake.org>
Subject: Wild Wind Ranch Dr walking trail



IRONSCALES couldn't recognize this email as this is the first time you received an email from this sender deals440@gmail.com

Paul, Concerning new development west side of Wild Wind Ranch Dr estates, parcel #14320579 please make sure there is no clearing of walking trail due to possible new development being proposed by Matt Galloway ! Do not want any brush, trees, mowing, anything done to trail, due to new development! We in the association appreciate your attention to this matter! Thank you Darren Erickson 33921 Wild Wind Ranch Dr Crosslake Mn 218 779 7031

From: [Dave Schrupp](#)
To: [Cheryl Stuckmayer](#)
Subject: Re: Galloway
Date: Monday, March 10, 2025 10:43:35 AM

Cheryl, I believe the drawing lacks the delineation of the Indian burial mounds in the NE section of the Galloway property. This would be close to the ROW of CR103 and I assume a SETBACK must be shown for building. These mounts are shown on drawings for the Wild Wind Development. I do not know of any other mounds that may be on the property.

Please pass my comments to the Planning Commission.

Thanks, Dave Schrupp
33873 Wild Wind Ranch Drive

----- Original Message -----

From "Cheryl Stuckmayer" <cstuckmayer@cityofcrosslake.org>
To "dschrupp@crosslake.net" <dschrupp@crosslake.net>
Date 3/7/2025 3:02:20 PM
Subject Galloway

Here is the letter that was sent out.

Respectfully,

Cheryl
Planner – Zoning Coordinator
Crosslake Planning and Zoning Department
13888 Daggett Bay Rd
Crosslake, MN 56442

Office: (218) 692-2689
Fax: (218) 692-2687
Email: crosslakepz@cityofcrosslake.org
Website: www.cityofcrosslake.org

Excellent customer service is our top priority. Please let me know if I was helpful

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From: [Scott Pearson](#)
To: [Cross Lake PZ](#)
Subject: Re: Property zoning request documents for parcel #14320764, county Rd 103
Date: Tuesday, March 11, 2025 4:51:36 PM

Cheryl,

Some of the links you sent are helpful with overall city planning. Since I will be out of town in April I would like to request a time within the next 10 days to view the detailed property revision request for the Galloway proposal adjacent to my property to go from RR5 to RR2. I will look for your reply.

Please share this message with all land city staff for consideration. I want to share with all city land decision makers our considerations for any future land planning for adjacent property to 13187 county road 103. We bought our retirement property in 2022 because it offered privacy with an up north forest feel and nearby access to the lakes that we desired for our family. The existing Galloway RR5 plot maps east of our property at the time of our purchase checked all our boxes. Our concern is that by approving RR2 lot sizes it will create double the noise and traffic which would greatly change our existing living experience. I did speak to Matt Galloway regarding his desire to change his property from RR5 to RR2 and he assured me he was not planning to develop this property for several years. I did also offer to buy additional buffer land from Matt to ensure our privacy remains as close as possible to intended use when purchasing our retirement home. Thank you for your consideration.

On Mon, Mar 10, 2025 at 1:52 PM Cross Lake PZ <crosslakepz@cityofcrosslake.org> wrote:

See the link below for the comprehensive plan.

https://www.cityofcrosslake.org/sites/default/files/fileattachments/planning_and_zoning_department/page/2291/crosslake_comprehensive_plan_update_2018.pdf

https://www.cityofcrosslake.org/sites/default/files/fileattachments/planning_and_zoning_department/page/2291/city_of_crosslake_maps.pdf

https://www.cityofcrosslake.org/sites/default/files/fileattachments/planning_and_zoning_department/page/2291/city_of_crosslake_maps.pdf

https://www.cityofcrosslake.org/sites/default/files/fileattachments/planning_and_zoning_department/page/2291/cl_land_use_districts_1-5-2017.pdf

I hope this helps.

Respectfully,

Cheryl

Planner – Zoning Coordinator
Crosslake Planning and Zoning Department

13888 Daggett Bay Rd

Crosslake, MN 56442

Office: (218) 692-2689

Fax: (218) 692-2687

Email: crosslakepz@cityofcrosslake.org

Website: www.cityofcrosslake.org

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From: Scott Pearson <sapme1time@gmail.com>

Sent: Monday, March 10, 2025 11:34 AM

To: Cross Lake PZ <crosslakepz@cityofcrosslake.org>

Subject: Re: Property zoning request documents for parcel #14320764, county Rd 103

From: [Matt Kallroos](#)
To: [Cheryl Stuckmayer](#); [Paul Satterlund](#)
Subject: RE: PC/BOA 3-28-2025 Information Packets
Date: Tuesday, March 25, 2025 11:00:42 AM

Cheryl and Paul,

Please find the Crow Wing County Highway Departments comments below regarding the LUMA request on parcel #14320764 from Rural Residential 5 (RR5) to Rural Residential 2 (RR2):

Pending the LUMA approval or denial, the County Highway Department will wait to see a site plan/preliminary plat to comment on any potential requirements such as auxiliary lanes that may be needed to handle future traffic generation. Lastly, an access permit will be required to gain access to County Road 103.

Matt Kallroos
Transportation Planner

Office: (218)824-1110
Direct: (218)822-2694
www.crowwing.us

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

We value your opinion, please let us know how we are doing by taking our [Customer Service Survey](#).



Our Vision: Being Minnesota's favorite place.
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 Stuckmayer <cstuckmayer@cityofcrosslake.org>
Sent: Friday, February 14, 2025 12:46 PM
To: Paul Satterlund <psatterlund@cityofcrosslake.org>
Subject: PC/BOA 3-28-2025 Information Packets

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

Good afternoon,

Lori Conway

From: steffeness@aol.com
Sent: Thursday, March 27, 2025 3:49 PM
To: Lori Conway
Subject: Opposition to 29 acre parcel division



IRONSCALES couldn't recognize this email as this is the first time you received an email from this sender steffeness@aol.com

Hello,

To Planning & Zoning Commission:

Erich Steffen
13236 Co Rd 103
Crosslake, MN 56442

I am voicing my opposition to sub-dividing the 29 acre parcel from 5 acre lots to 2 acre lots.

Financial motives on the land owner's behalf should not qualify as reason enough to persuade either

P & Z or the City Council.

Neither should a higher tax base for the City of Crosslake be reason to change the existing 5 acre lot minimum.

Thanks for your time

Owner of property

From: [DOUGLAS J VIERZBA](#)
To: [Cross Lake PZ](#)
Subject: March 28th PC Meeting--Rezoning of property south of CR 103--Matt Gallaway
Date: Thursday, March 27, 2025 12:41:03 PM



IRONSCALES couldn't recognize this email as this is the first time you received an email from this sender MARSHAVIERZBA1@msn.com

The proposal is to rezone nearly 30 acres of RR 5 property to RR 2 for the purpose of creating 14 new lots in the City. We own the property north of CR 103, near the NE corner of the subject site. We bought our retirement home in 2012 and knew that the vacant property south of CR 103 was zoned RR 5. A 5-ac piece was subdivided, and a new home was built by the owner of the land(Gallaway). Not unexpected by us and it conformed to the Zoning.—No problem. Now the proposal will allow for 14 more new homes that we never thought would happen. We understand that the developments to the west and to the east consist of smaller lots and it seems that this rezoning would not be abnormal to be approved by the City—just not what we expected when we bought our retirement home. Bottom line--the only way to control the land use, is to own it—and we don't.

Doug and Marsha Vierzba
13306 CR 103
Crosslake, MN 56442



F.4.C.

Land Use Map Amendment Application
Planning and Zoning Department
13888 Daggett Bay Rd, Crosslake, MN 56442
218.692.2689 (Phone) 218.692.2687 (Fax) www.cityofcrosslake.org

Receipt Number: 244340

Permit Number: 250002d

Property Owner(s): JIM BURT (James)

Mailing Address: 1491 Edgcombe Rd. St Paul, MN 55116

Site Address: Wilderness Pkwy

Phone Number: 612 860 8690

E-Mail Address: Jim@reclaimcenter.com

Parcel Number(s): 14030540

Legal Description: Attached

Sec 3 Twp 137 Rge 26 ☐ 27 ☒ 28 ☐

Land Involved: Width: _____ Length: _____ Acres: 3.5

Lake/River Name: na

Do you own land adjacent to this parcel(s)? ____ Yes ☒ No

If yes, list Parcel Number(s) N/A

Authorized Agent: David Nevin

Agent Address: 38720 South Landing

Agent Phone Number: 218 820 3568

Signature of Property Owner(s) [Signature]

Date 12-31-24

Signature of Authorized Agent(s) [Signature]

Date 1-9-25

- All applications must be accompanied by a site plan
- Fee \$750 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 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 CS (PS) Date 1-13-25 Land Use District R-5 Lake Class na

Land Use Map Amendment

R-5 Current Land Use District

R-2 Proposed Land Use District

Access

____ Public Road

X Easement

Easement recorded: ____ Yes X No

Septic

Compliance N/A

SSTS Design _____

Installation _____

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



13888 Daggett Bay Rd
Crosslake, Minnesota 56442
www.cityofcrosslake.org

CITY OF CROSSLAKE

PLANNING COMMISSION/BOARD OF ADJUSTMENT

February 28, 2025

9:00 A.M.

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

PUBLIC HEARING NOTICE

Applicant: James Burt

Authorized Agent: David Nevin

Site Location: off of Wilderness Parkway, Crosslake, MN 56442, 14030540

Request:

- To amend the Official Land Use Map on parcel 14030540 from Rural Residential 5 (RR5) to Rural Residential (RR2) involving approximately 33.6 acres.

Location: See the certificate of survey on the back.

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 & 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).



STAFF REPORT

Property Owner/Applicant: James Burt

Parcel Number(s): 140305840

Application Submitted: January 13, 2025

Action Deadline: March 14, 2025

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

Applicant Extension Received / Request: NA / NA

City Council Date: To Be Determined

Authorized Agent: David Nevin

Request:

- To amend the Official Land Use Map on parcel 14030540 from Rural Residential 5 (RR5) to Rural Residential (RR2) involving approximately 33.6 acres.

Current Zoning: Rural Residential 5 (RR5)

Adjacent Land Use/Zoning:

North – Rural Residential 5 (RR5)

South – Shoreland District

East – Shoreland District & Rural Residential (RR5)

West – Public

Parcel History:

- December 2020 – Lot Line Adjustment
- October 2021 – Lot Line Adjustment
- 2024 – Lot Line Adjustment

City Community Plan:

Continue to guide residential growth in an orderly and compact manner so that new developments can be effectively served by public improvements and that the character and quality of the City's existing neighborhoods can be maintained and enhanced. Encourage well-designed residential subdivisions at urban densities in the planned growth areas of the City. Locate higher density residential developments in areas adjacent to moderate density developments and outside of the shoreland district.

Comprehensive Plans:

Promote the development and implementation of a Crosslake Community Plan that effectively and efficiently plans for land use, community facilities, transportation, housing, economic development and environmental protection for Crosslake and the immediately surrounding area. (pg. 39)

Agencies Notified and Responses Received:

County Highway Dept: N/A

DNR: No comment received before packet cutoff date

City Engineer: N/A

Lake Association: No comment received before packet cutoff date

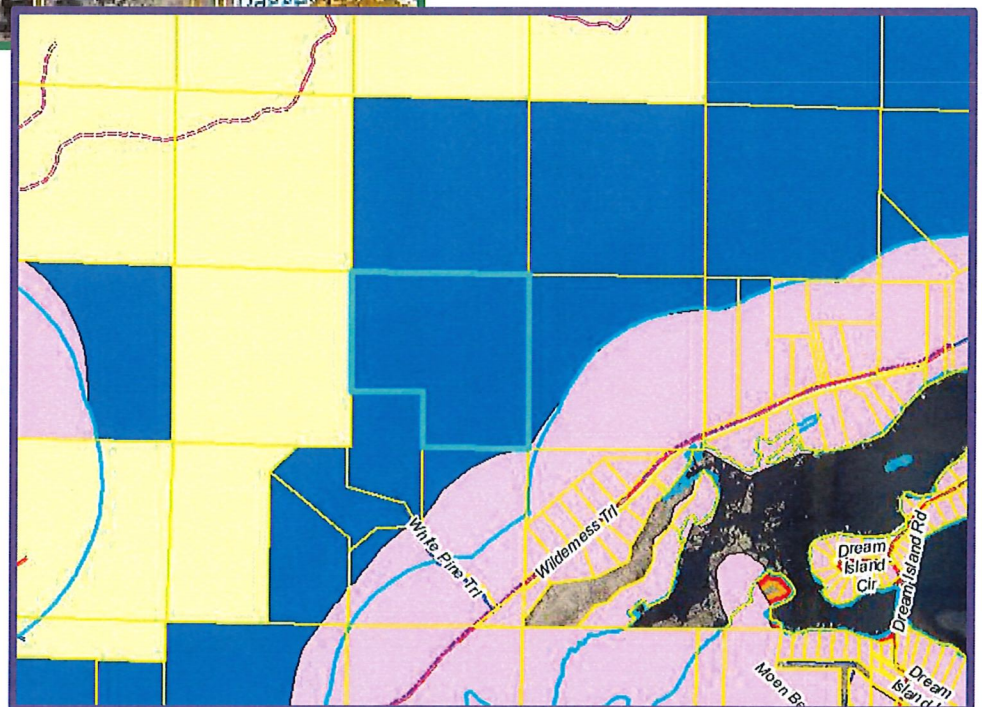
Crosslake Public Works: No comment received before packet cutoff date

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

Concerned Parties: Comment(s) received

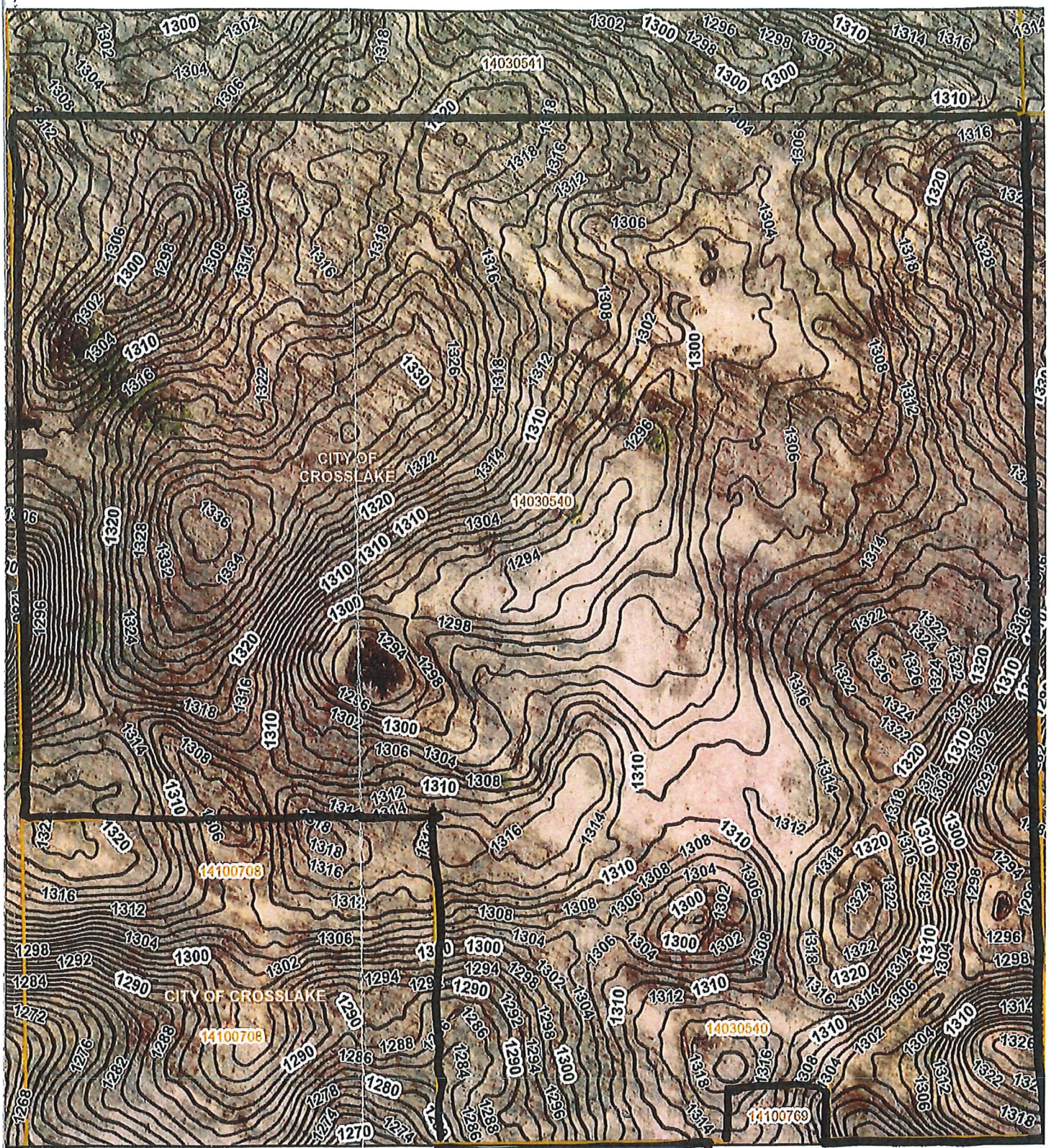
POSSIBLE MOTION:

To make a recommendation to the Crosslake City Council to approve the amendment of the Official Land Use Map from Rural Residential 5 (RR5) to Rural Residential 2 (RR2) involving approximately 33.6 acres



PART OF THE NORTHWEST QUARTER OF THE NORTHWEST QUARTER, SECTION 10 AND
PART OF THE SOUTHWEST QUARTER OF THE SOUTHWEST QUARTER, SECTION 3,
ALL IN TOWNSHIP 137 NORTH, RANGE 27 WEST, CROW WING COUNTY, MINNESOTA





11 x 17

Date: 1/7/2025 Time: 9:54 AM

Cross Lake PZ

From: Derick White <derickw@northhike.com>
Sent: Tuesday, February 4, 2025 11:15 AM
To: Cross Lake PZ
Cc: Cara White
Subject: Response to Public Hearing Notice 2/28/25

Dear Crosslake Planning and Zoning,

My name is Derick White and my family and I live at 37990 White Pine Trail in Crosslake adjacent to the Rolling Woods development and the proposed rezoning 33.6 acres on the north tract of Jim Burt's property. My wife and I were at the last Planning and Zoning Meeting and subsequent council meetings earlier in 2024 when Rolling Woods Development was rezoned to Shoreland District. This rezoning of Shoreland District allowed for 12 lots to be created and put up for sale. I shared our concerns about the rezoning, but at the July 2024 planning and zoning meeting our concerns were not handled professionally and quickly discarded. In fact, I followed up with a letter to Planning and Zoning dated 7/26/24 stating our displeasure with how we were handled and to date no one responded. I hope to see a better way to handle us residents at the February 28, 2025 meeting.

We received the notice from the City of Crosslake on 2/3/25 of the Planning and Zoning Meeting scheduled for 2/28/25. Not a surprise but here we are again with the applicants looking to rezone the remaining 33.6 acres from RR5 to RR2. Our request is that you seriously consider leaving the RR5 zoning in place. As residents of Crosslake who pay taxes here, support the businesses here and work in the community, we should have a voice in deciding the direction of our community. In the past few years we have gone through all types of construction from sewer upgrades to road improvements to the roundabout. It was discussed prior to the elections for mayor and council that the businesses and citizens deserve a break from all this construction and that a new vision would be set for Crosslake.

Well we deserve a break too in our own neighborhood. We spent all of last spring, summer and fall with heavy equipment building roads and taking down trees for the Rolling Woods development which was rezoned. The lots are now made for Rolling Woods (12 of them) and are being advertised for sale. If you change the RR5 to RR2 it will mean 15 more homes being built for a grand total of 27 homes altogether. That's significant! My family and I will be in perpetual construction for the next 15-20 years with heavy moving equipment and homes being built

We moved to this community and bought our home because of its RR5 designation. We of course expected some homes to be built around us but it's now getting out of control by changing the zoning designations of the land around us. You can bet their sights are focused on the tax forfeit land next. Are we as residents not allowed to live a peaceful life? It seems the focus has been on who may move to Crosslake vs. the residents who already live here and work here? Once you change this landscape there is no going back....its changed forever. Are we trying to become Brainerd?

I ask that you put a pause on this rezoning. 27 new homes off Wilderness will change the landscape of this community significantly and impact all of us off Wilderness Trail. If you keep the RR5 designation that's still allows for six more homes that can be built bringing the total to 18 homes.....isn't that enough? What is the long-term plan for this community? Is it to keep passing rezoning every time someone applies for it or will we preserve some of the beauty of Crosslake? We welcome thoughtful development but let's be honest....this is now about maximizing the total amount of homes that can fit on a property by rezoning. Some of us like to live a bit rural and should be allowed to do so. This is a big reason why we moved here. Maybe consider developing all the empty land right in the heart of Crosslake rather than keep pushing into the rural communities.

We will be at the February 28th meeting and ask that you really take a close look at this proposed rezoning.

Thank You,

Derick and Cara White

From: [Cara White](#)
To: [Cross Lake PZ](#)
Subject: Rolling Woods Development rezoning application from R5 to R2
Date: Monday, February 17, 2025 10:54:04 AM

Dear Members of the Planning and Zoning Commission,

As a follow up to the letter my husband has sent I am writing to express my deep concerns regarding the proposed zoning change for the Rolling Woods Development off of Wilderness Trail , from a 5-acre minimum to a 2-acre minimum for an additional housing development. As a resident of this community, I feel strongly that this proposed change would have a negative impact on the character, environmental health, and future of our town. I ask that you consider these concerns as you review the proposal.

Firstly, the wooded area in question is a vital part of our local ecosystem. The reduction in the minimum lot size will lead to increased development, which would result in the loss of natural habitats, disrupt wildlife, and alter the beauty of the area that so many of us value. This change could also create challenges in managing water runoff, traffic, and other environmental issues that would arise from more densely packed homes.

Additionally, as a small town with limited resources, we face unique challenges in providing adequate infrastructure and services for families. The proposed development could place undue strain on our schools, emergency services, roads, and public utilities, making it harder for current residents to maintain the quality of life we cherish. The growth of our town must be carefully managed to ensure that we do not outstrip the capacity of our resources, leading to overcrowding and potential degradation of essential services.

Crosslake has been known for its peaceful and scenic environment, and I fear that this proposed zoning change will fundamentally alter the character of our town, turning it into something unrecognizable and difficult to manage. It is important that we prioritize sustainable, thoughtful development that preserves our natural resources and ensures a high quality of life for both current and future generations.

I strongly urge the Planning and Zoning Commission to reject this proposal and maintain the current 5-acre minimum lot size. It is in the best interest of our community's long-term health, environment, and well-being.

Thank you for your time and consideration. I hope that you will listen to the concerns of residents like myself as you make this important decision.

Sincerely,

Cara White
37990 White Pine Trail
Crosslake, MN 56442
952-212-4640

Jim and Margaret Burt
1491 Edgcumbe Road
St. Paul MN 55116
jim@reclaimcenter.com
Lake:
37734 Donaldson Pt.
Pine River MN 56474

February 20, 2025

Re: Derick and Cara White's responses to Crosslake Public Hearing Notice 2/28/2025

Dear Crosslake Planning and Zoning,
Regarding the White's letters to the upcoming Crosslake Planning and Zoning meeting, I would like
to make a few comments.

Several years ago, when the White's purchased 3 acres of my 48 acres that adjoin their property, the conversations the White's and I had at that time do not match up with the content of the letters they recently submitted to the city of Crosslake Planning and Zoning.

On both occasions that they called me to purchase this acreage, the White's stated that their interest in the land was to have their home and family buffered from residential homes that they knew would eventually come. They acknowledged that they knew and understood that someday the property would be developed. Now the White's both write letters to the city of Crosslake with a completely different spin that is masked as "the good of Crosslake", when it is much more about the privacy of their current residence.

Crosslake is a thriving and growing community and needs more residential sites to build homes and raise families just as the Whites are raising their own family. This is about community growth and progress, which is the positive development and advancement of this Crosslake community, encompassing aspects like improved social well-being, economic prosperity, infrastructure development, increased civic engagement, and a stronger sense of belonging among residents achieved through collaborative efforts to address community needs and aspirations.

Respectfully submitted,

Jim and Margaret Burt

Cross Lake PZ

From: steven faith <srayfaith@gmail.com>
Sent: Friday, February 21, 2025 2:51 PM
To: Cross Lake PZ
Subject: Rezoning of 33.6 acres



IRONSCALES couldn't recognize this email as this is the first time you received an email from this sender
srayfaith@gmail.com

Dear Planning and Zoning Commission members,

We are writing to voice our opposition to the request to rezone acreage from R5 to R2 off White Pine Trail and Wilderness Trail.

Housing density is always a concern in our quiet community. We already get excessive traffic on summer weekends and adding to the noise and added traffic is an unwelcome proposition in our opinion.

As yearlong residents of Crosslake, we urge you to deny this rezoning request.

Steven and Patricia Faith
14130 Tall Timbers Trail

Cross Lake PZ

From: Steve Tacheny <ryan-mal@hotmail.com>
Sent: Friday, February 21, 2025 6:32 PM
To: Cross Lake PZ
Cc: Steve Tacheny
Subject: Rezoning 33.6 Acres on Wilderness Trail and White Pine Trail



IRONSCALES couldn't recognize this email as this is the first time you received an email from this sender ryan-mal@hotmail.com

Hello

I have been made aware of a proposal of rezoning to the above named area. This rezoning would change lot sizes from 5 acres to 2 acres. It is also my understanding that less than a year ago the council rezoned 18.4 acres in this same area from R5 to Shoreline district allowing for 1 acre or smaller lots which are now for sale as "affordable Housing". The same land owner is now asking for the remaining 33+ acres to be decided into 15 additional lots to be sold. I purchased my property here in this area 13 years ago because it was quiet and peaceful, not so I could move from one suburban area to another. I am opposed to the rezoning and the additional prospective home building in the area. We have been forced to jump through hoops any time we have wanted to do anything on our property to improve it after we already owned it. Only today I received a letter from one of my neighbors informing me that he is planning on renting out his home as a short term rental. The last thing I want is additional traffic and noise in this area as I'm trying to retire and live here full time. I am not able to attend the meeting on the 28th as I will be out of town so consider this my rejection of this proposal! The property owner has done nothing productive for the town of Crosslake in the time that I've owned my property and will continue the same lack of commitment to the people that will be stuck living near this as he had as Crosslake mayor. Thank you

Steven Tacheny
15502 Dream Island Circle
Crosslake Mn

Sent from my iPad

Cross Lake PZ

From: John Boomgaarden <boomgaarden23@gmail.com>
Sent: Saturday, February 22, 2025 5:19 PM
To: Cross Lake PZ
Subject: R5 to R2 issue.



IRONSCALES couldn't recognize this email as this is the first time you received an email from this sender boomgaarden23@gmail.com

I will be out of town February 28 so I am voicing My opinion by email. I am totally against going to the R2 rezoning. John boomgaarden 37342 Aspen Court Cross lake MN 56442.

From: suel@brainerd.net
To: [Cross Lake PZ](#)
Subject: Rezoningmtg Feb.28th
Date: Thursday, February 27, 2025 2:38:06 PM



IRONSCALES couldn't recognize this email as this is the first time you received an email from this sender suel@brainerd.net

To Crosslake Planning & Zoning,

We recently received a letter of concern about the request to rezone 33.6 acres off the White Pine Trail and Wilderness Trail. We received this letter due to our proximity to the area on the Moen Beach Trail.

We share the concerns expressed about overdevelopment and its impact on the present and the future of our neighborhoods. We do have a few questions that we think are important points to consider when making this highly impactful decision affecting real people and families:
Will there be an environmental impact study (watershed, displacement of wildlife)?

Define affordable housing; trailer park? Doublewides? Duplexes? Apartment buildings?

Infrastructure needs; wells? Septic?electric & gas, internet access ?

Roads; private or city ? Paved or gravel ? Maintenance responsibility of these streets?

Property taxes effect? Future assessments ?

Please consider the impact on the existing residents that carefully chose this area to live in. The beauty, privacy, wildlife and quality of life were all considerations for us in purchasing our property on Moen Beach Trail in 2003. It is our forever home and we respect and cherish our surroundings !

Regards,
Steve and Sue Lindstam
37646 Moen Beach Trail
Crosslake, MN 56442

From: [Richard Anderson](#)
To: [Cross Lake PZ](#)
Date: Thursday, February 27, 2025 9:43:27 PM



IRONSCALES couldn't recognize this email as this is the first time you received an email from this sender riclun63@gmail.com

I object to the housing development in the wilderness trail area ,it would definitely have impact on all of the wildlife and beauty of the area.all of the extra traffic would for sure scare the animals living in the area forcing them to find new homes.The swampland in the area would also be affected and more than likely be polluted in on way or another.Building in this area is for the benefit of the builder's that don't care about the beauty of this area.

From: [Libby Lindseth](#)
To: [Cross Lake PZ](#)
Date: Friday, February 28, 2025 7:09:47 AM



IRONSCALES couldn't recognize this email as this is the first time you received an email from this sender lklind11@gmail.com

The housing project that may happen in Cross lake will disperse animal population , and destroy their habitat..

Wildlife ont be so wild here any longer, and will destroy the beauty that abounds in this area... Hope it will not happen..owners around this area enjoy their wildlife is why they chose this area to live in..

F.4.d.



Land Use Map Amendment Application
Planning and Zoning Department
13888 Daggett Bay Rd, Crosslake, MN 56442
218.692.2689 (Phone) 218.692.2687 (Fax) www.cityofcrosslake.org

Receipt Number: 804043

Permit Number: 2500042

Property Owner(s): Mike and Pamela 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): 14280604, 14280605, 14280606, & 14280607

Legal Description: Lots 9-12, Block 1, RIVERTRIL ROAD.

Sec 28 Twp 137 Rge 26 ☐ 27 ☒ 28 ☐

Land Involved: Width: 1240 Length: 1320 Acres: 23.9

Lake/River Name: Pine River

Do you own land adjacent to this parcel(s)? X Yes ☐ No ☐

If yes, list Parcel Number(s) 14280596-14280603

Authorized Agent: Kramer Leas DeLeo, PC

Agent Address: 1120 Industrial Park Road, Brainerd, MN 56401

Agent Phone Number: 218-829-5333

Signature of Property Owner(s) Mike Cunningham

Date 2-4-25

Signature of Authorized Agent(s) [Signature]

Date 2-4-2025

- All applications must be accompanied by a site plan
- Fee \$750 Payable to "City of Crosslake" + \$15.00 copies = \$765.00
- 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 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 C.S. Date 2-4-25 Land Use District RR5 Lake Class 1A

Land Use Map Amendment

RR5 Current Land Use District

RR2 Proposed Land Use District

Access

X Public Road -Dedicated to public

Easement For Drainage

Easement recorded: ☐ Yes X No

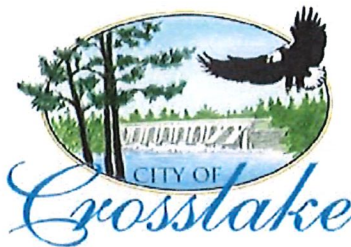
Septic

Compliance Site Suitabilities

SSTS Design -

Installation -

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



13888 Daggett Bay Rd
Crosslake, Minnesota 56442
www.cityofcrosslake.org

CITY OF CROSSLAKE

PLANNING COMMISSION/BOARD OF ADJUSTMENT

March 28, 2025

9:00 A.M.

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

PUBLIC HEARING NOTICE

Applicant: Michael D & Pamela E Cunningham

Authorized Agent: Kramer Leas DeLeo, PC

Site Location: TBD County Road 36, Crosslake, MN 56442

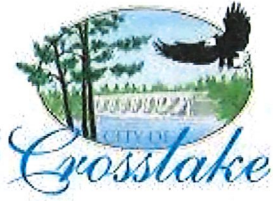
Request:

- To amend the Official Land Use Map on parcels # 14280604, 14280605, 14280606, 14280607 from Rural Residential 5 (RR5) to Rural Residential 2 (RR2) involving approximately 23.9 acres into 8 tracts.

Location: See map on back.

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 & 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).



STAFF REPORT

Property Owner/Applicant: Michael D & Pamela E Cunningham

Parcel Number(s): 14280604, 14280605, 14280606, 14280607

Application Submitted: February 4, 2025

Action Deadline: April 5, 2025

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

Applicant Extension Received / Request: NA / NA

City Council Date: NA

Authorized Agent: Kramer Leas DeLeo, PC

Request:

To amend the Official Land Use Map on parcel #14280604, 14280605, 14280606, 14280607 from Rural Residential 5 (RR5) to Rural Residential 2 (RR2) involving approximately 23.9 acres into 8 tracts.

Current Zoning: Rural Residential 5 (RR5)

Adjacent Land Use/Zoning:

North – Shoreland District

South – Rural Residential 5 (RR5)

East – Rural Residential 5 (RR5)

West – Rural Residential 5 (RR5)

Parcel History:

- November 2006 – Demolition of existing cabin; remove debris to state approved demo pit
- May 2024 – Preliminary subdivision plat into River Trail Road consisting of 12 tracts
- July 2024 – Final River Trail Road plat

City Community Plan:

Continue to guide residential growth in an orderly and compact manner so that new developments can be effectively served by public improvements and that the character and quality of the City's existing neighborhoods can be maintained and enhanced. Encourage well-designed residential subdivisions at urban densities in the planned growth areas of the City. Locate higher density residential developments in areas adjacent to moderate density developments and outside of the shoreland district.

Comprehensive Plans:

Promote the development and implementation of a Crosslake Community Plan that effectively and efficiently plans for land use, community facilities, transportation, housing, economic

development and environmental protection for Crosslake and the immediately surrounding area.
(pg. 39)

Agencies Notified and Responses Received:

County Highway Dept: No comment received before packet cutoff date

DNR: No comment received before packet cutoff date

City Engineer: N/A

City Attorney: N/A

Lake Association: No comment received before packet cutoff date

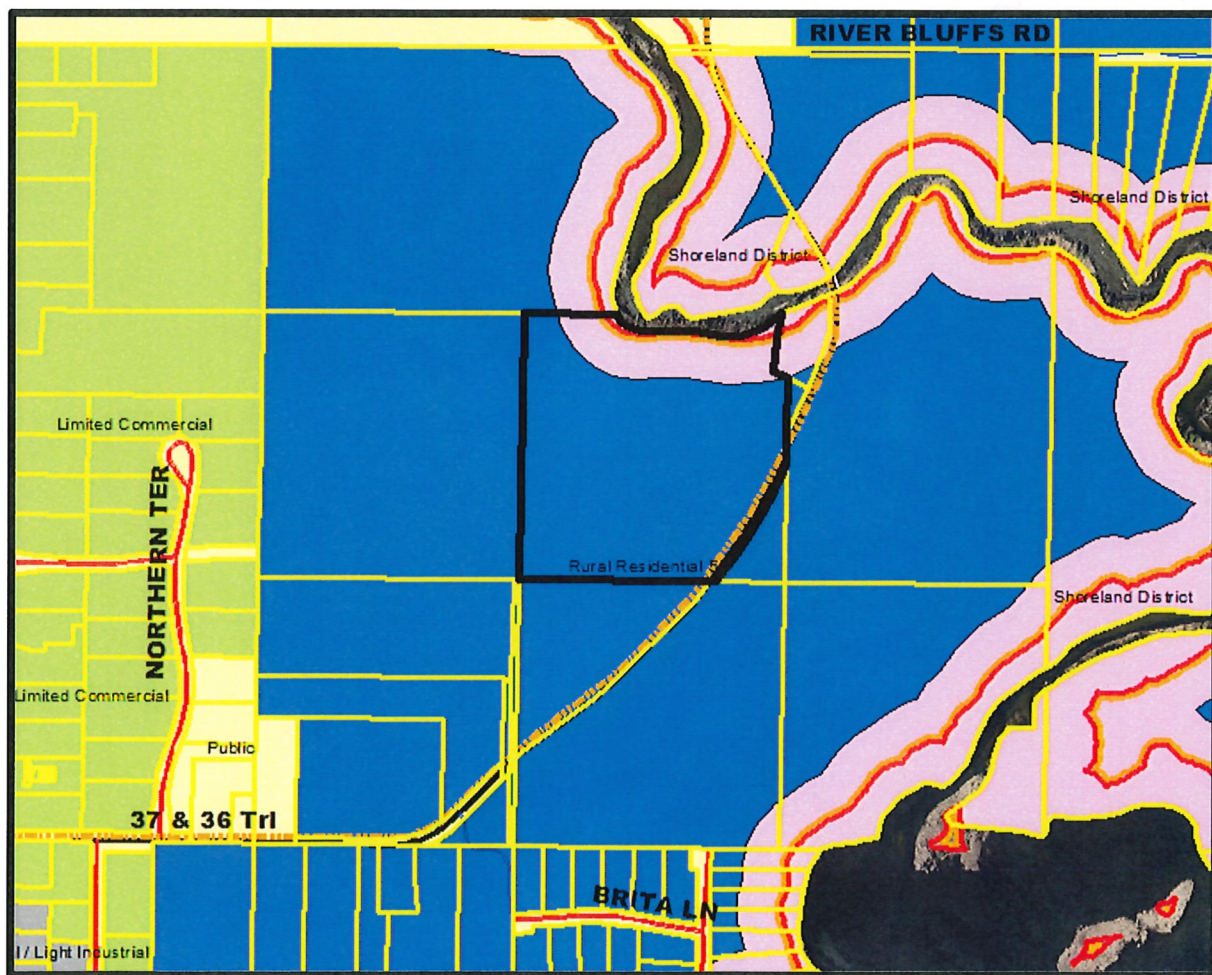
Crosslake Public Works: No comment received before packet cutoff date

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

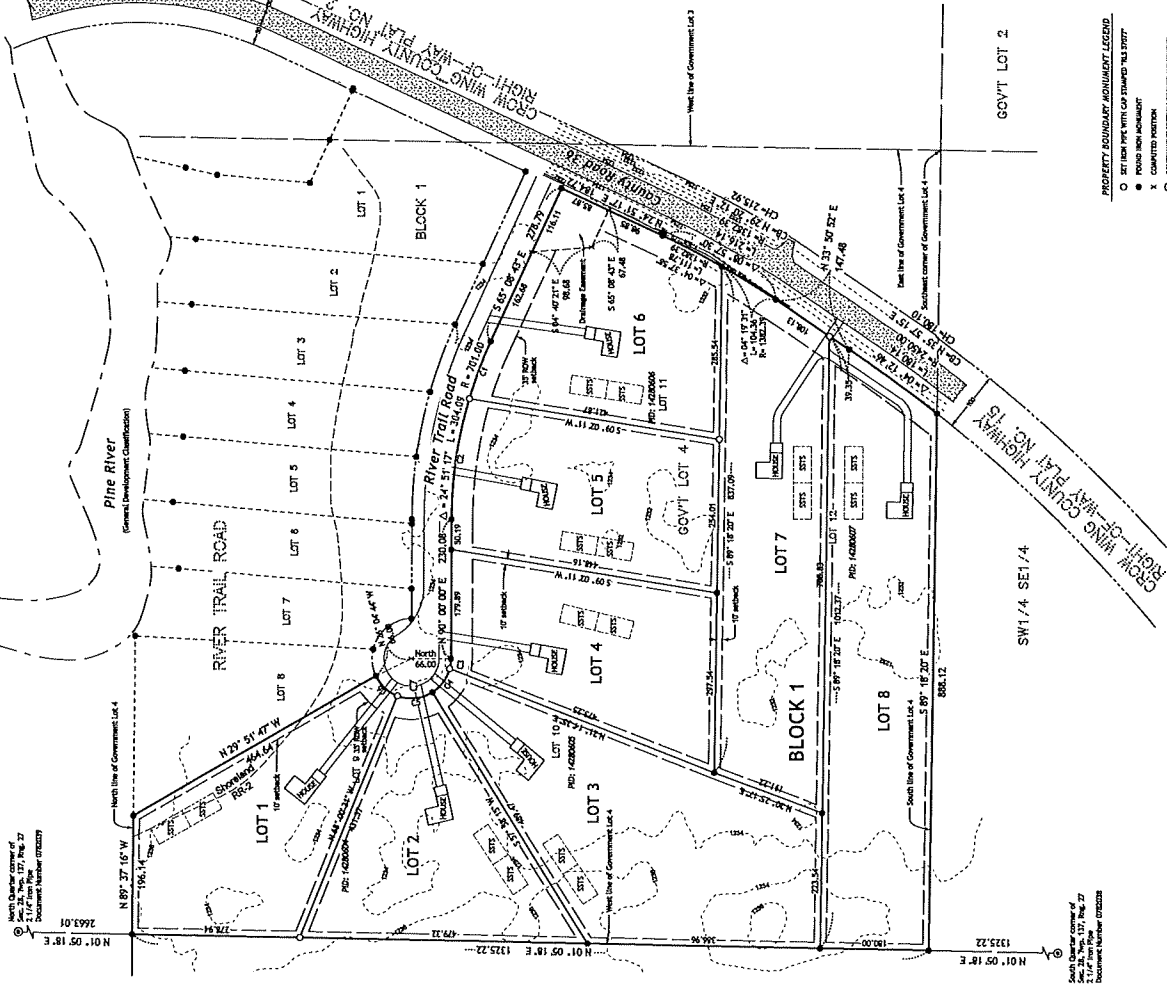
Concerned Parties: No comment received before packet cutoff date

POSSIBLE MOTION:

To make a recommendation to the Crosslake City Council to approve the amendment of the Official Land Use Map from Rural Residential 5 (RR5) to Rural Residential 2 (RR2) involving approximately 23.9 acres



North Quarter corner of
Sec. 28, Twp. 137, Rng. 27
2 1/4" Iron Pipe
Document Number 07700177



REGISTRATION OF THIS BEARING
SYSTEM IS BASED ON THE
CROW WING COUNTY
COURT HAVE BEEN



CURVE DATA TABLE				
ID	DELTA	LENGTH	RADIUS	
C1	08° 10' 19"	101.61	701.00	
C2	16° 31' 58"	202.48	701.00	
C3	14° 31' 06"	16.72	66.00	
C4	47° 27' 07"	50.05	66.00	
C5	52° 31' 08"	60.50	66.00	
C6	47° 25' 53"	57.03	66.00	
C7	253° 55' 16"	140.30	66.00	

LOT AREA TABLE		
LOT	TOTAL AREA	REPLACEMENT AREA
1	509,790 SF	94,836 SF
2	109,127 SF	91,457 SF
3	167,002 SF	148,140 SF
4	109,274 SF	91,013 SF
5	111,042 SF	91,882 SF
6	117,546 SF	86,351 SF
7	146,617 SF	122,021 SF
8	271,373 SF	143,916 SF

Section 28, Township 137, Range 27

North Quarter corner of
Sec. 28, Twp. 137, Rng. 27
Document Number D62929

East Quarter corner of
Sec. 28, Twp. 137, Rng. 27
Document Number A-82752

West Quarter corner of
Sec. 28, Twp. 137, Rng. 27
Document Number D6462

South Quarter corner of
Sec. 28, Twp. 137, Rng. 27
Document Number D62608

Survivors Notice
The property address for the subject property is:

Owner: Michael & Pamela Ciesiongian
Address: 30188 Orinda Circle, Broomy Point, MN 56472

The current zoning classification for the subject property is Rural Residential 2 & Shoreland District. The Parcel Number for the subject property is 14280605, 14280606 and 14280607.

The subject property was reviewed for the existence of wetlands on March 21st, 2024, by Kyle Cheneau, Minnesota Certified Delineator Number 1580.

This survey was completed without the benefit of a title commitment or title opinion. Kiewit & Co. All structure setbacks should be verified with the city of Cross Lake prior to any construction.

DeLoe, p. 2, makes no guarantee that all easements, encumbrances, or appurtenant rights related to the premises property are depicted on this survey.

Legal Description Per Title Commitment

LESS NINE (9), TEN (10), ELEVEN (11), and TWELVE (12), BLACK ONE (1), RIVER TRAIL ROAD.

The utilities shown hereon represent those identified during the field survey's operations and the record drawings provided by the utility owner for this project, if any. Utilities were physically marked via flagging and/or paint on the ground surface. The map is not intended to be a complete and accurate representation of the actual location, depth, or type of any utilities within the area shown hereon. Under no circumstances is to be used as a basis for any excavation, tunneling, drilling, or driving of any plan or for any other purpose. The user of this map, survey, or plan is responsible for locating, identifying, and marking all utilities prior to any excavation, tunneling, drilling, or driving of any plan or for any other purpose.

STATEMENT OF PROJECT SURVEY CONTROL

Survey Datum is based on NGS Control Station "MOON LITE MNO135"

Northrup - 208182 484

Easting - 587639.304

Elevation- 1255.595
 COORDINATE DATA: Crosshair Center: Coordinates: N 178° 40' 04" E, Distance: 100.000

VERTICAL DATUM: NAVD 88

South Quarter corner of
Sec. 28, Twp. 137, Rng. 27
2 1/4" iron pipe
Document Number 0720303

PROPERTY BOUNDARY MONUMENT LEGEND

○	SET IRON PIPE WITH CAP STAMPED "PLS START"
●	POUND IRON MONUMENT
X	COMPUTED POSITION

KLD
FIDB Industrial/Petroleum Plant
Design, Construction and Start-Up
Services
12000 17th Avenue
Denver, CO 80202
(303) 751-1200

KRAMER LEAS DELCO
SURVEYING • ENGINEERING • PLANNING
BRANESBURG ST., GLOUCESTER
MASS.

PROJECT NO. CUNNAM

I HEREBY CERTIFY THAT THIS PLAN, SURVEY, OR REPORT
 WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION
 THAT I AM A REGISTERED LAND SURVEYOR
 UNDER THE LAWS OF THE STATE OF MINNESOTA.

Signature: Robert Chasler Date: 02/04/2025
 Jordan Chasler, MN License No. 37077 Date:

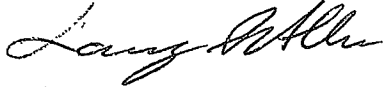
Preliminary Plat of
RIVER TRAIL ROAD
Section 28, Township 137 North, Range 27 West
Crow Wing County, Minnesota

March 14, 2025

Dear Planning and Zoning Commission,

We are strongly opposed to the rezoning of River Road Trail plat, off of County Road 36, from RR-5 to RR-2. There are several reasons for our opposition. We look forward to discussing this further at the March 28 Planning and Zoning/Board of Adjustment meeting. Thank you for your time!

Sincerely,

A handwritten signature in cursive script, appearing to read "Larry Allen".A handwritten signature in cursive script, appearing to read "Kathy Allen".

Larry and Kathy Allen

Cheryl Stuckmayer

From: Matt Kallroos <Matt.Kallroos@crowwing.gov>
Sent: Tuesday, March 25, 2025 9:52 AM
To: Cheryl Stuckmayer; Paul Satterlund
Subject: RE: PC/BOA 3-28-2025 Information Packets

Cheryl and Paul,

Please find the Crow Wing County Highway Departments comments below regarding the LUMA request on parcels # 14280604, 14280605, 14280606, 14280607 from Rural Residential 5 (RR5) to Rural Residential 2 (RR2) and the Preliminary Plat of River Trail Road:

The LUMA request has no adverse impacts on the County Highway System. The Highway Department had requested lots 7 and 8 have a shared access to CSAH 36 and no other lots to have direct access to CSAH 36 and this is shown on the preliminary plat. The shared access for lots 7 and 8 will require an access permit through the County Highway Department as well. Furthermore, adding additional lots to the preliminary plat does not have adverse impacts to the County Highway System as both a right turn lane and bypass lane on CSAH 36 were a requirement of the preliminary plat that was approved on May 24th of 2024 and remain a requirement with this proposed replat.

Matt Kallroos
Transportation Planner

Office: (218)824-1110
Direct: (218)822-2694
www.crowwing.us

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

We value your opinion, please let us know how we are doing by taking our [Customer Service Survey](#).



Our Vision: Being Minnesota's favorite place.
Our Mission: Serve well. Deliver value. Drive results.
Our Values: Be responsible. Treat people right. Build a better future.

This e-mail and any attachment is intended to be read only by the intended recipient. This e-mail may be legally privileged or protected from disclosure by law. If you are not the intended recipient, any dissemination of this e-mail or any attachments is strictly prohibited, and you should refrain from reading this e-mail or examining any attachments. If you received this e-mail in error, please notify the sender immediately and delete this e-mail and any attachments. Thank you.

From: Cheryl Stuckmayer <cstuckmayer@cityofcrosslake.org>
Sent: Friday, February 14, 2025 12:46 PM
To: Paul Satterlund <psatterlund@cityofcrosslake.org>
Subject: PC/BOA 3-28-2025 Information Packets

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

From: [Angela Ostroot](#)
To: [Cross Lake PZ](#)
Subject: Comment for 3/28/2025
Date: Thursday, March 27, 2025 3:58:26 PM



IRONSCALES couldn't recognize this email as this is the first time you received an email from this sender amostroot@gmail.com

Good afternoon,

I am very shy, so I wouldn't be able to speak my comment at tomorrow's meeting in regards to the development on Co. Rd 36. Instead, I would like to share via email as I was informed I could do. I am speaking on behalf of myself, Angela Ostroot whom is also a biologist, and the late Barbara Seibert who owns adjacent property at 14304 Co. Rd 36 which I will be the new owner of that property. Barbara and I had many conversations on the topic of this development over the years I've lived here and my knowledge of the City of Crosslake's previous decision to allow the development only under the condition of having City Water and Sewer comes from what Barbara told me as she had lived here for 25 years after buying the property from Mr. Cunningham.

My comment:

The beauty and uniqueness that is Crosslake does not reside in yet another development, but in the natural spaces, waters, and the unique recreational and economic opportunities that only healthy waters provide. The biggest concern with allowing a development to be built on this bluff of the Pine River is the ecological health of the river itself. The soil in this area is a sandy loam which is known for high permeability and, subsequently, high potential for pollution from the many septic systems and drainfields. The bluff itself is incredibly susceptible to erosion as there is lack of soil compaction to the point my dog causes a small landslide when she climbs down to get a drink in the river. Most importantly, the aquifer at the location of the proposed development is classified as highly vulnerable according to the Pine River Watershed Groundwater Restoration And Protection Strategies (GRAPS) report (2016, p. 10). As a result, the impact of individual wells for the development has the potential to not only irreparably harm the river, but also harm currently existing wells from excessive water demand. These new wells will lower the water table and, in turn, greatly affect the beautiful Pine River which already has had many consecutive years of low water levels due to current drought, as the Pine River will have a severely hindered ability to recharge after rainfall from the lowered water table. This not only affects the sensitive ecosystem of the river and wildlife, but tourism and businesses that support popular recreational uses of the river such as tubing and kayaking. These valuable recreational opportunities will not be or will rarely be possible from low water levels.

These important considerations were identified by the City of Crosslake in the past, as Mr. Cunningham had tried to develop this land previously (over a decade ago), but was told that he would have to bring City Water and Sewer over to the property in order to protect the river and watershed. This is the only reason the land hasn't been developed prior to this, as Mr. Cunningham has owned this land for decades. I would encourage the City of Crosslake to abide by the wisdom of the previous decision of the City in requiring the development be supported by City Water and Sewer or, at the very least, to conduct an ecological impact report to properly address the potentially serious ecological ramifications.

Thank you for allowing me to share and for consideration of protecting Crosslake's treasured river!

TRAFFIC CONGESTION/NOISE PETITION

Changing the zoning district from RR-5 to RR-2 and the new replating of River Trail Road plat (Mike Cunningham's property) will continue to add further congestion and noise to County Road #36. The county has already said that the developers need to put a turn lane and bypass lane in on 36 because of the amount of traffic on that road. . .

We are in opposition to this change. We are already seeing a major increase in traffic congestion/noise since this road was used for the detour last summer. It hasn't really slowed down during this winter. With more houses in a concentrated area and future road construction projects, it is only going to make County Road #36 a major accident waiting to happen!

Thank you for your time on this matter!

County Road #36 homeowners:

Larry Allen
Kathy Allen
Nancy Allen Lundeys
Kenneth L. Balth
Angela Ostroot
Brenda Marks
Joey Marks
Betty Dunbar
Erich Marks
DM

Doug Larson
Diane M. Jackson

F.4.e.



Subdivisions Application

Planning and Zoning Department

13888 Daggett Bay Rd, Crosslake, MN 56442

218.692.2689 (Phone) 218.692.2687 (Fax) www.cityofcrosslake.org

Includes Permit / Copies / Fee \$765.00

Receipt Number: 2500046 804043

Permit Number: 250005S

Property Owner(s): Mike and Pamela Cunningham

Mailing Address: Michael D. & Pamela E. 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): 14280604-14280607

Legal Description: Lots 9-12, Block 1, RIVER TRAIL ROAD.

Sec 28 Twp 137 Rge 26 27 28

Land Involved: Width: 1240 Length: 1320 Acres: 23.9

Lake/River Name: Pine River

Do you own land adjacent to this parcel(s)? X Yes ___ No

If yes, list Parcel Number(s) 14280596-14280602

Authorized Agent: Kramer Leas DeLeo, PC

Agent Address: 1120 Industrial Park Road, Brainerd, MN 56401

Agent Phone Number: 218-829-5333

Signature of Property Owner(s) Michael Cunningham

Date 2-4-25

Signature of Authorized Agent(s) [Signature]

Date 2-4-2025

- ☒ All applications must be accompanied by signed Certificate of Survey \$1800 + \$15 copies = \$1815
- ☒ 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 PS Date 2-4-25 Land Use District RR5 River Lake-Class GO Park, Rec, Lib yes

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

Development

- 8 From 4 parcels Number of proposed lots
- 0 Number of proposed outlots

Access

- X Public Road For public Use
- ___ Easement
- Easement recorded: ___ Yes ___ No

Septic

- Compliance ___
- SSTS Design ___
- Site Suitability X

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



13888 Daggett Bay Rd
Crosslake, Minnesota 56442
www.cityofcrosslake.org

CITY OF CROSSLAKE

PLANNING COMMISSION/BOARD OF ADJUSTMENT

March 28, 2025

9:00 A.M.

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

PUBLIC HEARING NOTICE

Applicant: Michael D & Pamela E Cunningham

Authorized Agent: Kramer Leas DeLeo, PC

Site Location: TBD County Rd 36, Crosslake, MN 56442

Request:

- Subdivision of property – Preliminary Replat of the River Trail Road Plat

To:

- Subdivide parcels # 14280604, 14280605, 14280606, 14280607 into First Addition to River Trail Road involving approximately 23.9 acres into 8 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).



STAFF REPORT

Property Owner/Applicant: Michael D & Pamela E Cunningham

Parcel Number(s): 14280604, 14280605, 14280606, 14280607

Application Submitted: February 4, 2025

Action Deadline: April 5, 2025

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

Applicant Extension Received / Request: NA / NA

City Council Date: NA

Authorized Agent: Kramer Leas DeLeo, PC

Request: To subdivide parcels # 14280604, 14280605, 14280606, 14280607 into First Addition to River Trail Road involving approximately 23.9 acres into 8 tracts

Current Zoning: Rural Residential 5 (RR5)

Adjacent Land Use/Zoning:

North – Shoreland District

South – Rural Residential 5 (RR5)

East – Rural Residential 5 (RR5)

West – Rural Residential 5 (RR5)

Parcel History:

- November 2006 – Demolition of existing cabin; remove debris to state approved demo pit
- May 2024 – Preliminary subdivision plat into River Trail Road consisting of 12 tracts
- July 2024 – Final River Trail Road plat

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: No comment received before packet cutoff date

DNR: No comment received before packet cutoff date

City Engineer: N/A

City Attorney: N/A

Lake Association: No comment received before packet cutoff date

Crosslake Public Works: No comment received before packet cutoff date

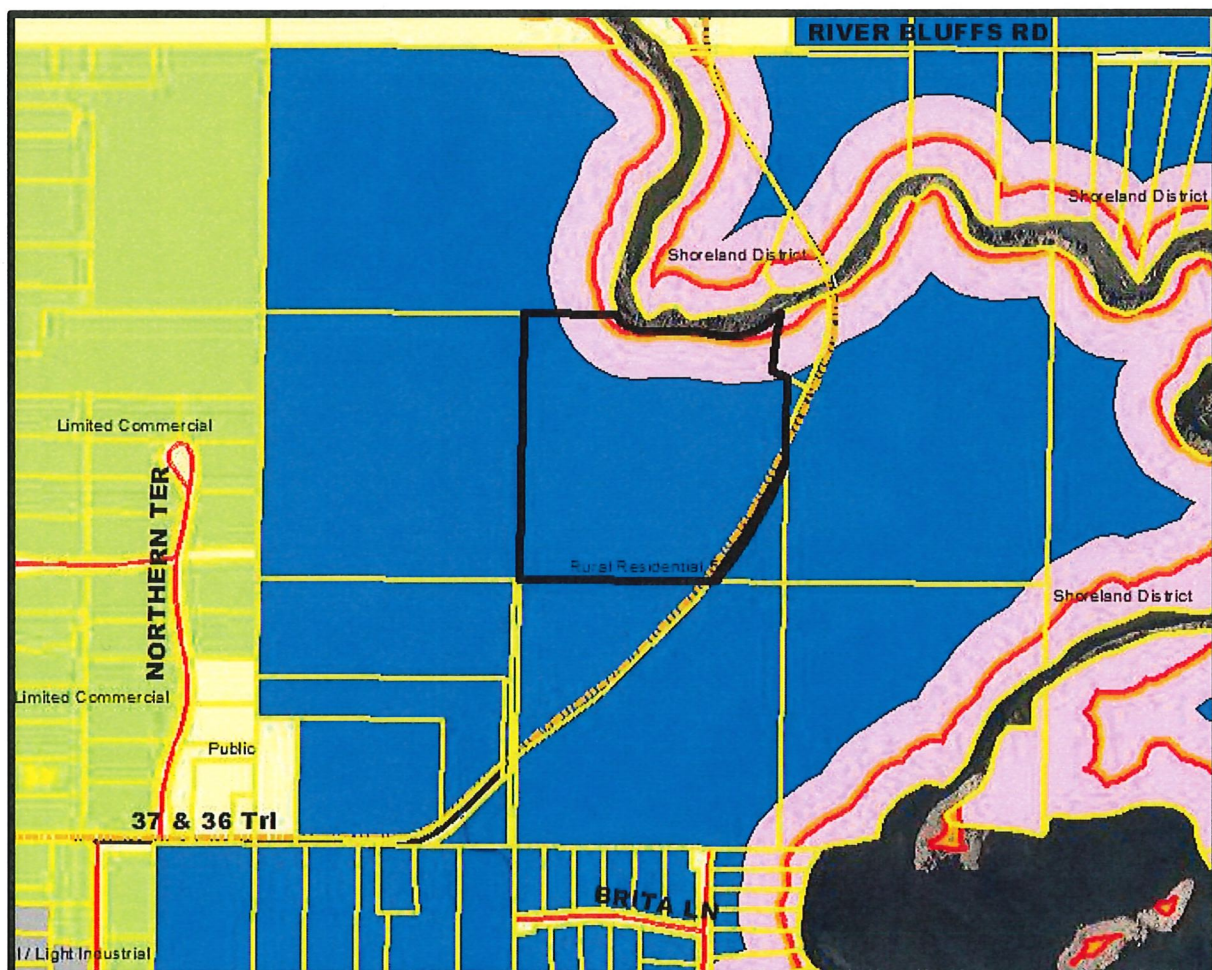
Crosslake Park, Recreation & Library: No comment received before packet cutoff date

Concerned Parties: No comment received before packet cutoff date

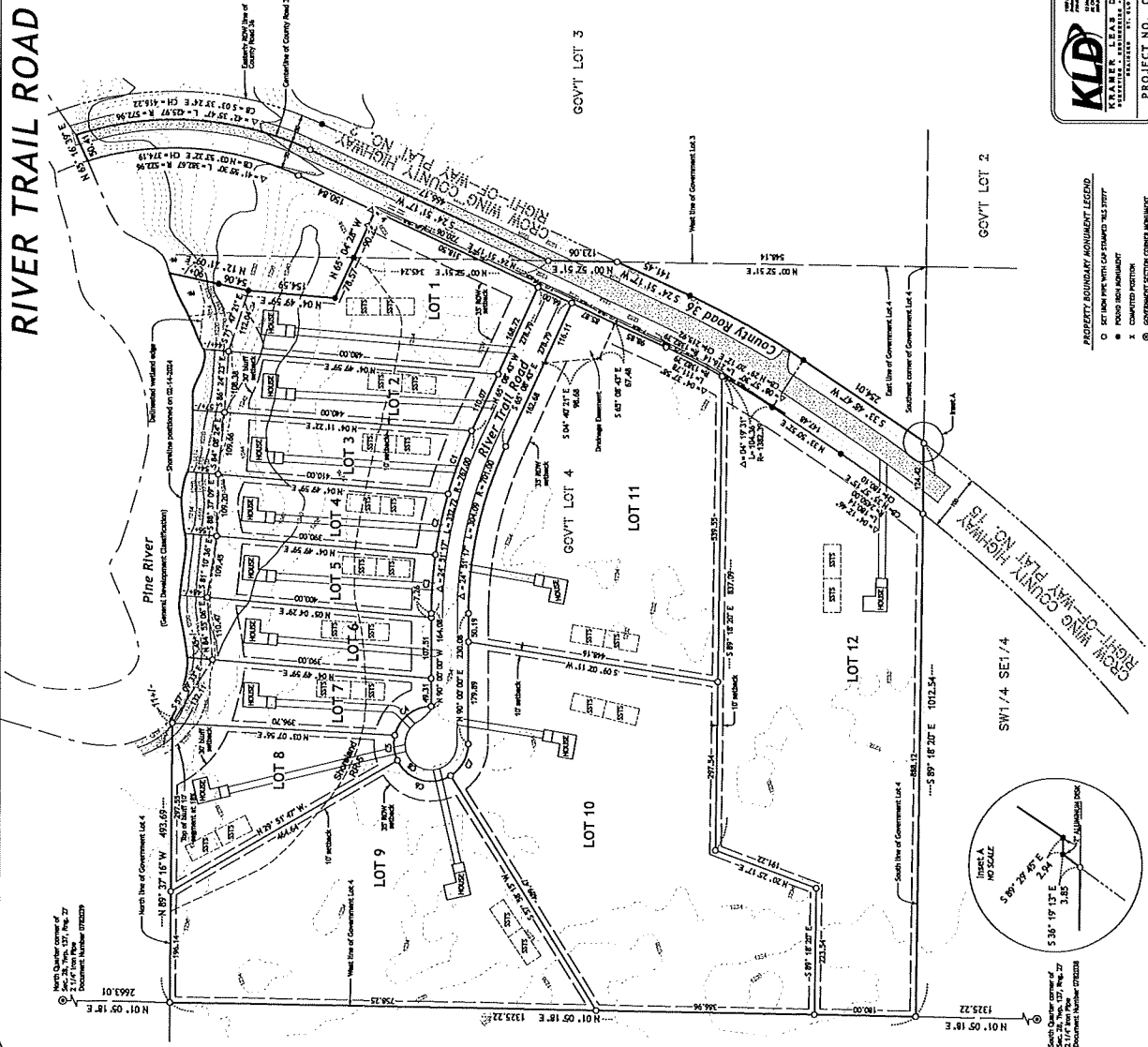
POSSIBLE MOTION:

To make a recommendation to the Crosslake City Council to approve/deny the subdivision of parcels # 14280604, 14280605, 14280606, 14280607 into First Addition to River Trail Road involving approximately 23.9 acres into 8 tracts, Sec 28, City of Crosslake

As shown on the preliminary plat dated 2-4-2025



RIVER TRAIL ROAD



CURVE DATA TABLE			
ID	DELTA	LENGTH	RADIUS
C1	08° 53' 42"	119.07	767.00
C2	08° 12' 39"	109.92	767.00
C3	07° 44' 55"	103.73	767.00
C4	71° 25' 29"	86.04	66.00
C5	35° 39' 15"	45.68	66.00
C6	95° 57' 01"	110.53	66.00
C7	57° 58' 15"	66.78	66.00
C8	270° 00' 00"	311.02	66.00

LOT	LOT AREA TABLE	
	TOTAL AREA	BUILDABLE AREA
1	99,969 SF	62,554 SF
2	54,203 SF	31,745 SF
3	53,263 SF	31,265 SF
4	50,165 SF	28,789 SF
5	48,855 SF	27,864 SF
6	47,940 SF	26,851 SF
7	46,301 SF	25,290 SF
8	68,363 SF	50,300 SF
9	5,07 ACRES	4.49 ACRES
10	6.34 ACRES	5.68 ACRES
11	5.24 ACRES	4.26 ACRES
12	5.74 ACRES	6.44 ACRES

Gross plat area - 38.9 acres

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

KLD

TRANSMER LEAN ORLEO

REGISTERED ENGINEER - PLANNING

BAKESIDE ST., CLOUP

04/10/2024

Date

THIS DOCUMENT IS THE PROPERTY OF KLD CONSULTANTS LTD. IT IS TO BE USED FOR THE PROJECT AND SITE SPECIFICALLY IDENTIFIED ON THE DRAWING. IT IS NOT TO BE REPRODUCED OR COPIED IN ANY FORM OR BY ANY MEANS WITHOUT THE WRITTEN PERMISSION OF KLD CONSULTANTS LTD. THE USER OF THIS DOCUMENT AGREES TO HOLD KLD CONSULTANTS LTD. HARMLESS FROM ALL CLAIMS, DAMAGES, LOSSES AND EXPENSES, INCLUDING REASONABLE ATTORNEY'S FEES, THAT MAY BE ASSERTED AGAINST KLD CONSULTANTS LTD. BY ANY THIRD PARTY AS A RESULT OF THE USER'S USE OF THIS DOCUMENT.

I HEREBY CERTIFY THAT THE PLAN, SPECIES, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A duly REGISTERED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF MINNESOTA.

[Signature]

Signature

04/10/2024

Date

TRANSMER LEAN ORLEO

REGISTERED ENGINEER - PLANNING

BAKESIDE ST., CLOUP

04/10/2024

Date

PROPERTY BOUNDARY MONUMENT LEGEND

- SET BACK PIPE WITH CAP STRAPPED "ALS STAFF"
- FOUND IRON MONUMENT
- x COMPUTED POSITION
- ⊗ CONVENTED SECTION CORNER MONUMENT

PROG M001

3.85



F. 4. f.

Subdivisions Application
Planning and Zoning Department
13888 Daggett Bay Rd, Crosslake, MN 56442
218.692.2689 (Phone) 218.692.2687 (Fax) www.cityofcrosslake.org

Receipt Number: 244372

Permit Number: 250030\$

Property Owner(s): Mike and Pamela 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): 14280604-14280607

Legal Description: Lots 9-12, Block 1, RIVER TRAIL ROAD.

Sec 28 Twp 137 Rge 26 ☐ 27 ☒ 28 ☐

Land Involved: Width: 1240 Length: 1320 Acres: 23.9

Lake/River Name: Pine River

Do you own land adjacent to this parcel(s)? X Yes ☐ No ☐

If yes, list Parcel Number(s) 14280596-14280602

Authorized Agent: Kramer Leas DeLeo, PC

Agent Address: 1120 Industrial Park Road, Brainerd, MN 56401

Agent Phone Number: 218-829-5333

Signature of Property Owner(s) _____

Date _____

Signature of Authorized Agent(s) [Signature]

Date 4-7-2025

- ☒ All applications must be accompanied by signed Certificate of Survey $800 + (50 \times 4) 200 = \$1,000$
- ☒ 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.

Note: River Trail Rd Final approved 7-15-2024 Paul waived the repayment of
For Office Use: all 8 new parcels due to the short time between the replat.
Application accepted by CS Date 4-7-25 Land Use District RRS Lake Class GD Park, Rec, Lib X
Changing to RR2 River

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

Development

4 Number of proposed lots
____ Number of proposed outlots

Access

X

____ Public Road

____ Easement

Easement recorded: ____ Yes ____ No

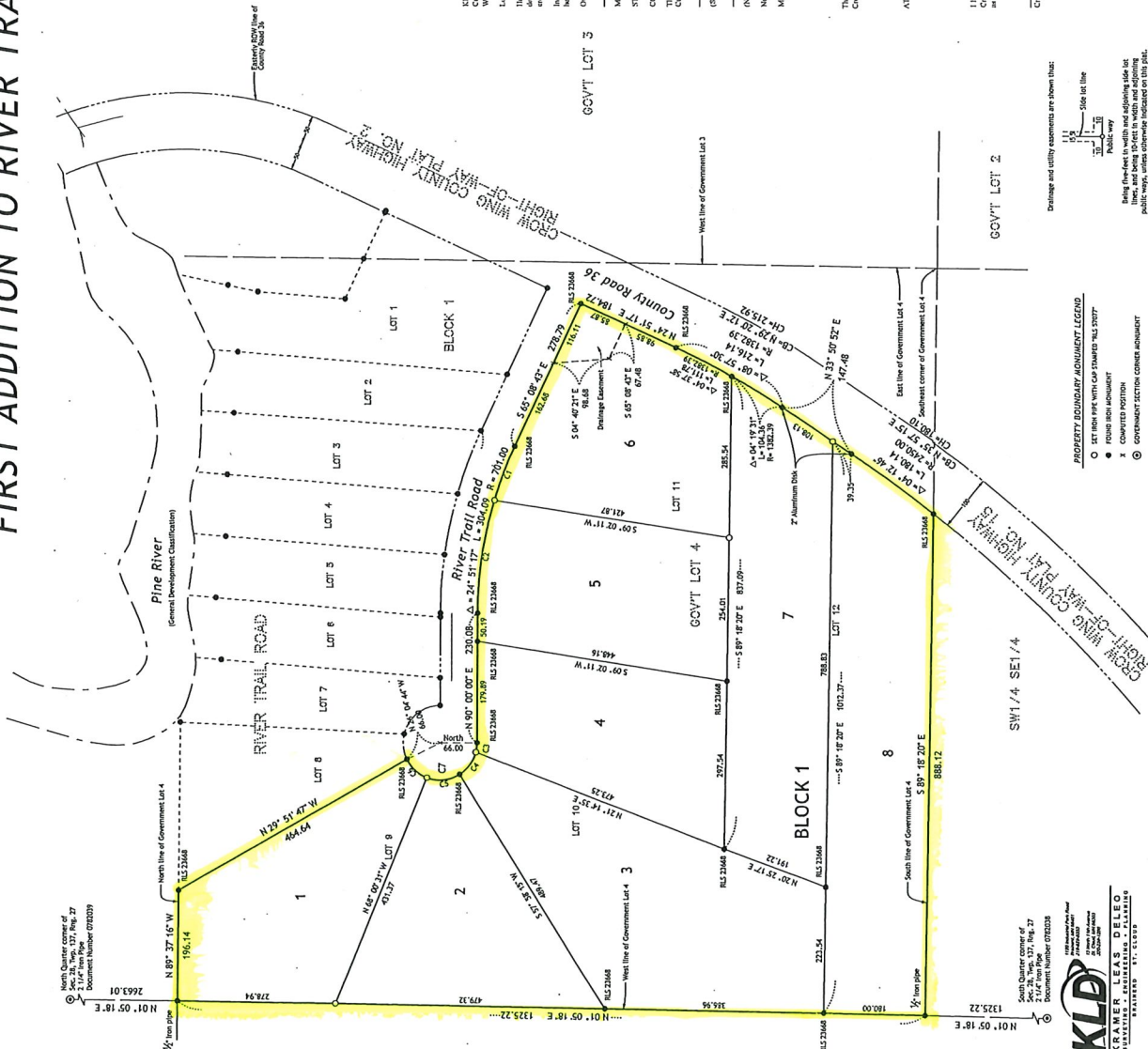
Septic

Compliance _____

SSTS Design _____

Site Suitability X

FIRST ADDITION TO RIVER TRAIL ROAD



ORIENTATION OF THIS BEARING
SYSTEM IS BASED ON THE
CROW WING COUNTY
COORDINATE SYSTEM



CURVE DATA TABLE			
ID	DELTA	LENGTH	RADIUS
C1	08° 18' 39"	301.61	701.00
C2	16° 32' 58"	202.48	701.00
C3	14° 31' 06"	16.72	66.00
C4	43° 27' 09"	50.05	66.00
C5	52° 31' 08"	60.50	66.00
C6	43° 25' 53"	50.03	66.00
C7	153° 55' 16"	177.30	66.00

LOT AREA TABLE		
LOT	TOTAL AREA	UTILIZABLE AREA
1	109,780 SF	94,826 SF
2	109,127 SF	93,457 SF
3	167,007 SF	148,140 SF
4	109,274 SF	91,013 SF
5	111,042 SF	91,852 SF
6	117,246 SF	86,751 SF
7	146,637 SF	122,021 SF
8	171,371 SF	143,916 SF

I Jordan Chausson do hereby certify that this plat was prepared by me or under my direct supervision, that I am a duly Licensed Land Surveyor in the State of Minnesota, that this plat is a correct representation of the boundary survey, that all mathematical data and labels are correctly designated on this plat, that all monuments depicted on this plat have been or will be correctly set within one year, that all water boundaries and wet lands, as defined in Minnesota Statutes, Section 505.01, 506.01, 2, are at the time of this certificate shown and labeled on this plat, and all public ways are shown and labeled on this plat.

Dated this _____ day of _____, 20____.

Jordan Chouanard, Licensed Land Surveyor
 Minnesota License Number 570177

STATE OF MINNESOTA

COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20____, by
Jordan Choteward, Minnesota License Number 57077

(Summary)

(Name Printed)

My Commission

10 Pursuant to Minnesota Statutes, Section 205 (21, Subd. 9, taxes payable in the year _____ on the land heretofore described have been paid. Also, pursuant to Minnesota Statutes, Section 272.12, there are no delinquent taxes and transfer entered this _____ day of _____,

Source: Waldman, 1990, p. 100. Reprinted by permission of the publisher.

By: _____, Deputy

COUNTY OF _____
This instrument was acknowledged before me this _____ day of _____, 20____, by Michael D

Name Printed _____

Notary Public. _____

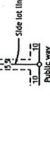
These plots of

I hereby certify that this instrument was filed for record in the office of the County Recorder in and for
Craw Wing County, Minnesota on this _____ day of _____, 20__ at _____ o'clock _____ m.

PROPERTY BOUNDARY MONUMENT LEGEND

- SET IRON PIPE WITH CAP STAMPED "ELS 57077"
- FOUND IRON MONUMENT
- X COMPUTED POSITION
- ⊙ GOVERNMENT SECTION CORNER MONUMENT

Drainage and utility easements are shown thus:



Being five-feet in width and adjoining side lot lines, and being 10-feet in width and adjoining public ways, unless otherwise indicated on this plat.

KLD
1739 Industrial Park Road
Greenville, SC 29615
252-427-4232

1739 Industrial Park Road
Greenville, SC 29615
252-427-4232

CRAMER LEAS • DELEO
SURVEYING • ENGINEERING • PLANNING
BRANDENBURY, ST. CLOUD

KLD
1739 Industrial Park Road
Greenville, SC 29615
252-427-4232

1739 Industrial Park Road
Greenville, SC 29615
252-427-4232

CRAMER LEAS • DELEO
SURVEYING • ENGINEERING • PLANNING
BRANDENBURY, ST. CLOUD

F.
4.
g.

TO: City Council
FROM: TJ Graumann
DATE: April 14, 2025
SUBJECT: Cunningham Subdivision

The Parks and Recreation Department recommends that cash in lieu of land be collected for the Cunningham Subdivision.

F. 4. h.

ORDINANCE NO. 393
AN ORDINANCE AMENDING PORTIONS OF
CHAPTER 26 LAND USE,
SECTIONS: 26-280, 26-281, 26-282, 26-375, 26-380, 26-382, 26-736, 26-737, 26-738,
26-739, 26-746 26-747, 26-750, 26-751, 26-752, 26-753
CITY OF CROSSLAKE
COUNTY OF CROW WING
STATE OF MINNESOTA

SUMMARY

On April 14, 2025, the City Council of the City of Crosslake, Minnesota, approved Ordinance No. ____ amending portions of Chapter 26, Land Use.

The City Council, by unanimous vote, hereby agrees to publish such ordinance by summary publication pursuant to Minn. Stat. Section 412.191, subdivision 4.

PLEASE TAKE NOTICE that this is only a summary of this ordinance. A printed copy of the entire text is available for inspection during regular office hours in the office of the City Clerk at the City Hall, Crosslake, Minnesota

Dated: April 14, 2025

CITY OF CROSSLAKE, MINNESOTA

By _____
Jackson Purfeerst, Its Mayor

ATTEST:

Lori Conway, City Administrator

PART I - CODE OF ORDINANCES
Chapter 26 - LAND USE

RED – First Reading that was approved on last Council Meeting

GREEN – Changes that we made to the ordinance before the First Reading but needed administrative changes.

- (1) **Shoreland District (SD).** The purpose of this district is to preserve and enhance the quality of surface waters, conserve the economic and natural environmental values of shorelands, protect drinking water sources, and provide for the wise use of water and related land resources. The primary use within this district is seasonal and year-round single family residential. Lot dimensions and density limitations are controlled by lake or river classifications. Compatible commercial or water-oriented commercial uses may be allowed as permitted or as conditional uses.
- (2) **Rural Residential-5 (RR-5).** The purpose of this district is to establish and maintain a low density residential district with 5 acre minimum lot sizes outside the shoreland zone, preserving the character of the city and providing a rural single family setting with limited agriculture/forestry uses. The primary use within this district is single family residential and agriculture/forestry. Compatible commercial uses may be allowed as permitted or as conditional uses.
- (3) **Waterfront Commercial (WC).** The purpose of this district is to accommodate commercial uses in the shoreland district where access to and use of a surface water feature is an integral part of the business. The primary uses in this district are marinas, resorts and restaurants with transient docking facilities.
- (4) **Limited Commercial District (LC).** The purpose of this district is to establish and provide a commercial environment with a limited mixture of commercial and office related development and services. A commercial district may be located within or outside the shoreland zone.
- (5) **Downtown Commercial District (DC).** The purpose of this district is to establish and provide a commercial environment with a mixture of commercial and office related development and services and maintain a pedestrian-oriented commercial district consisting of retail, offices and professional services. A downtown commercial district may be located within or outside the shoreland zone.
- (6) **Commercial/Light Industrial District (C/LI).** The purpose of this district is to establish and maintain a district for light industrial purposes with commercial activities which can provide the employment opportunities for the residents of the community, allow for the production and manufacture of goods and products, provide for the retail display and sale of the goods and products manufactured on the site with other related products or services, and provide professional contractor services and related office uses.
- (7) **Sensitive Shoreland (SS).** The purpose of this district is to accommodate limited residential uses, agricultural uses, and forest management activities within the shoreland protection zone while conserving sensitive land areas on which more intensive development would adversely affect water quality, wetlands, lakes, shorelines, slopes, wildlife habitat, biological ecosystems, or scenic and natural values. Density is decreased and performance standards established in order to minimize disturbance of soils and vegetation in the shoreland district, to prevent damage from erosion, floods, siltation and water turbidity, to prevent the loss of vegetation, fish, wildlife and natural habitat, to protect the quality of ground and surface waters, and to conserve natural and scenic areas in the shoreland protection zone. This district can only be designated in shoreland areas determined to be sensitive by the City Council.
- (8) **Corridor Overlay District (CO).** The purpose of this district is to protect and enhance the aesthetics of the City of Crosslake's main entrances and corridors by encouraging sustainable development that respects the environment and upholds the community's northwoods character. Certain land uses are prohibited in this district along with greater regulations on architectural standards to ensure protecting the beauty of Crosslake long term.
- (9) **Mixed-Use District (MU)** The purpose of this district is to provide the ability to be diverse in the multi-use at the present time as well as allowing the use to be interchangeable in the future. This district also is to accommodate personal storage buildings with performance standards established in Articles 28 and 29, along with Sec. 26-282. To create this district a Land Use Map amendment (LUMA) will be required.

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Sec. 26-281 Land Use Tables

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

For the purposes of this table:

"P"	means a use requiring a permit
"PP"	means a use requiring a permit with performance standards
"CU"	means a use requiring a conditional use permit
"I"	means an interim use
"A"	means a use that is allowed without a permit but may have performance standards
"SD"	means a shoreland district
"RR-5"	means a rural residential district—5 acre minimum lot size
"WC"	means a waterfront commercial district
"LC"	means a limited commercial district
"DC"	means a downtown commercial district
"C/LI"	means a commercial/light industrial district
"SS"	means a sensitive shoreland district
"CO"	means a corridor overlay district – 400ft from edge of ROW on each side of Cty Rd 16, 3, 66, 36, and 37
"MU"	means a mixed-use district

PART I - CODE OF ORDINANCES
Chapter 26 - LAND USE

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

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

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LAND USE TABLES	S D	RR 5	S S	L C	D C	W C	C/ LI	M U
(5) Commercial and Industrial Uses								
Adult uses							CU	
Amusement Park				CU				CU
Athletic club				PP	PP	PP		PP
Auto body shop				PP			PP	PP
Auto repair shop, lubrication service station				PP	PP		PP	PP
Bank or financial institution				P	P		PP	P
Beauty shop, barber shop				PP	PP	PP	PP	PP
Bed and Breakfast Residence		CU		PP	PP	PP		PP
Bowling Lanes				PP	PP	PP	PP	PP
Breeding and boarding of animals				CU	CU		CU	CU
Bulk liquid storage				CU			PP	CU
Business or professional office space				PP	PP	PP	PP	PP
Car wash				PP	PP		PP	PP
Cement/concrete/redi-mix plant, permanent							P	
Commercial greenhouse/nursery				PP			PP	PP
Commercial storage building/storage unit rental				CU	CU	CU	CU	CU
Commercial Storage Rental Building(s) containing independent bays > 800 sf				CU	CU	CU	CU	CU
Concrete/asphalt plant, portable				I			PP	
Construction and contractor services-carpentry, electrical, plumbing, heating, ventilation, mechanical, flooring, insulation, siding, etc				P	P		P	P
Day care facility	PP	PP		PP	PP	PP		PP
Demolition Landfill							CU	
Dry cleaners				CU	CU		CU	CU
Event Center (> 10 acres in RR5)		CU		CU	CU	CU	CU	CU
Extractive use, mining, gravel pit, aggregate							CU	
Funeral home with crematorium				CU				CU
Funeral Home without crematorium				PP				PP
Gas station/convenience store with or without fuel sales				PP	PP	PP		PP
Golf Course				CU		CU		CU
Industrial park development							CU	
Liquor: On and/or off sale				CU	CU	CU	CU	CU
Lumber yard				PP	PP		PP	PP
Manufacturing: light in general, assembly plant, machine shop, welding shop, packaging plant				CU			PP	CU
Marina						CU		
Medical or dental clinic				PP	PP		PP	PP
Miniature golf				PP	PP	PP	PP	PP
Motel/hotel				CU	CU	CU	CU	CU
Outdoor seasonal sales				PP	PP	PP	PP	PP
Over-the-counter print shop				PP	PP		PP	PP
Private clubs and lodges				PP	PP		PP	PP
Race track: horse, auto, motorcycle, go cart							CU	
Recycling collection site				I			PP	I
Rental equipment sales and service				PP	PP	PP	PP	PP
Storage Building, Personal							PP	PP

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

Note: See provisions for "CO" in Sec. 26-381 then refer to underlying districts

Note: See provisions for "MU" in Sec. 26-382 then refer to underlying districts

Sec. 26-282 Administration of Permits with Performance Standards

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

Secs. 26-283—26-304 Reserved

ARTICLE 13 Mixed Use and COMMERCIAL DISTRICT STANDARDS

Sec. 26-375 Purpose and Intent

The purpose and intent of this article is to support the development of commercial and light industrial districts that will accommodate a wide range of commercial goods and services and maintain the up-north character of the area without degrading the natural resources and to:

- (1) Maximize Crosslake's potential as a healthy community providing for business, residential and recreational opportunities.
- (2) Support a strong, ongoing working relationship between Crosslake, Crow Wing County, and the adjacent Townships in all matters related to planning and the provision of public services.
- (3) Plan for the orderly, efficient and fiscally responsible growth of commercial and industrial development in Crosslake.
- (4) Plan land uses and implement standards to minimize land use conflicts.
- (5) Support development that enhances community character and identity.
- (6) Support the development of a strong, diversified, and growing economic base and create a favorable climate for economic development and ongoing business activities.
- (7) Support the economic viability of the Commercial Districts.
- (8) To encourage lighting that provides safety, utility, and security without glare onto public roads, private residences, and atmospheric light pollution.
- (9) To manage storm water runoff and its associated effects and to provide for the protection of natural and artificial water storage and retention areas, and public waters.
- (10) To treat wastewater to protect public health and safety, and to protect ground and surface water; and;
- (11) To establish reasonable regulation for design, construction, installation, and maintenance of all exterior signs.

Sec. 26-376 Plan Submission Requirements

All commercial site development, structure construction, or parking area modifications shall require the property owner or developer to submit a plan meeting the standards of this Chapter:

- (1) Site plan meeting the standards in Article 13 of this Chapter with setbacks and wetlands identified;
- (2) Landscape, screening, and lighting plan meeting the standards in Article 28 of this Chapter;
- (3) Architectural plan meeting the standards in Article 29 of this Chapter;
- (4) Off street loading and parking plan meeting the standards in Article 26 of this Chapter;
- (5) Storm water management plan according to requirements in Article 20;
- (6) Waste disposal plan meeting Minnesota Rule, Chapter 7035 standards,
- (7) Wastewater treatment plan meeting the standards in Article 31 of this Chapter.

Sec. 26-377 Waterfront Commercial District

- (1) The purpose of this district is to accommodate commercial uses in the shoreland district including marinas, resorts, restaurants, bars, rental units, campgrounds, and related uses on General Development (GD) and Recreational Development (RD) lakes only where access to and use of a surface water feature is an integral part of the businesses.

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- (2) Waterfront Commercial Density and Dimensional Standards.** All commercial lots, structures, and uses in the Waterfront Commercial District created or constructed after March 1, 2015 of this Chapter shall meet the following density and dimensional requirements:

Lake Class	Minimum Lot Area	Minimum Lot Width	Structure Lot Line Setbacks-Residential	Structure Lot Line Setbacks-Commercial	Public Right of Way Frontage	Setback Between Bldgs.	City Street Right of Way setback	County Road Right-of-Way Setback	Maximum Impervious Coverage	Structure Height
GD	5 acres	400'	30'	10'	50'	15'	15'	35'	35%	35'
RD	5 acres	400'	30'	10'	50'	15'	15'	35'	25%	35'
NE (existing only)	10 acres	800'	30'	10'	50'	15'	15'	35'	20%	35'

* Unless using common wall construction

Sec. 26-378 Limited Commercial District

- (1) The purpose of this district is to establish and provide a commercial environment with a limited mixture of commercial and office related development and services. A limited commercial district may be located within or outside the shoreland zone.
- (2) Limited Commercial Density and Dimensional Standards.** All lots, structures, and uses in the Limited Commercial District created or constructed after March 1, 2015 shall meet the following density and dimensional requirements:

Minimum Lot Area sq. ft.	Minimum Lot Width	Structure Lot Line Setbacks-Residential	Structure Lot Line Setbacks-Commercial	Public Right of Way Frontage	Setback Between Bldgs.	City Street Right of Way setback	County Road Right-of-Way Setback	Maximum Impervious Coverage	Structure Height
20,000	100'	20'	5'	50'	0	15'	35'	50%	35'

Sec. 26-379 Downtown Commercial District Standards

- (1) The purpose of this district is to maintain a pedestrian-oriented commercial district consisting of retail, offices and professional services. A downtown commercial district may be located within or outside the shoreland zone.
- (2) Downtown Commercial Density and Dimensional Standards.** All lots, structures, and uses in the Downtown Commercial District created or constructed after March 1, 2015 shall meet the following density and dimensional requirements:

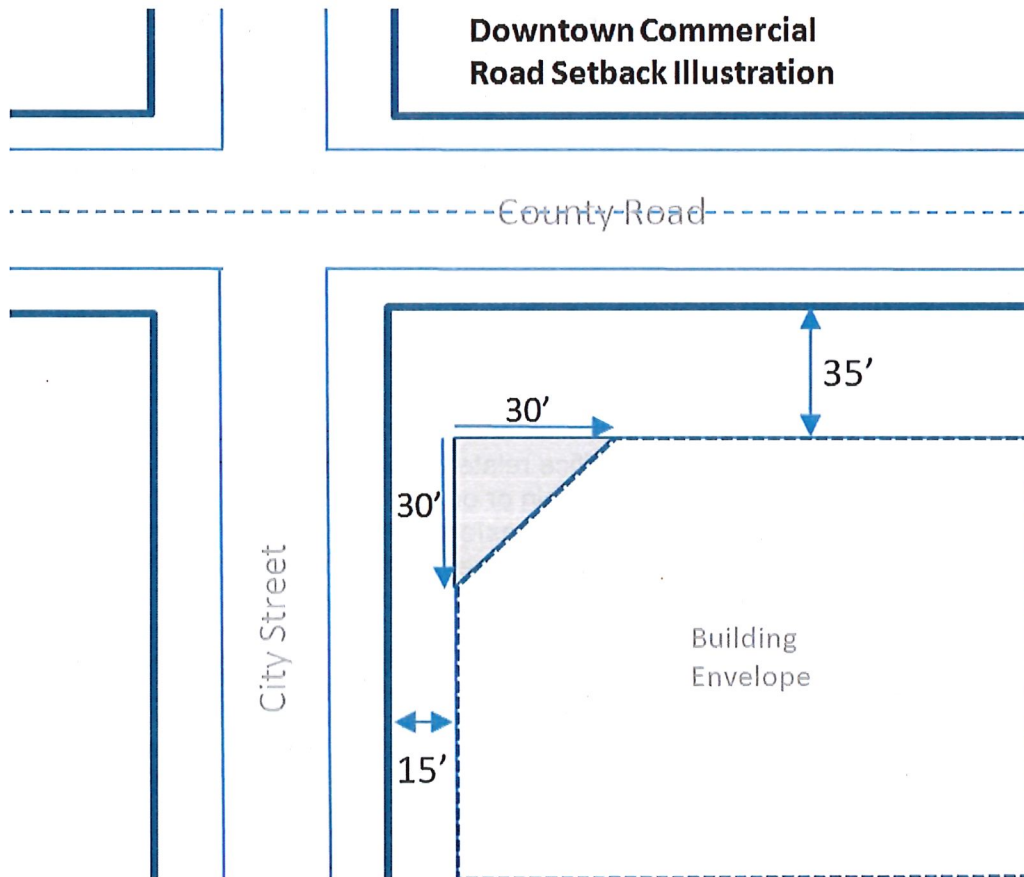
Minimum Lot Area Sq Ft	Minimum Lot Width	Structure Lot Line Setbacks-Residential	Structure Lot Line Setbacks-Commercial	Public Right of Way Frontage	Setback Between Bldgs.	City Street Right of-Way Setback	County Road Right of-Way Setback	Maximum Impervious Coverage	Structure Height
15,000	50'	20'	0'	33'	0'	15'	35'	80%	35'

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(3) Downtown Commercial Performance Standards.

- a) Setbacks. Buildings on corner lots will be required to maintain a minimum 30-foot sight triangle from the intersecting right-of-way lines (streets, alleys, etc.) within which no structures or improvements over 30 inches in height would be allowed to maximize traffic visibility and sight lines as exemplified in the following illustration.

Table 26-379A Downtown Commercial Road Setback Illustration



- b) Overhangs and any other building protrusions/extensions shall not be considered when measuring setbacks if they do not extend more than 3 feet beyond the exterior wall facade. If an overhang and any other building protrusions/extension extends more than 3 feet beyond the exterior wall facade, then the setback is measured from the drip line of the overhang.

Sec. 26-380 Commercial/Light Industrial District Standards

- (1) The purpose of this district is to establish and maintain a district for light industrial purposes with commercial activities which can provide the employment opportunities for the residents of the community, allow for the production and manufacture of goods and products, provide for the retail or wholesale display and sale of the goods and products manufactured on the site with other related products or services, and provide professional contractor services and related office uses.

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Chapter 26 - LAND USE

- (2) **Commercial/Light Industrial Density and Dimensional Standards.** All lots, structures, and uses in the Commercial/Light Industrial District created or constructed after October 16, 2018 shall meet the following density and dimensional requirements:
- (3) Outside storage is prohibited unless stored within a 6 foot high maintenance free fence no greater than 12' from the structure.
- (4) The hookup of a septic system (SSTS) and well is permissible for an established business use along with a personal storage building.

Minimum Lot Area Sq Ft	Minimum Lot Width	Structure Lot Line Setbacks- Residential	Structure Lot Line Setbacks- Commercial	Public Right of Way Frontage	Setback Between Bldgs.	City Street Right – of-Way Setback	County Road Right – of-Way Setback	Maximum Impervious Coverage	Structure Height
20,000	100'	30'	10'	35'	10'	35'	35'	50%	35'

Secs. 26-381 Corridor Overlay District Standards

- (1) **Corridor Overlay District (CO).** The purpose of the district is to protect and enhance the aesthetics of the City of Crosslake's main entrances and corridors by encouraging sustainable development that respects the environment and upholds the community's northwoods character. Certain land uses are prohibited in this district along with greater regulations on architectural standards to ensure protecting the beauty of Crosslake long term.
- (2) The standards of the Overlay District are within the boundaries of 400 ft from each side of the road right-of-way of Cty Rd 16, 3, 66, 36, and 37
- (3) The corridor overlay district prohibits the use of commercial storage, mini/self-storage, and personal storage.
- (4) Refer to the Density and Dimensional Standards per district and Article 29 for greater architectural standards regulated within this district.

Secs. 26-382 Mixed Use District Standards

- (1) The purpose of this district is to provide the ability to be diverse in the multi-use at the present time as well as allowing the use to be interchangeable in the future. This district also is to accommodate personal storage buildings with performance standards established in Articles 28 and 29, along with Sec. 26-282. To create this district a Land Use Map amendment (LUMA) will be required.
- (2) Minimum development size to be 10 acres, plated out to meet the below requirements.
- (3) To create this district a Land Use Map Amendment (LUMA) will be required upon completing a Development Review Team (DRT) meeting.
- (4) Outside storage is prohibited unless stored within a 6 foot high maintenance free fence no greater than 12' from the structure.
- (5) The hookup of a septic system (SSTS) and well is permissible for an established business use along with a personal storage building.
- (6) Refer to Article 28 and 29 for greater regulated standards within this district.

Minimum Lot Area Sq Ft	Minimum Lot Width	Structure Lot Line Setbacks- Residential	Structure Lot Line Setbacks- Commercial	Public Right of Way Frontage	Setback Between Bldgs.	City Street Right – of-Way Setback	County Road Right – of-Way Setback	Maximum Impervious Coverage	Structure Height
20,000	100'	30'	10'	35'	10'	35'	35'	50%	35'

Secs. 26-38—26-412 Reserved

ARTICLE 28 LANDSCAPING, SCREENING AND LIGHTING STANDARDS

Sec. 26-735 Purpose

The purpose of this division is to recognize the important and diverse benefits which landscaping, screening, and lighting provide in protecting the health, safety and general welfare of the community. Benefits include the reduction of noise, dust, excessive glare, stormwater runoff, the impact of adjacent incompatible land uses, and the increase in aesthetic value of the city.

Sec. 26-736 Application

- (1) All land use permits for **the mixed use district and commercial districts** submitted after March 1, 2015 shall be accompanied by complete landscape, screening, and lighting plans. These plans shall be submitted as a part of the site plan.
- (2) The retention of natural topography and vegetation will be required where possible.
- (3) All plan components shall be completed within two years from the date of issuance of the land use permit unless otherwise specified.

Sec. 26-737 Commercial **Districts Landscaping**

(1) Plan requirements.

- a) **Site analysis.** Boundary lines of the property with dimensions based upon a certificate of survey; name and alignment of proposed and existing streets; location of existing and proposed buildings; location of parking areas, vegetated and forested areas to be preserved, water bodies, proposed sidewalks; and percent of site covered by impervious surfaces.
- b) **Planned elements.** Existing and proposed topographic contours at two foot intervals; typical sections and details of landscaping plans such as type of vegetation, sodded and seeded areas, berms and other landscape improvements with identification of materials used.
- c) **Planting Schedule:** A table containing the common names and botanical names, average size of plant materials, root specifications, quantities, special planting instructions, and proposed planting dates of all plant materials.

(2) Minimum planting requirements.

- a) **Existing trees.** Existing trees may be used to meet these standards, if protected and maintained during the construction phase of the development. If existing trees are used, each tree 6 inches or less in diameter counts as one tree. Each tree more than 6 inches and up to 9 inches in diameter counts as two trees. Each additional 3-inch diameter increment above 9 inches counts as an additional tree.
- b) **Selection of materials.** Landscape materials should be selected and sited to produce a hardy and drought and salt-resistant landscape area. Selection should include consideration of soil type and depth, the amount of maintenance required,

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spacing, exposure to sun and wind, the slope and contours of the site, and compatibility with existing native vegetation preserved on the site.

- c) **Variety of species.** If there are more than 8 required trees, no more than 40 percent of them can be of one species. If there are more than 24 required trees, no more than 25 percent of them can be of one species. This standard applies only to trees being planted to meet these standards, not to existing trees. If there are more than 25 required shrubs, no more than 75 percent of them can be of one species.
- d) **Minimum plant numbers:**
- i. One overstory deciduous or coniferous tree for every 2,000 square feet of total building floor area or one for every 100 feet of site perimeter, whichever is greater.
 - ii. One ornamental tree for every 2,000 square feet of building or one for every 200 feet of site perimeter, whichever is greater.
 - iii. One understory shrub for every 300 square feet of building or one shrub for every 30 feet of site perimeter, whichever is greater.
- e) **Adjacent to residential areas.** Plantings or screening shall be provided to create physical and visual separation between commercial and residential areas (See section 26-738 (1)).
- f) **Minimum sizes.** The following minimum standards shall be required:

Overstory deciduous tree	1½ inch diameter
Ornamental tree	1 inch diameter
Coniferous tree	6 feet tall
Shrubs	3 gallon root ball size

- g) **Sodding and ground cover.** All disturbed area not covered by natural vegetation or impervious surfaces shall be seeded with turf grass, native grasses, perennial flowering plants, vines shrubs, trees or approved ground cover. Storm water retention ponds and rain gardens shall qualify as approved ground cover.
- h) **Minimum guaranteed survival.** All trees, shrubs, and groundcover shall be maintain and replaced as follows:
- i. For general landscaping, parking lots, and perimeter areas, maintenance and replacement for a minimum of 5 years.
 - ii. For screening adjacent to residential areas, maintenance and replacement in perpetuity.
- (3) **Parking lot landscaping** - In order to soften and improve the appearance of parking lots when viewed from an abutting street or sidewalk, all parking and loading areas including drive-through facilities fronting public streets or sidewalks shall provide:
- a) A landscaped area at least 5 feet wide along the public street or sidewalk. If a parking area contains over 100 spaces, the minimum required area shall be increased to 8 feet in width.
 - b) One overstory deciduous or coniferous tree shall be provided for each 25 linear feet of parking lot frontage on a public street or accessway.
- (4) **Interior parking lot landscaping**
- a) The corners of parking lots and all other areas not used for parking or vehicular circulation shall be landscaped with turf grass, native grasses or other perennial flowering plants, vines, shrubs and trees. Such spaces may include architectural features such as benches, kiosks or bicycle parking.
 - b) In parking lots containing more than 100 spaces, an additional landscaped area of at least 300 square feet shall be provided for each 12 spaces or fraction thereof,

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containing one deciduous shade tree. The remainder shall be covered with turf grass, native grasses, perennial flowering plants, vines or shrubs.

- (5) **Existing development.** It is recognized that commercial properties which have already been developed with permanent improvements as of March 1, 2015 may have less flexibility in meeting landscaping requirements. The requirements in Section 26-737 (1) through (4) above may be modified on a case by case basis, by written agreement, to fit existing conditions while fulfilling these requirements to the greatest extent possible. This agreement shall become part of the land use permit.

Sec. 26-738 Screening

- (1) **Screening from residential areas** shall be in addition to normal landscaping and planting and consist of a physical and visual barrier completely separating the activity **in the mixed use and commercial districts** property from any adjacent residential areas. Screening shall be equally effective in the winter and summer and shall be accomplished by the use of one or more of the following:
- a) The placement of the building on the lot or the placement of a building on an adjacent lot.
 - b) The use of berms and landscaping.
 - c) Planting of vegetative screens.
 - d) Construction of **architectural** walls or fences.
- (2) **Screening design standards**
- a) Vegetative screens shall consist of healthy, hardy plant materials. Evergreen shrubs with a mature height of 6 feet shall form a solid screen. One overstory deciduous or coniferous tree per 30 linear feet of boundary shall also be planted.
 - b) A 6-foot-high wall or fence may be substituted for the shrubs in (a) above, but the trees are still required.
 - c) Screening and fences shall be maintained and repaired.
 - d) Slopes and berms. Final slope grade steeper than the ratio of 3:1 and/or a height over six feet will require stabilization measures such as terracing or retaining walls.
- (3) **Placement and screening of mechanical equipment, service, loading, and storage areas**
- a) Any outdoor storage, service or loading area that faces adjacent residential uses or a public street or walkway shall be screened by a decorative fence, wall, or screen of plant material at least 6 feet in height.
 - b) Loading docks, truck parking, HVAC and other mechanical equipment, trash collection, and other service functions shall be incorporated into the design of the building so that the visual impacts of these functions are not visible from adjacent properties and public streets.
 - c) Outdoor sales area shall be fenced and screened from view of neighboring residential uses.
- (4) **Screening between adjacent **mixed use and commercial district** uses.**

Sec. 26-739. Lighting

All commercial permit applications submitted after March 1, 2015 shall include an exterior lighting plan consistent with the following standards for all exterior building areas, parking areas and pedestrian paths connecting parking areas and buildings. Applications for new **mixed use and** residential dwelling construction submitted after March 1, 2015 shall require submittal of

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specifications for all proposed exterior lighting. All existing uses for which exterior lighting is installed or changed shall also conform to these standards.

(1) Lighting standards:

- a) **Shielded fixtures.** No portion of the lamp or lens may extend beyond the housing or shield. All light fixtures shall be directed downward so the source of illumination is not visible.
- b) **Height restrictions.** **Mixed Use and Commercial district** lighting fixtures mounted on poles or structures shall have a maximum height of twenty-five feet (25'). Exceptions to this height requirement may be granted by the Zoning Administrator when lighting is located in an area otherwise screened or blocked from view from the residential property, such as lighting on the side of a **Mixed Use and commercial district** building opposite the residential property
- c) All commercial outdoor light poles shall be metal, fiberglass, or finished wood.

(2) Maximum lighting levels

- a) **Mixed Use and Commercial Districts.** Any light or combination of lights used for exterior illumination on a ~~commercial or industrial~~ property that cast light on a public street or adjacent residential property shall not exceed one (1) foot-candle (meter reading) as measured from the centerline of said street or at the property line.
- b) **Residential.** Any light or combination of lights used for exterior illumination on a residential property that cast light on a public street or adjacent residential property shall not exceed one-half (0.5) foot-candles (meter reading) as measured from the centerline of said street or at the property line.

(3) Lighting standards for commercial property on riparian lots in the shoreland district (Mixed Use Districts are prohibited in the shoreland and overlay districts**).**

All commercial zoned property shall comply with the following lighting standards for riparian lots and areas adjacent to a public water:

- a) The light fixtures shall be directed downward so the source of illumination is not visible and does not extend past property lines or across public waters in excess of the maximum light intensities in Section 26-739 (2).
- b) In shore impact zones 1 and 2, all lighting independently supported shall be on poles or supports that are a maximum of 24 inches above grade.
- c) All lighting shall be located only within the access path if installed within shore impact zone 1
- d) All lighting on docks, lifts, or platforms shall be directed downward so the source of illumination is not visible.
- e) The height maximum for exterior lighting located in the rear lot zone shall not exceed 25 feet.

(4) Lighting standards for residential property on riparian lots in the shoreland district.

- a) Light fixtures shall be directed downward so the source of illumination is not visible and the light does not extend past property lines or across public waters in excess of the maximum light levels in Section 26-739 (2), b.
- b) Lighting in shore impact zones 1 and 2 that is independently supported shall be on poles or supports that are a maximum of 24 inches above grade
- c) The height maximum for exterior lighting located in the rear lot zone shall not exceed 25 feet.

Secs. 26-740—26-745 Reserved

ARTICLE 29 ~~COMMERCIAL AND RESIDENTIAL~~ ARCHITECTURAL STANDARDS

Sec. 26-746 Purpose and Intent

(1) Purpose:

- a) Building design, exterior building materials, and colors shall blend into and enhance the City's existing northwoods environment and avoid adverse visual impact.
- b) Promote high standards of building and site design in ~~commercial and residential~~ all land use districts with the purpose of preserving an atmosphere consistent with the rural/Northwoods character of the City.
- c) Provide a more pleasant pedestrian environment and driving experience.
- d) Protect and enhance the appeal and attraction of the City to residents, visitors, and tourists, and to serve as a support and stimulus to business and residences.

(2) Intent: The City intends that all projects shall strive toward the highest level of quality in both design and construction. The criteria by which all commercial development and redevelopment in the City shall be judged are:

- a) Consistency with all provisions of the comprehensive plan and City ordinances.
- b) Complementary physical and visual relationships among existing, new and proposed buildings, park areas and landscape treatments with the intent of creating a cohesive appearance for the entire City.
- c) Use of appropriate façade proportions, materials, and colors that are compatible with adjacent uses and create a pleasant pedestrian environment and driving experience.

Sec. 26-747 Application

- (1) Existing buildings.** Facades on buildings in commercial land use districts-existing on March 1, 2015 shall be allowed to continue with the present materials subject to the following criteria: All subsequent additions and exterior alterations to buildings must be constructed with the materials required in this chapter.
- (2) New buildings.** New buildings ~~in commercial land use districts~~ built subsequent to March 1, 2015 must comply with the design standards set forth in this Article.

Sec. 26-748 – 749 Reserved

Sec. 26-750 Allowable Exterior Materials ~~for Commercial Structures in Commercial Land Use Districts~~

- (1)** Percentages of allowable exterior façade materials shall be calculated excluding windows, doors, and gables except for architectural glass.
- (2) Waterfront Commercial District.**
 - a. Glass on any front facade shall be a minimum of five percent (5%) with non-front facades consisting of a minimum of two and half percent (2.5%)
 - b. Face brick
 - c. Natural stone
 - d. Architectural glass

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- e. Wood finished for exterior use
- f. Stucco
- g. Exterior insulation finishing system (synthetic stucco)
- h. Architectural concrete masonry units shall be limited to a maximum of twenty-five percent (25%) on any front facade. Architectural concrete masonry units may be used up to one hundred percent (100%) on non-front facades.
- i. Architectural metal panels shall be limited to a maximum of twenty-five percent (25%) on any front facade, and non-front facades shall be no more than seventy-five percent (75%) of one approved material type, unless there is a differential in color or material
- j. Building design, exterior building materials, and colors shall blend into and enhance the City's existing northwoods environment and avoid adverse visual impact.
- k. Overhang to be a minimum of 24 inches on all sides.
- l. Height to the peak shall be a maximum 35 feet with a roof pitch of 4/12 minimum
- m. Other materials may be approved under number 9 of this section.

(3) Limited Commercial District

- a. ~~Glass on any front facade shall be a minimum of five percent (5%) with non-front facades consisting of a minimum of two and half percent (2.5%)~~
- b. Face brick
- c. Natural stone
- d. Architectural glass
- e. Wood finished for exterior use
- f. Stucco
- g. Exterior insulation finishing system (synthetic stucco)
- h. Architectural concrete masonry units shall be limited to a maximum of twenty-five percent (25%) on any front facade. Architectural concrete masonry units may be used up to one hundred percent (100%) on non-front facades.
- i. Architectural metal panels shall be limited to a maximum of twenty-five percent (25%) on any front facade, and non-front facades shall be no more than seventy-five percent (75%) of one approved material type, unless there is a differential in color or material
- j. ~~Plastic sheeting on commercial greenhouses only~~
- k. ~~Building design, exterior building materials, and colors shall blend into and enhance the City's existing northwoods environment and avoid adverse visual impact.~~
- l. ~~Overhang to be a minimum of 24 inches on all sides.~~
- m. ~~Height to the peak shall be a maximum 35 feet with a roof pitch of 4/12 minimum~~
- n. Other materials may be approved under number 9 of this section.

(4) Limited Commercial Corridor Overlay District

- a. Glass on any front facade shall be a minimum of five percent (5%) with non-front facades consisting of a minimum of two and half percent (2.5%)
- b. Face brick
- c. Natural stone
- d. Architectural glass
- e. Wood finished for exterior use
- f. Stucco
- g. Exterior insulation finishing system (synthetic stucco)
- h. Architectural concrete masonry units shall be limited to a maximum of twenty-five percent (25%) on any front facade. Architectural concrete masonry units may be used up to one hundred percent (100%) on non-front facades.

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- i. Architectural metal panels shall be limited to a maximum of twenty-five percent (25%) on any front façade, and non-front facades shall be no more than seventy-five percent (75%) of one approved material type, unless there is a differential in color or material
- j. Plastic sheeting on commercial greenhouses only
- k. Building design, exterior building materials, and colors shall blend into and enhance the City's existing northwoods environment and avoid adverse visual impact.
- l. Overhang to be a minimum of 24 inches on all sides.
- m. Height to the peak shall be a maximum 35 feet with a roof pitch of 4/12 minimum
- n. Other materials may be approved under number 9 of this section.

(5) Downtown Commercial District

- a. Glass on any front facade shall be a minimum of five percent (5%) with non-front facades consisting of a minimum of two and half percent (2.5%)
- b. Face brick.
- c. Natural stone.
- d. Architectural glass.
- e. Wood finished for exterior use
- f. Stucco.
- g. Exterior insulation finishing system (synthetic stucco)
- h. Architectural concrete masonry units shall be limited to a maximum of twenty five percent (25%) on any front facade. Architectural concrete masonry units may be used up to one hundred percent (100%) on non-front facades
- i. Architectural metal panels shall be limited to a maximum of twenty-five percent (25%) on any front façade, and non-front facades shall be no more than seventy-five percent (75%) of one approved material type, unless there is a differential in color or material
- j. Plastic sheeting on commercial greenhouses only
- k. Building design, exterior building materials, and colors shall blend into and enhance the City's existing northwoods environment and avoid adverse visual impact.
- l. Overhang to be a minimum of 24 inches on all sides.
- m. Height to the peak shall be a maximum 35 feet with a roof pitch of 4/12 minimum
- n. Other materials may be approved under number 9 of this section.

(6) Commercial/Light Industrial District

- a. Face brick.
- b. Natural stone.
- c. Architectural glass.
- d. Wood finished for exterior use
- e. Stucco.
- f. Exterior insulation finishing system (synthetic stucco)
- g. Architectural concrete masonry units shall be limited to a maximum of twenty-five percent (25%) on any front facade. Architectural concrete masonry units may be used up to one hundred percent (100%) on non-front facades.
- h. Architectural precast concrete panels.
- i. Architectural metal panels shall be limited to a maximum of twenty-five percent (25%) on any front façade.
- j. Plastic sheeting on commercial greenhouses only
- k. Other materials may be approved under number 9 of this section.

(7) Commercial/Light Industrial Corridor Overlay District

- a. Glass on any front facade shall be a minimum of five percent (5%) with non-front facades consisting of a minimum of two and half percent (2.5%)
- b. Face brick.

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- c. Natural stone.
 - d. Architectural glass.
 - e. Wood finished for exterior use
 - f. Stucco.
 - g. Exterior insulation finishing system (synthetic stucco)
 - h. Architectural concrete masonry units shall be limited to a maximum of twenty-five percent (25%) on any front facade. Architectural concrete masonry units may be used up to one hundred percent (100%) on non-front facades.
 - i. Architectural metal panels shall be limited to a maximum of twenty-five percent (25%) on any front facade, and non-front facades shall be no more than seventy-five percent (75%) of one approved material type, unless there is a differential in color or material.
 - j. Plastic sheeting on commercial greenhouses only
 - k. Building design, exterior building materials, and colors shall blend into and enhance the City's existing northwoods environment and avoid adverse visual impact.
 - l. Overhang to be a minimum of 24 inches on all sides.
 - m. Height to the peak shall be a maximum 35 feet with a roof pitch of 4/12 minimum
 - n. Other materials may be approved under number 9 of this section.
- (8) **Mixed Use District**
- a. ~~Glass on any front facade shall be a minimum of five percent (5%) with non-front facades consisting of a minimum of two and half percent (2.5%)~~
 - b. ~~Face brick.~~
 - c. ~~Natural stone.~~
 - d. ~~Architectural glass.~~
 - e. ~~Wood finished for exterior use~~
 - f. ~~Stucco.~~
 - g. ~~Exterior insulation finishing system (synthetic stucco)~~
 - h. ~~Architectural concrete masonry units shall be limited to a maximum of twenty-five percent (25%) on any front facade. Architectural concrete masonry units may be used up to one hundred percent (100%) on non-front facades.~~
 - i. ~~Architectural precast concrete panels.~~
 - j. ~~Architectural metal panels shall be limited to a maximum of twenty-five percent (25%) on any front facade, and non-front facades shall be no more than seventy-five percent (75%) of one approved material type, unless there is a differential in color or material.~~
 - k. ~~Building design, exterior building materials, and colors shall blend into and enhance the City's existing northwoods environment and avoid adverse visual impact.~~
 - l. ~~Overhang to be a minimum of 24 inches on all sides.~~
 - m. ~~Height to the peak shall be a maximum 35 feet with a roof pitch of 4/12 minimum~~
 - n. ~~Other materials may be approved under number 9 of this section.~~
- (9) **Other Materials.** Materials not specifically listed may be approved for use by the Zoning Administrator. and/or the Development Review Team and shall review and make recommendations to the Planning Commission/Board of Adjustment regarding the use of those materials

Sec. 26-751 Allowable Exterior Materials for Residential Primary Structures and Accessory Structures in All Land Use Districts

- (1) The following exterior building materials are allowed:
- a) Face brick

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- b) Natural stone
 - c) Architectural glass
 - d) Wood finished for exterior use including logs and log siding
 - e) Factory fabricated concrete or vinyl siding
 - f) Stucco
 - g) Exterior insulation finishing system (synthetic stucco)
 - h) Architectural concrete masonry units
 - i) Factory fabricated metal panels.
- (2) **Other Materials.** Materials not specifically listed may be approved for use by the Zoning Administrator. and/or the Development Review Team and shall review and make recommendations to the Planning Commission/Board of Adjustment regarding the use of those materials

Sec. 26-752 Prohibited Materials-Residential All-Districts

The following exterior building materials are prohibited on residential properties:

- (1) Face materials that rapidly deteriorate or become unsightly such as galvanized metal, unfinished structural plywood, unfinished structural clay tile, canvas, and plastic/vinyl sheeting or other flexible material of a similar nature, except as allowed for Portable or Temporary Storage Structures.
- (2) Sheet metal, plastic or fiberglass siding, unless such siding is a component of a factory fabricated and finished panel and is enhanced with preferred materials.
- (3) Unadorned and/or painted concrete block, except exposed foundation or footing block.
- (4) Neon lighting as part of the architecture of the building or used as accent lighting for the building.

Secs. 26-753—26-761 Reserved

ARTICLE 4 AMENDMENTS TO CHAPTER TEXT, LAND USE DISTRICT BOUNDARIES, AND DESIGNATION OF SENSITIVE SHORELAND DISTRICTS

- (1) **Text amendment actions.** Following their public hearing, the City Council shall publish its decision to approve or deny the text amendments within 15 days. The enactment of any changes shall take effect no sooner than 30 days after the date of their approval upon its publication in the official newspaper. A copy of any approved text amendment in a shoreland district shall be sent to the Commissioner of the Dept. of Natural Resources within 10 days of final action.

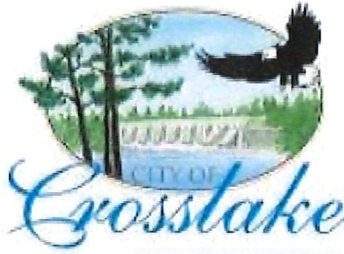
ENTERTAINMENT SPACE

An area within a personal storage building is meant for recreational use, but not to be used for a single-family dwelling, multi-family dwelling, two-family dwelling or in general any dwelling unit(s), no long or short term living/rental is allowed.

STORAGE BUILDING, PERSONAL

A structure used for the storage of belongings, equipment, or materials, of a personal nature, that is not intended for the use of dwelling units.

F. 4. i.



LAND USE MAP AMENDMENT CHECK LIST

Applicant: _____

Date: _____

Property Owner(s): _____

Property Address: _____

- ☐ Parcel number(s) correct
- ☐ Legal description correct on application
- ☐ Current Septic Compliance or Certificate of Installation on file
- ☐ Application signed and dated
- ☐ Authorized Agent form completed and signed (if required)
- ☐ Copy of easement for ingress/egress (if required)

Site Plan Check List:

- | | |
|--|--|
| <input type="checkbox"/> Lot dimensions | <input type="checkbox"/> Proposed Use |
| <input type="checkbox"/> Acres identified | <input type="checkbox"/> Proposed lot locations |
| <input type="checkbox"/> Lake or river name shown | <input type="checkbox"/> Proposed Streets and walkways |
| <input type="checkbox"/> Name of road for ingress/egress | |
| <input type="checkbox"/> Location of septic and well | |
| <input type="checkbox"/> North arrow | |

Received by _____

Date _____