

AGENDA
REGULAR COUNCIL MEETING
CITY OF CROSSLAKE
MONDAY, FEBRUARY 9, 2026
6:00 P.M. – CITY HALL

A. CALL TO ORDER

1. Pledge of Allegiance
2. Approval of Additions to the Agenda (**Council Action-Motion**)

B. PUBLIC FORUM – Action may or may not be taken on any issues raised. If Council requires more information or time for consideration, the issues will be placed on the agenda of the next regular council meeting. Speaker must state their name and address. At the discretion of the mayor, each speaker is given a three-minute time limit.

1. MN State Representative Ben Davis

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. Regular Council Meeting Minutes of January 12, 2026
2. Agreement for Professional Services in Conjunction with Brainerd Lakes Area Vulnerable Users Plan with Bolton & Menk
3. Police Reports for Crosslake, Mission Township and City of Manhattan Beach – January 2026
4. Fire Department Report – January 2026
5. Planning and Zoning Meeting Minutes of December 19, 2025
6. Public Works Meeting Minutes of January 8, 2026
7. Park, Recreation, and Library Commission Meeting Minutes of November 19, 2025
8. Letter dated February 2, 2026 from Tim Bray Re: Annual Bridge Inspection
9. Waste Partners Recycling Report for December 2025
10. Crosslake-Fifty Lakes American Legion Post 500 Charitable Contribution Report for 2025
11. Crosslake Ideal Lions Club Contribution Report for 2025
12. Resolution and LG230 Application to Conduct Off-Site Gambling from Confidence Learning Center
13. Bills for Approval

D. COMMUNITY ORGANIZATIONS

E. MAYOR'S AND COUNCIL MEMBERS' REPORT

1. Resolution Accepting Donations (**Council Action-Motion**)

F. CITY ADMINISTRATOR'S REPORT

1. Memo dated January 26, 2026 from Lori Conway Re: Decertification of TIF (**Council Action-Motion**)

2. Memo dated January 16, 2026 from Lori Conway Re: Liability Insurance Renewal and Tort Liability (Council Action-Motion)

G. COMMISSION REPORTS

1. PUBLIC WORKS/SEWER/CEMETERY
 - a. Construction Cost Share Agreement with Crow Wing County for the Bituminous Seal Coat for 2026 Road Improvements (Council Action-Motion)
 - b. Memo dated February 2, 2026 from Public Works Commission Re: Sidewalk & Crosswalk at Edgewater Lane (Council Action-Motion)
 - c. Memo dated February 2, 2026 from Public Works Commission Re: Year 3 Road Improvements/Sunrise Blvd (Council Action-Motion)
2. PLANNING AND ZONING
 - a. 2nd Reading of Ordinance No. 411 Naming an Unnamed Road as Fire Dance Dr and Approving Publication of Summary in Official Newspaper (Council Action-Motion)
3. PARK & RECREATION/LIBRARY
 - a. Memo dated February 9, 2026 from TJ Graumann Re: County Road 103 Shared-Use Trail
 - b. Trail Update
 - c. Notice of Crow Wing County Timber Sale

H. PUBLIC FORUM - Action may or may not be taken on any issues raised. If Council requires more information or time for consideration, the issues will be placed on the agenda of the next regular council meeting. Speaker must state their name and address. At the discretion of the mayor, each speaker is given a three-minute time limit.

I. CITY ATTORNEY REPORT

J. NEW BUSINESS

K. OLD BUSINESS

L. ADJOURN

C. l.

REGULAR COUNCIL MEETING
CITY OF CROSSLAKE
MONDAY, JANUARY 12, 2026
6:00 P.M. – CITY HALL

The Council for the City of Crosslake held a Regular Council Meeting on January 12, 2026. 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, Deputy Clerk/Treasurer Sharyl Murphy, City Clerk Char Nelson, Public Works Director Pat Wehner, Park and Recreation Director TJ Graumann, Planning and Zoning Director Jody Grund, Fire Chief Chip Lohmiller, Police Chief Jake Maier, City Engineer Phil Martin, and Echo Publishing Reporter Tom Fraki. City Attorney Jordan Soderlind attended via Zoom. There were approximately twenty-five 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 01R-01-26 WAS MADE BY ROBIN SYLVESTER AND SECONDED BY BOB HEALES TO APPROVE THE ADDITIONS TO THE AGENDA. MOTION CARRIED WITH ALL AYES.
- B. ORGANIZATIONAL MEETING APPOINTMENTS** – MOTION 01R-02-26 WAS MADE BY JACKSON PURFEERST AND SECONDED BY JAYME KNAPP TO PULL ITEMS #4 AND #5 REGARDING SCHEDULE OF COUNCIL AND COMMISSION MEETINGS FROM THE LIST SO THAT FURTHER DISCUSSION COULD TAKE PLACE. MOTION CARRIED WITH ALL AYES.

MOTION 01R-03-26 WAS MADE BY SANDY FARDER AND SECONDED BY BOB HEALES TO APPROVE THE FOLLOWING ITEMS LISTED ON THE ORGANIZATIONAL MEETING APPOINTMENTS:

1. Appointment of Legal Services
 - a. Civil (Ratwik, Roszak & Maloney)
 - b. Labor (Madden Galanter Hansen and Ratwik, Roszak & Maloney)
 - c. Prosecuting (Crow Wing County)
 - d. Bond Counsel (Taft Law)
 - e. Bond Advisor (David Drown Associates)
2. Designate Acting Mayor as Sandy Farder
3. Appointment of 2-Ex Officios to the Fire Relief Association (Mayor and City Administrator)
4. Removed
5. Removed
6. Appointment of Official Newspaper
 - a. Letter from Echo Publishing Re: 2026 Rates
7. Appointment of City Engineer – Bolton & Menk
8. Appointment of Insurance Agency to Provide Policies Underwritten by League of MN Cities – Shane Paskey, Lakes Central Insurance
9. Approval of Official Depositories – (Frandsen Bank, 4M Fund)

10. Designate Signatories on City Checking and Savings Accounts – (Mayor, Acting Mayor, City Administrator, and City Clerk)
11. Designate Electronic Fund Transfer Delegates – (Mayor, Acting Mayor, City Administrator, City Clerk)
12. Memo dated January 12, 2026 from Mayor Purfeerst Re: Commission Appointments

Planning & Zoning

Kristin Graham	appointment to 2 nd – 3-year term ending 1/31/2029
Jeff McGrath	appointment to 1 st – 3-year term ending 1/31/2029

Public Works

Gordon Wagner	appointment to 2 nd – 3-year term ending 1/31/2029
Tim Berg	appointment to 2 nd – 3-year term ending 1/31/2029

Public Safety

Robbe Kriefel	appointment to 1 st – 3-year term ending 1/31/2029
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EDA

Bob Heales	appointment to 6-year term ending 1/31/32 on behalf of City Council
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MOTION CARRIED WITH ALL AYES.

Jackson Purfeerst asked the Council if there was any interest in changing the schedule for council meetings. Mr. Purfeerst noted that the Council held 18 special meetings in 2025. Jayme Knapp suggested that scheduling a second regular council meeting every month may eliminate the need for special meetings. Bob Heales stated that currently the Council can set special meetings around their personal schedules. MOTION 01R-04-26 WAS MADE BY JAYME KNAPP AND SECONDED BY ROBIN SYLVESTER TO APPROVE THE SCHEDULE OF REGULAR COUNCIL MEETINGS ON THE 2ND MONDAY OF THE MONTH AT 6:00 P.M. AND APPROVE THE 2026 SCHEDULE OF CITY COUNCIL AND COMMISSION MEETING DATES. MOTION CARRIED WITH ALL AYES.

C. PUBLIC FORUM –

1. Ann Schwarz was not in attendance.
2. Jonathan Grothe of the Crosslakers provided an update on the informational/directional kiosks and reported that the Crosslakers encourage the Council to extend the sidewalk on the east side County Road 66 up to Marine Max when the road is improved in 2028.

D. CONSENT CALENDAR – MOTION 01R-05-26 WAS MADE BY BOB HEALES AND SECONDED BY SANDY FARDER TO APPROVE THE FOLLOWING ITEMS LISTED ON THE CONSENT CALENDAR:

1. Truth in Taxation Meeting Minutes of December 8, 2025
2. Public Hearing Meeting Minutes of December 8, 2025
3. Regular Council Meeting Minutes of December 8, 2025
4. Special Council Meeting Minutes of December 10, 2025
5. December 2025 Budget Revenues
6. December 2025 Expenditures
7. December 2025 Balance Sheet

8. Approve 2026 Mileage Reimbursement Rate (Current IRS Amount is 72.5 cents)
9. Approve Weed Inspector – (Mayor Purfeerst)
10. Approve Assistant Weed Inspector – (Patrick Wehner)
11. Fire Department Report – December 2025
12. Planning and Zoning Meeting Minutes of November 21, 2025
13. Parks & Recreation/Library Annual Report 2025
14. Public Works Meeting Minutes of December 1, 2025
15. Letter dated December 19, 2025 from Crow Wing County to MnDOT Re: 2026 Traffic Investigation Requests
16. Waste Partners Recycling Report for November 2025
17. LG220 Application for Exempt Permit from Pequot Lakes School PTA
18. Bills Paid from 12/9/25 to 12/31/25 in the Amount of \$146,527.62
19. Bills for Approval in the Amount of \$574,518.41
20. Additional Bills for Approval in the Amount of \$299,448.32
21. Police Reports for Crosslake, Mission Township and City of Manhattan Beach – December 2025
22. Annual Reports for Crosslake and Mission Township 2025
23. Crosslake Fire Department Annual Report 2025

MOTION CARRIED WITH ALL AYES.

E. MAYOR'S AND COUNCIL MEMBERS' REPORT

1. Mayor Purfeerst asked students from the Crosslake Community School to participate in a “Mayor for a Day” essay contest and invited the top three writers to the Council meeting for recognition. Amelia Gade-Fletcher, Arabella Scholten, and Hunter Rau were awarded first, second and third place with donated gift certificates to the Yellow House.

Mayor Purfeerst and Council Member Sandy Farder presented an award to Patty Norgaard for her 15+ years of service to the City in many different capacities, as she steps down as Chair from the EDA.

2. MOTION 01R-06-26 WAS MADE BY JAYME KNAPP AND SECONDED BY SANDY FARDER TO APPROVE RESOLUTION NO. 26-01 ACCEPTING DONATIONS FROM PAL FOUNDATION IN THE AMOUNT OF \$3,360.08 FOR PICKLEBALL, FROM SOURCEWELL IN THE AMOUNT OF \$2,000 FOR LIBRARY BOOKS, FROM CROSSLAKE FIREFIGHTERS' RELIEF ASSOCIATION IN THE AMOUNT OF \$74.99 FOR UNIFORMS, AND FROM JOE & KIM GEORGE IN THE AMOUNT OF \$100.00 FOR THE POLICE DEPARTMENT. MOTION CARRIED WITH ALL AYES.

F. CITY ADMINISTRATOR'S REPORT

1. MOTION 01R-07-26 WAS MADE BY ROBIN SYLVESTER AND SECONDED BY BOB HEALES TO ADOPT RESOLUTION NO. 26-02 TO APPROVE WASTE HAULER LICENSES FOR 2026. MOTION CARRIED WITH ALL AYES.
2. Lori Conway presented a request for an employee to receive pay in lieu of vacation time. Jackson Purfeerst stated that the Council has reviewed similar requests in the past and

determined that employees be allowed to pay out excess vacation time into their Deferred Compensation Retirement Accounts. Mr. Purfeerst urged the council to remain consistent with its policies. MOTION 01R-08-26 WAS MADE BY SANDY FARDER AND SECONDED BY ROBIN SYLVESTER TO APPROVE \$6,759.16 OF UNUSED VACATION TIME BE PLACED INTO CHIP LOH MILLER'S DEFERRED COMPENSATION PLAN AND THAT GOING FORWARD, THIS IS ALWAYS THE CASE. MOTION CARRIED WITH ALL AYES.

G. COMMISSION REPORTS

1. PUBLIC WORKS/SEWER/CEMETERY

- a. The Council reviewed a recommendation from the Public Works Commission regarding a parcel included in the Old Log Landing road improvements assessment roll. The owners argued that because the improvement only extends a few feet on Brook Street, they should not be charged an assessment. The Council stated that when Brook Street is improved, this lot would receive an assessment, at the current rate. MOTION 01R-09-26 WAS MADE BY ROBIN SYLVESTER AND SECONDED BY SANDY FARDER TO DIRECT STAFF TO REMOVE PARCEL #14160737 FROM THE CERTIFIED ASSESSMENT ROLL. MOTION CARRIED WITH ALL AYES.
- b. Pat Wehner reported that staff are finding water meters installed in the wrong locations as they are changing out the old meters with the new. MOTION 01R-10-26 WAS MADE BY JACKSON PURFEERST AND SECONDED BY SANDY FARDER TO DIRECT STAFF TO SEND LETTERS TO ANY BUSINESS WITHIN THE MUNICIPAL SEWER DISTRICT WITH A WATER METER IN THE WRONG LOCATION, INFORMING THEM THAT THEY MUST MOVE THE METER TO THE CORRECT LOCATION WITHIN 30 DAYS AT THEIR OWN EXPENSE. MOTION CARRIED WITH ALL AYES.
- c. MOTION 01R-11-26 WAS MADE BY ROBIN SYLVESTER AND SECONDED BY BOB HEALES TO APPROVE THE PURCHASE OF A SANDER FROM SHANNON'S AUTO BODY AT A COST OF \$8,927.40 FOR THE BACK OF PICKUP TRUCK TO HAUL AND DISTRIBUTE SALT. MOTION CARRIED WITH ALL AYES.

Pat Wehner informed the Council that the estimated cost for biosolids drying beds is approximately \$1,000,000 and suggested that the City start saving money each year so that these can be purchased in the future.

2. PUBLIC SAFETY

- a. MOTION 01R-12-26 WAS MADE BY BOB HEALES AND SECONDED BY JAYME KNAPP TO APPROVE RESOLUTION NO. 26-03 TO ADOPT THE 2025 CROW WING COUNTY HAZARD MITIGATION PLAN. MOTION CARRIED WITH ALL AYES.

Chip Lohmiller reported that he received a grant for city-wide emergency planning. Training for Council and staff will take place on February 2 and February 9 at 9:00 am.

3. PLANNING & ZONING

- a. Jody Grund presented the first reading of an ordinance naming an unnamed road as Fire Dance Dr. There were no questions or comments from the Council.
- b. MOTION 01R-13-26 WAS MADE BY SANDY FARDER AND SECONDED BY JAYME KNAPP TO APPROVE APPLICATION FROM HANNING JOINT TRUST OF 36152 GALE LANE FOR OFFICIAL LAND USE AMENDMENT FROM RURAL RESIDENTIAL 5 (RR5)/SHORELAND TO RURAL RESIDENTIAL 2 (RR2) INVOLVING APPROXIMATELY 8.9 ACRES. MOTION CARRIED WITH ALL AYES.
- c. MOTION 01R-14-26 WAS MADE BY ROBIN SYLVESTER AND SECONDED BY BOB HEALES TO APPROVE CHANGES TO THE PLANNING & ZONING FEE SCHEDULE ASSOCIATED WITH SEPTIC PERMITS. MOTION CARRIED WITH ALL AYES.

4. PARK & RECREATION/LIBRARY

- a. MOTION 01R-15-26 WAS MADE BOB HEALES AND SECONDED BY SANDY FARDER TO APPROVE PROPOSED CHANGES TO THE PARKS AND RECREATION/LIBRARY FEE SCHEDULE. MOTION CARRIED WITH ALL AYES.

H. PUBLIC FORUM – Marcia Seibert-Volz of Crosslake asked questions regarding the City's policy on vacation leave and carryover.

I. CITY ATTORNEY REPORT – None

J. NEW BUSINESS – None.

K. OLD BUSINESS – None.

L. ADJOURN – There being no further business at 6:55 P.M., MOTION 01R-16-26 WAS MADE BY SANDY FARDER AND SECONDED BY JAYME KNAPP TO ADJOURN THE REGULAR MEETING. MOTION CARRIED WITH ALL AYES.

Respectfully submitted by,

Charlene Nelson, City Clerk

AGREEMENT FOR PROFESSIONAL SERVICES MN

STANDARD PROJECT-PUBLIC CLIENTPUBLIC CLIENT and BOLTON & MENK, INC.

This Agreement, made this 16th day of January, 2026, by and between City of Crosslake, 13888 Daggett Bay Road, Crosslake, MN 56442, ("CLIENT"), and BOLTON & MENK, INC., 7656 Design Road, Suite 200, Baxter, MN 56425, ("CONSULTANT").

WITNESS, whereas the CLIENT requires professional services in conjunction with Brainerd Lakes Area Vulnerable Users Plan ("Project") and whereas the CONSULTANT agrees to furnish the various professional services (the "Services"), including Basic Services and Additional Services as defined in Section I, as requested by the CLIENT.

NOW, THEREFORE, in consideration of the mutual covenants and promises between the parties hereto, it is agreed:

SECTION I – CONSULTANT'S SERVICES

- A. The CONSULTANT agrees to perform the various Basic Services in connection with the Project as described in Exhibit A.
- B. Upon mutual agreement of the parties, professional services in addition to the Basic Services (the "Additional Services") may be authorized as described in Paragraph IV.B, and when so authorized, shall be included with the Services to be provided under this Agreement.

SECTION II - THE CLIENT'S RESPONSIBILITIES

- A. The CLIENT shall promptly compensate the CONSULTANT for the Services in accordance with Section III of this Agreement.
- B. The CLIENT shall place any and all previously acquired information related to the Project in its custody at the disposal of the CONSULTANT for its use. Such information shall include, but is not limited to: boundary surveys, topographic surveys, preliminary sketch plan layouts, building plans, soil surveys, abstracts, deed descriptions, tile maps and layouts, aerial photos, utility agreements, environmental reviews, and zoning limitations. The CONSULTANT may rely upon the accuracy and sufficiency of all such information in performing services unless otherwise instructed, in writing, by CLIENT.
- C. The CLIENT will guarantee access to and make all provisions for entry upon public portions of the project and reasonable efforts to provide access to private portions and pertinent adjoining properties.
- D. The CLIENT will give prompt notice to the CONSULTANT whenever the CLIENT observes or otherwise becomes aware of any defect in the proposed project.
- E. The CLIENT shall designate a liaison person to act as the CLIENT'S representative with respect to services to be rendered under this Agreement. Said representative shall have the authority to transmit instructions, receive instructions, receive information, interpret and define the CLIENT'S policies with respect to the project and CONSULTANT'S services.

F. The CONSULTANT'S services do not include legal, insurance counseling, accounting, independent cost estimating, financial advisory or "municipal advisor" (as described in Section 975 of the Dodd-Frank Wall Street Reform and Consumer Protection Act 2010 and the municipal advisor registration rules issued by the SEC) professional services and the CLIENT shall provide any such services as may be required for completion of the Project described in this Agreement.

G. The CLIENT will obtain any and all regulatory permits required for the proper and legal execution of the Project. CONSULTANT will assist CLIENT with permit preparation and documentation to the extent described in Exhibit I.

H. The CLIENT may hire, at its discretion, when requested by the CONSULTANT, an independent test company to perform laboratory and material testing services, and soil investigation that can be justified for the proper design and construction of the Project. The CONSULTANT shall assist the CLIENT in selecting a testing company. Payment for testing services shall be made directly to the testing company by the CLIENT and is not part of this Agreement. If CLIENT elects not to hire an independent test company, CLIENT shall provide CONSULTANT with guidance and direction on completing those aspects of design and construction that require additional testing data.

SECTION III - COMPENSATION FOR SERVICES

A. FEES.

1. The CLIENT will compensate the CONSULTANT in accordance with Exhibit A – Scope of Services and Schedule 1 – Schedule of Fees, as applicable.
2. The preceding Schedule of Fees shall apply for services provided through July 31, 2027. Hourly rates may be adjusted by CONSULTANT, in consultation with CLIENT, on an annual basis thereafter to reflect reasonable changes in its operating costs and other market factors. Adjusted rates will become effective on January 1st of each subsequent year, upon written acceptance by CLIENT.
3. Rates and charges do not include sales tax. If such taxes are imposed and become applicable after the date of this Agreement CLIENT agrees to pay any applicable sales taxes.
4. The rates in the Schedule of Fees include labor, general business and other normal and customary expenses associated with operating a professional business. Unless otherwise agreed in writing, the above rates include vehicle and personal expenses, mileage, telephone, survey stakes and routine expendable supplies; and no separate charges will be made for these activities and materials.
5. Additional Services as outlined in Section I.B will vary depending upon project conditions and will be billed on an hourly basis at the rate described in Section III.A.1.
6. Expenses required to complete the agreed scope of services or identified in this paragraph will be invoiced separately, and include but are not limited to large quantities of prints; extra report copies; out-sourced graphics and photographic reproductions; document recording fees; special field and traffic control equipment rental; outside professional and technical assistance; geotechnical services; and other items of this general nature required by the CONSULTANT to fulfill the terms of this Agreement. CONSULTANT shall be reimbursed at cost for these Direct Expenses incurred in the performance of the work subject to the Total cost not to exceed fee or approved Additional Services.

B. PAYMENTS AND RECORDS.

1. The payment to the CONSULTANT will be made by the CLIENT upon billing at intervals not more often than monthly at the herein rates and terms.
2. If CLIENT fails to make any payment due CONSULTANT for Services and expenses within 45 days after date of the CONSULTANT'S invoice, a service charge at the interest rate established under Minn. Stat. § 549.09 will be charged on any unpaid balance.
3. In addition to the service charges described in preceding paragraph, if the CLIENT fails to make payment for Services and expenses within 60 days after the date of the invoice, the CONSULTANT may, upon giving seven days' written notice to CLIENT, suspend Services and withhold project deliverables due under this Agreement until CONSULTANT has been paid in full for all past due amounts for Services, expenses and charges, without waiving any claim or right against the CLIENT and without incurring liability whatsoever to the CLIENT.
4. **Documents Retention.** The CONSULTANT will maintain records that reflect all revenues, costs incurred and the Services provided in the performance of the Agreement. The CONSULTANT will also agree that the CLIENT, State, or their duly authorized representatives may, at any time during normal business hours and as often as reasonably necessary, have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc., and accounting procedures and practices of the CONSULTANT which are relevant to this Contract for a period of six years.

SECTION IV – GENERAL

A. STANDARD OF CARE. Professional services provided under this Agreement will be conducted in a manner consistent with that level of care and skill ordinarily exercised by members of the CONSULTANT'S profession currently practicing under similar conditions. No warranty, express or implied, is made.

B. CHANGE IN PROJECT SCOPE. In the event the CLIENT changes or is required to change the scope or duration of the Project from that described in Exhibit I, and such changes require Additional Services by the CONSULTANT, the CONSULTANT shall be entitled to additional compensation at the applicable hourly rates. To the fullest extent practical, the CONSULTANT shall give notice to the CLIENT of any Additional Services, prior to furnishing such Additional Services. The CONSULTANT shall furnish an estimate of additional cost, prior to authorization of the changed scope of work and this Agreement will be revised in writing.

C. LIMITATION OF LIABILITY

1. **Liability of CONSULTANT.** CONSULTANT shall indemnify CLIENT from losses, damages, and judgments arising from third-party claims or actions relating to the Project only to the extent caused by the negligent acts, errors or omissions (whether in the performance of professional services or otherwise) of CONSULTANT or CONSULTANT'S officers, employees, or subconsultants occurring during the scope of CONSULTANT's work on the Project and provided that any such claim, action, loss, damages, or judgment is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property. CONSULTANT's obligation to indemnify the CLIENT and CLIENT's officers and employees harmless does not include a duty to defend. This indemnification shall not apply to third-party claims or actions for consequential damages, lost revenues, increased expense, or lost profits, nor to any claim for punitive or exemplary damages.
2. **Liability of Client.** To the fullest extent permitted by law and subject to the maximum limits of liability set forth in Minnesota Statutes Section 466.04, CLIENT shall indemnify CONSULTANT from losses, damages, and judgments (including reasonable attorneys' fees and expenses of litigation) arising from claims or actions relating to the Project, provided that any such claim, action, loss, damages, or judgment is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property, but only to the extent

caused by the acts or omission of CLIENT or CLIENT'S employees, agents, or other consultants. This indemnification shall not apply to third-party claims or actions for consequential damages, lost revenues, increased expense or lost profits, nor to any claim for punitive or exemplary damages.

3. To the fullest extent permitted by law, CLIENT and CONSULTANT waive against each other, and the other's employees, officers, directors, members, agents, insurers, partners, and consultants, any and all claims for or entitlement to special, incidental, indirect, or consequential damages arising out of, resulting from, or in any way related to this Agreement, from any cause or causes. CLIENT waives all claims against individuals involved in the services provided under this Agreement and agrees to limit all claims to the CONSULTANT's corporate entity.
4. Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the CLIENT or the CONSULTANT. The CONSULTANT'S services under this Agreement are being performed solely for the CLIENT'S benefit, and no other entity shall have any claim against the CONSULTANT because of this Agreement or the performance or nonperformance of services provided hereunder.

D. INSURANCE

1. The CONSULTANT agrees to maintain, at CONSULTANT'S expense a commercial general liability (CGL) and excess or umbrella general liability insurance policy or policies insuring CONSULTANT against claims for bodily injury, death or property damage arising out of CONSULTANT'S general business activities. The general liability coverage shall provide limits of not less than \$2,000,000 per occurrence and not less than \$2,000,000 general aggregate. Coverage shall include Premises and Operations Bodily Injury and Property Damage; Personal and Advertising Injury; Blanket Contractual Liability; Products and Completed Operations Liability.
2. The CONSULTANT also agrees to maintain, at CONSULTANT'S expense, a single limit or combined limit automobile liability insurance and excess or umbrella liability policy or policies insuring owned, non-owned and hired vehicles used by CONSULTANT under this Agreement. The automobile liability coverages shall provide limits of not less than \$1,000,000 per accident for property damage, \$2,000,000 for bodily injuries, death and damages to any one person and \$2,000,000 for total bodily injury, death and damage claims arising from one accident.
3. CLIENT shall be named Additional Insured for the above CGL and Auto liability policies, to the extent permitted by CONSULTANT'S insurers.
4. The CONSULTANT agrees to maintain, at the CONSULTANT'S expense, statutory worker's compensation coverage together with Coverage B, Employer's Liability limits of not less than \$500,000 for Bodily Injury by Disease per employee, \$500,000.00 for Bodily Injury by Disease aggregate and \$500,000 for Bodily Injury by Accident.
5. The CONSULTANT also agrees to maintain, at CONSULTANT'S expense, Professional Liability Insurance coverage insuring CONSULTANT against damages for legal liability arising from a negligent act, error or omission in the performance of professional services required by this Agreement during the period of CONSULTANT'S services and for three years following date of final completion of its services. The professional liability insurance coverage shall provide limits of not less than \$2,000,000 per claim and an annual aggregate of not less than \$2,000,000 on a claims-made basis.
6. CLIENT shall maintain statutory Workers Compensation insurance coverage on all of CLIENT'S employees and other liability insurance coverage for injury and property damage to third parties due to the CLIENT'S negligence.

7. Prior to commencement of this Agreement, CONSULTANT will provide the CLIENT with certificates of insurance, showing evidence of required coverages. All policies of insurance shall contain a provision or endorsement that the coverage afforded will not be canceled or reduced in limits by endorsement for any reason except non-payment of premium, until at least 30 days prior written notice has been given to the Certificate Holder, and at least 10 days prior written notice in the case of non-payment of premium.

E. OPINIONS OR ESTIMATES OF CONSTRUCTION COST. Where provided by the CONSULTANT as part of Exhibit I or otherwise, opinions or estimates of construction cost will generally be based upon public construction cost information. Since the CONSULTANT has no control over the cost of labor, materials, competitive bidding process, weather conditions and other factors affecting the cost of construction, all cost estimates are opinions for general information of the CLIENT and the CONSULTANT does not warrant or guarantee the accuracy of construction cost opinions or estimates. The CLIENT acknowledges that costs for project financing should be based upon contracted construction costs with appropriate contingencies.

F. CONSTRUCTION SERVICES. It is agreed that the CONSULTANT and its representatives shall not at any time supervise, direct, control, or have authority over any contractor's work, nor shall CONSULTANT have authority over or be responsible for the means, methods, techniques, sequences, or procedures of construction selected or used by any contractor, or the safety precautions and programs incident thereto, for security or safety at any Project site, nor for any failure of a Contractor to comply with Laws and Regulations applicable to that Contractor's furnishing and performing of its work. CONSULTANT shall not be responsible for the acts or omissions of any Contractor. CLIENT acknowledges that on-site contractor(s) are solely responsible for construction site safety programs and their enforcement.

G. USE OF ELECTRONIC/DIGITAL DATA.

1. Because of the potential instability of electronic/digital data and susceptibility to unauthorized changes, copies of documents that may be relied upon by CLIENT are limited to the printed copies (also known as hard copies) that are signed or sealed by CONSULTANT. Except for electronic/digital data which is specifically identified as a project deliverable for this Agreement or except as otherwise explicitly provided in this Agreement, all electronic/digital data developed by the CONSULTANT as part of the Project is acknowledged to be an internal working document for the CONSULTANT'S purposes solely and any such information provided to the CLIENT shall be on an "AS IS" basis strictly for the convenience of the CLIENT without any warranties of any kind. As such, the CLIENT is advised and acknowledges that use of such information may require substantial modification and independent verification by the CLIENT (or its designees).
2. Provision of electronic/digital data, whether required by this Agreement or provided as a convenience to the Client, does not include any license of software or other systems necessary to read, use or reproduce the information. It is the responsibility of the CLIENT to verify compatibility with its system and long-term stability of media. CLIENT shall indemnify and hold harmless CONSULTANT and its Subconsultants from all claims, damages, losses, and expenses, including attorneys' fees arising out of or resulting from third party use or any adaptation or distribution of electronic/digital data provided under this Agreement, unless such third party use and adaptation or distribution is explicitly authorized by this Agreement.

H. REUSE OF DOCUMENTS

1. Drawings and specifications and all other documents (including electronic and digital versions of any documents) prepared or furnished by CONSULTANT pursuant to this Agreement are instruments of service in respect to the Project and CONSULTANT shall retain an ownership interest therein. Upon payment of all fees owed to the CONSULTANT, the CLIENT shall acquire a limited license in all identified deliverables (including reports, plans,

and specifications) for any reasonable use relative to the Project and the general operations of the CLIENT. Such limited license to Owner shall not create any rights in third parties.

2. CLIENT may make and disseminate copies for information and reference in connection with the use and maintenance of the Project by the CLIENT. However, such documents are not intended or represented to be suitable for reuse by CLIENT or others on extensions of the Project or on any other project. Any reuse by CLIENT or, any other entity acting under the request or direction of the CLIENT, without written verification or adaptation by CONSULTANT for such reuse will be at CLIENT'S sole risk and without liability or legal exposure to CONSULTANT and CLIENT shall indemnify and hold harmless CONSULTANT from all claims, damages, losses and expenses including attorney's fees arising out of or resulting from such reuse.

I. CONFIDENTIALITY. CONSULTANT agrees to keep confidential and not to disclose to any person or entity, other than CONSULTANT'S employees and subconsultants any information related to the Project obtained from CLIENT not previously in the public domain or not otherwise previously known to or generated by CONSULTANT. These provisions shall not apply to information in whatever form that comes into the public domain through no fault of CONSULTANT; or is furnished to CONSULTANT by a third party who is under no obligation to keep such information confidential; or is information for which the CONSULTANT is required to provide by law or authority with proper jurisdiction; or is information upon which the CONSULTANT must rely for defense of any claim or legal action.

J. PERIOD OF AGREEMENT. This Agreement will remain in effect for the longer of a period of two (2) years or until such other expressly identified completion date, after which time the Agreement may be extended upon mutual agreement of both parties.

K. TERMINATION. This Agreement may be terminated:

1. For cause, by either party upon 7 days written notice in the event of substantial failure by other party to perform in accordance with the terms of this Agreement through no fault of the terminating party. For termination by CONSULTANT, cause includes, but is not limited to, failure by CLIENT to pay amounts owed to CONSULTANT within 120 days of invoice and delay or suspension of CONSULTANT's services for more than 120 days for reasons beyond CONSULTANT'S cause or control; or,
2. For convenience by CLIENT upon 7 days written notice to CONSULTANT.
3. Notwithstanding, the foregoing, this Agreement will not terminate under paragraph IV.K if the party receiving such notice immediately commences correction of any substantial failure and cures the same within 10 days of receipt of the notice.
4. In the event of termination by CLIENT for convenience or by CONSULTANT for cause, the CLIENT shall be obligated to the CONSULTANT for payment of amounts due and owing including payment for services performed or furnished to the date and time of termination, computed in accordance with Section III of this Agreement. CONSULTANT shall deliver and CLIENT shall have, at its sole risk, right of use of any completed or partially completed deliverables, subject to provisions of Paragraph IV. H.
5. In event of termination by CLIENT for cause and in addition to any other remedies available to CLIENT, CONSULTANT shall deliver to CLIENT and CLIENT shall have right of use of any completed or partially completed deliverables, in accordance with the provisions of Paragraph IV.H. CLIENT shall compensate CONSULTANT for all undisputed amounts owed CONSULTANT as of date of termination.

L. INDEPENDENT CONTRACTOR. Nothing in this Agreement is intended or should be construed in any manner as creating or establishing the relationship of co-partners between the parties hereto or as constituting the

CONSULTANT or any of its employees as the agent, representative, or employee of the CLIENT for any purpose or in any manner whatsoever. The CONSULTANT is to be and shall remain an independent contractor with respect to all services performed under this Agreement.

M. CONTINGENT FEE. The CONSULTANT warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the CONSULTANT to solicit or secure this Agreement, and that it has not paid or agreed to pay any company or person, other than a bona fide employee, any fee, commission, percentage, brokerage fee, gift or any other consideration, contingent upon or resulting from award or making of this Agreement.

N. NON-DISCRIMINATION. The provisions of any applicable law or ordinance relating to civil rights and discrimination shall be considered part of this Agreement as if fully set forth herein. The CONSULTANT is an equal opportunity employer and federal contractor or subcontractor. Consequently, the parties agree that, as applicable, they will abide by the requirements of 41 CFR 60-1.4(a), 41 CFR 60-300.5(a) and 41 CFR 60-741.5(a) and that these laws are incorporated herein by reference. These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, sexual orientation, gender identity or national origin. These regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status or disability. The parties also agree that, as applicable, they will abide by the requirements of Executive Order 13496 (29 CFR Part 471, Appendix A to Subpart A), relating to the notice of employee rights under federal labor laws.

O. ASSIGNMENT. Neither party shall assign or transfer any interest in this Agreement without the prior written consent of the other party.

P. SURVIVAL. All obligations, representations and provisions made in or given in Section IV and Documents Retention clause of this Agreement will survive the completion of all services of the CONSULTANT under this Agreement or the termination of this Agreement for any reason.

Q. SEVERABILITY. Any provision or part of the Agreement held to be void or unenforceable under any law or regulation shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon CLIENT and CONSULTANT, who agree that the Agreement shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision.

R. CONTROLLING LAW. This Agreement is to be governed by the law of the State of Minnesota and venued in courts of Minnesota; or at the choice of either party, and if federal jurisdictional requirements are met, in federal court in the district in which the project is located.

S. DISPUTE RESOLUTION. CLIENT and CONSULTANT agree to negotiate all disputes between them in good faith for a period of 30 days from the date of notice of dispute prior to proceeding to formal dispute resolution or exercising their rights under law. Any claims or disputes unresolved after good faith negotiations shall then be submitted to mediation using a neutral from the Minnesota District Court Rule 114 Roster, or if mutually agreed at time of dispute submittal, a neutral from the American Arbitration Association Construction Industry roster. If mediation is unsuccessful in resolving the dispute, then either party may seek to have the dispute resolved by bringing an action in a court of competent jurisdiction.

T. MINNESOTA GOVERNMENT DATA PRACTICES ACT (MGDPA). All data collected, created, received, maintained, or disseminated, or used for any purposes in the course of the CONSULTANT'S performance of the Agreement is

governed by the Minnesota Government Data Practices Act, Minnesota Statutes Section 13.01, et seq. or any other applicable state statutes and state rules adopted to implement the Act, as well as state statutes and federal regulations on data privacy. The Consultant agrees to abide by these statutes, rules and regulations and as they may be amended. In the event the CONSULTANT receives a request to release data, it shall notify CLIENT as soon as practical. The CLIENT will give instructions to CONSULTANT concerning release of data to the requesting party and CONSULTANT will be reimbursed as additional services for its reasonable labor and other direct expenses in complying with any MGDPA request, but only to the extent that the request is not due to a negligent, intentional or willful act or omission by the CONSULTANT or other failure to comply with its obligations under this contract.

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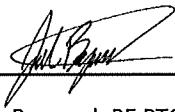
SECTION V - SIGNATURES

THIS INSTRUMENT embodies the whole agreement of the parties, there being no promises, terms, conditions or obligation referring to the subject matter other than contained herein. This Agreement may only be amended, supplemented, modified or canceled by a duly executed written instrument signed by both parties.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed in their behalf.

CLIENT: _____

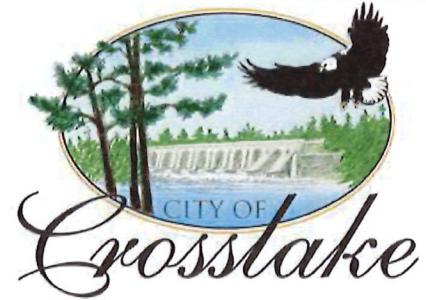
CONSULTANT: Bolton & Menk, Inc. _____



Jacob Bongard, PE PTOE
Principal Transportation Engineer

Date: 01/16/2025

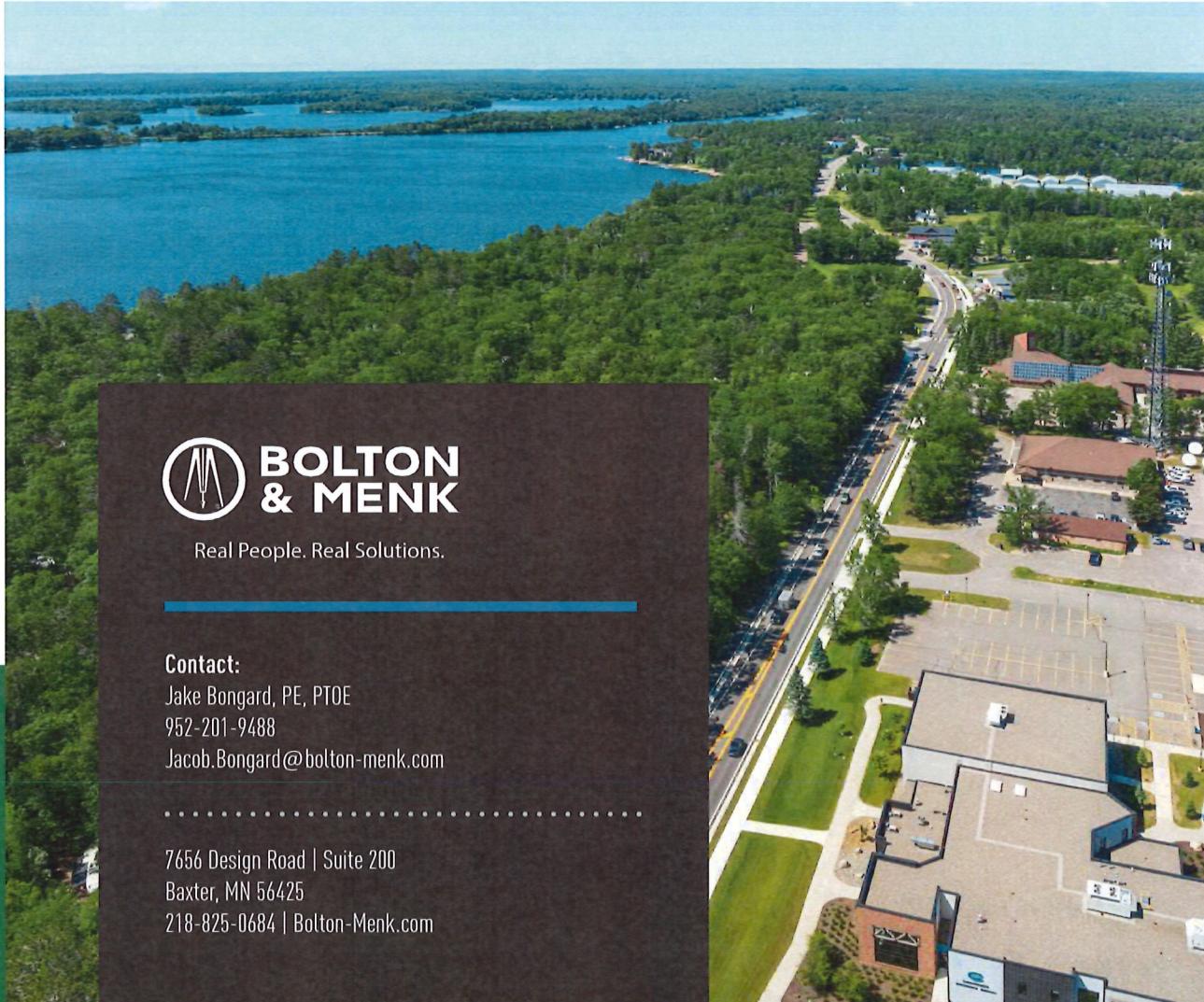
DECEMBER 15, 2025



PROPOSAL FOR

BRAINERD LAKES AREA VULNERABLE USERS PLAN

PROFESSIONAL SERVICES



 **BOLTON & MENK**
Real People. Real Solutions.

Contact:
Jake Bongard, PE, PTOE
952-201-9488
Jacob.Bongard@bolton-menk.com

7656 Design Road | Suite 200
Baxter, MN 56425
218-825-0684 | Bolton-Menk.com

December 15, 2025

Lori Conway
City Administrator
City of Crosslake
13888 Daggett Bay Road
Crosslake, MN 56442
lconway@cityofcrosslake.org

RE: PROPOSAL FOR BRAINERD LAKES AREA VULNERABLE USERS PLAN PROFESSIONAL SERVICES

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Real People. Real Solutions.

7656 Design Road | Suite 200
Baxter, MN 56425
218-825-0684 | Bolton-Menk.com

Dear Lori and Selection Committee:

The Brainerd Lakes Area faces complex challenges—seasonal population surges, multimodal travel demands, and high-speed corridors. The City of Crosslake has initiated the Vulnerable Users Plan to help the region identify and prioritize strategies and infrastructure improvements to enhance safety for pedestrians, bicyclists, and other non-motorized travelers across the Brainerd Lakes region and ensure all project tasks comply with the federal Safe Streets and Roads for All (SS4A) funding program.

Bolton & Menk, Inc. brings a unique combination of federal program expertise, industry leading pedestrian and bicycle planners, local insight, and innovative engagement strategies that align perfectly with the city's vision and SS4A objectives. We understand the city's objectives for this plan and have successfully addressed similar conditions in communities across Minnesota and beyond. Our approach is grounded in the Safe System Approach, ensuring that every recommendation prioritizes safety, equity, and long-term sustainability. We believe you will find outstanding value in our approach for the following reasons:

Pedestrian/Bike Expertise Focused on Vulnerable Users – Our team has completed (or is currently working on) more than a dozen comprehensive safety action plans in the past two years and is well-equipped to successfully and efficiently complete this project for the City of Crosslake and its regional partners. We leverage advanced analytics, crash data, predictive modeling, and equity assessments to identify systemic risks and prioritize interventions. This approach leads to actionable insights, allowing Crosslake and neighboring agencies to implement transportation solutions that improve safety for those who walk and bike in their communities throughout the Brainerd Lakes Area. We understand the technical requirements of the SS4A program, while also appreciating the unique dynamics of everything this vibrant area has to offer.

Proven SS4A Expertise and Grant Success – We have successfully delivered multiple SS4A safety action plans across Minnesota and nationally, as well as directly assisting staff to lessen the federal burden. Our experience includes securing millions in grant funding and implementing the Safe System approach to reduce fatalities and serious injuries. This track record ensures that Crosslake's plan will meet—and exceed—federal standards while positioning the city for future funding opportunities.

Local Knowledge and Established Relationships – Our team brings extensive experience in the Brainerd Lakes Area, including corridor safety studies and infrastructure planning tailored to prioritize pedestrian and bicyclist safety while recognizing the mobility needs of this unique area. We understand the unique challenges posed by high-speed corridors and mixed transportation modes during peak tourism months. Through these efforts, we have also developed strong relationships with regional stakeholders, enabling us to craft solutions that are practical, context-sensitive, and embraced by the community. This existing trust and understanding will allow us to bring everyone to the table and gather input from the community, ensuring all perspectives are heard and reflected in the final plan.

In continued service to the City of Crosslake, we are excited at the opportunity to complete the Brainerd Lakes Area Vulnerable Users Plan. I will serve as your lead client contact and project manager. Please contact me at 952-201-9408 or Jacob.Bongard@bolton-menk.com if you have any questions regarding our proposal.

Respectfully submitted,
Bolton & Menk, Inc.

Jake Bongard, PE, PTOE, Project Manager/Transportation Planning Leader

KEY PROFESSIONALS/TEAM MEMBERS

TEAM LEADERSHIP

Our project management team combines extensive local experience with proven expertise in transportation safety, pedestrian and bicycle planning, and public engagement. Together, **Jake Bongard** and **Connor Cox** bring complementary strengths in engineering, multimodal planning, and innovative community outreach, ensuring a well-rounded approach to advancing the Brainerd Lakes Area Vulnerable Users Plan. Their combined expertise ensures actionable strategies that prioritize safety and accessibility, delivering improvements that make the Brainerd Lakes Area a welcoming and secure environment for every pedestrian, cyclist, and vulnerable road user.



JAKE BONGARD, PE, PTOE

Project Manager

Availability: 35%

Jake will serve as your primary point of contact. He possesses the qualifications, experience, motivation, and work ethic necessary to effectively manage and coordinate each phase of the project.

Jake leads the Midwest Transportation Planning Group at Bolton & Menk, collaborating with more than 40 planners, engineers, and professionals. His diverse background in various areas of planning and engineering uniquely qualifies him to manage and lead a talented team of planning, engineering, and engagement experts. His extensive experience leading efforts in transportation planning, traffic engineering, conceptual design, and final design allows him to collaborate with agencies and project partners to identify and establish outcomes during the planning phases, while understanding their implications for later stages of project development. He will be responsible for overall team management, as well as all schedule, cost, and scope management processes. The following highlights some of Jake's relevant qualities and experiences:

- **Traffic and Safety Expert**—Jake has led dozens of safety projects including corridor studies, policy development for unsignalized crosswalks, safety plans, school safety studies, and collaborated with MnDOT and agency partners on a statewide speed vision study
- **Local Knowledge**—Jake is familiar with many of the Brainerd Lakes Area communities, having worked on several projects with Crosslake, Breezy Point, Crow Wing County, MnDOT District 3, and other participating communities
- **Collaborative Safety Experience**—Jake has led collaborative traffic committees for agencies, coordinating with local police and fire departments, maintenance, engineering, and planning staff to evaluate safety/traffic concerns and provide consistent feedback to residents on requests; this gives him a unique perspective to ensure solutions resonate with agency staff and the public alike

RELEVANT EXPERIENCE

- SS4A Action Plan Amendment, Carver County, MN
- Crosslake Pedestrian and Intersection Improvements, Crow Wing County, MN
- Cooperative Community Enhancement Project, City of Breezy Point, MN
- Eagle View/CSAH 11 Study, Crow Wing County, MN
- Highway 371—Nisswa to Baxter Corridor Study, MnDOT District 3
- Phoenix Elementary School Safety Study, City of Grand Forks, ND



CONNOR COX

Planning/Technical Lead

Availability: 40%

Connor will lead our talented team for all planning and technical project elements. Connor's blended background in pedestrian and bicycle planning and conceptual design is a perfect fit for the Crosslake Brainerd Lakes Area Vulnerable Users Plan, providing him with an understanding of the plan's big picture safety goals while also being knowledgeable of various technical design interventions. Working closely with Jake and the project team, he will use his experience leading several SS4A safety action plans to ensure the Vulnerable Users Plan establishes a solid framework to enhance safety for vulnerable travelers throughout the Brainerd Lakes Area, while meeting all FHWA program requirements. Connor will oversee project direction and provide essential reviews of all study deliverables.

Connor is a transportation planning project manager who began his career in 2012. He is responsible for leading active transportation planning work across Bolton & Menk's Midwest offices and is an expert in pedestrian and bicycle plans and studies, Safe Routes to School (SRTS) projects, Complete Streets projects and policies, trail studies and master plans, and safety action plans. Connor brings expertise from multiple SS4A safety action plans including as project manager for the SS4A Safety Action Plans for Buffalo, Columbia Heights, and the La Crosse Area Planning Committee. Connor will use his active transportation and Complete Streets planning, design, implementation, and maintenance experience to help build support for improved multimodal infrastructure. By listening to input and coordinating with stakeholders, Connor designs improvements that create an inviting environment, enhance pedestrian and bicycle safety, and address community goals. He will help plan for improvements that integrate with the existing infrastructure, are easy to navigate, and improve the region's transportation system safety.

RELEVANT EXPERIENCE

- Safety Action Plan, City of Buffalo, MN
- Transportation Safety Action Plan, City of Columbia Heights, MN
- Regional Comprehensive Safety Plan, La Crosse Area Planning Committee
- Safety Action Plan, City of Ely, IA
- Grand Valley Pedestrian Crossing Study, Grand Forks-East Grand Forks Metropolitan Planning Organization (MPO)
- Safe Routes to Services, Bismarck-Mandan MPO

KEY SUPPORT STAFF

We have assembled a highly qualified team to support Jake and Connor in delivering the Brainerd Lakes Area Vulnerable Users Plan. This team combines deep experience in the local area with specialized expertise in pedestrian and bicycle planning, safety analysis, public engagement, conceptual design, and funding strategies. Our collective knowledge ensures that every aspect of the plan—from technical rigor to community-driven solutions—is addressed with precision and creativity. At right is an organizational chart and below we've provided an overview of our team and the unique strengths each member brings to this effort.



PHIL MARTIN, PE Local Expert/Engagement

Availability: 30%

Phil lives in the Brainerd Lakes Area and has managed projects across its communities. He will use his experience and connections to involve every community in creating a plan that addresses both local and regional needs.

Phil is a resident of the Brainerd Lakes Area and a frequent user of areas non-motorized facilities. He routinely acts on behalf of cities as a liaison with the public, residents, and other interested parties. As a municipal practice leader, he enjoys the relationships that are developed while helping a client solve their issues. Phil began his career in 1992, and as the Baxter municipal group leader, he has managed the planning and design of various civil engineering projects in the Brainerd Lakes area. He has been involved with state and federal aid projects, transportation corridor studies, trail studies, capital improvement planning, and has extensive experience as a municipal engineer with several north central Minnesota communities.



IAN JACOBSON, AICP Safety Analysis Lead

Availability: 40%

Ian will lead the safety analysis tasks, ensuring the plan meets the safety evaluation criteria set by FHWA while providing a focus on pedestrian and bicycle crashes.

Ian is a transportation planner at Bolton & Menk whose career began in 2017. His responsibilities include working on a variety of transportation related projects, master plans, corridor studies, bike and pedestrian planning, and public engagement. Ian's passion for the field stems from his love for bettering people's lives and improving transportation safety for all.

RELEVANT EXPERIENCE

- SS4A Comprehensive Safety Plan, St. Cloud Area Planning Organization (APO)
- Regional Comprehensive Safety Plan, La Crosse Area Planning Committee
- Fargo Transportation Plan, Fargo-Moorhead Metro COG
- 2050 Metropolitan Transportation Plan, Central Dakota MPO
- Region 7W Long-Range Plan, MnDOT District 3



Jacob Bongard, PE, PTOE
Project Manager

TRAFFIC SAFETY STRATEGY AND DATA ANALYSIS TEAM

Ian Jacobson, AICP
Safety Analysis Lead

Mike Larson, PE, PTOE, RSP1
Traffic Safety Engineer

Aaron Padilla, GISP
GIS Lead

TRANSPORTATION PLANNING AND ENGAGEMENT TEAM

Connor Cox
Planning/Technical Lead

Phil Martin, PE
Local Expert and Engagement

Kate Harding, PE Concept Design

Corrin Bemis, AICP Funding Lead

Mikaela Isaacson Engagement Lead

Rara Istifadah Planning Support

RELEVANT EXPERIENCE

- Crosslake Pedestrian and Intersection Improvements, Crow Wing County, MN
- Cooperative Community Enhancement Project, City of Breezy Point, MN
- Pavement Management Planning, City of Crosslake, MN
- City Trail Inventory and Study, City of Crosslake, MN



MIKE LARSON, PE, PTOE, RSP1 Traffic Safety Engineer

Availability: 40%

Mike will lead the traffic safety analysis including the development of methodology and processes best suited for this effort.

Mike is a traffic practice leader who began his career in 2016. He is a jack-of-all-trades engineer with deep knowledge of all things traffic, from microsimulation, signal timing, signing and striping design, staging and traffic control, to safety analysis and multimodal performance and safety. Mike is our traffic practice area leader, and his fingerprints are on many of the traffic study work that comes through Bolton & Menk. He is passionate about finding right-sized solutions that can be implemented and make an immediate difference in people's lives.

RELEVANT EXPERIENCE

- SS4A Safety Action Plan, Carver County, MN
- SS4A Comprehensive Safety Plan, St. Cloud APO
- Safety Action Plan, City of Willmar, MN
- Cooperative Community Enhancement Project, City of Breezy Point, MN
- I-35 Corridor Plan, Arrowhead Regional Development Commission



MIKAELA ISAACSON

Engagement Lead

Availability: 40%

Mikaela will lead all project communication tasks, focusing on finding effective means of communication with the various stakeholders.

Mikaela, an engagement services specialist at Bolton & Menk since 2020, excels in developing and implementing public engagement strategies that are tailored to the unique needs of each community. She is passionate about ensuring community input is heard and valued, specifically those who have been historically underrepresented and underserved. Her background in event coordination and marketing provides her with the expertise needed to identify, reach, and actively engage project stakeholders in the project process.

RELEVANT EXPERIENCE

- Crosslake Pedestrian and Intersection Improvements, Crow Wing County, MN
- Eagle View/CSAH 11 Study, Crow Wing County, MN
- Long Range County-Wide Transportation Plan, Cass County, MN
- Proctor Transportation Plan, Duluth-Superior MIC
- Bike and Pedestrian Element Update, Grand Forks-East Grand Forks MPO
- I-94 and I-35E Saint Paul Communication, MnDOT

NAME AND TITLE	ROLE AND BIO	RELEVANT EXPERIENCE
	AARON PADILLA, GISP GIS Lead <u>Availability: 40%</u> <p>Aaron will work with the project team to develop innovative approaches for analyzing past crash trends, identifying systemic issues, and applying findings to mapping. Aaron is a GIS specialist who began his career in 2018. He is experienced in creating and maintaining databases and works primarily on transportation-related projects like crash analyses. He is also responsible for database development, data analysis, and map development for additional transportation and environmental projects.</p>	<ul style="list-style-type: none"> • SS4A Safety Action Plan, Grand Forks-East Grand Forks MPO • Safety Action Plan, City of Buffalo, MN • Regional Comprehensive Safety Plan, La Crosse Area Planning Committee
	CORRIN BEMIS, AICP Funding Lead <u>Availability: 30%</u> <p>Corrin will use her deep knowledge of transportation funding to work with the participating communities to help prioritize and find project funding opportunities that best match the recommended safety intervention projects. Corrin is a transportation project manager, starting her career in 2020. She assists with municipal planning, metropolitan area comprehensive plan development, land use analysis and impacts, development and zoning review, environmental studies, transportation studies, and public engagement. She has experience in existing conditions research, environmental studies, and GIS software.</p>	<ul style="list-style-type: none"> • SS4A Action Grant, City of Columbia Heights, MN • Long Range County-Wide Transportation Plan, Cass County, MN • Highway System Harms Study, Metropolitan Council
	KATE HARDING, PE Concept Design <u>Availability: 40%</u> <p>Kate will use her design expertise to develop alternatives concepts and planning-level cost estimates for high priority safety locations. Kate is a transportation project manager who began her career in 2018. She is responsible for preliminary traffic modeling, signal design, and road design using programs such as Vissim, Syncro, MicroStation, Civil3D, and GEOPak.</p>	<ul style="list-style-type: none"> • Safety Action Plan, City of Buffalo, MN • Crosslake Pedestrian and Intersection Improvements, Crow Wing County, MN • Eagle View/CSAH 11 Study, Crow Wing County, MN • SS4A Comprehensive Safety Plan, St. Cloud APO
	RARA ISTIFADAH Planning Support <u>Availability: 50%</u> <p>Rara will assist with transportation safety planning tasks. Rara began her career in 2023 and serves as a transportation planner for the Midwest transportation planning group's funding team. She assists in the development of planning studies, technical memorandums, land development reviews, and supports new and updated plans, programs, regulations, and proposed projects. She also conducts research on various planning topics, data analysis, and supports community engagement efforts.</p>	<ul style="list-style-type: none"> • SS4A Comprehensive Safety Plan, St. Cloud APO • Regional Comprehensive Safety Plan, La Crosse Area Planning Committee • Highway System Harms Study, Metropolitan Council

SELECTION CRITERIA

RECORD OF PAST WORK

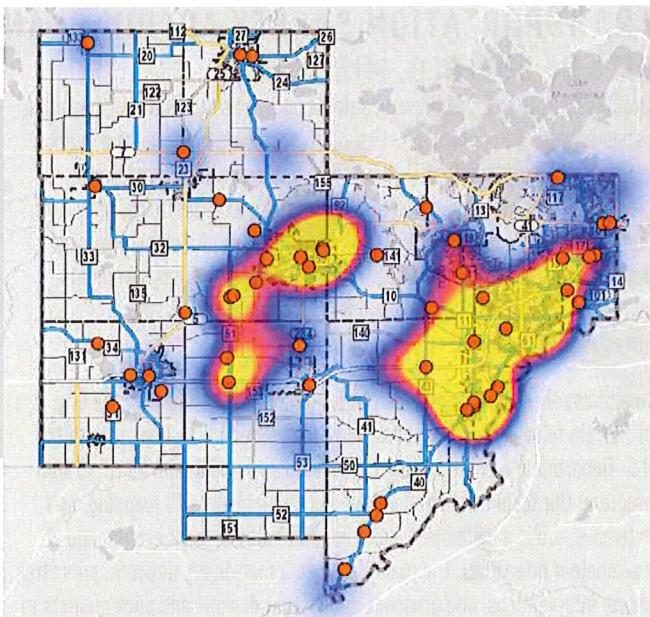
Bolton & Menk brings together a team with rich experience providing safety-related services and communication to many clients across the country, including dozens of communities in Minnesota. Our collective experience ranges from numerous SS4A action plans to safety planning and visioning to specific intersection safety improvements. The following pages highlight recent team experience from the last five years related to the FHWA SS4A program and delivering complex safety studies in communities across the Midwest.

SS4A SAFETY ACTION PLAN CARVER COUNTY, MINNESOTA

Since 2018, Bolton & Menk implemented an ongoing, innovative transportation safety planning approach with Carver County that incorporates a simplified way to annually update their transportation safety plan and provides critical safety information that impacts highway investment decisions. Bolton & Menk developed a GIS-based evaluation tool called GAZER™ as the central, pioneering safety analysis component to this effort. We used GAZER™ to evaluate the Carver County highway system and identify high-crash and crash severity locations, potential safety improvement modifications, and trends. It provides crash information and statistics evaluation in GIS format for use in maps and other studies.

GAZER™ provides an up-to-date review of the Carver County highway system, aids in managing the system, and identifies areas with safety concerns. The results are used for project prioritization. Projects can be evaluated and coordinated with safety improvement considerations, including expansion in areas needing safety improvements or identification of stand-alone safety improvements. Using trend analytics from this analysis, Carver County can identify safety issues early. The project exceeded Carver County's expectations by providing an interactive and living safety plan that assists in planning and managing their transportation system.

As part of this ongoing effort, we prepared a SS4A Action Plan, formatted as an amendment to the Carver County Road Safety Plan, in order to renew and amend findings and recommendations of the original document approved in July 2013 and to bring it up to date with SS4A Action Plan requirements. The 2022 SS4A Action Plan highlights recent activities and planning efforts completed to identify, program, study, and implement safety improvements across the county highway system. This document meets the requirements of a SS4A Action Plan and allowed Carver County to pursue SS4A infrastructure implementation grant opportunities in 2022 and 2023.



The following safety projects have been designed by Bolton & Menk as a result of the Carver County transportation safety planning:

- **CITY OF WACONIA**—County Highway 10 and Waconia Parkway N intersection conversion to a single-lane roundabout
- **CITY OF VICTORIA**—County Highway 11 and MN TH 5 intersection conversion to a single-lane roundabout
- **CITY OF CHASKA**—MN Highway 41 four-lane to two-lane conversion with intersection safety improvements
- **CITY OF VICTORIA**—County Highway 11 from north of CSAH 10 to CSAH 14 segment safety improvement with median and trail
- **CARVER COUNTY**—TH 25/CSAH 20 intersection improvements with reconstruction to address skew and add turn lanes
- **CITY OF CARVER**—6th Street W improvements with trail and safety enhancements
- **CARVER COUNTY**—CSAH 14 traffic signal improvements—improved signal timings and operations (red light running blue lights, leading pedestrian intervals, flashing yellow arrows)
- **CITY OF CHANHASSEN**—Powers Boulevard/Lake Lucy Road pedestrian crossing project—study, design, and construction of turn lane improvements and an enhanced pedestrian crossing
- **CITY OF WACONIA**—CSAH 10 new alignment with three intersection conversions to single-lane roundabouts including TH 5/CSAH 10
- **CITY OF COLOGNE**—CSAH 53/Village Parkway intersection conversion to single-lane roundabout
- **CITY OF WACONIA**—TH 284 three intersection conversions to single-lane roundabouts including TH 284/CSAH 10
- **NORWOOD YOUNG AMERICA**—CSAH 33/CSAH 34 intersection conversion to roundabout

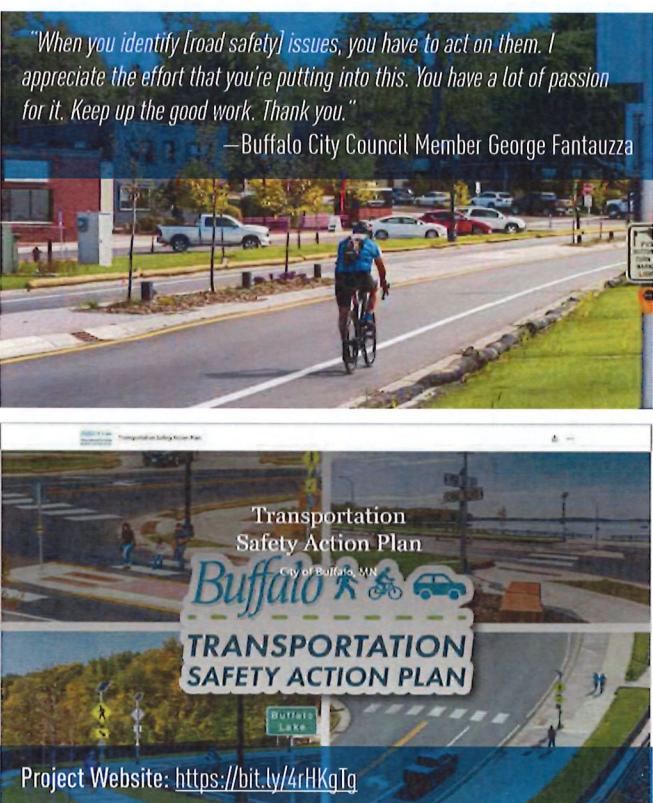
TRANSPORTATION SAFETY ACTION PLAN

CITY OF BUFFALO, MINNESOTA

The City of Buffalo faced growing safety concerns across its transportation network, with 491 crashes over five years, including fatalities and serious injuries. Key corridors like TH 25 and TH 55, along with at-grade rail crossings and trail gaps, posed significant risks to pedestrians, bicyclists, and motorists. Continuous city growth and the lack of a comprehensive, data-driven safety strategy made it difficult to prioritize improvements, address systemic risks, and secure federal funding for critical infrastructure upgrades.

To address these challenges, Bolton & Menk is partnering with the City of Buffalo to develop a Transportation Safety Action Plan aligned with the U.S. Department of Transportation's Safe Streets and Roads for All (SS4A) program. Our team conducted detailed crash analysis, GIS mapping, and extensive public engagement, including field audits, local events, and stakeholder interviews. The plan identifies a high-injury network, prioritizes safety interventions, and proposes conceptual designs and pilot projects to reduce crashes and improve mobility for all users.

With the development of the Safety Action Plan, Buffalo will have a clear and actionable roadmap to pursue safer and more equitable streets, apply for SS4A implementation grants, and ensure strategic, community-informed investments focused on reducing fatalities and serious injuries.

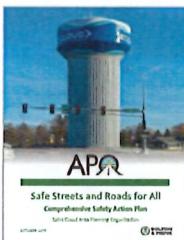


SPECIALIZED EXPERTISE

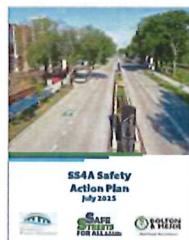
Bolton & Menk has provided the full range of services required for Comprehensive Safety Action Plans. We have assisted communities with planning, safety analysis, securing funds, and/or implementation (design and construction), and our in-house staff have a variety of specialized expertise critical to the success of these plans. With deep local roots, proven technical expertise, and strong collaborative relationships, our team is uniquely positioned to deliver a visionary and actionable Vulnerable Users Plan for the Brainerd Lakes Area. The following sections highlight our specialized experience and qualifications for this project.

EXTENSIVE SS4A SAFETY PLAN EXPERIENCE

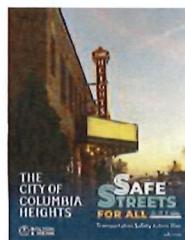
Our team has significant experience developing SS4A Safety Plans, equipping us with the knowledge and tools to meet federal requirements while delivering innovative, data-driven safety strategies. From top to bottom, every member of our project team has played a role in the delivery and approval of an SS4A Safety Action Plan. Our extensive list of experience both local and across the United States is outlined below:



St. Cloud APO:
<https://bit.ly/4a5dZPY>



Grand Forks-East
Grand Forks MPO:
<https://bit.ly/44jyuuw>



City of Columbia
Heights:
<https://bit.ly/4pw2ypa>

We have completed or are currently working on 13 safety action plans:

- St. Cloud APO, MN
- Grand Forks-East Grand Forks, MPO, ND/MN
- City of Buffalo, MN
- City of Columbia Heights, MN
- City of Willmar, MN
- Carver County, MN
- City of Ely, IA
- La Crosse Area MPO, WI/MN
- Anderson County, SC
- City of Newberry, SC
- Town of Boiling Springs, NC
- Foothills Regional Commission, NC
- Waccamaw Regional Council of Governments/ Grand Strand Area Transportation Study, SC/NC
- Rock Hill-Fort Mill Area Transportation Study, SC

SUPPORT FROM ONE OF THE LARGEST TRANSPORTATION PLANNING GROUPS IN THE MIDWEST

Behind Jake and Connor's leadership is one of the largest and most experienced Transportation Planning Groups in the Midwest, consisting of more than 40 planners, engineers, and technical specialists. This multidisciplinary team brings expertise in safety analysis, traffic engineering, GIS, data modeling, and public engagement, ensuring that every aspect of the Vulnerable Users Plan is supported by best-in-class resources. Our collective capacity allows us to deliver comprehensive, innovative solutions that address complex transportation challenges while meeting local and federal requirements. This depth of talent and collaboration guarantees a robust, actionable plan tailored to the unique needs of the Brainerd Lakes Area.

PEDESTRIAN AND BICYCLE EXPERTISE

Our Active Transportation and Transit Group is led by Connor Cox, a recognized leader in pedestrian, bicycle, and trail planning across Minnesota and beyond. Connor has spearheaded numerous pedestrian and bicycle master plans and trail system plans, integrating connectivity, safety, and equity into every project. His leadership extends to broad statewide initiatives such as the MnDOT District Bicycle Plans and MnDOT Safe Routes to School Planning, positioning him as the ideal technical lead for the Brainerd Lakes Area Vulnerable Users Plan. Connor's proven ability to blend technical analysis with community engagement ensures that vulnerable road users remain at the forefront of our planning approach.

LOCAL PRESENCE AND COMMUNITY FAMILIARITY

Being a local firm gives us an unparalleled understanding of the Brainerd Lakes Area communities. The presence and experience of our area staff is strongly supported by our deep bench of engineers, planners, and engagement specialists who specialize in developing and implementing safety improvements in your local communities. This partnership and our expertise is demonstrated through recent collaborations with Crosslake, Crow Wing County, MnDOT, and each co-applicant community. Notably, members of our project team were key team members in the delivery of the Crosslake Pedestrian and Intersection Improvements (Crow Wing County), Highway 371 Corridor Study from Baxter to Nisswa (MnDOT), Cooperative Community Enhancement Project (Breezy Point), CSAH 11/Eagle View Elementary Study (Crow Wing County), and many others. This familiarity allows us to tailor strategies that resonate with local needs and values, ensuring practical and sustainable solutions.



PROJECT SPOTLIGHT: Cooperative Community Enhancement Project, City of Breezy Point, Minnesota

This multijurisdictional effort improved safety, connectivity, and roadway conditions along key corridors such as Buschmann Road, Akerson Road, Nelson Road, and Wild Acres Road. The study aimed to improve safety and connectivity along key roads, addressing issues such as truck traffic and poor road conditions while promoting sustainable growth. Project partners included City of Breezy Point, City of Pequot Lakes, Ideal Township, Jenkins Township, and Crow Wing County.

STRONG COLLABORATIVE RELATIONSHIP

Through the above referenced projects and countless other efforts, we have established trust and effective working relationships with each of the cities and townships identified as co-applicants of the plan. Additionally, Jake Bongard, Phil Martin, and other project team members will leverage our strong partnerships with Crow Wing County and Cass County to maintain consistency in implementing parallel SS4A Safety Plan activities. These efforts aim to provide a collection of comprehensive safety recommendations and documentation that advance the Brainerd Lakes Area toward a safer environment for both vulnerable users and the broader community.



PROJECT SPOTLIGHT:

Grand Valley Pedestrian Safety and Mobility Study, Grand Forks-East Grand Forks MPO

As the Grand Valley area of Grand Forks continues to grow, the MPO, city, and other partners wanted to develop a plan to support safe, accessible, and sustainable transportation options for pedestrians and bicyclists. Bolton & Menk identified key areas where existing infrastructure posed a safety risk for pedestrians, then developed design treatments to address safety in priority areas.



PROJECT SPOTLIGHT: Crosslake Pedestrian and Intersection Improvements, Crow Wing County, Minnesota

The CSAH 3/66 Improvement Project enhanced intersection safety and mobility while integrating pedestrian and bicycle improvements along the CR 3 and CR 66 corridors in Crosslake. Safer crossings with rectangular rapid flashing beacons (RRFBs), expanded trail and sidewalk connections, and construction of a roundabout aim to reduce conflicts, improve accessibility, and create a safer environment for pedestrians and cyclists.



PROJECT UNDERSTANDING AND APPROACH

PROJECT UNDERSTANDING

The Brainerd Lakes Area Vulnerable Users Plan is being led by the City of Crosslake in partnership with a broad coalition of co-applicants committed to improving safety and connectivity for vulnerable road users. This collaborative approach ensures that the plan reflects the priorities of communities across the region and leverages shared resources for maximum impact. Co-applicants on the project include: Pelican Township, City of Lakeshore, City of Nisswa, City of East Gull Lake, First Assessment District (by Crow Wing County), City of Pequot Lakes, Mission Township, Ideal Township, City of Emily, and City of Fifty Lakes. Additional coordination will occur at the onset of the project to engage other affected communities such as the City of Breezy Point that were not listed in the initial project description with the federal grant.

The Brainerd Lakes Area experiences a significant seasonal surge in population and tourist traffic during the spring, summer, and fall months, creating added complexities for transportation safety and connectivity. Tourists and locals alike flock to a wide range of attractions, including town festivals, music events, beaches, golf courses, county fairs, farmers markets, area resorts and high-trafficked businesses, races at Brainerd International Raceway, and the famous Nisswa Turtle Races. These activities draw thousands of visitors and increase demand on local transportation networks.

In addition to these events, the region's extensive amenities for pedestrians and bicyclists see a substantial uptick in use during peak seasons. Visitors and residents enjoy the Paul Bunyan State Trail (Nisswa, Pequot Lakes), the Cuyuna Lakes Mountain Bike Trails in the Cuyuna Country Recreation Area, and scenic routes along the Paul Bunyan Scenic Byway (Crosslake, Ideal Township). Popular trailheads in communities such as Crosslake, Breezy Point, and Nisswa provide access to paved and natural trail systems, while destinations like Gull Lake Recreation Area (East Gull Lake), Whipple Beach (Baxter), and numerous public lake access points offer pedestrian-friendly spaces and beaches. Combined with local parks, community loops, and regional trail systems, these attractions create a vibrant environment for active transportation—one that requires thoughtful planning to ensure safety and connectivity for all users during periods of high seasonal demand.



The Brainerd Lakes Area Vulnerable Users Plan must take a broad view of safety and connectivity across all participating agencies while remaining focused enough to address the unique needs of individual communities. This means creating a regional framework that links destinations and completes critical trail connections between cities and townships, while also drilling down to granular details such as identifying high-risk pedestrian crossings and non-motorized access points within local communities and downtowns. Our approach intentionally balances regional connectivity with community-specific solutions—ensuring that we not only strengthen the network between communities but also prioritize improvements that matter most at the local level, from township trail gaps to key crossings in small towns.

Addressing these challenges requires close coordination with concurrent SS4A efforts in Crow Wing County and Cass County, both of which are developing Comprehensive Safety Action Plans. These parallel initiatives create an opportunity to align strategies, share data, and ensure consistency across jurisdictions. According to discussions with Matt Kallroos, Crow Wing County Planner, the county's SS4A plan will build upon its recently completed Long-Range Transportation Plan, leveraging prior engagement and planning efforts as a foundation. The plan will advance a comprehensive analysis of current safety conditions and identify solutions aimed at reducing fatal and serious injury crashes across the county. The Brainerd Lakes Vulnerable Users Plan, with its emphasis on non-motorized users, will complement and enhance the work underway in both Crow Wing and Cass Counties. Collectively, these three efforts have the potential to establish a unified, region-wide approach to improve safety for all modes and significantly reduce and ultimately eliminate fatalities and serious injuries for vulnerable users across the Brainerd Lakes Area.

PROJECT APPROACH

Our team has a successful history of planning, funding, and implementing SS4A safety action plans. Bolton & Menk has led or is leading 13 SS4A safety action plans. Nationally, our transportation funding team has secured more than \$50 million in successful SS4A grant applications.

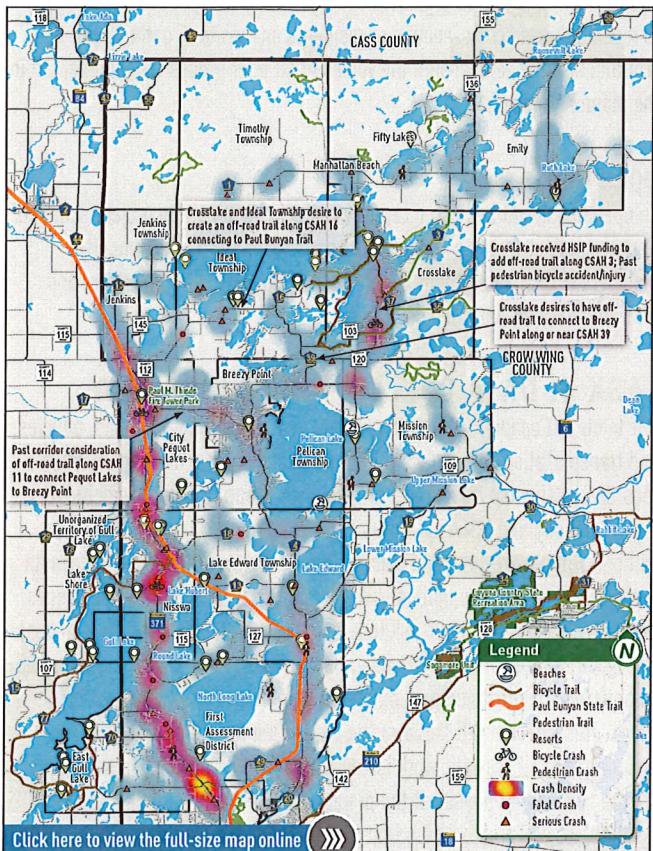
Our approach is grounded in USDOT's requirements for an SS4A action plan with an eye towards preparing the cities for future SS4A implementation grant funding. We will also prepare near-term project and program concepts that the cities can implement in a phased approach with local and regional partners.

This plan is an important milestone in proactively reducing deaths and serious injuries in the City of Crosslake and across the Brainerd Lakes Area. The plan's development and implementation will focus on pedestrians and bicyclists.

Did you know? We are experts in transportation safety solutions and the SS4A program. We engage the public, local and state agency partners, and other stakeholders to generate support for the project, then we distill a wide range of inputs down to an implementable plan and find funding for traffic safety projects (more than \$2 billion in funding for our clients!).

There are critical steps to develop a high-quality, proactive, and action-oriented plan through public participation, analysis of crash trends, identification of contributing factors and high-risk locations, development of goals and objectives, and implementation methods. We will inventory and assess current safety conditions and concerns, identify future needs, develop and prioritize strategies that will reduce fatalities and serious injuries, and help participating communities monitor long-term progress and performance safety strategies. The plan will provide communities with an effective tool that can be updated to prioritize and assess transportation safety investments year after year as different safety concerns arise.

We will employ a comprehensive GIS-based approach to integrate crash data, roadway characteristics, trail networks, and key destinations to identify safety concerns and connectivity gaps. By layering these datasets, we can pinpoint high-risk corridors, crash hotspots, and missing links for non-motorized users, ensuring targeted and data-driven recommendations.



Our initial assessment of the Brainerd Lakes Area revealed

- Eight pedestrian-vehicle crashes
- Three bicycle-vehicle crashes
- Three fatal and serious injury crashes (non-motorized); of these, one was a fatal pedestrian crash and two were serious injury bicycle crashes
- The highest number of pedestrian/bicycle crashes occurred between Mission Township and the Unorganized Territory of West Crow Wing, both with two pedestrian crashes
- The highest number of pedestrian/bicycle crashes occurred along the MN 371 corridor from CR 18 in Nisswa to Barbeau/Victory Road in the Unorganized Territory of West Crow Wing; there was one pedestrian crash and one bicycle crash

APPROACH HIGHLIGHT: GIS

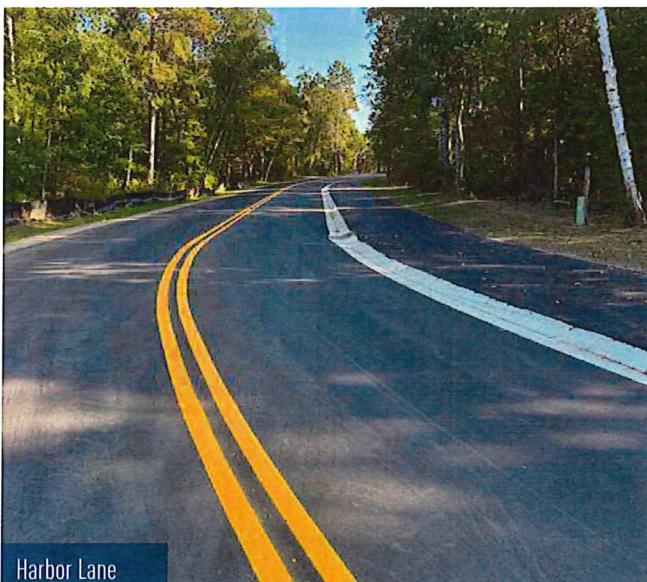
We are experts in GIS platforms, technologies, and analysis techniques. Our team of dedicated professionals does GIS-related work and analysis full time, and it shows. From developing online Story Maps to PDF maps as well as Python scripted analysis, we have the tools needed for every component of this safety action plan. Geospatial analysis is the best way of analyzing a system the size of Brainerd Lakes Area and also provides the advantage of generating easy to understand mapping to quickly tell a story for technical stakeholders as well as the public.

The plan will focus on four primary objectives:

- Complete a GIS-based crash analysis to identify top priorities
- Engage the public, stakeholders, cities, counties, and DOT staff in understanding safety issues
- Develop strategies and recommendations for projects, policies, and programs
- Develop a prioritization methodology to rank projects and initiatives based on safety impact, equity, feasibility, and cost

Each of the USDOT's seven components of a safety action plan have been incorporated into Bolton & Menk's scope of work, as shown in the table below, ensuring Crosslake's competitiveness with future SS4A implementation funding.

ACTION PLAN COMPONENT	TASK IN WORK PLAN
• Leadership commitment and goal setting	Task 6
• Planning structure	Task 3
• Safety analysis	Task 5
• Engagement and collaboration	Task 3
• Policy and process changes	Task 9
• Strategy and project selections	Task 8
• Progress and transparency	Task 9



SCOPE OF WORK

Best practices and innovative approaches, tools, and processes are highlighted within our proposed scope of work below.

TASK 1: PROJECT STRUCTURE AND WORK PLAN

Led by our project manager, Jake Bongard, our team will develop a detailed schedule and plan for completing the project. This will include any feedback obtained through contract negotiations and will be set up to help Crosslake staff and local partners understand the flow of the project, expectations of the project team, and when different updates to elected officials and other committees may be most advantageous. We will outline specific actions, milestones, and deliverables to ensure timely completion, establish clear roles and responsibilities, and set a collaborative framework that supports effective communication and project management throughout the planning process.

TASK 2: PROJECT MANAGEMENT AND COORDINATION

Project Administration

Effective project management ensures the smooth progress of the study. Jake Bongard will manage the scope, schedule, and budget to ensure the project is completed on time and within budget, with strong public and stakeholder support. The Bolton & Menk team will facilitate a kickoff meeting with the City of Crosslake project manager to review objectives, identify key stakeholders, and refine the scope of work to meet the city's goals and expectations.

Monthly Invoices

Jake Bongard will create monthly invoices and progress reports detailing work completed, project completion percentage, and billed percentage for each task and the entire project. Bolton & Menk will bill the city monthly throughout the project's duration. Progress reports will accompany invoices to track and monitor ongoing progress.

Crow Wing County Coordination

We will hold monthly virtual 30-minute coordination meetings with Crow Wing County staff to maintain continuity between the Brainerd Lakes Area Vulnerable Users Plan and the county's SS4A Safety Action Plan. These regular check-ins will ensure alignment of deliverables, efficiencies in public engagement, facilitate data sharing, and support consistent progress across both initiatives.

TASK 3: PUBLIC MEETINGS

To ensure broad engagement and meaningful input, the project will include a variety of public meetings and outreach opportunities throughout the planning process.

PMT Meetings

Regular Project Management Team (PMT) meetings will be held to guide project progress, review deliverables, and coordinate among key stakeholders, ensuring alignment and transparency at every stage. Attendees will include the City of Crosslake and all project partners identified within the Brainerd Lakes Area study limits. The PMT will play a crucial role in guiding the study process, offering input and oversight at key decision points. Five meetings are assumed with one occurring in-person.

In addition to agency coordination meetings, we plan to host and attend a broad scope of public-facing meetings to engage the community and gather meaningful input. These meetings are identified below and further expanded upon in Task 6.

Pop-Up Meetings

Pop-up meetings will be organized at local events and popular destinations to reach a diverse cross-section of residents and visitors, gather input in informal settings, and ensure the voices of all user groups are represented in the planning process.

Open House

An open house will be hosted towards the conclusion of the project schedule to share project findings and recommendations, providing community members with an opportunity to learn about the plan, ask questions, and offer feedback on proposed solutions.

TASK 4: DATA COLLECTION AND REVIEW

Our team will conduct a thorough assessment of existing programs, policies, and transportation data across the Brainerd Lakes Area, drawing on crash records, multimodal travel data, and previous planning efforts—including recent and ongoing SS4A initiatives in Crow Wing and Cass Counties. We will perform peer reviews and comparative analyses with similar Minnesota regions, leveraging a comprehensive GIS approach to uncover safety issues, connectivity gaps, and high-risk locations for vulnerable users. This process will ensure that recommendations are grounded in robust data and informed by both local context and best practices from other SS4A Safety Action Plans. This exercise will serve as the foundation for the developed plan, ensuring that all previous work is considered and establishing a solid base for the subsequent phases of the project. By building on existing data and insights, we will create a plan that is both comprehensive and responsive to the region's evolving needs.

TASK 5: SAFETY ANALYSIS

Upon notice to proceed, our team will analyze safety conditions and historical trends to establish a crash baseline for fatalities and serious injuries in the Brainerd Lakes region. We will examine crash locations, severity, contributing factors, types, and user categories. The analysis will cover systemic and specific safety needs, including high-risk road features, road user safety, public health, built environment, and structural issues. We will present concise, functional summaries with key statistics, tables, graphs, and maps for staff, stakeholders, and community partners to aid public involvement.

The thorough collection and analysis of key safety-related data is an extremely important aspect of any safety action plan. Sources collected and analyzed will include

- Historical crash data from MnDOT's Crash Mapping Analysis Tool (MnCMAT)
- Local law enforcement records and crash records
- State crash facts reports
- Prevailing traffic speed data, if available

The crash data will be incorporated with socioeconomic information and site and roadway characteristics (traffic volumes, zoning, bike network, roadway section type, functional classification, lanes, speed limits, traffic signals, and other readily available information) in the analysis efforts. This will be used to determine not only where severe crashes have occurred but also determine other locations with similar characteristics where there is potential for severe crashes.

DATA-DRIVEN ANALYSIS

Our safety analysis will generally consist of a five-step process:

STEP 1 Analyze historical data and previous plans for trends and risk factors. We will identify trends and region-wide crash statistics based on five years of crash data, while also keeping in mind trends from the past 10 years. This will help the city determine its regional crash goals.

STEP 2 Map the crashes in GIS and identify a network of high-injury streets and intersections for pedestrians, bicyclists, vehicles, motorcycles, and other specific subgroups as presented by the data (i.e., school buses), based on crash hotspots for fatal and serious injury crashes found via segmentation and sliding window analysis. We will do this in a way that is documented and reproducible later when data is updated. This high-level review will be useful for public engagement and collaboration.

STEP 3 Conduct systemic analysis of crashes separately for each mode that is analyzed. We will programmatically generate crash trees that break the regional data down by roadway type, surrounding land use, socioeconomic, and environmental characteristics to ultimately identify risk factors (ones with over-representation of fatal and serious injury crashes). We will conduct site visits to each high-crash corridor, location, or potential hotspot to determine site constraints and opportunities for improvements.

STEP 4 Risk factors will be mapped, geolocated, and compared to the crash locations, high-injury streets and intersections previously identified, and locations identified by the public as traffic safety concern areas, which can further help to identify priority corridors for safety improvements. The risk factors and the specific risk factor criteria will be tabulated and reviewed with the PMT. We will also develop regional crash statistics by roadway section, control type, and volume ranges based on available data.

STEP 5 Trend analysis will be completed using characteristics such as traffic volume, crashes, and population projections and factors related to crash types, locations, and time of year to identify areas with potential future severe crashes.



Equity Lens: Our safety analysis will identify population, demographic trends, and any location trends compared to equity overlays in the crash data to provide additional unique insights regarding target populations and crash prevention strategies.

Building Partnerships: Establishing robust partnerships with community organizations, local health departments, and advocacy groups is crucial. These partnerships will serve as conduits for community outreach, ensuring that the voices of those most affected are heard and integrated into the planning process.

TASK 6: ENGAGEMENT

Our project emphasizes an equitable outreach strategy, blending high-touch and high-tech methods to ensure robust community involvement within the project's budget. Collaborating with city, county, DOT leaders, and community-based organizations (CBOs), we aim to engage the community comprehensively throughout the process.

A ROBUST ENGAGEMENT TOOLBOX

Bolton & Menk prioritizes a dynamic, adaptive approach to public engagement. Recognizing that public participation is ever evolving, we use a variety of tools in our engagement matrix. This matrix allows us to be flexible and responsive, ensuring our public engagement is effective and reaches as many community members as possible. For the Brainerd Lakes Area Vulnerable Users Plan, we will work with the PMT to develop a customized engagement strategy that works best in your community.

IN-PERSON



Open House Meeting: A public meeting is scheduled with development of the draft plan to share plan findings and recommendations. We strive to make our meetings interesting, productive, and fun with hands-on activities and appealing, informative graphics.



PMT Bus Tour: An in-person bus tour/audit of key parts of the community can highlight many of the safety challenges in the region. We propose this to be held with the second PMT meeting, which will maximize consultant budget efficiency.



Council/Board Workshops: A key part of an action plan is a commitment from leadership to eliminate fatalities and serious injuries by a certain date. We will work with the mayors and councils to understand this component, the ways of achieving it, and how it may affect other efforts by the city.



Community Pop-Ups: Pop-ups serve as an innovative approach to engage with the community in a relaxed and enjoyable atmosphere. Unlike traditional large-scale meetings, these gatherings are designed to meet residents in familiar, everyday settings, fostering a space for open and genuine feedback.

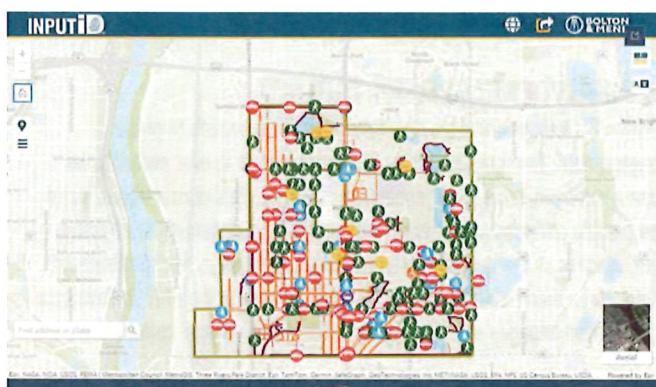
Informative Signage: Signs and sidewalk stickers/decals will be developed and deployed at key locations. The signage will share study information and have a QR code and website link to the safety issues map and other project information. It is our intent to meet the public where they are - local town events, trail heads, and other high trafficked non-motorized areas across the area.



VIRTUAL



Safety Issue Mapping: Bolton & Menk developed INPUTiD™, a proprietary online public input application with a customizable interface and tools, which makes it easy to gather public comments in one place.



<https://gis.bolton-menk.com/inputid/?app=ColumbiaHeightsSS4A>



Project Website: A website can share project information, upcoming events, opportunities to get involved, invitations for public comment, materials from meetings, and online surveys.



Custom Project Branding: Bolton & Menk's in-house professional graphic design team will create a custom project logo and branding materials to provide a unique, recognizable look for all project materials.



Online Surveys: We can create and host surveys on project web pages and promote them through multiple avenues, including social media, project flyers, email newsletters, and stand-alone project boards that can be set up at the entrances of high-traffic areas such as libraries, city halls, or community centers. Any survey results would be summarized and presented as reports to the PMT.



Social Media Campaign: Bolton & Menk will develop a social media campaign to promote other outreach activities, educate stakeholders about transportation safety, and create excitement through challenges and contests. The social media campaign will include at least two updates per month and at least two months with weekly updates.

"I just want to say that I am so proud of this work. I'm so thankful. As we do things in the future, we're going to be reflecting on this plan. When hearing you say that by 2040, we're going to eliminate deaths on streets because of the investments we make—that is so exciting and hopeful. I know it's been a long process and I'm so glad to have it completed, so thank you for getting this going and moving it through."

—Amáda Márquez Simula, Mayor of the City of Columbia Heights, Upon adoption of the Transportation Safety Action Plan



Grand Forks-East Grand Forks MPO SS4A Safety Action Plan story map example: <https://bit.ly/44ZmVCQ>

TASK 7: TRANSPORTATION REVIEW

Bolton & Menk will develop tailored recommendations and strategies to enhance safety and improvements for vulnerable road users (e.g. pedestrians and bicyclists). This will include evidence-based strategies across the "4 Es" of safety, ensuring that all aspects of roadway safety and crash reduction are addressed effectively. The team will use the results of the data-driven crash analysis to help identify high-risk areas and prioritize interventions.

By leveraging our expertise in transportation planning and engineering, Bolton & Menk will develop tailored solutions that align with the unique needs of the Brainerd Lakes Area. These solutions may include infrastructure improvements, such as enhanced pedestrian crossings, traffic calming measures, and updated signage, as well as behavioral initiatives like public education campaigns to promote safe walking, biking, and driving practices.

Did you know? Pedestrian and Bicyclist Crashes and Safety Issues in Minnesota

A review of statewide pedestrian crashes in Minnesota found that the majority of crashes—57 percent—occurred when the user was crossing the roadway. More than half of all pedestrian crashes occurred on minor arterials, meaning that these roadways are overrepresented, as they represent only 7 percent of the total roadway network in Minnesota. Practitioners should focus improvement efforts on these minor arterial roadways to realize the greatest impact on reducing pedestrian crashes.

TASK 8: IMPLEMENTATION MATRIX

The technical analysis and INPUTiT™ public input mapping results will feed into project identification, strategies, design countermeasures, and cost estimates. We will develop a list of specific countermeasures and project investments that will address the present and anticipated safety needs for Crosslake residents and visitors.

We will create a priority ranking of improvements with the most potential for reduced crashes and traffic safety benefit to the community based on severity, quantity, cost estimates, public concern, and other factors determined as part of the planning process. It is anticipated that this will focus on proactive reduction in severe crashes.

We will develop an implementation plan that outlines specific projects and policy changes that could improve roadway safety. The plan can be used for future capital improvement plan (CIP) programming and competitive grant applications, as well as implementation funding through MnDOT processes.

The types of projects that are likely to be considered will include

- New and improved signals, intersections, and roadway crossings
- SRTS and parks policies, programs, and projects
- Prioritized sidewalk, trail, and bikeway gaps
- Traffic calming measures and lighting enhancements
- Near-term, low-cost implementation options that can be accomplished as temporary or demonstration projects while funding for more permanent projects can be secured
- Re-prioritized and refined project recommendations from previous planning efforts

We will develop a prioritization and phasing approach with cost estimates for each recommendation, paired with a funding and implementation plan that will consider many sources of funding—including SS4A—for the identified projects.

APPROACH HIGHLIGHT: CONCEPTUAL DESIGN LAYOUTS AND TYPICAL SECTIONS

Bolton & Menk has developed high-quality safety action plans for less than \$250,000, so we are confident that we can develop a top-notch plan and still have budget remaining for value-added work. **As part of our base scope and fee, we propose developing conceptual design layouts and typical sections for up to five of the highest priority safety locations.** Conceptual designs will focus on high-risk intersections or short corridors, addressing issues such as visibility, trail crossings and networks, vehicle speeds, and pedestrian safety. Project scoping will be at the 10 percent design level based on right-of-way and existing information available.

TASK 9: DRAFT AND FINAL PLAN

Our team will develop and deliver a plan document to project partners that will not only serve as study documentation, but as a valuable resource to be referenced and updated in the future. The study report will contain the required components of a safety action plan to make the cities eligible for SS4A implementation grant funding, as well as a concise executive summary of the study process and results.

The draft Vulnerable Users Plan will contain all analyses and recommendations, summarizing the preceding tasks and memorandums. The report will be designed to allow cities to track progress towards reducing fatalities and serious injuries of vulnerable users. The draft will be provided for review and revised based on Crosslake and agency partner comments. An additional draft will be developed and reviewed before the plan is finalized. Bolton & Menk will present the plan recommendations in-person or virtual to various boards and committees, including the Crosslake City Council, Crow Wing County Board, and other interested communities.

TASK 10: SUMMARY/FACT SHEET

Our team will deliver a concise, visually compelling executive summary that distills the Brainerd Lakes Area Vulnerable Users Plan's key strategies, recommendations, and outcomes. Designed for clarity and accessibility, this fact sheet will feature essential data points, graphics, and actionable next steps, ensuring stakeholders and the public can quickly grasp the plan's value and priorities. We will align the summary with FHWA requirements and best practices from other SS4A projects, providing the city with a practical reference for implementation, outreach, and future grant opportunities.

TASK 11: DELIVERABLES

Our team will provide all final project deliverables as outlined in Task 9, including a high-resolution PDF of the completed Vulnerable Users Plan, supporting data, technical appendices, and presentation materials for city council approval. We will ensure all documentation is organized, accessible, and meets the requirements specified by the city and FHWA, facilitating a smooth transition from planning to implementation.

VALUE-ADDED TASKS

FHWA Quarterly and Project Closeout Reporting

Our team will assist the city in preparing all required quarterly reports and project closeout documentation in compliance with FHWA guidelines. We will develop the necessary materials, coordinate data collection, and ensure timely submission of all paperwork to FHWA, supporting transparency and accountability throughout the project lifecycle so city staff are not burdened with additional work.

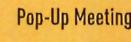
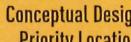
PROJECT COSTS AND SCHEDULE

The following table summarizes the cost breakdown for each major work task. The estimated fee includes labor, general business, and other normal and customary expenses associated with operating a professional business. The fees include vehicle and personal expenses, mileage, and routine expendable supplies; no separate charges will be made for these activities and materials. A detailed breakdown of tasks and assumed fees can be found in the Appendix. It is understood that the project work plan will be discussed with Task 1 following selection but we felt it necessary to outline what is being provided with the assumed fee.

	Fee Per Task	Task Percentage of Total Fee
Task 1: Project Structure and Work Plan	\$2,790	1%
Task 2: Project Management and Coordination	\$20,899	8%
Task 3: Public Meetings	\$26,952	11%
Task 4: Data Collection and Review	\$25,230	10%
Task 5: Safety Analysis	\$44,032	18%
Task 6: Engagement	\$26,535	11%
Task 7: Transportation Review	\$22,372	9%
Task 8: Implementation Matrix	\$54,058	21%
Task 9: Draft and Final Plan	\$23,268	9%
Task 10: Summary/Fact Sheet	\$2,911	1%
Task 11: Deliverables	\$860	1%
TOTAL	\$249,907	100%

SCHEDULE

We have developed a schedule detailing the anticipated project tasks, deliverable due dates, and completion dates. This schedule is based on our review of the project background, description, and Request for Proposals and our experience on other similar projects. Upon selection, Bolton & Menk will work with city staff and other project partners to revise and update this schedule as needed to ensure successful delivery of this project.

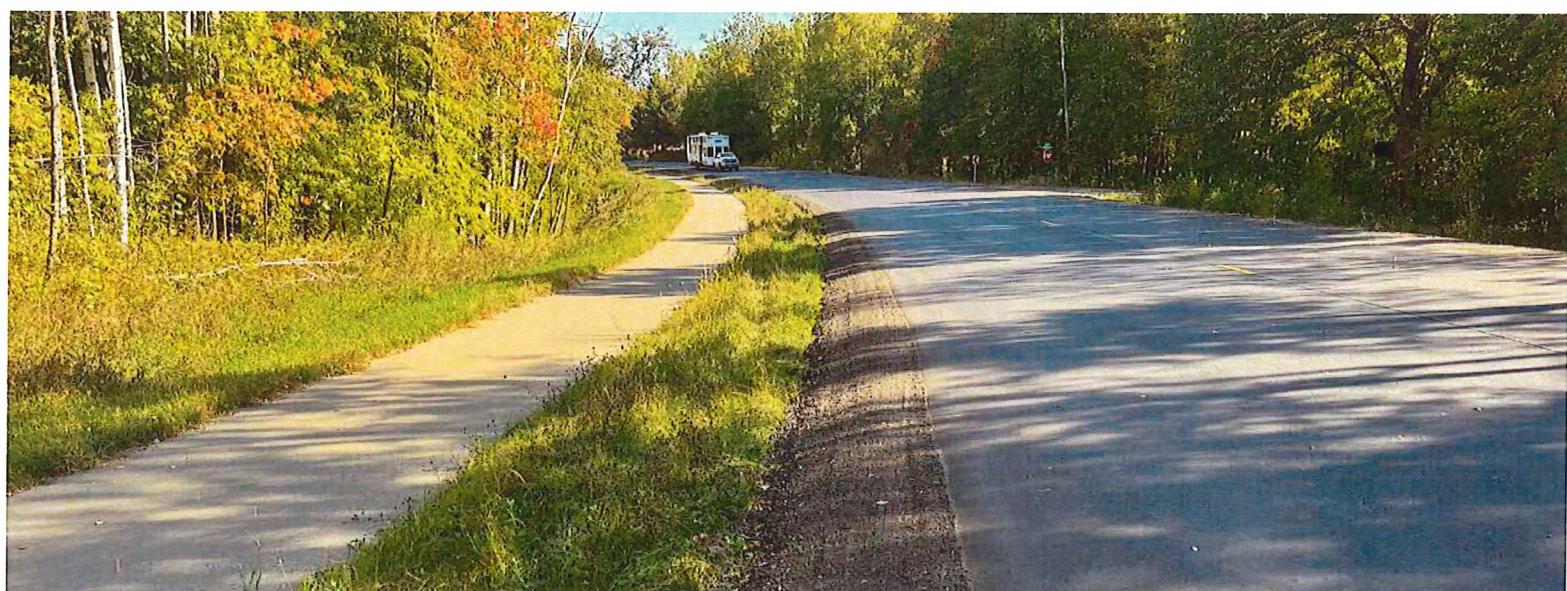
	2026												2027					
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
1: Project Structure and Work Plan																		
2: Project Management and Coordination																		
3: Public Meetings				Planned Public Meetings Outlined In Task 6: Engagement														
4: Data Collection and Review																		
5: Safety Analysis																		
6: Engagement				Phase I: Collect Information on Safety Issues										Gather Information on Draft Plan				
7: Transportation Review																		
8: Implementation Matrix																		
9: Draft and Final Plan																		
10: Summary/Fact Sheet																		
11: Deliverables																		
		Project Kickoff		In-Person Bus Tour with Project Management Team		Project Management Team		Open House										
		Presentation to Boards and Committees (2)		Draft Plan		Final Plan		Project Closeout										

APPENDIX

FEE BREAKDOWN

The following table summarizes the hours and cost breakdown for each major work task item. The estimated fee includes labor, general business, and other normal and customary expenses associated with operating a professional business. Unless otherwise noted, the fees include vehicle and personal expenses, mileage, telephone, survey stakes, and routine expendable supplies; no separate charges will be made for these activities and materials. Expenses beyond the agreed scope of services and non-routine expenses, such as large quantities of prints, extra report copies, out-sourced graphics and photographic reproductions, document recording fees, outside professional and technical assistance, and other items of this general nature will be invoiced separately.

Client: City of Crosslake Project: Brainerd Lakes Area Vulnerable Users Plan		Bolton & Menk, Inc.											
Task No.	Work Task Description	Project Manager	Planning/ Technical Lead	Local Expert/ Engagement	Safety Analysis Lead	Traffic Safety Engineer	Engagement Lead	GIS Lead	Funding Lead	Concept Design	Planning Support	Total Hours	Total Cost
1.0	Project Structure and Work Plan	4	6	0	0	0	4	0	0	0	0	14	\$2,790
2.0	Project Management and Coordination	49	32	12	0	0	0	0	0	0	0	93	\$20,899
3.0	Public Meetings	36	36	16	12	0	36	0	0	0	0	136	\$26,952
4.0	Data Collection and Review	0	6	8	48	10	0	32	6	0	40	150	\$25,230
5.0	Safety Analysis	0	8	0	68	40	0	100	0	0	48	264	\$44,032
6.0	Engagement	28	29	8	4	0	52	24	0	0	0	145	\$26,535
7.0	Transportation Review	8	16	4	44	28	0	0	0	0	22	122	\$22,372
8.0	Implementation Matrix	6	24	16	36	8	0	0	24	140	48	302	\$54,058
9.0	Draft and Final Plan	4	18	6	33	0	0	0	0	0	82	143	\$23,268
10.0	Summary/Fact Sheet	1	2	10	0	0	0	0	0	0	0	13	\$2,911
11.0	Deliverables	0	4	0	0	0	0	0	0	0	0	4	\$860
Total Hours		136	181	80	245	86	92	156	30	140	240	1386	
Average Hourly Rate		\$231.00	\$215.00	\$225.00	\$176.00	\$193.00	\$144.00	\$160.00	\$187.00	\$178.00	\$138.00		
Subtotal		\$31,416	\$38,915	\$18,000	\$43,120	\$16,598	\$13,248	\$24,960	\$5,610	\$24,920	\$33,120		
Total Fee													\$249,907



C. 3.



Crosslake Police Department Monthly Report: January 2026

911 Hang Up	3	Search Warrant	1
Agency Assist	8	Suspicious Vehicle	1
Alarm	18	Theft	1
Animal Bite	1	Traffic Arrest	2
Animal Complaint	4	Traffic Warning	85
Background	1	Traffic Citation	18
Burglary	1	Vehicle Off Road	3
Civil Problem	3	Vulnerable Adult	5
Disturbance	3	Warrant Service Attempt	1
Domestic	1	Welfare Check	2
Driving Complaint	2		
EMS	33		
Fire	1		
Found Property	1		
Gas Leak	2		
Harassing Communications	5		
Hazard In Road	3		
Housewatch	2		
Information	12		
Intoxicated Person	1		
Lost Property	1		
Missing Persons	1		
Motorist Assist	2		
Noise Complaint	1		
Open Door	1		
Parking Complaint	3		
Property Damage Accident	4		
Public Assist	3		
Scam/Con	3	TOTAL	242



Crosslake Police Department
Mission Township
Monthly Report: January 2026

Agency Assist	9
Animal Complaint	1
EMS	1
Hazard In Road	1
Property Damage Accident	1
Suspicious Vehicle	1
Theft	1
Traffic Warning	40
Traffic Citation	5
Vehicle Off Road	1

TOTAL: 61



Crosslake Police Department
Manhattan Beach
Monthly Report: January 2026

Motorist Assist	1
Traffic Warning	14
Traffic Citation	6

TOTAL: 21



Crosslake Fire Department

Date: January 2026

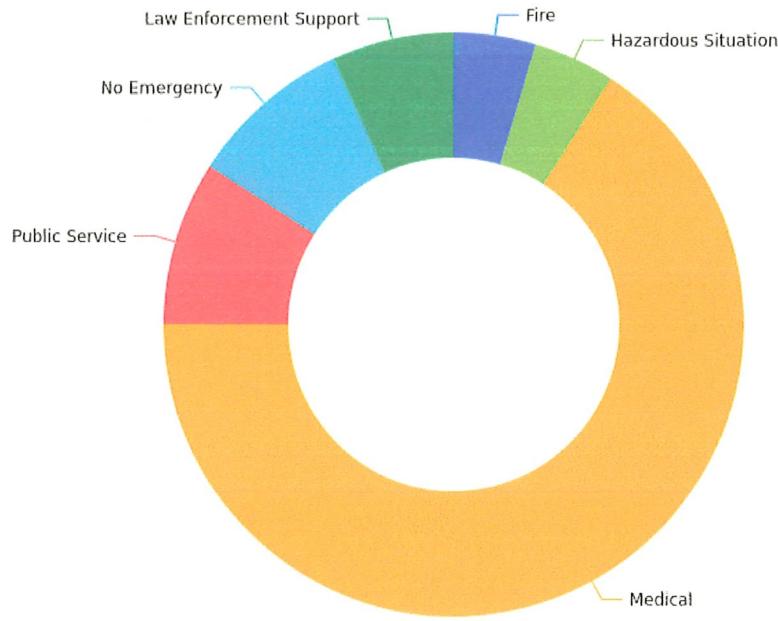
C. 4.

Incidents

Description of Incident	Calls	YTD
MEDICAL		
Breathing Problems	7	7
Chest Pain	1	1
Heart Problems	2	2
Sick Case - Illness	2	2
Stroke / CVA	1	1
Unconscious Victim	5	5
Unknown Illness	1	1
Trauma - Fall	7	7
Medical Alarm	1	1
Airmedical Transport - Aircare	2	2
Total:	29	29
FIRE		
Fire - Structure Fire - Structural Involvement	1	1
Fire - Structure Fire - Structural Involvement - Mutual Aid	1	1
Total:	2	2
HAZARDOUS SITUATION		
Hazardous Materials - Gas Leak/Gas Odor	2	2
Total:	2	2
PUBLIC SERVICE		
Citizen Assist - Lift Assist	3	3
Alarms (Non Medical) Fire / Smoke Alarm	1	1
Total:	4	4
NO EMERGENCY		
False Alarm - Malfunctioning Alarm	1	1
No Emergency - Cancelled	3	3
Total:	4	4
LAW ENFORCEMENT SUPPORT		
Law Enforcement Support - Drone Team	3	3
Total:	3	3
SEVERE WEATHER - NATURAL DISASTER		
Total:	0	0
Total Incidents:	44	44



FDR-IR: Incident Count by Primary Incident Type



Primary Incident Group / Primary Incident Type	Count	Percent of Total
Fire	2	4.55%
Fire - Structure Fire - Structural Involvement	2	4.55%
Hazardous Situation	2	4.55%
Hazardous Situation - Hazardous Materials - Gas Leak / Gas Odor	2	4.55%
Medical	29	65.91%
Medical - Illness - Breathing Problems	7	15.91%
Medical - Illness - Chest Pain (Non-Trauma)	1	2.27%
Medical - Illness - Heart Problems	2	4.55%
Medical - Illness - Sick Case	2	4.55%
Medical - Illness - Stroke / CVA	1	2.27%
Medical - Illness - Unconscious Victim	5	11.36%

FDR-IR: Incident Count by Primary Incident Type

Crosslake Fire Department
Address: 37028 Co Rd 66, Crosslake, MN 56442



PRIMARY INCIDENT GROUP / PRIMARY INCIDENT TYPE	COUNT	PERCENT OF TOTAL
Medical - Illness - No Appropriate Choice	1	2.27%
Medical - Injury / Trauma - Fall	7	15.91%
Medical - Other - Medical Alarm	1	2.27%
Medical - Other - Airmedical Transport	2	4.55%
Public Service	4	9.09%
Public Service - Citizen Assist - Lift Assist	3	6.82%
Public Service - Alarms (Non Medical) - Fire / Smoke Alarm	1	2.27%
No Emergency	4	9.09%
No Emergency - False Alarm - Malfunctioning Alarm	1	2.27%
No Emergency - Cancelled	3	6.82%
Law Enforcement Support	3	6.82%
Law Enforcement Support	3	6.82%
Total	44	100.00%



C. 5.

STATED MINUTES

City of Crosslake Planning Commission/Board of Adjustment

December 19, 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: Jody Grund, Planning & Zoning Administrator and Cheryl Stuckmayer, Planner-Zoning Coordinator

2. 11-21-2025 Minutes & Findings – **Motion by O'Leary; supported by Graham to approve the minutes & findings 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.

3. Old Business-Variances are heard on their individual requests, past variances hold no precedents. Commissioners may table the request if needed and an applicant can withdraw their request. If the variance(s) is/are approved, all existing nonconformities will be eliminated and will hereafter be required to follow the variance decision. If a variance is denied the applicant can rebuild the nonconformity as is per the Crosslake Ordinance.
 - 3.1 None
4. New Business
 - 4.1 Slayton Family Cabin LLC - Variance for lake and side yard setbacks
 - 4.2 Sundance Ridge Homes on Crosslake – Variance for density increase
 - 4.3 Hanning Joint Trust - Land Use Map Amendment to request a rezoning to RR2

December 19, 2025 Planning Commission/Board Of Adjustment Meeting

5. Other Business
 - 5.1 Staff report
6. Open Forum – No action will be taken on any of the issues raised. If appropriate, the issues will be placed on the agenda of a future PC/BOA meeting. Speakers must state their name and address. Each speaker is given a three minute time limit.
7. Adjournment

**Slayton Family Cabin LLC
14160787**

Fuhs announced the variance request. Grund read the variance request, project details, shoreland district, existing & proposed impervious percentages, stormwater management submitted, city sewer, notices sent out per city ordinance and Minnesota State Statute 462 requirements with no comments received, and history of the parcel into the record. Fuhs invited the Slaytons, the applicant/owners to the podium. Slayton-restated the details of the proposed request, no additional impervious, roofline details; Fuhs-shoreline buffer was done (included in the packet), wood pile; Slayton-no roof over the wood pile; Grund-wood piles are not considered structures; O'Leary-on the stormwater management plan (SWMP) where does the gutter drain to; Slayton-up to the builder and the city; Grund-will take a look at the SWMP when a permit is submitted; Fuhs-fireplace questions; Grund-fireplace will need to be constructed per the code. Fuhs opened the public hearing with no response; therefore, the public hearing was closed. Fuhs requested Grund to initiate the findings of fact procedure with the board members deliberating and responding to each question.

December 19, 2025 Action:

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

- Lake setback of 73 feet where 75 feet is required to proposed dwelling addition
- Side yard setback of 3 feet where 10 feet is required to proposed dwelling addition

To construct:

- (28x36) 1,008 square foot second story addition to the existing dwelling

Per the findings of fact as discussed, the on-site conducted on 12-18-2025 and as shown on the certificate of survey received at the Planning & Zoning office dated 10-28-2025 for property located at 36117 Echo Drive, 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 12-19-2027

Findings: See attached/packet

All members voting “Aye”, Motion carried.

**Sundance Ridge Homes on Crosslake
14160833**

Fuhs announced the variance request. Grund read the variance request, project details, limited commercial district, existing & proposed impervious percentages, stormwater management submitted, city sewer, notices sent out per city ordinance and Minnesota State Statute 462 requirements with 3 comments received, and history of the parcel into the record. Discussion was held on: impervious allowed and the existing, density allowance is in the ordinance, explanation by Grund on how density is calculated on a parcel per the district/zoning. Fuhs invited Swenson, the applicant/owner to the podium. Swenson-utility & emergency service is close by, not multifamily use in ordinance per say but is allowed in other districts, history of the parcel & the use, remodeled structures into studio units up to 2 bedrooms, new use is planned to be 2 bedrooms, renters will be of all age groups, no single family homes are allowed in the limited commercial district, can't split up property because already used the allowed density, 11 units exist with 13 proposed, 12 units in the new building is proposed, 1 unit to be added into the existing firehall structure, gym is existing with a pool proposed, other jurisdictions have different density requirements, there is a possible need for this type of housing, \$500-\$1,500 rent fee depending on the unit size, zoning in the area, the link between this property & across highway 66 (Sundance Ridge Condos), Swenson built the last condos in 2021 in Sundance Ridge Condos, also remodeled this property in 2021, summer rentals of the condos across the street are short term rentals, this property is not going to have lake use, Sundance Ridge Condos is maxed out-7 buildings. Discussion was held: the city council was contacted and some felt the density ask was too much; Knapp, city council and Crosslake resident-a written comment from a separate committee stated that there are better areas outside of Crosslake for this type of density; Swenson-work with both properties to share amenities, a variance approximately 5 years ago consisting of 4 buildings with 4 units each was proposed and denied, there is a need for city sewer with a multifamily use, investment costs, increase in tax base, proposed garage use, existing garage & proposed structure will mirror each other, all constructed at one time-not a phase development, units to be 2 story, no problems police wise-some medically, live ½ time here & ½ time St. Cloud, office is in the firehall building with a bed; general conversation on high density versus housing needs versus location versus city sewer versus short term rentals, clarification of SWMP, Crow Wing County (CWC) Hwy dept's comment on minimizing the access width (see attached), Swenson-not opposed to it; Fuhs-if approved work with the CWC Hwy Dept; Knapp-city sewer does have the capacity available; CWC Highway department comment (included in the packet) and accesses; SWMP clarifications. Fuhs opened the public hearing. Norgaard of 37104 Bunkhouse Rd-housing is needed, the need is in the older age area, family would be paying \$1,500 with 1 or 2 children with 2 cars, how many have the financial means to pay \$1,500, there is room in Crosslake for housing but now it is being used for storage buildings, the area had been identified 10 years ago for housing, history of past applicants that couldn't make multifamily units work even with the number they were proposing, aware of a lot of the Crosslake history, yes it is in the comprehensive plan, look at the effects on the environment, Crosslake is a tour destination not a bedroom community, none of my senior friends would rent off of Hwy 66, 11 units is ok but not in favor of more, 24 destroys the character of Crosslake, this is the wrong location for a large density ask, 13 more would work but no more. Herzog of 14083 Tall Timbers Trl, I want no part of this development, the area homes sales value will decrease, short term rental (STR) will be used when they can't get the long term rental, is the Sundance Ridge Condos listed with Crosslake STR, police department demand will increase, outside storage parking was being used when it isn't allowed, past history of party complaints, this will definitely effect the existing neighboring development. Swenson-Sundance Ridge Condos has a hospitality license with the MN Dept of Health for all 18 of the condominiums for over 20

years so a city STR is not needed, no STR rental, current units now have a variety of ages with or without children, people need good long-term rental, in the summer Sundance Ridge condos use our property to store their trailers, there is plenty of parking, more than 30 days is considered a long-term rental, no problem with police on this property, Sundance Ridge Condos have absolutely had problems-these are true vacation rentals, no sublet is allowed. O'Leary-property is not supposed to have outside storage, what is your rules & regulations of having the renters store their boats outside; Swenson-in the summer we work with Sundance Ridge Condos, people that rent bring their boats up, they leave their boats here and the trailers while boats are in the water; O'Leary-that may be an issue, Crosslake is complaint based; Grund-CUP and other situations would need to be looked into; O'Leary-Grund will have to look into the outside parking and get back to Swenson; Swenson- what about the neighbors; Fuhs-that is residential and your property is commercial, if rental units go from 11 to 24 that would increase vehicles/various trailers & such, also seems like there is cross talk between the Sundance Ridge Condos & this one, as far as agreements on parking and whatever, potential problem of renters on this property not finding a parking place; Swenson-there is ample parking, I know because I run the property, the property gets used when the fire department has their big events, no problem with that, it happens infrequently; Fuhs-would like to hear more about Vrbo versus hospitality license/use; Swenson-if you are licensed as a resort your STR is through the department of health in the form of a hospitality license paid annual at \$1,500, this property is and will be long term rentals/not short term. Johnson, Billy-former condo owner (March 2016 – June 2025, Crosslake resident since 1988), Swenson destroyed the condos when he built the last 2 buildings, already firehall is being advertised for rental under Vrbo, website states he has parking for 200, mid-June the property looks like section 8 housing, renters pay \$3,000-\$5000 a week to sit in a circle in the parking lot because he over developed, he was the developer and the president of the association which he is no longer because he was removed, no longer does the maintenance because his firm was fired, he does not operate under good faith, he will over develop this area, he likes to talk how this is uniquely designed for the emergency service, yes it is-to overwhelm it, referenced the definition of a slumlord, is this residential or limited commercial, he presented a handout of the online rental advertisement from Vrbo, he doesn't hire construction help within the city for his jobs; O'Leary-that pertains to the condos not pertain to this property; Fuhs-disagree since there has been cross talk about both properties utilizing each other's facilities; Johnson-after over developing it Swenson had to buy the property across the street because there was not enough parking or any place to put the snow, all properties will be used jointly, will overwhelm the city services, he does not operate in good faith he already is renting the firehall for three units and has only been approved for two, he has destroyed Sundance Ridge Condos and you are going to let him destroy the Crosslake main corridor. Fuhs-2020 proposal for 27 units was denied with neighbors stating it was too much of an ask, yes we need housing in Crosslake, the location is important, yes multifamily would need city sewer, agree need homes, 11 is allowed but over double ask is too much, too big of an ask, may create too much of a problem, 3 or 4 units maybe could be done; O'Leary-why available rent online with a calendar for the firehall; Swenson-yes we do rent, minimum of month rental; Fuhs-there is a gymnasium could you have an event there; Swenson-yes in the last 5 years we had one wedding reception, would like to have more, there is a full stage and a lounge attached to it; Fuhs-is he allowed to use it as an event center; Staff-with a CUP; Fuhs-the use for the property needs to include that activity, if you do not have that approval you shouldn't be using it for that; McGrath-online ad says wedding venue with 200-300 people, parking which isn't there, lists to look at Vrbo which is what STR is; Swenson-on Whitefish Lodge board for many years, part of getting Crosslake STR, very familiar with STR requirements and the distinction, been doing this for over 20 years around here, very familiar with the market. O'Leary-have you ever rented the firehall or clock tower out for less than 30 days; Swenson-no; O'Leary-you have used the firehall as a wedding venue once; Swenson-yes. Hanning of 13023

December 19, 2025 Planning Commission/Board Of Adjustment Meeting

Anchor Pt Rd-a conditional use permit (CUP) is needed for rental, this is a huge ask, this is twice what is normally allowed, look into why/what housing is needed, why are they doing this, giant ask for Crosslake and those that voted for city council. Fuhs closed the public comment period. Fuhs-there is a need for housing in the city of Crosslake, not sure this location is the place, on principal the ordinance states the density which this ask is for more than double seems to be a big ask and bad precedents, hold off and get some Crosslake input, possibly we should table to get more information from other city bodies or the city council on where this type of application would be located; O'Leary-agree to wait, it is a big ask, Knapp our city council liaison should take it to the city council not to say that is what we will adopt but they are the elected officials and we are appointed. Discussion on tabling the request, or not, and why. Grund-talking to a few of the other agencies, they asked if this had any affiliation with Sundance Ridge Condos, we did not have any indication, so we looked at this as a totally separate piece, so I would appreciate time to look into this, because they said it would be different if it would be tied in with each other.

December 19, 2025 Action:

Motion by O'Leary; supported by Graham to table the variance to acquire city council input: Fuhs opened the motion up for discussion.

Motion amended by O'Leary; supported by Johnson to table the variance for 60 days from December 30, 2025: Fuhs stated the options available, if you want a vote of approval or denial we could do that instead of tabling by voting this motion down and opened this up for discussion; amended motion held for:

- Density of 24 where 11 is allowed

To construct:

- To add 13 additional multifamily units with 11 existing on the parcel currently

O'Leary, Johnson, Graham voting "Aye", Fuhs, McGrath voting "Opposed" Motion carried 3 to 1

Short Break

**Hanning Joint Trust
14180538, 14180539, 14180503**

Fuhs announced the Land Use Map Amendment (LUMA) request. Grund read the LUMA request, project details, shoreland district (SD) & rural residential 5 (RR5) district, septic compliance dated 10-8-2024 is on file, notices sent out per city ordinance and Minnesota State Statue 462 requirements with no comment received, and history of the parcel into the record. The commissioners held a discussion on the size of the parcels, the zoning districts and the amount of property that is in the shoreland district. Fuhs invited Hanning, the applicant/owner to the podium. Hanning of Anchor Point, Crosslake-purchased the three properties with his brother, the parcels are an awkward shape, one parcel has a lot of wetlands, make all three bigger lots, more uniformity, benefit is that each lot has it's own entrance, one district versus the current two, options are open, comprehensive plan needs more direction, there is a need for more guidance on how to plan for the city zoning and developing. Fuhs opened the public hearing. Condon of 36170 Gale Lane-concern about property line and view from us property. Fuhs closed the public hearing. O'Leary-currently 3 parcels and to remain 3 parcels just be able to move the property lines, reasonable ask. Fuhs asked if any of the commissioners had additional questions, but none were forthcoming. Fuhs requested Grund to initiate the findings of fact procedure with the board members deliberating and responding to each question.

December 19, 2025 Action:

Motion by O'Leary; supported by McGrath to recommend to the city council the approval of the Land Use Map Amendment:

- To amend the Official Land Use Map on parcel 14180538, 14180539, 14180503 from Rural Residential 5 (RR5)/Shoreland to Rural Residential 2 (RR2) involving approximately 8.9 acres.

Per the findings of fact as discussed, the on-site conducted on 12-18-2025 and as shown on the certificate of survey received at the Planning & Zoning office contained in the public hearing packet on property located at 36152 Gale Lane, City of Crosslake

Findings: See attached/packet

All members voting "Aye", Motion carried.

Other Business:

Staff report

Development Review Team (DRT) had 2 November monthly meeting

Permits – nothing significant to report (NSTR), approximately 10 pulled in December

Stuckmayer-two handouts: Crosslake website procedure to obtain past PC/BOA information & 2026 schedule attached, an explanation was verbally given

Grund- presented a staff report handout, which is attached.

Discussion on:

- dumpster/trash receptacles – previously the commission had seen a letter that Paul Satterlund had put together, Grund to change the name from Satterlund to Grund and take a second look for accuracy before proceeding
- January workshop - what would be on the agenda, agreed upon January 22, 2026 after the on-site starting at 10:30 AM, Knapp to invite the city council to be present at the start or at the end of this workshop for the multifamily discussion section
- 2026 Meeting Schedule - we have added another DRT meeting per month totally 2 per month
- February 2026 Election of Officers - please submit a list of candidates by the next meeting, you can also nominate yourself at the February meeting, this is in hopes of streamlining our voting procedure, voting will be held by the appointed board commissioners, not the alternates
- Past meeting discussion was for Grund to verify that the past variances/conditions are being met, nothing recently, so no report from Grund

Open Forum:

1. There were no open forum items

Matters not on the Agenda:

1. There were no matters not on the agenda

Motion by O'Leary; supported by Graham to adjourn at 11:55 A.M.

All members voting "Aye", Motion carried.

Respectfully submitted,

Cheryl Stuckmayer

Cheryl Stuckmayer
Planner-Zoning Coordinator

From: [Matt Kallroos](#)
To: [Cheryl Stuckmayer](#)
Subject: RE: 12.19.2025 PC/BOA Meeting Info
Date: Thursday, December 18, 2025 9:28:10 AM

Cheryl,

Upon review of the Planning Commission/Board of Adjustment packet for the Sundance project, the Highway Department has the following comments:

If the requested variance is approved, the Highway Department requests to work with the applicant to consolidate the existing Fire Hall access, which is approximately 70 feet in width. This request is based on safety concerns associated with the anticipated increase in traffic generated by the proposed additional units. Specific concerns include increased conflict points, unclear vehicle paths for entering and exiting the site, and overall access management considerations.

Thank you.

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

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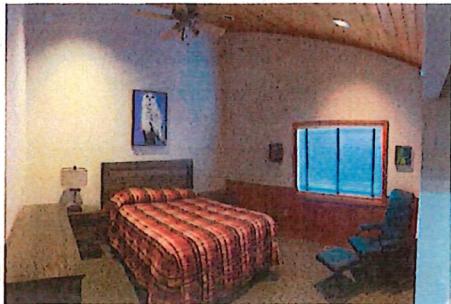
Our Vision: Being Minnesota's favorite place.
Our Mission: Serve well. Deliver value. Drive results.
Our Values: Be responsible. Treat people right. Build a better future.

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From: Cheryl Stuckmayer <cstuckmayer@cityofcrosslake.org>
Sent: Tuesday, November 25, 2025 2:36 PM
To: Jacob Frie (DNR) <Jacob.Frie@state.mn.us>; Patrick Wehner <pwehner@cityofcrosslake.org>; Matt Kallroos <Matt.Kallroos@crowwing.gov>; Phil Martin <phillip.martin@bolton-menk.com>
Cc: TJ Graumann <tgraumann@cityofcrosslake.org>
Subject: 12.19.2025 PC/BOA Meeting Info

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

Penthouse North #10



One bedroom w/ walk-in closet. One Bath. Located on the upper level of the Firehall Building and overlooks the Gymnasium. Includes beautiful, vaulted ceiling, full kitchen, dining and family room suite.

[+ VIEW AVAILABILITY
CALENDARS](#)

[GET QUOTE](#)

Penthouse South #11



One bedroom w/ walk-in closet. One Bath. Located on the upper level of the Firehall Building and overlooks the Gymnasium. Includes beautiful, vaulted ceiling, full kitchen, dining and family room suite.

[+ VIEW AVAILABILITY
CALENDARS](#)

[GET QUOTE](#)

The Firehall Studio #12



Spacious studio apartment with a large kitchen and bar area. Also includes a separate bathroom/shower room, laundry, gas fireplace, dishwasher, huge patio and private courtyard for relaxing & enjoying the views.

[+ VIEW AVAILABILITY
CALENDARS](#)

[GET QUOTE](#)

Guests staying in the Firehall Building have access to the gymnasium and lounge.

Renting- 3 online
2 approved

Sundance Firehall Venue Facility Rental

Looking to hold your event on scenic Crosslake, MN?

Our Firehall Building venue can be rented by the day, or longer and is ideal for wedding receptions, family reunions or gatherings of any sort. The spacious venue space has a stage at one end, opening up into a large lounge at the other end. The capacity is 200-300 people and offers ample parking.

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Information



Meetings

[Archived Minutes](#)
[Our YouTube Channel](#)

From **To** **Departments** **Boards and Commissions**

Meetings Table

Date	Meeting	Agendas	Minutes	packets	View
08/13/2020 - 3:00pm	Special Council Meeting	Agenda	Minutes	Agenda Packet	View Details
08/13/2020 - 2:00pm	Budget Workshop				View Details
08/10/2020 - 7:00pm	City Council Meeting	Agenda	Minutes	Agenda Packet, Agenda Packet	View Details
08/05/2020 - 8:30am	Economic Development Authority				View Details
08/03/2020 - 4:00pm	Public Works Commission Meeting			Agenda Packet	View Details
07/30/2020 - 9:00am	Special Council Meeting	Agenda	Minutes	Agenda Packet	View Details
07/24/2020 - 2:00pm	Cancelled Special Council Meeting				View Details
07/24/2020 - 9:00am	Planning & Zoning Commission Meeting	Agenda	Minutes	Agenda Packet, Agenda Packet	View Details
07/22/2020 - 2:00pm	Park & Recreation/Library Commission Meeting				View Details

CITY OF CROSSLAKE 2026 SCHEDULE

Development Review Team, Planning Commission / Board of Adjustment & City Council
Meeting Dates & Submittal Deadlines

DRT Complete Application Submittal Deadlines by 4:30 PM	DRT Meeting Dates 9:00 AM Start Time	Public Hearing Complete Application Submittal Deadlines by 4:30 PM	PC / BOA On-Site *Dates 9:00 AM Start Time	PC / BOA Meeting Dates 9:00 AM Start Time	City Council Meeting Dates 6:00 PM
Sept. 15, 2025	Oct. 14, 2025	Nov. 03, 2025	Dec. 18, 2025	Dec. 19, 2025	Jan. 12, 2026
Oct. 20, 2025	Nov. 12, 2025	Dec. 08, 2025	Jan. 22, 2026	Jan. 23, 2026	Feb. 09, 2026
Nov. 17, 2025	Dec. 09, 2025	Jan. 12, 2026	Feb. 26, 2026	Feb. 27, 2026	Mar. 09, 2026
Dec. 15, 2025	Jan. 13, 2026	Feb. 09, 2026	Mar. 26, 2026	Mar. 27, 2026	Apr. 13, 2026
Jan. 5, 2026	Jan. 20, 2026				
Feb. 2, 2026	Feb. 17, 2026	Mar. 09, 2026	Apr. 23, 2026	Apr. 24, 2026	May 11, 2026
Feb. 9, 2026	Feb. 24, 2026				
Mar. 2, 2026	Mar. 17, 2026	Apr. 13, 2026	May 21, 2026	May 22, 2026	June 08, 2026
Mar. 9, 2026	Mar. 24, 2026				
Mar. 30, 2026	Apr. 14, 2026	May 11, 2026	June 25, 2026	June 26, 2026	July 13, 2026
Apr. 6, 2026	Apr. 21, 2026				
Apr. 27, 2026	May 12, 2026	June 08, 2026	July 23, 2026	July 24, 2026	Aug. 10, 2026
May 4, 2026	May 19, 2026				
June 01, 2026	June 16, 2026	July 13, 2026	Aug. 27, 2026	Aug. 28, 2026	Sep. 14, 2026
June 08, 2026	June 23, 2026				
June 29, 2026	July 14, 2026	Aug. 10, 2026	Sept. 24, 2026	Sept. 25, 2026	Oct. 12, 2026
July 06, 2026	July 21, 2026				
Aug. 03, 2026	Aug. 18, 2026	Sept. 04, 2026	Oct. 22, 2026	Oct. 23, 2026	Nov. 09, 2026
Aug. 10, 2026	Aug. 25, 2026				
Aug. 31, 2026	Sept. 15, 2026	Oct. 12, 2026	Nov. 19, 2026	Nov. 20, 2026	Dec. 14, 2026
Sept. 04, 2026	Sept. 22, 2026				
Sept. 28, 2026	Oct. 13, 2026	Nov. 09, 2026	Dec. 17, 2026	Dec. 18, 2026	Jan. 11, 2027
Oct. 05, 2026	Oct. 20, 2026				
Nov. 02, 2026	Nov. 17, 2026	Dec. 07, 2026	Jan. 21, 2027	Jan. 22, 2027	Feb. 08, 2027
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NOTE: All Public Hearings are approved by the City Council except a Variance and CUP which are approved by the PC/BOA

Lot Line Adjustment & Lot Consolidation are approved by the Planning & Zoning Administrator/Director

Metes & Bounds Subdivisions can be approved by the Planning & Zoning Administrator/Director and may be brought before the PC/BOA when deemed appropriate

* On-Site dates are subject to change

Staff Report

To: Planning Commission / Board of Adjustment

From: Planning & Zoning Staff

Date: December 19th, 2025

Re: January Work Session – Identification of 2026 Land Use Ordinance Topics

I. Purpose of Report

The purpose of this staff report is to inform the Planning Commission / Board of Adjustment (PC/BOA) of a **future work session planned for the week of January 11**, the primary intent of which is to **explore and identify potential Land Use Ordinance topics to be addressed in 2026**.

This report is intended to introduce that upcoming discussion and to begin gathering direction from commissioners regarding areas of interest, concern, or policy focus they would like to see considered in the next ordinance review cycle.

II. Background

The Land Use Ordinance is periodically reviewed to ensure it remains effective, understandable, and responsive to development trends, regulatory requirements, and community goals. As part of this ongoing process, staff has scheduled a **January work session** focused on forward-looking discussion rather than specific ordinance amendments.

At that meeting, **Joe O'Leary** is expected to provide brief, general remarks regarding the **current Land Use Ordinance and changes adopted in the past year**. His comments are anticipated to be informational in nature and are intended to help frame the broader discussion.

The primary emphasis of the January session will be on commissioner input and identifying topics for future consideration.

Potential discussion areas may include, but are not limited to:

- Sections of the Land Use Ordinance that are unclear or difficult to apply
- Provisions that frequently result in variance requests or interpretation questions
- Density, dimensional, or use standards
- Shoreland, environmental, or natural resource protections

- Residential, commercial, or mixed-use development regulations
- Nonconforming uses and structures
- Administrative procedures and review processes
- Consistency with the Comprehensive Plan
- Anticipated development pressures or emerging land use trends

This discussion is intended to be broad and exploratory.

IV. January Work Session Intent

The **January work session** will be used to:

- Identify and prioritize potential Land Use Ordinance topics for 2026
- Encourage open discussion among commissioners
- Share general observations on the current ordinance framework
- Establish a starting point for future work planning

No formal action, recommendations, or decisions are anticipated at the January session.

Please let Planning and Zoning staff know your availability for the week of January 11th to schedule this meeting.

Planning and Zoning Staff

C.6.

CITY OF CROSSLAKE
PUBLIC WORKS COMMISSION
MEETING MINUTES
THURSDAY, JANUARY 8, 2026
3:00 P.M. – CITY HALL

Pursuant to due notice and call the Public Works Commission held its regular monthly meeting on Thursday, January 8, 2026 in City Hall. The following Commission Members were present: Tom Swenson, Gordon Wagner, Tim Berg, and Mary Prescott. Dave Schrupp attended via Zoom. Also in attendance were Public Works Director Pat Wehner, City Administrator Lori Conway, City Engineer Phil Martin, Council Liaison Robin Sylvester, and City Clerk Char Nelson.

1. The meeting was called to order at 3:00 P.M. by Tom Swenson.
2. A MOTION WAS MADE BY GORDON WAGNER AND SECONDED BY TIM BERG TO APPROVE THE MEETING MINUTES OF DECEMBER 1, 2025. MOTION CARRIED WITH ALL AYES.
3. Michael Rutt and Carla Bainbridge appeared via Zoom to request that Parcel #14160737 be abated from assessment because the road improvement only extended a few feet along this parcel. Tom Swenson stated that he reviewed the information and can understand their request, however, when Brook Street is improved in a couple years, they would have to pay an assessment then. Paying the assessment this year would most likely be less expensive than a few years from now. Mr. Rutt stated that he may not own the lot in a few years, or could be dead in a few years, or could consolidate the lots by then, avoiding the assessment by a loophole in the system. A MOTION WAS MADE BY TOM SWENSON AND SECONDED BY MARY PRESCOTT TO RECOMMEND TO THE CITY COUNCIL THAT PARCEL 14160737 BE REMOVED FROM THE CERTIFIED ASSESSMENT ROLL. MOTION CARRIED 3-2 WITH BERG AND WAGNER OPPOSED.
4. Tom Swenson stated that he spoke with the Mayor regarding Gordy Wagner's next term. Char Nelson stated that she has the history of each appointment and would forward that information to Tom and Gordy.
5. Lori Conway provided an update on the insurance claim with Alex Olson and noted that further investigation is required since there are claims that staff took a phone call during the excavation.
6. Pat Wehner reported that he has not received the cost estimate for the filter repairs at the sewer plant. However, the estimated cost to replace hauling sludge is approximately \$1,000,000. There is no urgency to get this done, but the City should start saving so that the change over can happen in the future.

7. Included in the packet for information was a letter from the City sent to Short-Term Rental owners located on the municipal sewer system, informing them that they will be required to install a city-supplied water meter.
8. Pat Wehner stated that there is no update for requiring developers to seal coat new roads. Char Nelson stated that she could prepare a draft ordinance for the commission to review at their next meeting.
9. Tim Berg asked why there has been overnight parking by the train museum on County Road 66. A discussion ensued regarding whether it was allowed and why residents were parking there. Robin Sylvester stated that she would start asking questions and bring information to the next meeting.
10. Included in the packet for information was a letter dated December 19, 2025 from the County Highway Department Re: 2026 Traffic Investigation Requests.
11. Phil Martin stated that Crow Wing County has informed him that if the City chooses to have a sidewalk added to the east side of County Road 66 in 2028, the cost would be the responsibility of the City. As an alternative, the County would allow the installation of an ADA compliant crosswalk with flashing lights across from Dairy Queen. Phil Martin will bring a cost estimate comparison to the next meeting for a crosswalk versus a sidewalk.
12. The commission agreed to delay the discussion regarding the 5-Year Road Plan to February.
13. Phil Martin reported that he is currently working on the plans for Sunrise Blvd.
14. A letter dated December 11, 2025 from Crow Wing Power regarding tree and brush clearing was included in the packet for information.
15. Phil Martin reported that the archaeological study showed that the proposed trail on County Road 103 would cross over two burial mounds. The City will need to work with the Tribe to avoid these areas.
16. Pat Wehner reported that staff found an issue with the water meter location at Ace Hardware and staff were told that it was the previous owner's mistake and it would not be changed. A MOTION WAS MADE BY GORON WAGNER AND SECONDED BY TIM BERG TO RECOMMEND THAT THE CITY COUNCIL REQUIRE BUSINESSES TO RELOCATE WATER METERS IF IMPROPERLY INSTALLED SO THAT ALL WATER FLOW IS COLLECTED FOR BILLING PURPOSES. MOTION CARRIED WITH ALL AYES.
Pat Wehner requested to purchase a sander with funds left in the 2025 Budget. A MOTION WAS MADE BY DAVE SCHRUPP AND SECONDED BY TIM BERG TO RECOMMEND THAT THE CITY COUNCIL APPROVE THE PURCHASE OF A SANDER IN THE AMOUNT OF \$8,900 WITH MONEY LEFT IN THE 2025 BUDGET. MOTION CARRIED WITH ALL AYES.

Pat Wehner reported that the County would like to close Whipple Drive to through traffic in the future due to safety concerns. This would require installing a gate at the entrance of the road.

Tom Swenson asked if staff were scraping roads while it was warm and Pat Wehner replied that they were.

17. A MOTION WAS MADE BY GORDON WAGNER AND SECONDED BY MARY PRESCOTT TO ADJOURN THE MEETING AT 4:15 P.M. MOTION CARRIED WITH ALL AYES.



Charlene Nelson
City Clerk

Crosslake Park, Recreation, and Library Commission Minutes

Wednesday November 19, 2025

Crosslake Community Center 9:00am

Present: Chair Peter Graves, Heather Jones, Ann Schrupp, Joe Albrecht, Kera Porter, Parks and Recreation Director TJ Graumann, City Council Liaison Mayor Jackson Purfeerst

Discussion about the Robert Street access, making it narrower, adding no parking signs to the street. TJ will meet with WAPOA and the DNR to discuss further. We also discussed possible improvements to the landing.

- ii. Pickleball Advisory Committee – last draft reading was November.
- iii. Brainerd Lakes Area Vulnerable Users Plan – RFP sent out.
- iv. Trail Improvement Study, Input ID – inputid is live and taking input through December.
- v. Potential Trail Kiosk Placements – A small group went out to look at placements; Peter gave us an update. We are to decide where they go and need a plan for them. Currently looking at the Loon Center, the school and by the bench on Hwy 3 across from the old Judy's building. Other potential locations include the campground, town square, yellow house.

Motion to have the Parks and Recreation, and Library Commission develop a plan for the locations of the kiosks and an application process for sponsorships.

Joe/Ann **Favor: All** **Opposed: None**

- vi. Pine River Overlook Park Improvement – Cornhole boards were installed.
- vii. Misc. – the city received a \$50,000 sourcewell grant to build a cold storage building. We also received a grant for a hydration station.

- B) Comments from the commission – Joe brought up moving the meeting back to 2pm with a liaison from council at every meeting. We agreed to add it to the agenda for next month for further discussion. Kera will be gone until March. There is now indoor Pickleball in Crosslake 7 days a week, the school, community center, and log church all have play times.
- C) Pequot Lakes Community Education Update – Joell was not in attendance.

VI) Open Forum – None

VII) Adjourn

Motion to adjourn at 9:50am.

Ann/Heather Favor: All Opposed: None



C.8.

February 2, 2026

City of Crosslake
Char Nelson, Clerk
City Hall, 37028 County Rd 66
Crosslake, Minnesota 56442

Re: Annual Bridge Inspections

Dear Char Nelson,

The annual bridge inspections for 2025 have been completed in accordance with Minnesota Statutes, Chapter 165. A bridge is defined as a drainage structure with a span of 10-feet or more; therefore, large culverts are considered bridges for inspection purposes as well as the more conventional bridge structures. A copy of the inspection report for bridges inspected in 2025 under your jurisdiction is enclosed. Please note that all bridges are not necessarily inspected each year. Depending on the type and condition of a structure the inspection frequency may be as high a 48-month interval.

The key information to look at on the inspection report may be the comments made by the Inspector and any change in an element condition from years prior printed in red. The "Sufficiency Rating" has moved to the first page of the "Minnesota Bridge Inspection Report", located on right, just above the first element in the report.

Since bridges represent a considerable investment of taxpayer dollars, you are encouraged to seriously review each report as well as conduct an on-site review of your bridges to confirm existing conditions and take appropriate action. This office is available to provide advice as to maintenance procedures and answer any questions related to bridges. You may contact the following: Wayne Dosh, Senior Engineering Technician and Certified Bridge Inspector; Rob Hall, Assistant County Highway Engineer and Timothy Bray, County Highway Engineer.

Sincerely,

Timothy Bray P.E.
County Highway Engineer

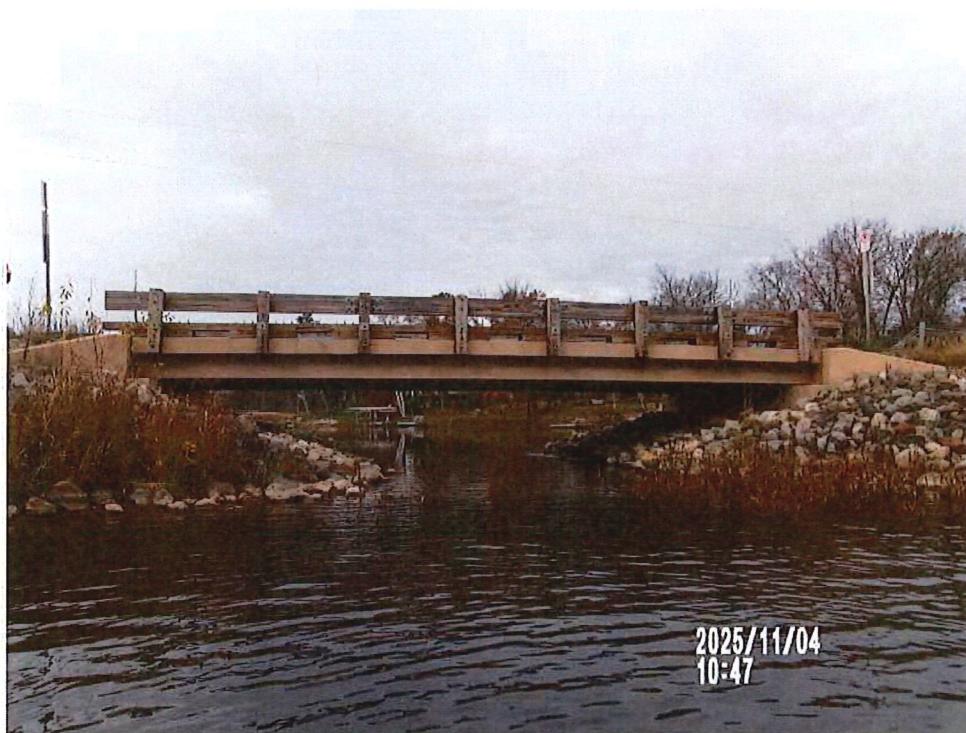
By: Wayne Dosh
Wayne Dosh Senior Engineering Technician

Timothy V. Bray
County Engineer
Highway Department
16589 County Road 142
Brainerd, MN 56401

Office: (218) 824-1110
www.crowwing.gov

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.

**ROUTINE (SNBI)
BRIDGE INSPECTION REPORT**



Bridge # 18533

**DREAM ISLAND RD
over CHANNEL LITTLE PINE LK**

District: District 3

County: 18 - Crow Wing

City/Township: 13978 - Crosslake

State: 27 - Minnesota

Owner: L03 - City or municipal highway agency

Maint Area:

Crew:

Date of Inspection: 11/04/2025

Inspection Types: Routine (SNBI)

Equipment Used (Routine): A05 - Waders, IX - Other

Inspection Agency: Crow Wing County

Inspectors: Wayne Dosh

Report Written By: Dosh, Wayne

Report Reviewed By: Timothy Bray

Final Report Date: 01/09/2026



Minnesota Structure Inventory Report

Bridge Number: 18533	Feature Carried: DREAM ISLAND RD	Feature Intersected: CHANNEL LITTLE PINE LK																																																																																																																
IDENTIFICATION																																																																																																																		
Loc.: 1.7 MI E OF JCT CSAH 6 Lat/Long: 46.700311, -94.076317 County: 18 - Crow Wing City: Cross Lake Town: District: District 3 Maint Area: Bridge Crew:	Sect. Twp. Range: 10 137N 27W Agency Br No: CITY34 Bridge Name: Insp. Agency: Crow Wing County Custodian: L03 - City or municipal highway agency Owner: L03 - City or municipal highway agency	Year Built: 2017 Rehb Yr: Date Opened: 11/13/2017 BB Number: N BB Lead State: Historical Sign: 7 Ref.Post: 002+00.070																																																																																																																
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Service Carried: 1-Highway - with LRS Service Under: 6-Waterway MN Span Material: 5 - Prestress or Precast MN Span Design: 01 - Beam Span NBIS Length (ft): 48.1 Max Span Length (ft): 46.0 Min Span Length (ft): 46.0 Width Out-to-Out / Barrel Len.: 22.0 Br. Width Curb-to-Curb (ft): 20.0 Deck Install year: 2016 Wear Course Fill Depth (ft)/Year: 0.00 Yr: 2017 Culvert Type: Roadway Area (sq ft): 963 Deck Area (sq ft): 1060.0 Approach Rdwy Width (ft): 20.0 Median Type: 0 - No median Median Width (ft): 0.0 Max. Bridge Height (ft): 8 Skew: 0 Sidewalk Width: LT: 0.0 RT: 0.0	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: center; background-color: #cccccc;">CONDITION AND APPRAISAL RATINGS</th> </tr> </thead> <tbody> <tr> <td colspan="2" style="text-align: center; background-color: #cccccc;">Condition</td> </tr> <tr> <td style="width: 50%;">Bridge Condition: G - Good</td> <td style="width: 50%;">Deck: 7 - GOOD</td> </tr> <tr> <td>Superstructure: 8 - VERY GOOD</td> <td>Substructure: 8 - VERY GOOD</td> </tr> <tr> <td>Culvert: N - NOT APPLICABLE</td> <td>Railings: 7 - GOOD</td> </tr> <tr> <td>Transitions: N - NOT APPLICABLE</td> <td>Bearings: 8 - VERY GOOD</td> </tr> <tr> <td>Joints: N - NOT APPLICABLE</td> <td>Channel: 8 - VERY GOOD</td> </tr> <tr> <td>Channel Protection: 8 - VERY GOOD</td> <td>Scour: 8 - VERY GOOD</td> </tr> <tr> <td colspan="2" style="text-align: center; background-color: #cccccc;">Appraisal</td> </tr> <tr> <td style="width: 50%;">Approach Alignment: F - Fair</td> <td style="width: 50%;">Scour Vulnerability: A</td> </tr> <tr> <td>Overtopping Likli.: 1 - Remote - once every 100 years or less frequently</td> <td></td> </tr> <tr> <td colspan="2" style="text-align: center; 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Next Routine Due: 11/30/2027																																																																																																																		
NSTM																																																																																																																		
NSTM Required: N - NSTM inspection not required																																																																																																																		
Last NSTM:																																																																																																																		
NSTM Condition: N - NOT APPLICABLE																																																																																																																		
Fatigue Details E/E: 0																																																																																																																		
Underwater																																																																																																																		
Underwater Req: N - Underwater inspection not required																																																																																																																		
Last Underwater:																																																																																																																		
Underwater Cond:	N - NOT APPLICABLE																																																																																																																	
Pinned Assembly (Special)																																																																																																																		
Pinned Detail (Y/N): N																																																																																																																		
Last Pinned Insp:																																																																																																																		
Pinned Interval:																																																																																																																		
In-Depth/Complex (In Depth)																																																																																																																		
Complex Required: N - Bridge does not have complex feature																																																																																																																		
Last Complex:																																																																																																																		
Complex Interval:																																																																																																																		
WATERWAY																																																																																																																		
MN Scour Code: L																																																																																																																		
MN Scour Eval Year: 2016																																																																																																																		
POA Required: 0 - A scour POA is not required.																																																																																																																		
NBI Waterway Open: 69																																																																																																																		
NBI Drainage Area: 150																																																																																																																		
Flood Zone:																																																																																																																		
BRIDGE BARRIERS AND TRANSITIONS																																																																																																																		
Barrier Code N/W: 55 Barrier Code S/E: 55 Median Barrier: NN Railing Crash: 3504 Transition Crash: N																																																																																																																		
LOAD CAPACITY																																																																																																																		
Status: A - Open Design Load: HL93 - HL-93 Design Method: Load Posting: Inventory Rating: 1.25 Operating Rating: 2.48 Rating Date: 2016-05-18 Permit Codes: 1 1 1																																																																																																																		

SNBI Bridge Items: Required Data Collection

Fields with an * (asterix) must have a value

Bridge Number:	18533			Feature Carried:	DREAM ISLAND RD			Feature Intersected:	CHANNEL LITTLE PINE LK		
INSPECTION DETAILS						FIELD COLLECTION - Bridge Railing Crash Test Rating					
Last Routine Date / Freq:			11/04/2025	24	Months	<p>If railing/guardrail is not present AND not required B.RH.01/.02 and B.C.05/.06 should be coded N</p> <p>Barrier Codes: N/W: <input type="text" value="55"/> S/E: <input type="text" value="55"/> Med: <input type="text" value="NN"/></p> <p>*B.RH.01: Bridge Railings <input type="text" value="3504 - NCHRP 350 (1993) - Test Level 4"/></p> <p>*B.RH.02: Transitions <input type="text" value="N - Not Applicable"/></p>					
Bridge Condition			G - Good								
Status:			A - Open								
Inspection Agency:			Crow Wing County								
Latitude/Longitude:			46.700311, -94.076317			FIELD COLLECTION - Measurements					
STRUCTURE						FIELD COLLECTION - Measurements					
Service Carried:			1-Highway - with LRS			<p>*B.G.12: Curved Bridge <input type="text" value="N - Not Curved"/></p> <p>*B.G.13: Max Bridge Height <input type="text" value="8"/></p> <p>*B.G.04: Minimum Span Length <input type="text" value="46.0"/></p>					
Service Under:			6-Waterway								
MN Span Design:			01 - Beam Span								
MN Span Material:			5 - Prestress or Precast								
Posted Load:	Veh:	Semi:	Dbl:	FIELD VERIFICATION - If skewed use the formula Measurement / cos(skew) for Bridge Length and Max Span							
CONDITION - Values can not be 9											
B.C.01: Deck Rating:			7 - GOOD			<p>B.G.01: NBIS Bridge Length <input type="text" value="48.1"/></p> <p>B.G.03: Max Span Length <input type="text" value="46.0"/></p> <p>B.G.05: Bridge Width O-O <input type="text" value="22.0"/></p> <p>B.G.06: Bridge Width C-C <input type="text" value="20.0"/></p> <p>B.G.07: N/W Curb or SW Wldth <input type="text" value="0.0"/></p> <p>B.G.08: S/E Curb or SW Wldth <input type="text" value="0.0"/></p> <p>Deck Install Year <input type="text" value="2016"/></p> <p>Wear Surface Install Year <input type="text" value="2017"/></p> <p>Wear Course Fill Depth (ft) <input type="text" value="0.00"/></p> <p>B.G.09: Approach Rdwy Width <input type="text" value="20.0"/></p> <p>B.G.10: Bridge Median <input type="text" value="0 - No median"/></p> <p>MnDOT Median Width <input type="text" value="0.0"/></p> <p>B.G.11: Skew <input type="text" value="0"/></p>					
B.C.02: Superstructure Rating			8 - VERY GOOD								
B.C.03: Substructure Rating			8 - VERY GOOD								
B.C.04: Culvert Rating			N - NOT APPLICABLE								
*B.C.05: Bridge Railing Rating			7 - GOOD								
*B.C.06: Rail Transition Rating			N - NOT APPLICABLE								
*B.C.07: Bearing Rating			8 - VERY GOOD								
*B.C.08: Joint Rating			N - NOT APPLICABLE								
B.C.09: Channel Rating			8 - VERY GOOD								
*B.C.10: Channel Prot. Rating			8 - VERY GOOD								
*B.C.11: Scour Rating			8 - VERY GOOD								
APPRAISAL											
B.AP.01: Approach Alignment			F - Fair			<p>B.G.12: Curved Bridge <input type="text" value="N - Not Curved"/></p> <p>B.G.13: Max Bridge Height <input type="text" value="8"/></p> <p>B.G.04: Minimum Span Length <input type="text" value="46.0"/></p>					
B.AP.02: Overtopping Lik.			1 - Remote - once every 100 years or less frequently								

MINNESOTA BRIDGE INSPECTION REPORT

01/15/2026

BRIDGE 18533 M 24 OVER CHANNEL LITTLE PINE LK

County: Crow Wing	Location: 1.7 MI E OF JCT CSAH 6	Length: 48.1 ft.						
City: Cross Lake	Route: 10 - MUN 24 Ref. Pt.: 002+00.070	Deck Width: 22.0 ft.						
Township: Control Section:		Rdwy. Area/ Pct. Unsnd: 963 sq. ft. / %						
Section: 10 Township: 137N Range: 27W Maint. Area:		Paint Area/ Pct. Unsnd: sq. ft. / %						
Span Type: 5 - Prestressed Concrete 2 - Stringer/ Local Agency Bridge Nbr.: CITY34		Culvert: N/A						
List: Multi-beam or Girder		Postings:						
NBI Deck: 7 Super: 8 Sub: 8 Chan: 8 Culv: N	Open, Posted, Closed: A - Open							
	MN Scour Code: L - STBL - LOW RISK							
Appraisal Ratings - Approach: 6 Waterway: 9		Unofficial Structurally Deficient N						
Required Bridge Signs - Load Posting: 0 - Not Required	Traffic: 0 - Not Required	Unofficial Functionally Obsolete N						
Horizontal: 1 - Object Markers	Vertical: N - Not Applicable	Unofficial Sufficiency Rating 93.5						
ELEM NBR	ELEMENT NAME	REPORT TYPE	INSP. DATE	QUANTITY	QTY CS 1	QTY CS 2	QTY CS 3	QTY CS 4
12	Reinforced Concrete Deck	Routine (SNBI)	11/04/2025	1060 SF	1060	0	0	0
		Routine	11/02/2023	1060 SF	1060	0	0	0
<p>Notes: 11/04/2025 - 11/02/2023: There are some minor transverse random cracks with minor leaching visible on the side of the deck and minor longitudinal cracks at deck ends. There are minor longitudinal cracks visible on the bottom of the deck following the rebar chairs. None of the cracks visible have any leaching or efflorescence.</p> <p>11/03/2021: There are minor longitudinal cracks visible on the bottom of the deck following the rebar chairs. None of the cracks visible have any leaching or efflorescence.</p> <p>11/05/2019: Like new.</p>								
510	Wearing Surfaces	Routine (SNBI)	11/04/2025	963 SF	963	0	0	0
		Routine	11/02/2023	963 SF	963	0	0	0
<p>Notes: 11/04/2025 - 11/02/2023: The surface of the deck has minor unsealed transverse cracks across the deck and minor longitudinal cracks, 10' to 15' long, located at the roadway centerline over the abutments at both ends of the deck.</p> <p>11/03/2021: The surface of the deck has minor longitudinal cracks, 10' to 15' long, located at the roadway centerline over the abutments at both ends of the deck.</p> <p>11/05/2019: Like new.</p>								
109	Prestressed Concrete Open Girder/ Beam	Routine (SNBI)	11/04/2025	189 LF	189	0	0	0
		Routine	11/02/2023	189 LF	189	0	0	0
<p>Notes: 11/04/2025 - 11/02/2023: No notable defects or deterioration.</p>								
215	Reinforced Concrete Abutment	Routine (SNBI)	11/04/2025	73 LF	73	0	0	0
		Routine	11/02/2023	73 LF	73	0	0	0
<p>Notes: 11/04/2025 - 11/02/2023: No notable defects or deterioration.</p>								
332	Timber Bridge Railing	Routine (SNBI)	11/04/2025	99 LF	83	16	0	0
		Routine	11/02/2023	99 LF	83	16	0	0
<p>Notes: 11/04/2025 - 11/02/2023: All of the rail posts have checks or shakes that penetrates 5% to 50% of the post thickness.</p> <p>11/03/2021: Timber railing is in good condition. All connections are in place and functional.</p> <p>Timber railing does in fact measure 99 feet!</p>								
800	Critical Deficiencies or Safety Hazards	Routine (SNBI)	11/04/2025	1 EA	1	0	0	0
		Routine	11/02/2023	1 EA	1	0	0	0

BRIDGE 18533 M 24 OVER CHANNEL LITTLE PINE LK

ELEM NBR	ELEMENT NAME	REPORT TYPE	INSP. DATE	QUANTITY	QTY CS 1	QTY CS 2	QTY CS 3	QTY CS 4
822	Bituminous Approach Roadway	Routine (SNBI)	11/04/2025	2 EA	2	0	0	0
		Routine	11/02/2023	2 EA	0	2	0	0
Notes: 11/04/2025: Approaches have been patched and seal coated. There has been no new settlement since the approaches were seal coated. 11/02/2023 - 11/03/2021: Minor settlement has occurred at the abutments in the approaches. There is a bituminous patch present at the deck joint to prevent plows from catching the concrete deck. 11/05/2019: Approaches were paved spring 2018.								
855	Secondary Members (Superstructure)	Routine (SNBI)	11/04/2025	1 EA	1	0	0	0
		Routine	11/02/2023	1 EA	1	0	0	0
Notes: 11/04/2025 - 11/02/2023: Isolated minor cracks in the concrete diaphragms.								
891	Other Bridge Signing	Routine (SNBI)	11/04/2025	1 EA	1	0	0	0
		Routine	11/02/2023	1 EA	1	0	0	0
Notes: 11/04/2025 - 11/03/2021: Object markers have been mounted on posts and are 4' above the pavement, back from the bridge railing. Object marker sign reflective sheeting has minor damage, suspect from being initially installed too low and damage was done by the plow or a sweeper. 11/05/2019: Object markers are mounted on the bridge railing and the bottom of the signs are inches above the roadway pavement. The Minnesota Manual on Uniform Traffic Control Devices states the bottom of the object marker should be installed 4 feet above the pavement.								
892	Slopes & Slope Protection	Routine (SNBI)	11/04/2025	1 EA	1	0	0	0
		Routine	11/02/2023	1 EA	1	0	0	0
Notes: 11/04/2025 - 11/02/2023: Past eroded areas have been repaired with sewer rock. Slopes appear to be stable. 11/03/2021: Erosion behind the wing-walls appears to have stabilized. Erosion appears to have been initially caused by utility work in the area of the west wingwalls. 11/05/2019: Erosion occurring behind the wing-walls at the SW and NW corners. It appears the erosion was caused by utility work in the area of the wingwall.								
893	Guardrail	Routine (SNBI)	11/04/2025	1 EA	0	1	0	0
		Routine	11/02/2023	1 EA	1	0	0	0
Notes: 11/04/2025: The cable guardrail on the bridge approaches is again low, continuing to settle and tip. 11/02/2023: Repairs have been made. No notable damage or deterioration. 11/03/2021: The cable guardrail on the north side of the bridge has settled. Today the height to the center cable measures 14 inches, and should measure 24 inches. The SW cable has had a traffic impact bending over 2 posts in the middle of the run and the king post at the bridge in the SW run is leaning slightly to the south. 11/05/2019: Cable has now been installed on the south approach as well. Again none of the cable is attached to the bridge and the anchorage for the cable is installed just before the wing-walls. The SW cable has had a traffic impact bending over 2 posts in the middle of the run and the king post at the bridge in the SW run is leaning slightly to the south. 12/06/17: Cable guardrail installed on both sides of the north approach only. Guardrail is not attached to the bridge. The cable rail in place with the original bridge on this site was installed to discourage snowmobilers from using the road embankment as a launch pad.								
894	Deck & Approach Drainage	Routine (SNBI)	11/04/2025	1 EA	0	1	0	0
		Routine	11/02/2023	1 EA	0	1	0	0
Notes: 11/04/2025 - 11/03/2021: Water is draining the minor erosion behind the wingwalls and through the cork joints, then draining across the bridge seat.								
899	Miscellaneous Items	Routine (SNBI)	11/04/2025	1 EA	1	0	0	0
		Routine	11/02/2023	1 EA	1	0	0	0
Notes: 11/04/2025 - 11/03/2021: Utility is attached to the west bridge curb.								
900	Protected Species	Routine (SNBI)	11/04/2025	1 EA	0	1	0	0
		Routine	11/02/2023	1 EA	0	1	0	0
Notes: 11/04/2025 - 11/05/2019: None observed.								
885	Scour	Routine (SNBI)	11/04/2025	0 EA	0	0	0	0

BRIDGE 18533 M 24 OVER CHANNEL LITTLE PINE LK

ELEM NBR	ELEMENT NAME	REPORT TYPE	INSP. DATE	QUANTITY	QTY CS 1	QTY CS 2	QTY CS 3	QTY CS 4
<p>General Notes: 11/04/2025: Assisted by Justin Larson. 11/04/2025: Waded under the bridge. Water is 2 feet deep. 11/02/2023: Water was about 2' deep. Inspected without waders or boat today. 11/03/2021 - 11/05/2019: Was able to wade beneath the bridge. Water depth in the channel is 2 - 2.5 feet deep today. 12/06/17: Bridge has opened to traffic on November 13th of 2017. Was able to walk beneath the bridge to inspect. Water is open beneath bridge today. Water depth in the channel under the bridge is 1-1.5 feet deep. Roadway approaches are gravel and will not be paved till spring. The, "dummy" inspection was created by the MnDOT Bridge Office — THIS IS NOT AN ACTUAL FIELD INSPECTION.</p>								
<p>58. Deck NBI: 11/04/2025: Some minor defects. Minor cracks longitudinal cracks on the bottom of the deck following the reinforcement chairs. Some minor cracks visible on the top at the ends of the deck. There are some moderate cracks seen on the outside face of the bridge with light efflorescence.</p>								
<p>36A. Brdg Railings NBI:</p>								
<p>36B. Transitions NBI:</p>								
<p>36C. Appr Guardrail NBI:</p>								
<p>36D. Appr Guardrail Terminal NBI:</p>								
<p>59. Superstructure NBI:</p>								
<p>60. Substructure NBI:</p>								
<p>61. Channel NBI: 11/04/2025: Banks are well vegetated, No bank erosion evident.</p>								
<p>62. Culvert NBI:</p>								
<p>71. Waterway Adeq NBI:</p>								
<p>72. Appr Roadway Alignment NBI:</p>								

Wayne Dosh

Inspector's Signature

API WSG

Reviewer's Signature

Bridge: 18533
Overall Cond: G - Good

Last SNBI Routine Date: 11/04/2025
Next SNBI Routine Due: 11/30/2027

SNBI Component Condition and Appraisal Notes

General Notes

11/04/2025: Assisted by Justin Larson.
11/04/2025: Waded under the bridge. Water is 2 feet deep.
11/02/2023: Water was about 2' deep. Inspected without waders or boat today.
11/03/2021 - 11/05/2019: Was able to wade beneath the bridge. Water depth in the channel is 2 - 2.5 feet deep today.
12/06/17: Bridge has opened to traffic on November 13th of 2017. Was able to walk beneath the bridge to inspect. Water is open beneath bridge today. Water depth in the channel under the bridge is 1-1.5 feet deep. Roadway approaches are gravel and will not be paved till spring.
The, "dummy" inspection was created by the MnDOT Bridge Office --- THIS IS NOT AN ACTUAL FIELD INSPECTION.

B.C.01: Deck

7 - GOOD
11/04/2025: Some minor defects. Minor cracks longitudinal cracks on the bottom of the deck following the reinforcement chairs. Some minor cracks visible on the top at the ends of the deck. there are some moderate cracks seen on the outside face of the bridge with light efflorescence.

B.C.02: Superstructure

8 - VERY GOOD

B.C.03: Substructure

8 - VERY GOOD

B.C.04: Culvert

N - NOT APPLICABLE

B.C.05: Railings

11/04/2025: Minor weathering and checking.

7 - GOOD

B.C.06: Railing

Transitions

N - NOT APPLICABLE

B.C.07: Bearings

10/04/2025: Properly aligned and functioning as intended.

8 - VERY GOOD

B.C.08: Joints

N - NOT APPLICABLE

B.C.09: Channel

11/04/2025: Banks are well vegetated, No bank erosion evident.

8 - VERY GOOD

B.C.10: Channel Protection

8 - VERY GOOD

11/04/2025: No scour or erosion of channel protection.

B.C.11: Scour

11/04/2025 - 11/02/2023: No scour or undermining of riprap channel protection.

8 - VERY GOOD

B.RH.01: Bridge Railings

3504 - NCHRP 350 (1993) -
Test Level 4

B.RH.02: Railing Transitions

N - Not Applicable

B.AP.01: Approach Alignment

F - Fair

B.AP.02: Overtopping Likelihood

1 - Remote - once every 100
years or less frequently

END OF CCR AND APPRAISAL NOTES

Inspector: Wayne Dosh
Inspection Date: 11/04/2025

Structure Number: 18533
Facility Carried: M 24

Bridge Inspection Report

Pictures



PHOTO 1

Description 11-04-2025 (1)



PHOTO 2

Description 11-04-2025 (2)

Inspector: Wayne Dosh
Inspection Date: 11/04/2025

Structure Number: 18533
Facility Carried: M 24

Bridge Inspection Report

Pictures

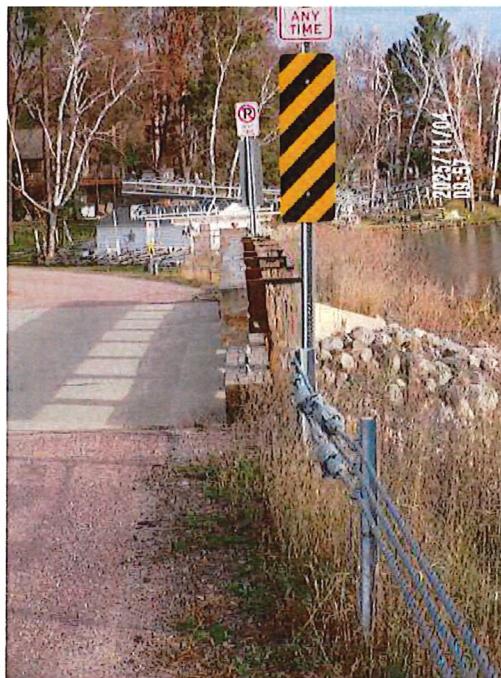


PHOTO 3

Description 11-04-2025 (3)



PHOTO 4

Description 11-04-2025 (4)

Inspector: Wayne Dosh
Inspection Date: 11/04/2025

Structure Number: 18533
Facility Carried: M 24

Bridge Inspection Report

Pictures



PHOTO 5

Description 11-04-2025 (5)



PHOTO 6

Description 11-04-2025 (6)

Inspector: Wayne Dosh
Inspection Date: 11/04/2025

Structure Number: 18533
Facility Carried: M 24

Bridge Inspection Report

Pictures



PHOTO 7

Description 11-04-2025 (7)

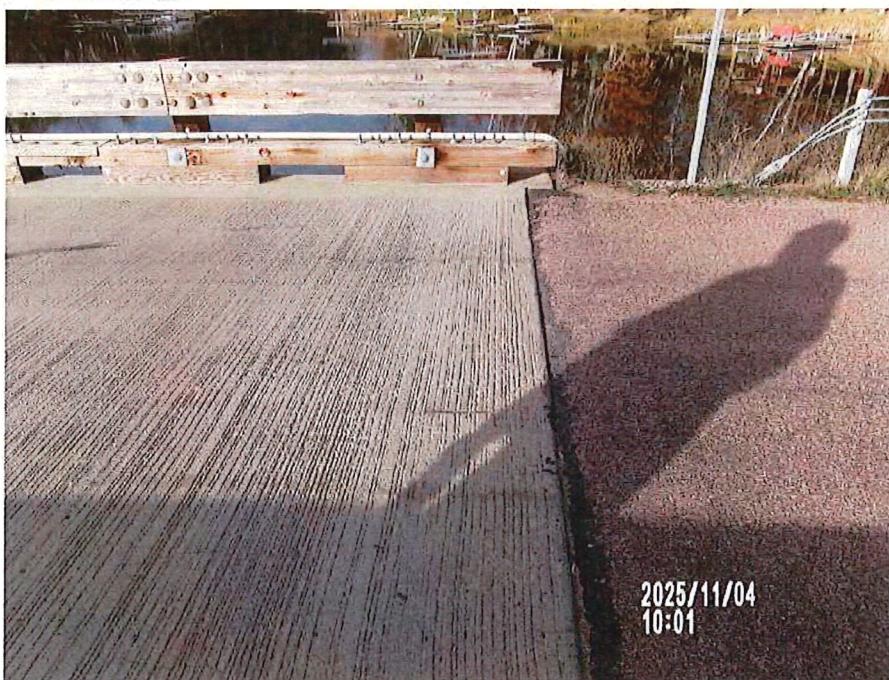


PHOTO 8

Description 11-04-2025 (8)

Inspector: Wayne Dosh
Inspection Date: 11/04/2025

Structure Number: 18533
Facility Carried: M 24

Bridge Inspection Report

Pictures

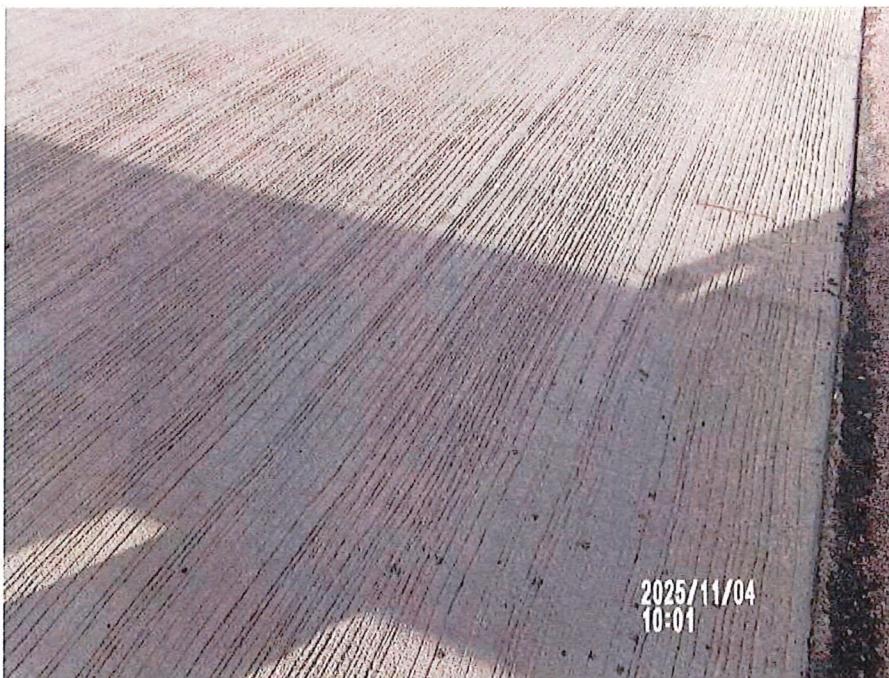


PHOTO 9

Description 11-04-2025 (9)



PHOTO 10

Description 11-04-2025 (10)

Inspector: Wayne Dosh
Inspection Date: 11/04/2025

Structure Number: 18533
Facility Carried: M 24

Bridge Inspection Report

Pictures



PHOTO 11

Description 11-04-2025 (11)



PHOTO 12

Description 11-04-2025 (12)

Inspector: Wayne Dosh
Inspection Date: 11/04/2025

Structure Number: 18533
Facility Carried: M 24

Bridge Inspection Report

Pictures

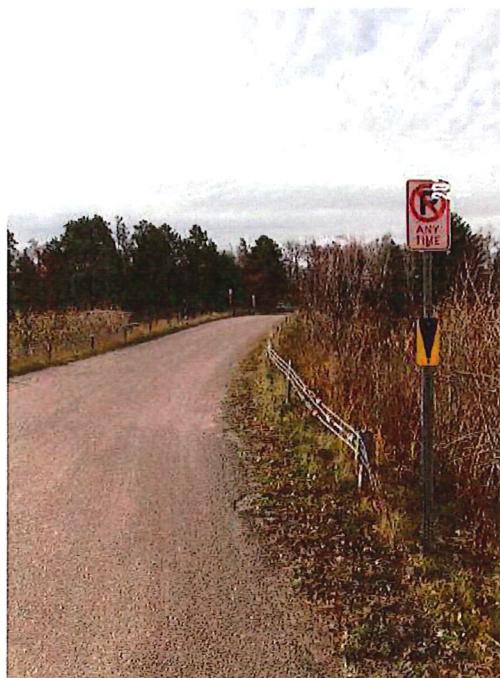


PHOTO 13

Description 11-04-2025 (13)

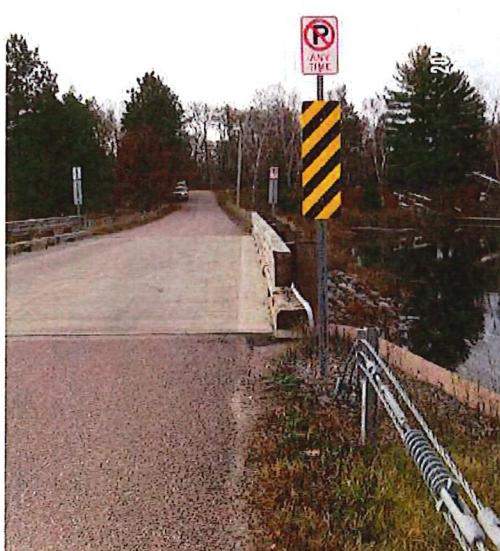


PHOTO 14

Description 11-04-2025 (14)

Inspector: Wayne Dosh
Inspection Date: 11/04/2025

Structure Number: 18533
Facility Carried: M 24

Bridge Inspection Report

Pictures



PHOTO 15

Description 11-04-2025 (15)



PHOTO 16

Description 11-04-2025 (16)

Inspector: Wayne Dosh
Inspection Date: 11/04/2025

Structure Number: 18533
Facility Carried: M 24

Bridge Inspection Report

Pictures

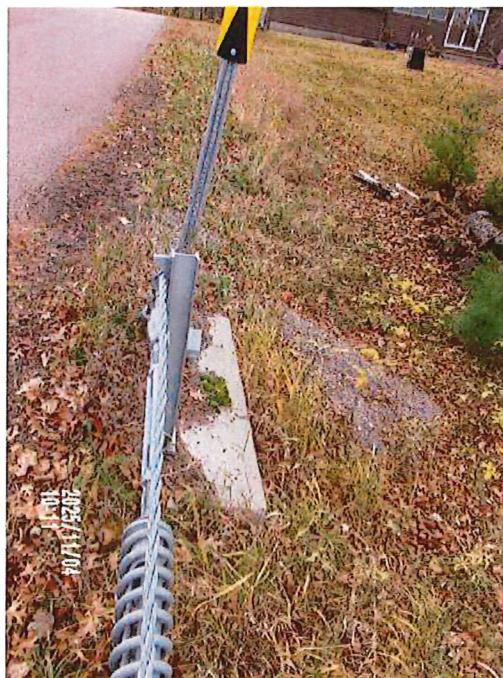


PHOTO 17

Description 11-04-2025 (17)



PHOTO 18

Description 11-04-2025 (18)

Inspector: Wayne Dosh
Inspection Date: 11/04/2025

Structure Number: 18533
Facility Carried: M 24

Bridge Inspection Report

Pictures

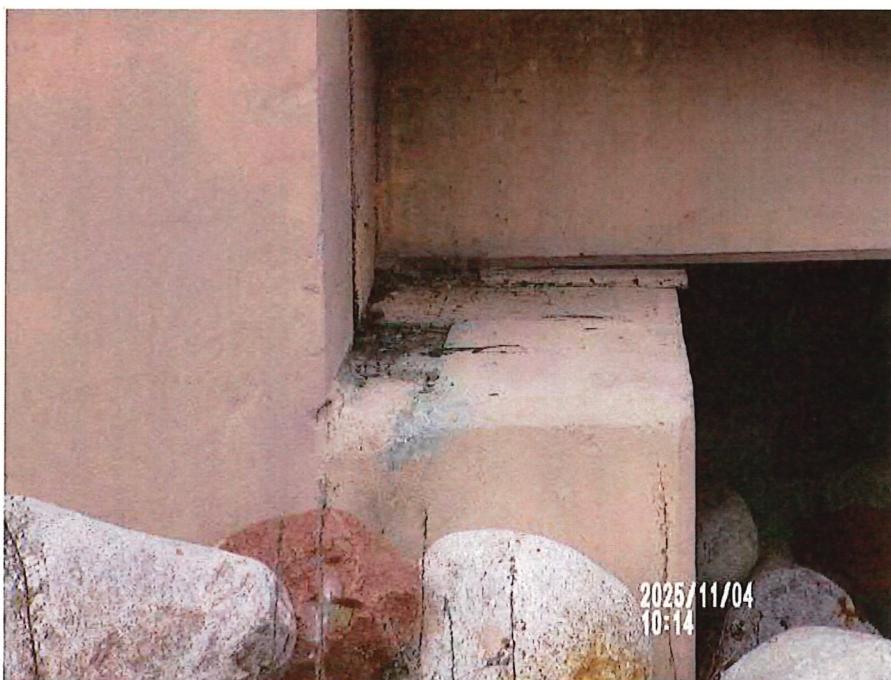


PHOTO 19

Description 11-04-2025 (19)

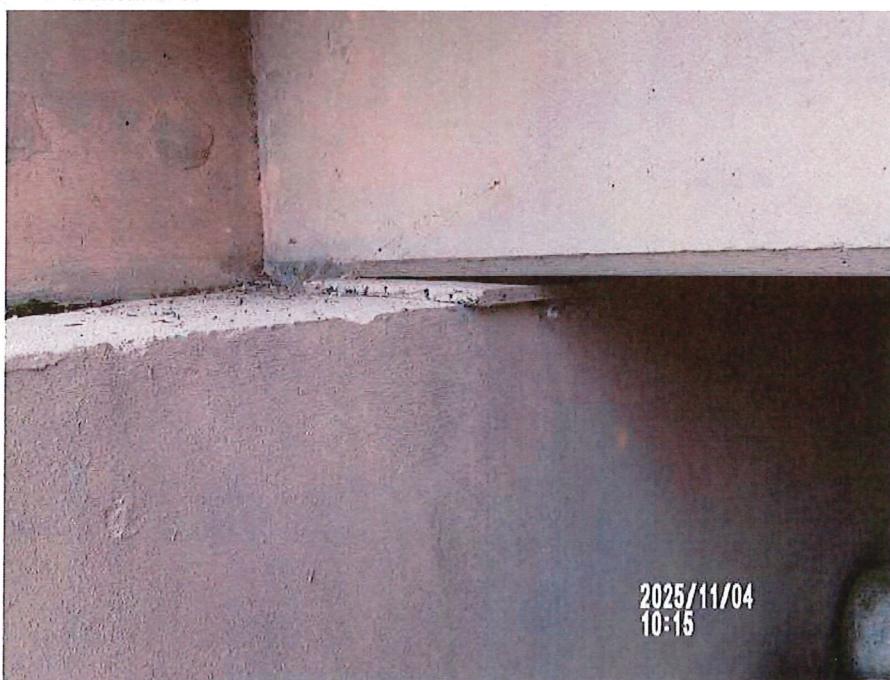


PHOTO 20

Description 11-04-2025 (20)

Inspector: Wayne Dosh
Inspection Date: 11/04/2025

Structure Number: 18533
Facility Carried: M 24

Bridge Inspection Report

Pictures

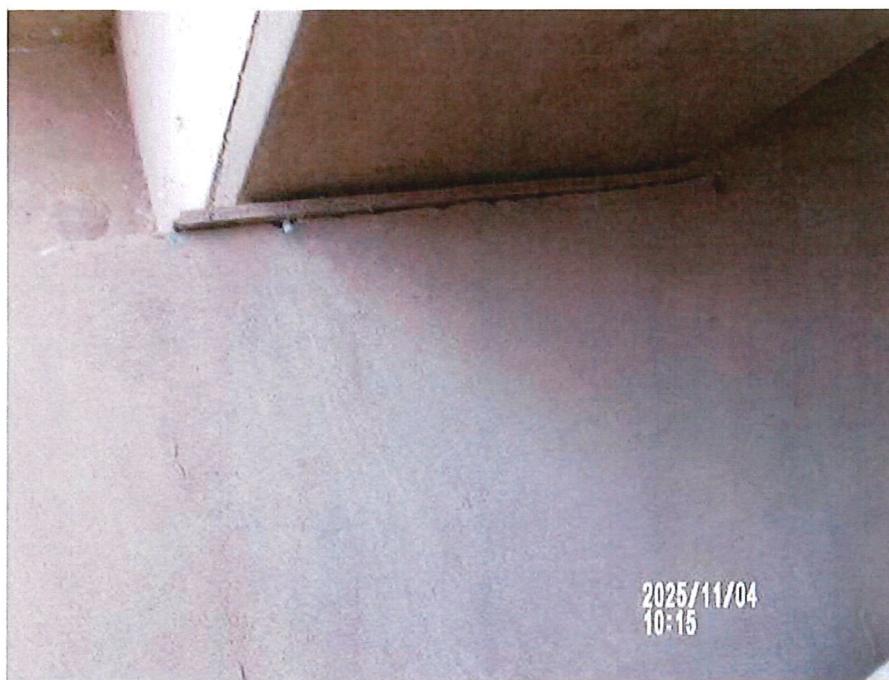


PHOTO 21

Description 11-04-2025 (21)



PHOTO 22

Description 11-04-2025 (22)

Inspector: Wayne Dosh
Inspection Date: 11/04/2025

Structure Number: 18533
Facility Carried: M 24

Bridge Inspection Report

Pictures



PHOTO 23

Description 11-04-2025 (23)



PHOTO 24

Description 11-04-2025 (24)

Inspector: Wayne Dosh
Inspection Date: 11/04/2025

Structure Number: 18533
Facility Carried: M 24

Bridge Inspection Report

Pictures



PHOTO 25

Description 11-04-2025 (25)



PHOTO 26

Description 11-04-2025 (26)

Inspector: Wayne Dosh
Inspection Date: 11/04/2025

Structure Number: 18533
Facility Carried: M 24

Bridge Inspection Report

Pictures



PHOTO 27

Description 11-04-2025 (27)



PHOTO 28

Description 11-04-2025 (28)

Inspector: Wayne Dosh
Inspection Date: 11/04/2025

Structure Number: 18533
Facility Carried: M 24

Bridge Inspection Report

Pictures



PHOTO 29

Description 11-04-2025 (29)



PHOTO 30

Description 11-04-2025 (30)

Equipment

Bridge: 18533

Inspection Date: 11/04/2025

NBI Equipment -This equipment was selected on the old Equipment form

Equipment	Snooper
Life Jacket True	S1
Full Body Harness	S2
Ladder	S3
Boat	S4
Confined Space	NDT Comments
Probing Rod True	
Chain Drag	
Manlift	
Moog	
Boom Truck	Other NDT CComments
UAS <input type="checkbox"/>	Waders Assisted by Ted Dullum

SNBI Equipment per Inspection Type - Inspection Year 2025 or Newer

B.IE.12: Inspection Equipment (Routine)	A05 - Waders, IX - Other
B.IE.12: Inspection Equipment (Underwater)	
B.IE.12: Inspection Equipment (NSTM)	
B.IE.12: Inspection Equipment (In-Depth)	
B.IE.12: Inspection Equipment (Damage)	
B.IE.12: Inspection Equipment (Special)	

Inspector: Dosh, Wayne
Inspection Date: 11/04/2025

Structure Number: 18533
Main Feature Carried: DREAM ISLAND RD

Bridge Inspection Report

Minnesota Structure Inventory Report

Bridge ID: 18533

DREAM ISLAND RD over CHANNEL LITTLE PINE LK

Inspector: Dosh,Wayne
Inspection Date: 11/04/2025

Structure Number: 18533
Main Feature Carried: DREAM ISLAND RD

Bridge Inspection Report

Unpainted Weathering Steel Checklist

Bridge owners must fill out the following checklist during either the 2024 or 2025 inspection season (depending on the bridge inspection due date) and submit it with the bridge inspection report for all bridges with uncoated or unpainted weathering steel elements in the primary load path (superstructure or substructure). This checklist will only need to be completed once.

Presence and Location of Unpainted Weathering Steel		
Does the bridge have primary superstructure elements constructed of uncoated or unpainted weathering steel?		No
Does the bridge have primary substructure elements constructed of uncoated or unpainted weathering steel?		No
General Unpainted Weathering Steel Condition		
Have the high corrosion areas of the weathering steel (beam ends at the abutments, areas below deck joints, or fascia's) been painted, galvanized, or otherwise coated?		NA
Have site conditions negatively impacted the performance of the uncoated or unpainted weathering steel?		NA
Do any of the weathering steel elements have flaking rust or section loss?		NA
Recommended Action: Are there any areas of flaking rust or section loss that require additional testing or evaluation?		NA
Recommended Action: Is painting of some areas of the unpainted weathering steel (or re-painting of previously coated areas) recommended?		NA
Joints		
Does the weathering steel below deck joints have flaking rust or section loss?		NA
Recommended Action: Is resealing, repair, or replacement of deck joints recommended?		NA
Drainage		
Does the weathering steel below or adjacent to deck drains or drainage system components have flaking rust or section loss?		NA
Recommended Action: Should the deck drainage system be flushed, repaired, retrofit or modified to prevent or reduce deterioration of the weathering steel?		NA
Dirt and Debris		
Are specific locations or details on the weathering steel collecting dirt or debris?		NA
Recommended Action: Is cleaning or flushing of the weathering steel recommended?		NA
Recommended Action: Should countermeasures or retrofits be installed to prevent the build-up of dirt or debris on the weathering steel?		NA
Program Administrator Review		<input checked="" type="checkbox"/>

C.9.



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 56442

2025
December

City of Crosslake Score Report - From Waste Partners

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

Paper & Cardboard

Corrugated Cardboard

Mixed Paper

Newspaper, Mixed Mail Magazines

Pounds	Tons
6,896	3.45
6,896	3.45
0	0.00

Metal

Appliances, Scrap, Misc.

0	0.00
---	------

Commingle

5% Aluminum Cans

21% Tin Cans

61% Mixed Glass

10% Plastic

Number 1 & Number 2

3% Reject

40,834	20.42
2,042	1.02
8,575	4.29
24,909	12.45
4,083	2.04
1,225	0.61

Total Pounds

47,730

Total Tons

23.86

C.10.

CROSSLAKE-FIFTY LAKES AMER. LEGION POST 500 & AMER. LEGION AUXILIARY UNIT 500
2025 CHARITABLE CONTRIBUTIONS REPORT

<u>RECIPIENT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>TOTAL</u>
<u>Assistance to Veterans and Organizations Which Assist Veterans</u>			
Homeless & Wounded Warriors of MN	Assistance to veterans in need	\$7,000	
Eagle's Healing Nest	Assistance to veterans in need	11,000	
Northern Lakes Vets & Friends	Support for veterans sevices	500	
Vets Campground on Big Marine	Support for veterans sevices	1,500	
Gabriel's Home	Support for veterans sevices	1,000	
Gold Star Families	Suport for organ. serving families who lost a veteran	500	
Semper Fi	Support for veterans sevices	500	
MN American Legion Foundation	Support for veterans sevices	1,000	
Wreaths for the Fallen	Support for veterans memorial services	1,000	
MN American Legion Auxiliary-ALA	Support several programs for veterans	4,000	
Lutheran Social Services	Support for veterans sevices	100	
American Legion Post 500 Color Guard	Color Guard uniforms, supplies & stipends	<u>2,209</u>	
			\$30,309
<u>Support for Active Military</u>			
Becky's Troup Packages	Gifts & Shipping for Active Duty Soldiers	<u>600</u>	
			\$600
<u>Education Assistance-College Scholarships</u>			
St. Olaf College	Scholarship for local student	1,000	
Valley City State University	Scholarship for local student	1,000	
Bethany Lutheran College	Scholarship for local student	1,000	
Central Lakes College	Scholarship for local student	1,000	
North Dakota State University	Scholarship for local student	1,000	
Central Lakes College	Scholarship for local student	<u>1,000</u>	
			\$6,000
<u>Support for Children & Youth Programs</u>			
Wishes & More	Support program for children with medical needs	500	
Minnesota D.A.R.E	Support drug awareness program	1,000	
Camp Knutson	Support camp for children with special circumstances	1,000	
Christmas for Kids	Support for local families' Christmas program	<u>1,000</u>	
			\$3,500
<u>Support for Other Community Programs, Organizations & Oter Needs</u>			
Legion Employee With Medical Need	Support for medical bills & loss of income	6,000	
Crosslake Food Shelf	Support local families in need	2,200	
Emily Food Shelf	Support local families in need	2,000	
Lakes Area Pregnancy Support Center	Support for local pregnancy support center	2,500	
Relationship Safety Alliance	Support for local women's organization	500	
EAA Chapter 1610	Support for community organization	1,500	
PAL Foundation	Support for local community park & library organ	1,000	
Crosslake Cares	Support for local community senior organization	650	
Whitefish at the Lake	Support for local community senior program	600	
Crosslake Historical Society	Support for local community organization	500	

Crow Wing Historical Society	Support for community organization	500
Lakes Area Restorative Justice	Support for community organization	500
Deerwood Fire Department	Support for homelessness	1,500
Donation of flags to local organizations	Support local community organizations	<u>200</u>
		\$20,150

Total Charitable Contributions for 2025 **\$60,559**

Contribution Report**Crosslake Ideal Lions Club**

For All Sites

From 01/01/2025 to 12/31/2025

Date Written	Check Number	Payee	Description	Total
For Empty Code				
01/14/2025	9233	The Outreach Program of Brainerd	packing meals	3110.40
02/13/2025	9236	Brainerd Lakes Chamber Foundation	parade sponsor	1200.00
02/13/2025	9239	Independent School Dist 186	robotics team	1500.00
02/13/2025	9229	State of Minnesota	license fee Damsite Supper Club LLC 01487	150.00
03/13/2025	9250	Lets Go Fishing	Brainerd Area Chapter	1000.00
03/17/2025	031725	MN Dept Revenue	est UBIT tax	110.00
04/10/2025	9267	Crosslake Area Senior Services	senior expo	1500.00
04/10/2025	9268	Crosslake Area Senior Services	senior transportation	1000.00
04/10/2025	9269	Paul Bunyan Scenic Byway Assn	wounded warriors	4000.00
04/10/2025	9270	Ind School Dist 186	robotics team	3000.00
04/10/2025	9271	LCIF Disaster Relief Fund	disaster relief	1500.00
05/14/2025	9281	State of Minnesota	01487 -6 sites-org fee-GM fee	1350.00
05/15/2025	9313	MD5M Lions Kidsight Foundation	5M9 01487	1000.00
05/15/2025	9312	MN Lions Vision Foundation	5M9 01487	1000.00
05/15/2025	9307	Can Do Canines	5M9 01487	1000.00
05/15/2025	9311	MN Lions Diabetes Foundation	5M9 01487	1000.00
05/15/2025	9310	Leader Dog	5M9 01487	1000.00
05/15/2025	9309	Lions Club Int'l Foundation	5M9 01487	1000.00
05/15/2025	9306	MN Lions Hearing Fd	5M9 01487	1000.00
05/15/2025	9308	Lions District 5M9	Kamp Kace 5M9 01487	1000.00
05/15/2025	9314	Lions District 5M9	5M9 01487 Youth Outreach-Scholarship/Peace	1000.00
05/15/2025	9302	Homeless & Wounded Warriors-MN		3202.51
05/15/2025	9303	Independent School Dist 186	track & field	2000.00
05/15/2025	9304	Crosslake Community School	trap team	3000.00
05/15/2025	9305	PAL Foundation	music in the park	16700.00
05/30/2025	9318	Greater Crosslake Area Foundation	Ski's Exotics Mobile Petting Zoo	2500.00
06/11/2025	9330	State of Minnesota	Dark Horse Brew license - new site 01487	150.00
06/12/2025	9331	Bridges of Hope	child lunches	5000.00
06/12/2025	9332	Patriot Sharpshooters	support team	1000.00
06/12/2025	9333	Paul Bunyan Scenic Byway Assn	fishing tourney proceeds	5400.00
06/12/2025	9334	Homeless & Wounded Warriors-MN	meals - vets	1667.00
06/15/2025	102255	MN Dept Revenue	ubit tax	110.00
07/10/2025	9349	Homeless & Wounded Warriors-MN	veteran meals	1441.05
07/10/2025	9350	MN Broken Wing Connection	handicapped event	500.00
07/10/2025	9351	Lutheran Social Services	Camp Knutson	1500.00
07/10/2025	9352	Can Do Canines	Lions 01487	1000.00
07/10/2025	8353	LCIF-Lions Club Int'l Foundation	Lions 01487	1000.00
07/10/2025	9354	Leader Dog	Lions 01487	1000.00
07/10/2025	9355	MD5M Lions Kidsight Foundation	Lions 01487	1000.00
07/10/2025	9356	MN Lions Diabetes Foundation	Lions 01487	1000.00
07/10/2025	9357	MN Lions Hearing Fd	Lions 01487	1000.00
07/10/2025	9358	MN Lions Vision Foundation	Lions 01487	1000.00
07/10/2025	9359	Lions District 5M9	Lions 01487 Kamp Kace	1000.00
07/10/2025	9360	Lions District 5M9	Lions 01487 Youth Outreach	1000.00
08/11/2025	9372	PAL Foundation	add'l funds for music in the park	450.00
08/21/2025	9377	PAL Foundation	park bench and interactive map	8000.00
08/21/2025	9378	Ideal Township	ideal fire dept trunk or treat	500.00
08/21/2025	9379	Homeless & Wounded Warriors-MN	veteran meals	3927.36
08/21/2025	9382	Crosslake Christian Assemblies of	Eagleview school supplies	1000.00
08/21/2025	9381	Sam & Bethany Richards	medical expenses Baby Xerxes	1000.00
08/27/2025	9384	Knights of Columbus	Crosslake Days band	6000.00

Contribution Report

Crosslake Ideal Lions Club

For All Sites

From 01/01/2025 to 12/31/2025

09/11/2025	9395	Homeless & Wounded Warriors-MN	vet meals	3421.34
09/11/2025	9396	Crosslake Community School	trip for study marine site	3500.00
09/11/2025	9396	Knights of Columbus	winter clothing for kids	5000.00
09/11/2025	9398	Whitefish Area Property Owners	Starry Stonewort inspections	10000.00
09/11/2025	9399	Paul Bunyan Scenic Byway Assn	wounded warrior event	3000.00
10/09/2025	9415	Homeless & Wounded Warriors-MN	vet meals	3323.24
10/09/2025	9416	Matt Teclaw	medical hardship	5000.00
10/24/2025	9434	Outreach Program of Brainerd Lakes	meals for kids	3628.80
11/13/2025	9437	Blue Line Hockey Club	equipment	2500.00
11/13/2025	9438	City of Crosslake	fire dept warm storage building	15000.00
11/13/2025	9439	Crosslake Food Shelf	food purchase	10000.00
11/13/2025	9440	Homeless & Wounded Warriors-MN	meals for vets	601.53
11/13/2025	9441	Lutheran Social Services	high rope refurbishments	25000.00
11/24/2025	112425	MN Dept Revenue	ubit tax 6/30/2025	2061.00
12/10/2025	9458	Crosslake Food Shelf	community food	3000.00
12/11/2025	9459	Homeless & Wounded Warriors-MN	meals	3000.00
12/14/2025	9460	Jim Bukovich	fire hardship	1000.00
12/15/2025	11111	MN Dept. Of Revenue	ubit estimate	1260.00
Total of Empty Code				202764.23
Total of Organization				202764.23

RESOLUTION NO. 26-
CITY OF CROSSLAKE
COUNTY OF CROW WING
STATE OF MINNESOTA

RESOLUTION APPROVING OFF-SITE CHARITABLE GAMBLING
BY THE
CONFIDENCE LEARNING CENTER
AT
WHITEFISH LODGE AND SUITES

On February 9, 2025, the Crosslake City Council approved the Confidence Learning Center request to conduct off-site charitable gambling at Whitefish Lodge and Suites on **March 14, 2026**.

The Confidence Learning Center operates under License Number 00691.

Adopted by the Council this 9th day of February, 2026.

Jackson Purfeerst
Mayor

Lori A. Conway
City Administrator

LG230 Application to Conduct Off-Site Gambling**No Fee****ORGANIZATION INFORMATION**Organization Name: Confidence Learning center License Number: 00691Address: 1620 Mary Fawcett Memorial Dr City: east gull lake, MN Zip: 56401Chief Executive Officer (CEO) Name: Travis Grossman Daytime Phone: 218-828-2344Gambling Manager Name: Michael Voeltz Daytime Phone: 218-414-0121**GAMBLING ACTIVITY**

Twelve off-site events are allowed each calendar year not to exceed a total of 36 days.

From 3 / 14 / 2026 to 3 / 14 / 2026

Check the type of games that will be conducted:

Raffle

Pull-Tabs

Bingo

Tipboards

Paddlewheel

GAMBLING PREMISESName of location where gambling activity will be conducted: whitefish Lodge and suites

Street address and

City (or township): 14150 Swann Dr, Crosslake, MN Zip: 56442 County: crowwing

- Do not use a post office box.
- If no street address, write in road designations (example: 3 miles east of Hwy. 63 on County Road 42).

Does your organization own the gambling premises?

Yes If yes, a lease is not required.

No If no, the lease agreement below must be completed, and signed by the lessor.

LEASE AGREEMENT FOR OFF-SITE ACTIVITY (a lease agreement is not required for raffles)Rent to be paid for the leased area: \$ 0 (if none, write "0")

All obligations and agreements between the organization and the lessor are listed below or attached.

- Any attachments must be dated and signed by both the lessor and lessee.
- This lease and any attachments is the total and only agreement between the lessor and the organization conducting lawful gambling activities.
- Other terms, if any:

Lessor's Signature: Kista B Date: _____Print Lessor's Name: KISTA BRUNKHORST

Acknowledgment by Local Unit of Government: Approval by Resolution

CITY APPROVAL for a gambling premises located within city limits	COUNTY APPROVAL for a gambling premises located in a township
City Name: _____	County Name: _____
Date Approved by City Council: _____	Date Approved by County Board: _____
Resolution Number: _____ (If none, attach meeting minutes.)	Resolution Number: _____ (If none, attach meeting minutes.)
Signature of City Personnel: _____ _____ _____	Signature of County Personnel: _____ _____ _____
Title: _____ Date Signed: _____	Title: _____ Date Signed: _____
Local unit of government must sign.	
Complete below only if required by the county. On behalf of the township, I acknowledge that the organization is applying to conduct gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minnesota Statutes 349.213, Subd. 2.)	
Print Township Name: _____ Signature of Township Officer: _____ Title: _____ Date Signed: _____	

CHIEF EXECUTIVE OFFICER (CEO) ACKNOWLEDGMENT

The person signing this application must be your organization's CEO and have their name on file with the Gambling Control Board. If the CEO has changed and the current CEO has not filed a LG200B Organization Officers Affidavit with the Gambling Control Board, he or she must do so at this time.

I have read this application, and all information is true, accurate, and complete and, if applicable, agree to the lease terms as stated in this application.



1/14/2026

Signature of CEO (must be CEO's signature; designee may not sign)

Date

Mail or fax to: Minnesota Gambling Control Board Suite 300 South 1711 West County Road B Roseville, MN 55113 Fax: 651-639-4032	No attachments required. Questions? Contact a Licensing Specialist at 651-539-1900.
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This publication will be made available in alternative format (i.e. large print, braille) upon request.

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process your organization's application.

Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public.

If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public.

Private data about your organization are available to: Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney General; commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor; national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

C. 13.

BILLS FOR APPROVAL

February 9, 2026

VENDORS	DEPT		AMOUNT
Ace Hardware, janitorial supplies	PW		13.48
Ace Hardware, duct tape	Park		6.29
Ace Hardware, air coupler	Park		28.41
Ace Hardware, paint plastic film	Park		46.62
Ace Hardware, sign parts	PW		96.24
Ace Hardware, water meter parts	Sewer		13.49
Ace Hardware, connectors, quick links	Park		21.29
Ace Hardware, splice butt, flat connector	Park		18.88
Ace Hardware, glue	Park		8.63
Ace Hardware, battery charger	Park		42.29
Ace Hardware, fittings	Park		12.64
Ace Hardware, plugs, spray paint	Park		18.35
Ace Hardware, pvc cap	Park		4.49
Ace Hardware, electrical supplies	Gov't		86.96
Ace Hardware, electrical supplies	Park		9.52
Ace Hardware, wallplate, box cover	Park		5.20
Ace Hardware, batteries, adhesive	Park		37.76
Ace Hardware, great stuff	Park		5.59
Ace Hardware, window seal	Park		11.99
Ace Hardware, pliers	PW		27.15
Ace Hardware, dual bal munt crbnstl	Fire		243.14
Ace Hardware, birdfood, bits	Park		77.35
Ace Hardware, peak, batteries	Fire		41.97
Ace Hardware, peak	Fire		35.98
Aspen Mills, uniforms	Fire		72.00
Axon, taser, cartridges	Police		1,023.82
Axon, taser basic bundle subscription	Police		3,172.84
Brainerd Hydraulics, hose, couplers	PW		134.01
Build All Lumber, insulation	Fire		7,478.00
Cargill, salt	PW		2,360.53
Chamber of Commerce, reimburse for irrigation and electric costs	Gov't		447.05
City of Crosslake, sewer utilities	ALL		325.00
Civic Plus, social media archiving	Gov't	pd 12-31	2,220.50
Clifton Larson Allen, 2025 audit billing #1	Gov't		735.00
Clyde Armory, daniel defense	Police		5,100.00
Council #65, union dues	Gov't		433.02
Crosslake Heating & Cooling, replace gas valve	Fire		893.18
Crow Wing County, wetland certification annual administrative fee	PZ		1,000.00
Crow Wing County Attorney, 2026 prosecution costs	Police		7,966.74
Crow Wing County Highway Dept, 53% class action settlement	PW	pd 12-31	7.63
Crow Wing County Highway Dept, salt/sand	PW	pd 12-31	4,919.06
Crow Wing County Highway Dept, 53% insurance claim	PW		1,458.03
Crow Wing County Recorder, filing fees	PZ		92.00
CTC, web hosting	Gov't		10.00
Culligan, water cooler and rental	ALL		368.60

Dell Technologies, server	ALL		17,177.59
Delta Dental, dental insurance	ALL		2,292.41
Eckberg Lammers PC, policy updating	Police		6,825.00
Elevate Learning, curriculum management	Fire		300.00
Ferguson, gaskets	Sewer		49.70
Ferguson, hose parts	Fire		239.00
F.I.R.E., fire behavior, fire dynamics	Fire		650.00
Guardian Pest Solutions, pest control	Gov't/Park		71.40
Guardian Pest Solutions, pest control	Fire	pd 1-27	62.82
Heartland Animal Rescue, monthly impound fees	Police		366.75
Hillcor Plumbing, install drinking fountain	Park		1,930.00
In Control, engineering services	Sewer		260.55
Ingram, books	Library		110.95
Ingram, books	Library		83.48
Ingram, books	Library		570.20
Ingram, books	Library		20.39
Interstate Power Systems, filter cover	Sewer		58.86
Jefferson Fire & Safety, throw bag set	Police	pd 12-31	1,274.60
Jefferson Fire & Safety, emergency equipment	Fire		1,778.67
Jefferson Fire & Safety, turnout gear	Fire		19,433.05
JP Enterprises, suppressor kit	Police		4,665.00
Karen Field, reimburse for supplies	Library		19.50
Lakes Printing, newsletter	Gov't	pd 12-31	2,828.47
MacQueen, water thief part	Fire		350.00
Mastercard, 511 Tactical, uniform	Police		83.30
Mastercard, Adobe, licensing renewal	ALL		2,918.06
Mastercard, Amazon, prime monthly premium	Gov't		14.99
Mastercard, Amazon, disinfectant wipes	Police		14.36
Mastercard, Amazon, nitrile gloves	Police	pd 1-27	13.99
Mastercard, Amazon, headlights	Sewer	pd 1-27	98.99
Mastercard, Amazon, binder dividers with tabs	Admin		19.99
Mastercard, Amazon, chairs	Park		96.99
Mastercard, Amazon, laptop charger	Library		24.30
Mastercard, Amazon, waste bin	Park		129.99
Mastercard, Amazon, janitorial supplies	Park	pd 1-27	17.91
Mastercard, Amazon, janitorial supplies	Park		53.00
Mastercard, Amazon, sanitizing wipes	Park		132.95
Mastercard, Amazon, pens, facial tissue	Park		40.93
Mastercard, Amazon, labels	Park		57.98
Mastercard, Amazon, connectors	Park		12.99
Mastercard, Amazon, cushions, rockers	Park		121.98
Mastercard, Amazon, air filters	Park		135.97
Mastercard, Amazon, paper, stapler	Park		40.04
Mastercard, Amazon, coffee	PW		81.77
Mastercard, Amazon, uniform	Police		41.95
Mastercard, Amazon, kitchen supplies	Gov't		32.98
Mastercard, Amazon, labels	Admin		95.98
Mastercard, Amazon, flange bearings	PW		38.99
Mastercard, Amazon, carpet cleaner	Park		196.65
Mastercard, Armor Skin, uniform	Police		95.48
Mastercard, Arrowwood, lodging	Fire		376.68

Mastercard, Blitz Def, tact team	Police		88.99
Mastercard, Brainerd Dispatch, subscription	Library	pd 1-27	284.89
Mastercard, Brainerd Tools, trailer parts	PW	pd 1-27	176.00
Mastercard, Caseys, fuel	Fire		75.73
Mastercard, Centa1 Med Kits, tact team	Police		248.39
Mastercard, Column Software, meeting notice of 2/27/26	PZ		38.59
Mastercard, DNR, water use	Sewer		140.00
Mastercard, Docusend, email bills	Sewer		25.98
Mastercard, Dollar General, markers, bins, dividers	Park	pd 1-27	35.17
Mastercard, Dollar General, paper	Library		8.59
Mastercard, Dropbox, monthly premium	STR		54.00
Mastercard, Dunbar Floral, employee recognition	Gov't	pd 1-27	67.50
Mastercard, Ebay, sewer parts	Sewer	pd 1-27	146.73
Mastercard, Etsy, space coast laserworks	Park	pd 1-27	41.58
Mastercard, Event Brite, firefighter health forum	Fire		55.20
Mastercard, First Tactical, gloves	Police		79.94
Mastercard, Forza, soccer goal posts	Park	pd 1-27	186.68
Mastercard, Harbor Freight, tools	PW	pd 1-27	183.31
Mastercard, Harbor Freight, jack	Park		291.25
Mastercard, Hilton, lodging	Sewer		382.36
Mastercard, Holiday, fuel	PW		3.35
Mastercard, Home Depot, janitorial supplies	PW		96.98
Mastercard, Jackpot Junction, lodging	Police		300.00
Mastercard, Microsoft, monthly premium	Fire		18.60
Mastercard, MN Board of FF Training & Ed, license renewals	Fire		1,050.00
Mastercard, MN Dept Agriculture, license renewal	Park		15.32
Mastercard, MN Assn Prop & Evidence, membership dues	Police		35.00
Mastercard, Modlite, rifle light package	Police		577.31
Mastercard, MPCA, training	Sewer		597.58
Mastercard, Optics Planet, reflex red dot sight	Police		397.28
Mastercard, Oriental Trading, bookmarks	Library	pd 1-27	16.46
Mastercard, Pickleball Central, pickleballs	Park		63.96
Mastercard, Post Office, postage	Park		17.55
Mastercard, Sheepdog, uniform	Police		789.90
Mastercard, Special Operations Training Assn, membership dues	Police		25.00
Mastercard, Sportsmith, pulley	Park		160.40
Mastercard, Tractor Supply, clevis utility	PW		16.08
Mastercard, Uline, nitrile gloves	Fire		845.97
Mastercard, UPS Store, postage	Sewer		234.03
Mastercard, US Dept of Transportation, drug screenings	PW		12.50
Mastercard, US Elite, uniform	Police		229.95
Mastercard, Whova, conference registrations	Police		790.00
Mastercard, Zero 9 Holsters, tact team	Police		67.64
Mastercard, Zoom, monthly premium	Gov't		66.99
Medica, health insurance dec 2025	Gov't	pd 12-31	144.42
Medica, health insurance jan 2026	Gov't	pd 1-27	41,478.06
Medica, health insurance feb 2026	Gov't		41,478.06
Menards, wiregard, led bulb	Park		29.10
Metro Sales, copier lease	Park		225.04
Metro Sales, copier lease	Police		57.18
MN NCPERS, life insurance	Gov't		96.00

MNPEA, union dues	ALL		240.00
MN State Fire Chiefs Assn, conference fees	Fire		570.00
Moonlite Square, fuel	Park		10.01
Napa, battery charger	Fire		25.59
Napa, hose, fittings, amsoil, deep creep	Park		83.66
Nelson Sanitation, lift station services	Sewer		1,495.00
North American Banking Co, bond payments	Sewer	pd 1-22	108,577.50
Pepperbal, projectiles	Police		1,655.00
PERA, city contribution to retirement	Fire	pd 12-31	22,083.33
Quality Equipment, lens	Park		25.43
Ratwik Roszak & Maloney, legal fees	ALL		1,302.00
Reeds Market, pz workshop	PZ		15.00
Shannons Auto Body, hose, ubolt	PW		96.50
Shannons Auto Body, snow control, oil	Park		184.01
Steele Industries, tacticle equipment	Police		8,989.80
Streichers, uniform	Police		141.99
Streichers, ammo	Police		499.00
Streichers, ammo	Police		514.00
TASC, cobra administration	Gov't		135.00
Teamsters, union dues	Police		474.00
Teresa Haines, reimburse travel expenses	Fire		535.97
The Office Shop, copy paper	PZ/Adm		329.40
The Office Shop, folders	PZ		37.05
Thelen Heating, new hvac system	Park		14,000.00
Timeclock Plus, license renewal	Police		778.75
TJ Graumann, reimburse for planters, uniform	Park		77.80
Tremolo, phone, cable, internet, fax	ALL		2,206.04
US Bank, copier lease	ALL		476.00
Van Meter, lights	Park		2,811.09
Vestis, mat service	PW	pd 1-27	78.69
Volunteer FF Benefit Assn, membership dues	Fire		383.00
WW Goetsch, flanges, fittings, elbows, brackets, gaskets	Sewer		8,261.88
Xcel Energy, gas utilities	ALL		7,412.62
Xtona, i.t.services	ALL		4,738.40
Yellowstone Track Systems, actuator, plug kit	Park		666.55
TOTAL			389,994.95

RESOLUTION 26-__**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
Robert Heales	\$1,000.00	Police Department Public Safety Equipment
Crosslake-Ideal Lions	\$15,000.00	Police Department Exercise Room
Crosslake Firefighter's Relief Assn	\$1,778.87	Rescue Equipment from Jefferson Fire & Safety
	GRANTS	
Initiative Foundation	\$4,000.00	Disaster Preparedness & Recovery Grant
Sourcewell	\$3,250.00	Planning & Zoning Training
Sourcewell	\$1,500.00	Open Meeting Law Training

; 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 9th day of February, 2026.

Jackson Purfeerst
Mayor

ATTEST:

Lori A. Conway
City Administrator (SEAL)

F. 1.

TO: Mayor Purfeerst, Members of the City Council

FROM: Lori A Conway, City Administrator

DATE: JANUARY 26, 2026

SUBJECT: DECERTIFICATION OF TIF

Dear Mayor and Council Members,

IN FOLLOW UP TO THE DE-CERTIFICATION OF THE 1-9 TIF DISTRICT AND APPROVAL FROM THE SEPTEMBER 2025 COUNCIL MEETING. PER PROPER PROCEDURE, THE CITY SENT FUNDS BACK TO THE COUNTY THAT WERE RECEIVED IN EXCESS.

THE COUNTY THEN RETURNS EXCESS TO THE APPROPRIATE TAXING DISTRICTS. THE CITY RECEIVED A CHECK IN THE AMOUNT OF \$7281.94. UPON SPEAKING WITH JASON MURRAY FROM DAVID DROWN AND ASSOCIATES, THE COUNCIL CAN PLACE THESE FUNDS IN THE GENERAL FUNDS OR INTO A SPECIFIC FUND.

LOOKING FOR RECOMMENDATION AND MOTION FOR PLACEMENT OF FUNDS.

City of Crosslake
Receipts

01/26/26 7:40 AM
Page 1

Current Period: JANUARY 2026

Receipts Batch S102226REC		\$96,765.82
Refer 11535		
Cash Receipt	R 101-31000 General Property Taxes	GENERAL REVENUE \$66,467.22
Cash Receipt	R 651-31306 2003 Disposal System Levy	171/322 2012A REFUNDING \$6.51
Cash Receipt	R 651-31312 2017 GO Sewer Rev Imp Bo	2017 GO SEWER REV BONDS \$1,986.14
Cash Receipt	R 301-31310 2012 Series A Levy	2012A REFUNDING BONDS \$106.34
Cash Receipt	R 301-31311 2015 GO Equip Certs	2015B 2015B GO EQUIPMENT \$25.22
Cash Receipt	R 301-31313 2018 ROADS-EST BOND L	2018A GO RECON BONDS \$1,690.89
Cash Receipt	R 301-31317 2019A City Hall/Police	2019A GO CIP BONDS \$5,167.40
Cash Receipt	R 301-31318 2021 GO Equip Cert Series	2021A GO EQUIP BONDS \$2,353.19
Cash Receipt	R 301-31319 2022A Fire Truck	2022A GO FIRE TRUCK \$2,095.67
Cash Receipt	R 301-31320 2022A Road Projects	2022A GO ROADS \$682.09
Cash Receipt	R 601-31000 General Property Taxes	096/372 SEWER OPERATING \$2,687.59
Cash Receipt	R 651-31321 2022A Sewer Bonds	2022 SEWER BONDS \$2,262.88
Cash Receipt	R 502-31000 General Property Taxes	EDA \$305.27
Cash Receipt	R 301-31322 2025 Road Project Bonds	2025 GO ROADS BOND \$2,130.62
Cash Receipt	R 301-31900 Penalties and Interest DelTa	PENALTY & INTEREST \$308.85
Cash Receipt	R 301-36100 Sp Ass Prin 2025 Roads	DAGGETT PINE PRIN. \$241.30
Cash Receipt	R 301-36101 Sp Ass Int 2025 Roads	DAGGETT PINE INTEREST \$174.82
Cash Receipt	R 301-36121 Sp Assess Prin 2022 Roads	RUSHMOOR/WILD WIND RANCH PRIN \$204.38
Cash Receipt	R 301-36122 Sp Assess Int 2022 Roads	RUSHMOOR/WILD WIND RANCH INTEREST \$181.00
Cash Receipt	R 601-37200 User Fee	LOCHNESS INVESTMENTS SEWER CHARGE \$406.50
Cash Receipt	R 101-31800 Other Taxes	TIF C&J I-9 FOR DECERTIFICATION \$7,281.94
Transaction Date	1/22/2026	CHECKING ACCOU 10100 Total \$96,765.82

F.2.

TO: MAYOR & CITY COUNCIL
FR: LORI CONWAY, CITY ADMINISTRATOR
DA: January 16, 2026
RE: LIABILITY INSURANCE RENEWAL AND TORT LIABILITY

It is that time of year when the city renews their policy with the League of Minnesota Cities for Liability Insurance. One of the items to review is Tort Liability.

Historically, the city has not waived tort liability limits. That means if someone sues the city, one person can recover no more than **\$500,000** for a claim, and all claims from a single incident are capped at **\$1.5 million total**.

If the city **chooses to waive** those limits, then **a single claimant could recover up to \$2 million for one incident**, regardless of how many people are involved.

Given today's high medical costs, keeping the lower limits may not fully cover serious injuries, and continuing not to waive could lead to unfair outcomes for individuals who are severely harmed. Or cases brought forth leading to legal trials.



LIABILITY COVERAGE WAIVER FORM

Members who obtain liability coverage through the League of Minnesota Cities Insurance Trust (LMCIT) must complete and return this form to LMCIT before their effective date of coverage. Email completed form to your city's underwriter, to pstech@lmc.org, or fax to 651.281.1298.

The decision to waive or not waive the statutory tort limits must be made annually by the member's governing body, in consultation with its attorney if necessary.

Members who obtain liability coverage from LMCIT must decide whether to waive the statutory tort liability limits to the extent of the coverage purchased. The decision has the following effects:

- *If the member does not waive the statutory tort limits*, an individual claimant could recover no more than \$500,000 on any claim to which the statutory tort limits apply. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would be limited to \$1,500,000. These statutory tort limits would apply regardless of whether the member purchases the optional LMCIT excess liability coverage.
- *If the member waives the statutory tort limits and does not purchase excess liability coverage*, a single claimant could recover up to \$2,000,000 for a single occurrence (under the waive option, the tort cap liability limits are only waived to the extent of the member's liability coverage limits, and the LMCIT per occurrence limit is \$2,000,000). The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to \$2,000,000, regardless of the number of claimants.
- *If the member waives the statutory tort limits and purchases excess liability coverage*, a single claimant could potentially recover an amount up to the limit of the coverage purchased. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to the amount of coverage purchased, regardless of the number of claimants.

Claims to which the statutory municipal tort limits do not apply are not affected by this decision.

LMCIT Member Name:

Check one:

The member **DOES NOT WAIVE** the monetary limits on municipal tort liability established by Minn. Stat. § 466.04.

The member **WAIVES** the monetary limits on municipal tort liability established by Minn. Stat. § 466.04, to the extent of the limits of the liability coverage obtained from LMCIT.

Date of member's governing body meeting:

Signature: _____

Position: _____

*Historically
we have not
waived
needs
council action*

G.
1.
a.

**CONSTRUCTION COST SHARE AGREEMENT
WITH THE CITY OF CROSSLAKE (CP 18-200-140 & CP 18-300-48)
FOR THE BITUMINOUS SEAL COAT OF
ROADWAYS UNDER THE JURISDICTION OF
CROW WING COUNTY, FIRST ASSESSMENT DISTRICT, CITY OF CROSSLAKE, CITY OF
LAKESHORE, FAIRFILED TOWNSHIP, ROSS LAKE TOWNSHIP, AND BAY LAKE
TOWNSHIP.**

This Agreement is made and entered into this day of _____, 2026, by and between the County of Crow Wing, State of Minnesota, a political subdivision of the State of Minnesota, 326 Laurel Street, Brainerd, Minnesota, 56401, hereinafter referred to as "County", and the City of Crosslake, City Hall, 13888 Daggett Bay Road, Crosslake, MN 56442 hereinafter referred to as the "City".

WITNESSETH

WHEREAS, the parties mutually agree that a bituminous seal coat desired by the City to be applied to the roadways listed in Attachment A has the potential to result in overall costs savings when combined with the County Project to provide a bituminous seal coat to County roadways and other local agency roadways, and,

WHEREAS, the County has budgeted funds to complete the project; and,

WHEREAS, the Crow Wing County Highway Department has prepared plans and specifications for the project entitled BITUMINOUS SEAL COAT, which plans and specifications are on file in the office of the County Engineer;

NOW, THEREFORE, IT IS MUTUALLY STIPULATED AND AGREED:

I. PURPOSE

The parties have joined together for the purpose of constructing project CP 18-200-140 & CP 18-300-48. This agreement identifies funding responsibilities and also future responsibilities upon project completion. Attachment B (estimate) is considered a part of this agreement.

II. Duties

A. Design and Construction

For this project, the County shall provide all design-engineering services unless otherwise stated in this agreement. The County shall provide all construction-engineering services, with the City being responsible for its share of design engineering/project development as identified in Attachment B. Attachment B is an estimate and final costs will be determined upon project completion. The County shall do the calling for all bids and the acceptance of all bid proposals and shall enter into a construction contract as the "owner" for purposes of the project.

B. Inspection and Approval

The County shall provide construction inspection and staking for the Project and approval for acceptance of the work as it is completed. The County shall also be available to inspect said work and notify the City of any concerns that arise during or after the completion of the Project. Approval of the completed construction shall be completed by the County and the City.

III. COSTS

A. Project Costs

The project costs identified in this agreement are based upon current estimates. Attachment B identifies the agreed upon cost share quantities and estimated costs. Actual final costs for each agency will be determined by actual final quantities.

B. SUMMARY OF ESTIMATED COSTS - The estimated construction and engineering costs of the projects are shown in Attachment B and are summarized as follows:

Total Estimated Construction Costs	\$ 791,439.63
Estimated City Construction Costs	\$ 283,777.36
Estimated City Engineering Costs	\$ 28,377.74
Total Estimated City Costs	\$ 312,155.09

IV. TERM

This Agreement shall continue until terminated as provided hereinafter.

V. DISBURSEMENT OF FUNDS

All funds disbursed by the County or City pursuant to this Agreement shall be disbursed pursuant to law. Upon project completion, a final cost accounting will be performed totaling costs related to the Project. An invoice will be prepared by the County and submitted to the City. The City shall reimburse the County within 30 days of receipt of invoice.

VI. CONTRACTS AND PURCHASES

All contracts let and purchases made pursuant to this Agreement shall be made by the County in conformity with State law.

VII. ACCOUNTABILITY

An accounting shall be made of all receipts and disbursements upon request by either party.

VIII. TERMINATION

This Agreement shall terminate upon completion of all obligations of the parties under this Agreement. This Agreement may be terminated prior to completion by either party only for breach of this Agreement or by mutual consent of the parties.

X. NOTICE

For purposes of delivery of any notices hereunder, the notice shall be effective if delivered to the Office of the Crow Wing County Highway Department, 16589 CR 142, Brainerd, MN 56401, on behalf of the County, and the City of Crosslake, 13888 Daggett Bay Road, Crosslake, MN, on behalf of the City.

COUNTY PROJECT 18-200-140 & 18-300-48
CITY OF CROSSLAKE
COST SHARE AGREEMENT

XI. INDEMNIFICATION

To the extent allowed by law, the County and the City mutually agree to indemnify and hold harmless each other from any claims, losses, costs, expenses or damages resulting from the acts or omissions of the respective officers, agents, or employees relating to activities conducted by either party under this Agreement.

XII. ENTIRE AGREEMENT

It is understood and agreed that the entire agreement of the parties is contained herein and that this Agreement supersedes all oral agreements and all negotiations between the parties relating to the subject matter hereof, as well as any previous agreement presently in effect between the parties to the subject matter hereof. Any alterations, variations, or modifications of the provisions of this Agreement shall be valid only when they have been reduced to writing and duly signed by the parties.

IN WITNESS WHEREOF, the parties of this Agreement have hereunto set their hands on the dates written below:

COUNTY OF CROW WING

By: _____

Robert Hall, P.E.
Assistant County Engineer

Dated: _____

CITY OF CROSSLAKE

By: _____

Lori A. Conway
City Administrator

Dated: _____

2026 SEAL COAT PROJECT

PROJECT NO. CP 18-200-140 & CP 18-300-48

**CROW WING COUNTY, FIRST ASSESSMENT DISTRICT, CITY OF CROSSTLAKE,
CITY OF LAKESHORE, FAIRFILED TOWNSHIP, ROSS LAKE TOWNSHIP, AND BAY LAKE TOWNSHIP**

Crow Wing County

CSAH 36 CR 142

First Assessment District

Dewes Rd Ebinger Rd Memorial Gardens Rd
Gilbert Shores Dr Shady Ln Woodlawn St
Theater Rd

City of Crosslake

Woodland Dr	South Landing	Backdahl Rd
Forest Lodge Rd	Blacksmith Pl	Bunk House Rd
Egret Rd	Headquarters Dr	Kimball Rd
Log Landing	Lumberjack Ln	Miller Rd
Tall Timbers Tr	Pine Bay Rd	Allen Ave
Swann Dr	Pioneer Dr	Robert's St
Harbor Ln	Sunset Dr	Sunrise Island Rd
Perkins Rd	Urbans Point Rd	

City of Lakeshore

Timber Ln Gullwood Rd

Ross Lake Township

Island Lake Rd Cuyuna Rd

Fairfield Township

Fairfield 114

Bay Lake Township

ATTACHMENT B

YEAR 3 CROSSLAKE IMPROVEMENT SEGMENT INFORMATION

4-Nov-25

	Chip Sealcoat		Bituminous OL		Total
	Original	Add	Original	Add	
Year 1 (2024) est	\$ 288,000.00		\$ 270,000.00		\$ 558,000.00
Year 2 (2025) est	\$ 91,609.26		\$ 1,341,834.45		\$ 1,433,443.71
Year 3 (2026)	\$ 250,596.38	\$ 31,633.56	\$ 419,132.87	\$ 220,247.95	\$ 921,610.76

Year 3 Chip Sealcoat		Year 3 Mill & Overlay	
Original		Original	
385-020	Forest Lodge Rd	336-010	Bonnie Lakes Trl
461-020	Perkins Rd	463-010	Pine Bay Dr
461-040	Perkins Rd	465-020	Pine Bay Tr
502-020	South Lndg	465-030	Pine Bay Tr
529-010	Urbans Point Rd	477-020	Red Pine Drive
529-020	Urbans Point Rd	477-030	Red Pine Rd
549-010	Woodland Dr	498-010	Shamrock Rd
329-010	Backdahl Rd	498-020	Shamrock Rd
330-010	Blacksmith Pl	464-010	Shores Dr
340-010	Bunk House Rd	499-010	Shores Dr
378-010	Egret Rd	501-010	Sleepy Valley Rd
399-010	Headquarters Dr	521-010	Tamarack La
414-010	Kimball Rd	548-010	Wolf Tr
422-010	Log Landing	334-010	Bonnie Lakes La
426-010	Lumberjack La	334-020	Bonnie Lakes La
446-020	Miller Rd	465-010	Pine Bay Tr
464-020	Pine Bay Rd	523-030	Tamarack Rd
464-030	Pine Bay Rd	523-040	Tamarack Rd
472-010	Pioneer Dr	524-010	Tamarack Tr
472-020	Pioneer Dr	530-010	Velvet La
484-010	Robert St	Proposed Adds	
484-030	Robert St	541-010	Wilderness Tr
507-010	Sunrise Island Rd	541-020	Wilderness Tr
507-020	Sunrise Island Rd	504-010	Sugar Loaf Rd
508-010	Sunset Dr	504-020	Sugar Loaf Rd
509-010	Swann Dr		
509-020	Swann Dr		
519-010	Tall Timbers Tr		
Proposed Adds			
398-010	Harbor La		
398-020	Harbor La		
306-010	Allen Ave		

G.
1.
b.

MEMO TO: City Council

FROM: Public Works Commission

DATE: February 2, 2026

SUBJECT: Sidewalk & Crosswalk at Edgewater Lane

At its meeting on 2/2/26 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:

Phil Martin met with Crow Wing County on the sidewalk extension from Bald Eagle Pass to Marine Max entrance and came up with approximate costs for 3 options. Option 1 – Place a 6-ft wide concrete sidewalk behind the existing curb along the east side entrance to Marine Max for people who dock their boats with an approximate estimated total of \$410,000 or replace with a 10-ft wide bituminous trail for an estimated cost of \$275,000. Option 2 – Remove east side parking lane, remove curb, install new curb with grass and a 6-ft wide concrete trail for an estimated total \$552,000 or replace it with a 10-ft wide bituminous \$415,000. Option 3 – Install a crosswalk at Edgewater Lane with flashing lights for \$50,000. The Commission feels that this is an expensive project and possibly would be on board with option 3 if necessary. Questions were asked if someone did get hurt, who is responsible for the accident?

Would we be able to consider this on a trail study in the future. Phil mentioned about a possible trail connecting Shores Drive down through Bald Eagle and running behind the Junkers property. Will this crosswalk even get used during the winter months? Would the County split the cost of the Crosswalk? Phil mentioned that we should reach out to them and ask.

A MOTION WAS MADE TO RECOMMEND TO THE CITY COUNCIL BY MARY PRESCOTT AND SECONDED BY DAVE SCHRUPP BASED ON THE ENGINEER'S ESTIMATES THAT THE MOST REASONABLE OPTION WOULD BE OPTION 3, INSTALLING THE CROSSWALK WITH FLASHING LIGHTS. MOTION CARRIED WITH ALL AYES

G.
I.
C.

MEMO TO: City Council
FROM: Public Works Commission
DATE: February 2, 2026
SUBJECT: Year-3 Road Improvements/Sunrise Blvd

At its meeting on 2/2/26 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:

Phil gave an update on Year-3 Road Improvements and said the County opens bids on 2/18/2026. We will also plan to add Sunrise Blvd for approximate \$275,000 into Year-3. Phil would like us to get City Council approval so we can move forward bidding Sunrise Blvd shortly after County bids open on 2/18/2026.

A MOTION WAS MADE BY GORDY WAGNER AND SECONDED BY MARY PRESCOTT TO RECOMMEND TO THE CITY COUNCIL FOR APPROVAL TO BID SUNRISE BLVD AFTER 2/18/2026. BIDDING EARLY IN THE SEASON IS BEST PER PHIL. MOTION CARRIED WITH ALL AYES

G.
2.
a.

ORDINANCE NO. 411
AN ORDINANCE AMENDING CHAPTER 42, ARTICLE VI
NAMING AN UNNAMED ROAD AS FIRE DANCE DR
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. 411, approved by the City Council of the City of Crosslake on the 9th of February, 2026.

The purpose of this Ordinance is to name an unnamed road as Fire Dance Dr 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 9th day of February, 2026 by a 4/5ths vote.

Jackson Purfeerst
Mayor

ATTEST:

Lori A. Conway
City Administrator

ORDINANCE NO. 411
AN ORDINANCE AMENDING CHAPTER 42, ARTICLE VI ROAD NAMES
NAMING AN UNNAMED ROAD AS FIRE DANCE DR
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 **Fire Dance Dr** in Section 32, 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 **Fire Dance Dr** in the Master Road Name Index.
- (e) The City Designates **Fire Dance Dr** as a private road and the City of Crosslake shall not accept **Fire Dance Dr** as a public road for maintenance purposes until such time that the road is built to City standards.

Passed by the City Council this 9th day of February, 2026 by a /5ths vote.

Jackson Purfeerst
Mayor

ATTEST:

Lori A. Conway
City Administrator

Attachment: Master Road Name Index

MASTER ROAD NAME INDEX

ROAD NAME	SEC	QD	LOCATION	FORMER	ADD'L COMMENTS
ABC DRIVE	18	NW	NORTH OFF 16		PRIVATE ROAD
ADDI LANE	29	SE	WEST OFF #3		WHITEFISH BUSINESS PARK
ALBINSON ROAD	5		WEST OFF #66	UNNAMED	PRIVATE ROAD
ALLEN AVENUE	21	NE	SOUTH OFF SWANN DRIVE		TOWN SQUARE DEV.
ALMA POND DRIVE	18	NW	OFF OF MILLINDA 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		
ANDERSEN DRIVE	33	NE	EAST OFF SHAFER ROAD		ENBEE ESTATES
ANDERSON COURT	31	SW	NORTH OFF 103		ANDERSEN ESTATES PLAT
ANTLER ROAD	33	NW	EAST OFF OF COUNTY ROAD 3		
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		CHATHAM PARK SO.
AUTUMN RIDGE ROAD	16	NW	EAST OFF 66 NORTH OF BAIT BOX	UNNAMED	PRIVATE ROAD/ CHATHAM PK S
BACKDAHL ROAD	1.9	NW,NE	E/W OFF SOUTH END OF WILDERNESS TRAIL		PRIVATE ROAD
BACON LANE	29	NE	WEST OFF OF COUNTY ROAD 3	UNNAMED	PART CHGD TO WILDERNESS RD
BAILE LOCH WAY	18	NW	NORTH OFF OF THE WEST SIDE OF ABC DRIVE	UNNAMED	PRIVATE ROAD
BALD EAGLE TRAIL	16	SW	EAST OFF OF COUNTY ROAD 66	UNNAMED	EAGLE PASS PLAT
BAY SHORES ROAD	2	NE	WEST OFF 3	SHORES ROAD	BAY SHORES PLAT
BEAR PAW TRL	9	SE	NE OFF OF TALL TIMBERS TRAIL		
BIG PINE DRIVE	33	SE	N OFF BIG PINE TRAIL PAST BIG PINE HOLLOW	UNNAMED	PRIVATE ROAD
BIG PINE HOLLOW	33	SE	NORTH OFF BIG PINE TRAIL	UNNAMED	PRIVATE ROAD
BIG PINE TRAIL	32,33	SE	EAST OFF 3		
BIRCH NARROWS ROAD	10	NE	WEST OFF 3	O'BRIEN/MICHAEL DR	
BIRCHRIDGE BLVD	30	SW	OFF SUNRISE ISLAND ROAD		
BIRD HAVEN ROAD	5		EAST OFF OF #66		PRIVATE RD/BIRDHAVEN 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 MILLINDA SHORES ROAD		BLUE RUSH ESTATES
BONNIE LAKES LANE	13		OFF BONNIE LAKES TRAIL (S PORTION GOODRICH LAKE)	MCCLINTOCK	GOODRICH/O'BRIEN LK SHORES
BONNIE LAKES ROAD	13,24	SE	NORTH FROM 36	BONN LKS FRM RD	
BONNIE LAKES TRAIL	13	SE	OFF BONNIE LAKES TRAIL	BONN LKS FRM RD	
BORDER POINT ROAD	31	SW	EAST OFF OF COUNTY ROAD 120	UNNAMED	PRIVATE ROAD
BOY SCOUT ROAD	1,11,12		OFF OF # 3	UNNAMED	BOY SCOUT CAMP-PRIVATE
BRITA LANE	28,33	SE	EAST OFF 36		

MASTER ROAD NAME INDEX

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

MASTER ROAD NAME INDEX

EVA LANE	17	NE	NORTH OFF OF COUNTY ROAD 16	UNNAMED	DRIVeway SERVING 3 RESIDENCES	WHITE TAIL ESTATES PLAT	
FIRE DANCE DR	32	NW	SOUTH OFF 103				
FIRST STREET	8	NW	WEST OFF 16 ACROSS FROM MOONLITE				
FISH ROAD	2		EASS LAKE RESERVE- EAST OFF #3				
FISHERMANS POINT ROAD	17	NW	SE OFF 16 SOUTH OF RUSH/CROSS CHANNEL	UNNAMED			
FOREST LODGE ROAD	7	NW	SOUTH OFF ANCHOR POINT				
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	UNNAMED			
GLEE LANE	21	NE	WEST OFF OF COUNTY ROAD 3				
GORDON CIRCLE	29	SW	EAST OFF OF HAPPY LANDING ROAD				
GREER LAKE ROAD	36	SE	E/W ROAD TO GREER LAKE TRAIL				
GOULD STREET	21	NE	BETWEEN OSTLUND AVE. AND ALLEN AVE. SO. OF SWANN DR.				
HAPPY COVE ROAD	29	SW	EAST OFF HAPPY LANDING				
HAPPY LANDING ROAD	29	SW	NORTH FROM 103				
HAPPY TRAIL	29		NORTH OFF HAPPY LANDING ROAD	UNNAMED			
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	WEST AVE			
HILLTOP DRIVE	6	NW	BETWEEN MANHATTAN POINT BLVD AND WHITETFISH AVE	UNNAMED			
INDUSTRIAL ROAD	32	SW	NORTH OFF OF COUNTY ROAD 120	ISLAND VIEW RD			
ISLAND VIEW LANE	8	NW	WEST OFF 16	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	UNNAMED			
IVY TRAIL	31		N OFF OF IVY LANE	CONSIDERED PART OF IVY LANE			
JASON LANE	7		SOUTH OFF SILVER PEAK ROAD	STALEY SHORES PLAT			
JOHNNIE STREET	17	SW	SOUTH FROM 16	INCORPORATED ARTHUR AVE			
KALLBERG ROAD	26,35	E1/2	SOUTH OFF OF COUNTY ROAD 36	UNNAMED			
KIMBALL COURT	16		EAST OFF KIMBALL ROAD	FOREST RD, THEN PRIVATE DW			
KIMBALL ROAD	9	NW	EAST OFF NORTH END OF BROOK STREET	PRIVATE-DAGGETT BAY TWINHMS			
KIMBERLY ROAD	32	SW	WEST OFF 3				
LAKE STREET	31	SW	NORTH OFF 103	PINE AVE/ OAK ST			
LAKE TRAIL	31	SW	EAST OFF LAKE 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			
LOG LANDING	9	NW	EAST OFF 66	HDQTRS DRIVE N			
LOVELAND HARBOR	8	NE	WEST OFF OF COUNTY ROAD 66	UNNAMED			
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			
MANHATTAN POINT BOULEVARD	5,6	NW	WEST OFF 66 AT MANHATTAN BEACH LODGE	COUNTY RD 140			
MAPLE LANE	21	SW	SOUTH OFF 37	DONALD DRIVE	RIVERVIEW PLAT		

MASTER ROAD NAME INDEX

MARGARET LANE	16	NW	WEST OFF 16				
MARODA DRIVE	19	SW	EAST OFF WEST SHORE DRIVE				
MARY LANE	9	NW	WEST OFF MILLER ROAD				
MEZZENGA LANE	31	S	OFF COUNTY ROAD 103				
MILINDA SHORES ROAD	7,18	NW	OFF SILVER PEAK RD (IDEAL TWNSHP)	UNNAMED	PRIVATE		
MILLER ROAD	9	NW	SOUTH OFF DAGGETT PINE ROAD				
MOCCASIN DRIVE	4	NW	NE OFF OJIBWA TRAIL OFF LAKE LANDING	ARROWHEAD DR	DUPPLICATE NAME		
MOEN BEACH TRAIL	10	NE	NORT OFF DAGGETT PINE ROAD NEAR E END	MOEN BEACH RD			
NORTH HARBOR ROAD	7		E OFF ANCHOR POINT RD	UNNAMED			
NORTHERN TERRACE	28		M & D ADDITION				
NORTHWOOD AVENUE	6		MANHATTAN POINT PLAT				
NORWAY TRAIL	16	NW	DAGGETT BAY ROAD TO BROOK STREET	ISLAND AVE	WHITE PINE TERRACE PLAT		
OAKDALE ROAD	31	SW	NORTH OFF FAWN LAKE ROAD				
OJIBWAY CIRCLE	5	NW	NORTH OFF OJIBWAY TRAIL NEAR END		TOWN SQUARE DEV.		
OSTLUND AVENUE	21	NE	BETWEEN SWANN DRIVE AND COUNTY ROAD 3		NO SIGN-PUBLIC ACCESS		
OWL STREET	16	NW	EAST OF PINE BAY TRAIL		DRIVEWAY BEFORE M&B SUB.		
OX COVE TRAIL	5,8	NE,SE	WEST OF OX LAKE LANDING	UNNAMED	DUPPLICATE NAME		
OX LAKE CROSSING ROAD	5	NE	EAST OFF OF COUNTY ROAD 66	BOULDER RIDGE RD.	INCORPORATE OJIBWAY TRAIL		
OX LAKE LANDING	4,5,8,9	NW	NORTH OFF DAGGETT PINE TO OJIBWAY CIRCLE	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	WOODLAND STREET			
PINEDALE STREET	6	NW	OFF SUMMIT	UNNAMED	PRIVATE ROAD - FORMERLY PLEASANT LN.		
PIONEER DRIVE	21	NW	BETWEEN SWANN DRIVE AND COUNTY ROAD 3	UNNAMED	PRIVATE ROAD		
PLEASANT VIEW	19	SW	NW OFF WEST SHORE DRIVE	COON STREET	NO SIGN-PUBLIC ACCESS		
POND VIEW LANE	18	SE	SOUTH OFF OF COUNTY ROAD 16	UNNAMED	PRIVATE DRIVEWAY FOR NURSERY		
RABBIT LANE	16	NW	NORTH OFF PINE BAY DRIVE	OAKCREST PLAT			
RACCOON STREET	16	NW	OFF PINE BAY TRAIL				
RBK LANE	29	SE	WEST OFF COUNTY ROAD 3				
RED OAK CIRCLE	29	SW	WEST OFF HAPPY LANDING ROAD	RED PINE ROAD			
RED PINE DRIVE	24		OFF OF BONNIE LAKES RD				
RED PINE ROAD	24	SE	OFF OF RED PINE DRIVE				
RETRIEVER ROAD	28	SW	NORTH OFF NORTHERN TERRACE		CHATHAM PARK NORTH		
RIDGEWAY DRIVE	9		S OF DAGGETT PINE RD- E/W OF ROAD				
RIVER BLUFFS ROAD	27,28		RIVER BLUFFS PLAT				

MASTER ROAD NAME INDEX

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

MASTER ROAD NAME INDEX

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

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a.

TO: City Council
FROM: TJ Graumann
DATE: February 9, 2026
SUBJECT: County Road 103 Shared-Use Trail

At their regular meeting on January 28, the Parks and Recreation/Library Commission passed a motion recommending continued efforts to extend the trail along County Road 103 from Perkins Road to County Road 3.

Motion: Albrecht Second: Fritsvold Favor: All