

REGULAR COUNCIL MEETING
CITY OF CROSSLAKE
MONDAY, MARCH 11, 2013
7:00 P.M. – CITY HALL

The Council for the City of Crosslake met in the Council Chambers of City Hall on Monday, March 11, 2013. The following Council Members were present: Mayor Darrell Schneider, Steve Roe, Gary Heacox, John Moengen and Mark Wessels. Also present were Clerk/Treasurer Jenny Max, Community Development Director Ken Anderson, Police Chief Bob Hartman, Fire Chief Chip Lohmiller, Public Works Director Ted Strand, Park and Recreation Director Jon Henke, General Manager Paul Hoge, City Attorney Brad Person, City Engineer Dave Reese, Northland Press Reporter Paul Boblett, and Echo Publishing Reporter Kate Perkins. There were approximately thirty people in the audience.

A. CALL TO ORDER – Mayor Schneider called the Regular Council Meeting to order at 7:00 P.M. MOTION 03R-01-13 WAS MADE JOHN MOENGEN AND SECONDED BY MARK WESSELS TO ACCEPT THE ADDITIONS TO THE AGENDA AS PRESENTED. MOTION CARRIED WITH ALL AYES.

B. CRITICAL ISSUES –

1. Chris Pence of the Crow Wing County Land Services Department appeared before the Council to discuss the Planning and Zoning Assessment that he will conduct of the Crosslake Planning and Zoning Department. The Crow Wing County Board of Commissioners approved the Crosslake City Council resolution of January 31, 2013 requesting that the Land Services Department conduct an assessment of the functions of the Crosslake Planning and Zoning Department. Mr. Pence noted that the proposed assessment will focus on operations, not current employee performance. Mr. Pence stated that the City adopted a Community Plan in July 2008 and that Goal #2 states: “Support a strong, ongoing working relationship between Crosslake, Crow Wing County, and the adjacent Townships in all matters related to planning and the provision of public services.” The assessment will take approximately three months to complete. Mr. Pence will be the staff person responsible for the assessment and will be spending approximately one day a week on the assessment. Once the assessment is completed, a written report will be provided to the City Council and the County Board. The proposed assessment will evaluate the current operations of the Crosslake Planning and Zoning Department. The key assessment indicators will be customer service, process and policy, ordinance review, and reporting. In regards to customer service, Mr. Pence will review all issued permits, variances, CUP, plats and other potential customer interactions since 2009, and will contact customers with a brief survey requesting feedback to gauge customer service satisfaction and will contact stakeholders within the community that interact with the Planning and Zoning Department such as lake groups, realtors and contractors. To review process and policy, Mr. Pence will meet with City Council Members, Planning and Zoning Commission Members, and City Staff, will obtain a copy of the current department policy manual and will spend time in the office observing typical day to day operations with staff. Ordinance review will include obtaining copies

of all applicable ordinances regarding zoning and subdivisions, future and land use maps, and the comprehensive plan. Mr. Pence believes this will be a learning experience for both the County and the City. John Moengen asked if Mr. Pence would give periodic updates. Chris Pence replied that he could give an update whenever the Council would like. Steve Roe questioned whether the information that Mr. Pence will review will begin in 2009 or 2010. Mr. Pence replied that he would like to review four years of information starting in 2009. Steve Roe asked for clarification because the proposal includes Mr. Pence spending time in the office observing typical day to day operations with staff, yet Mr. Pence stated that the proposed assessment will not focus on current employee performance. Mr. Pence replied that he will be looking at processes but not employee performance. Darrell Schneider asked when Mr. Pence will begin the assessment. Mr. Pence replied that he has already started his work by reviewing the Comprehensive Plan. John Moengen stated that Mr. Pence has requested a substantial amount of information and it may take some time to compile it. Steve Roe asked which staff person would be responsible to compile the information. Ken Anderson replied that because he is the department head of the Planning and Zoning Department he would be the main contact and responsible person. MOTION 03R-02-13 WAS MADE BY JOHN MOENGEN AND SECONDED BY MARK WESSELS TO ALLOW THE CROW WING COUNTY LAND SERVICES DEPARTMENT TO PROCEED WITH THE ASSESSMENT OF THE CROSSLAKE PLANNING AND ZONING DEPARTMENT AND BEGIN THE TRANSFER OF REQUESTED INFORMATION. MOTION CARRIED 4-1 WITH ROE OPPOSED.

2. Mayor Schneider reported that the Council received a letter from Jenny Max dated March 8, 2013 resigning from her position as Clerk/Treasurer for the City of Crosslake. Ms. Max's last day of employment will be March 22, 2013. Steve Roe requested that the Council delay action of accepting the resignation until Ms. Max's proposal to restructure the Administration Department dated January 31, 2013 is reconsidered by the Council. The proposal includes a division of duties between an Administrator/Treasurer and a City Clerk and included compensation package which would save the City approximately \$53,000 from the former structure of an Administrator, Clerk/Treasurer and Deputy Clerk. Mr. Roe stated that Ms. Max has always been open to negotiating the proposed wages and added that he wants Jenny Max to remain Clerk/Treasurer for Crosslake. Mr. Roe also stated that it was unfair of the Council to appoint Ms. Max as Interim City Administrator while she was on vacation. Mayor Schneider stated that he spoke with Jenny Max after she turned in her resignation and assumed by their conversation that her decision to leave was final. Steve Roe stated that if Ms. Max is willing to reconsider her resignation the Council needs to reconsider her proposal. Jenny Max addressed the Council and stated she would listen to options if the Council wanted her to stay. Mark Wessels asked Ms. Max if she has taken a new job. Ms. Max replied that she has. Mark Wessels stated that he had heard that she was looking to leave for some time and that the Council hates to lose her. John Moengen stated that the Council did not take action on Ms. Max's proposal because they were not sure if the restructuring of the Administration Department would work and although the proposal seems to be the right direction, it still needs to be reviewed, which could take some time. Mayor Schneider commended Ms. Max for doing such a good job for the City and stated she is well liked here and

throughout the community. Mayor Schneider read Jenny Max's proposal from January. Ms. Max reviewed spread sheets showing proposed wages and explained that she used a formula to calculate the numbers depending on how much extra work was added to the positions. Steve Roe warned the Council that if Jenny Max leaves, the City will be in big trouble. Mayor Schneider stated that the proposed salary for the Administrator/Treasurer is too high and he can't justify it for a city the size of Crosslake. Steve Roe asked if the Council's main objective was to reduce staff or save money. Mayor Schneider responded that Crosslake's taxes are not too low and that taxes for off-lake and commercial properties are going up. Steve Roe suggested that the Council look at just the restructuring and not at the salaries. John Moengen agreed that the restructuring could work for Crosslake but he was not in favor of the salary proposal. Mr. Moengen added that he had hoped that the increase in salary for the Interim City Administrator position would have been enough until the Council determined what direction they wanted to take. Mr. Moengen stated that it will take time to implement any change and the Council did not want to delay Ms. Max's plans. MOTION 03R-03-13 WAS MADE BY MARK WESSELS AND SECONDED BY STEVE ROE TO TABLE THE ACCEPTANCE OF JENNY MAX'S RESIGNATION UNTIL THE END OF THIS MEETING. MOTION CARRIED WITH ALL AYES.

C. CONSENT CALENDAR – MOTION 03R-04-13 WAS MADE BY JOHN MOENGEN AND SECONDED BY STEVE ROE TO APPROVE THE FOLLOWING ITEMS LISTED ON THE CONSENT CALENDAR: (1.) REGULAR MEETING MINUTES OF FEBRUARY 11, 2013; (2.) CROSSLAKE COMMUNICATIONS BALANCE SHEET AND INCOME STATEMENT/DETAIL OF RESERVE BALANCES DATED JANUARY 31, 2013; AND (3.) PLEDGED COLLATERAL REPORT DATED 3/4/13 FROM JENNIFER MAX AND PLEDGE UPDATES. MOTION CARRIED WITH ALL AYES.

D. MAYOR'S REPORT

1. Mayor Schneider announced that the Crow Wing County Highway Department will be holding a Public Open House at Crosslake City Hall on Tuesday, March 26, 2013 from 5:00 P.M. to 7:00 P.M. in regards to the reconstruction project of County State Aid Highway (CSAH) 36 from CSAH 37 to County Road 114 in the summer of 2015. This open house is intended to give the community a detailed view of two preliminary designs and an opportunity to ask related questions. Maps and other pertinent information relating to this project will be available for public inspection at the Public Open House. Public comment will also be available. Everyone is encouraged to attend.
2. Mayor Schneider gave an update on hiring a management consultant to help the City of Crosslake in restructuring the Administration Department. The Mayor reported that in his search for a management consultant, he asked Sheila Haverkamp if any of BLAEDC's "Execs" would be able to help the City. Ms. Haverkamp gave the Mayor the contact information for Dan Vogt, one of BLAEDC's "Execs" and former City Administrator of Brainerd. Mr. Vogt retired from the City of Brainerd in the summer of 2012 and now does local government consulting. Mr. Vogt's professional career included working for the City of Brainerd for 23 years, City of Shorewood for 5 years, City of Rogers for 6 years and interning for the City of Little Falls for 2 years. Mr. Vogt performed the duties

of Administrator in all of these locations. Mr. Vogt has experience with engineering, planning, streets, water, sanitary sewer, storm sewer, wastewater, police, fire, parks, and utilities and vast knowledge of the political process and Council proceedings including dealing with elected officials.

Dan Vogt appeared before the Council and stated that he is currently helping the City of Little Falls because they have not had an administrator for two years. Mr. Vogt works in Little Falls approximately 20 hours per week. Mr. Vogt informed the Council that he contacted former administrator Tom Swenson before the meeting out of professional courtesy because he had known him for many years. Mr. Vogt sees a need for administrators no matter how big the city is, but would be willing to help Crosslake in whatever direction they choose to go and explained that "administrator" is just a title and the duties could be carried out by any staff person; however, someone still needs to be in charge and it cannot be the Council. John Moengen asked if Mr. Vogt could help restructure the Administration Department in 30 days. Mr. Vogt felt that was possible and stated he charges \$60 per hour. Mayor Schneider asked how many hours the process will take. Mr. Vogt replied that he can work as much or as little as the Council requests. The Mayor noted that the consulting services will be necessary whether or not Jenny Max decides to resign. The Council asked Mr. Vogt to compile salary ranges from the League of MN Cities for Administrator/Treasurer positions to compare to Ms. Max's proposal. Mr. Vogt replied that he could compile that information very quickly.

Pat Netko of 36084 County Road 66 asked the Mayor if he felt Crosslake needed a City Administrator. Mayor Schneider replied that he is not sure if a full time administrator is necessary and that Tom Swenson had once told him that he didn't have as much work to do as he used to. Ms. Netko expressed her disappointment that the Council never acted on or replied to Ms. Max's proposal and that Council Members Mark Wessels and Gary Heacox have not come into the office to discuss the matter with Ms. Max. Ms. Netko stated that she is not taking sides in the matter but she wants what is best for the City of Crosslake and she feels the staff is being treated badly. Mark Wessels stated that he only speaks with the department heads that he is the liaison to. Mr. Wessels added that he thought the reason Ms. Max resigned was to better herself and he was happy for her, although he was disappointed that the City would lose her.

Roger Roy of 36573 Shores Drive addressed the Council and was thankful that Crosslake voted in a new Council. Mr. Roy stated that the current Council cannot fix the Staff's mismanagement of the last 15 years in the three meetings that have been held so far this year. Mr. Roy added that staff does not listen to residents or business owners. Mr. Roy suggested that the Council let Jenny Max resign and that she could be easily replaced because there are many City Clerks who are also CPAs.

Former Clerk/Treasurer Darlene Roach addressed the Council and stated she was offended by Mr. Roy's remarks and she did a good job as clerk and that staff always listened. Ms. Roach asked the Council if they were going to listen to Dan Vogt's suggestions and wanted to know who the clerks were that Mr. Roy mentioned because she did not know of any.

Dave Fischer of 36412 Rushmoor Blvd. addressed the Council and stated that the Council appears to need direction. Mr. Fischer suggested that the Council direct Dan Vogt to calculate salaries for the Administration Department by 5 o'clock on Wednesday, hold a Special Meeting on Thursday or Friday, and give Jenny Max options to consider at that meeting.

Dan Vogt stated that he could start compiling figures immediately and suggested that the Council recess this meeting to Thursday, if Jenny Max was agreeable to waiting. Ms. Max stated that she would be willing to wait until Thursday to make a final decision regarding her resignation.

Mayor Schneider asked if the Council wanted to retain Mr. Vogt. MOTION 03R-05-13 WAS MADE BY MARK WESSELS AND SECONDED BY GARY HEACOX TO HIRE DAN VOGT AS CONSULTANT ON SHORT TERM BASIS TO DETERMINE SALARY RANGES FOR THE ADMINISTRATOR/TREASURER POSITION. MOTION CARRIED WITH ALL AYES.

Dan Vogt asked if the Council would like to approve a contract at this time. It was the consensus of the Council to finalize a contract with Mr. Vogt at the continuation of this meeting on Thursday, March 14th at 9:00 A.M.

Police Chief Bob Hartman addressed the Council and stated that in the 18 years he has worked for the City, he has always listened to the citizens of Crosslake and the Council Members. Chief Hartman stated he was personally offended by Roger Roy's comments regarding Staff and that Mr. Roy needed to bring his complaints to department heads and take the proper steps if he was unhappy with an employee.

Chief Hartman had to leave the meeting early and requested to give his report at this time.

PUBLIC SAFETY

- a. Chief Hartman reported 114 calls in Crosslake for February.
- b. Chief Hartman reported 18 calls in Mission Township for February.
- c. A memo dated 3/11/13 from Chief Hartman requested permission to hire a part-time officer to fill vacant shifts. The addition of another part-time officer will not affect the Police Department budget because the positions are not scheduled. MOTION 03R-06-13 WAS MADE BY JOHN MOENGEN AND SECONDED BY DARRELL SCHNEIDER TO PERMIT CHIEF HARTMAN TO HIRE A PART-TIME OFFICER. MOTION CARRIED WITH ALL AYES.
- d. A memo dated February 27, 2013 from Chief Hartman informed the Council that the Police Department received notice from the County Attorney's Office that a vehicle forfeiture, stemming from a DWI arrest, was complete. The Police Department is now in possession of a 2002 Volkswagen Jetta. The City has the option of keeping the vehicle for department use or selling it, with 70% of the proceeds used for DWI enforcement, training and education. The remaining 30%

goes to the County Attorney's Office as required by law. Chief Hartman requested that the vehicle be put up for sale by sealed bids with a minimum bid of \$3,000 and that the sale be advertised in the Northland Press and Lake Country Echo. MOTION 03R-07-13 WAS MADE BY JOHN MOENGEN AND SECONDED BY STEVE ROE TO SELL THE FORFEITED 2002 VOLKSWAGEN JETTA BY SEALED BIDS AT A MINIMUM BID OF \$3,000. MOTION CARRIED WITH ALL AYES.

E. PUBLIC FORUM – None.

F. CITY ADMINISTRATOR'S REPORT

1. City Bills for Approval – MOTION 03R-08-13 WAS MADE BY JOHN MOENGEN AND SECONDED BY MARK WESSELS TO APPROVE THE BILLS FOR PAYMENT FOR MARCH AS SUBMITTED IN THE AMOUNTS OF \$66,718.87 AND \$35,954.48. MOTION CARRIED WITH ALL AYES.
2. MOTION 03R-09-13 WAS MADE BY JOHN MOENGEN AND SECONDED BY GARY HEACOX TO APPROVE THE APPLICATION FOR EXEMPT PERMIT FOR CONDUCTING A RAFFLE FOR IMMACULATE HEART CHURCH. MOTION CARRIED WITH ALL AYES.
3. A memo dated March 11, 2013 from Jenny Max requested approval of a liquor license for Skyota Properties, LLC. Negotiations are currently taking place for Skyota Properties, LLC to purchase the Ox Lake Tavern. Skyota Properties, LLC is requesting approval of an on-sale liquor license from the City prior to finalizing the purchase agreement. Having a full liquor license is important to the purchaser's operation of the property as a bar and restaurant. Currently the Ox Lake Tavern has a set-up license, a wine license and a 3.2 on/off-sale license. The City has received all required applications, documents and fees from Skyota Properties, LLC. Background investigation and financial investigations conducted by City Staff resulted in satisfactory findings. Workers Compensation Insurance is pending. MOTION 03R-10-13 WAS MADE BY STEVE ROE AND SECONDED BY JOHN MOENGEN TO APPROVE AN ON-SALE LIQUOR LICENSE FOR SKYOTA PROPERTIES, LLC DBA THE OX LAKE TAVERN CONTINGENT ON THE CITY'S RECEIPT OF WORKERS COMP INSURANCE AND THE SUCCESSFUL CLOSING ON THE PROPERTY. MOTION CARRIED WITH ALL AYES.
4. A memo dated March 11, 2013 from Jenny Max requested approval of a liquor license for EZ Money Hospitality LLC. Negotiations are currently taking place for EZ Money Hospitality LLC to purchase the property owned by Lo-Kian Corp. EZ Money Hospitality LLC is requesting approval of an on-sale and off-sale liquor license from the City prior to finalizing the sale of the property. Lo-Kian Corp currently holds an active on- and off-sale liquor license. The City has received all required applications, documents and fees from EZ Money Hospitality LLC. Background investigation and financial investigations conducted by City Staff resulted in satisfactory findings. Workers Compensation Insurance and Liquor Liability Insurance are pending. MOTION 03R-11-13 WAS MADE BY JOHN MOENGEN AND SECONDED BY GARY HEACOX TO APPROVE AN ON-SALE AND OFF-SALE LIQUOR LICENSE FOR EZ MONEY HOSPITALITY LLC CONTINGENT ON THE CITY'S RECEIPT OF WORKERS

COMP INSURANCE, LIQUOR LIABILITY INSURANCE, AND THE SUCCESSFUL CLOSING ON THE PROPERTY. MOTION CARRIED WITH ALL AYES.

5. Included in the packet was a Liability Coverage Waiver Form asking the City to decide whether or not to waive the monetary limits on municipal tort liability established by Minnesota Statutes 466.04 as an option on a Liability Coverage Waiver Form included with the City's property insurance renewal forms with the League of Minnesota Cities Insurance Trust. MOTION 03R-12-13 WAS MADE BY JOHN MOENGEN AND SECONDED BY DARRELL SCHNEIDER TO APPROVE NOT WAIVING THE MONETARY LIMITS ON MUNICIPAL TORT LIABILITY ESTABLISHED BY MN STATUTES 466.04. MOTION CARRIED WITH ALL AYES.
6. Mayor Schneider read a letter dated 2/21/2013 from Crosslake Insurance Agency regarding a request to increase agent's fee from the League of MN Cities Insurance Trust. MOTION 03R-13-13 WAS MADE BY JOHN MOENGEN AND SECONDED BY DARRELL SCHNEIDER TO APPROVE RAISING THE ALLOWANCE FOR AN AGENT'S FEE FOR CROSSLAKE INSURANCE AGENCY FROM 8% TO 10% AS IS REGULAR PRACTICE BY THE LEAGUE OF MN CITIES INSURANCE TRUST. MOTION CARRIED WITH ALL AYES.
7. A memo dated March 11, 2013 from Jenny Max regarding Landscape Contractors/Excavators Licenses was included in the packet for Council review. MOTION 03R-14-13 WAS MADE BY STEVE ROE AND SECONDED BY JOHN MOENGEN TO APPROVE ISSUANCE OF LANDSCAPE CONTRACTORS/ EXCAVATORS LICENSES TO REM-WHIRL LLC AND THE WOODS LANDSCAPING INC. MOTION CARRIED WITH ALL AYES.
8. A memo dated March 11, 2013 from Jenny Max regarding the 2013 approved Landscape Contractors/Excavators was included in the packet for Council information.

G. COMMISSION REPORTS

1. PUBLIC WORKS/CEMETERY/SEWER

- a. The January 2013 Wastewater Treatment Discharge Monitoring Report was included in the packet for Council information.
- b. The Public Works Commission Meeting Minutes of January 7, 2013 were included in the packet for Council information.
- c. As recommended by the Public Works Commission at their meeting of March 4, 2013, MOTION 03R-15-13 WAS MADE BY STEVE ROE AND SECONDED BY JOHN MOENGEN TO APPROVE THE ADVERTISEMENT FOR BIDS FOR THE 2013 CROSSLAKE STREET IMPROVEMENTS INCLUDING BONNIE LAKES ROAD, FIRE HALL PARKING LOT AND NEW COMMUNITY CENTER PARKING LOT. MOTION CARRIED WITH ALL AYES.
- d. A letter dated March 8, 2013 from WSN regarding a Proposal for Engineering Services for Swann and Pioneer Drive Trail and Walkway Study was included in the packet for Council review. John Moengen stated that Ken Anderson brought this matter to the attention of the Public Works Commission and the Commission was in favor of having the connecting walkways finished in Town Square and along County Road 3. Steve Roe stated that this project is long overdue. The cost of the study is estimated at \$2,400. MOTION 03R-16-13 WAS MADE BY JOHN MOENGEN

AND SECONDED BY STEVE ROE TO APPROVE THE PROPOSAL FOR ENGINEERING SERVICES FROM FOR SWANN AND PIONEER DRIVE TRAIL AND WALKWAY STUDY AT A COST NOT TO EXCEED \$2,400. MOTION CARRIED WITH ALL AYES.

2. PUBLIC SAFETY

- e. The February 2013 Fire Department Report was included in the packet for Council information. Chief Lohmiller reported that there were 17 calls for service in February and a total of 54 calls for the year.
- f. North Memorial Ambulance had 49 calls in February.
- g. Chief Lohmiller requested the acceptance of a donation of a playhouse/firehouse from Baratto Brothers that the Fire Relief Association will raffle for a fundraiser. MOTION 03R-17-13 WAS MADE BY JOHN MOENGEN AND SECONDED BY MARK WESSELS TO ACCEPT THE DONATION FROM BARATTO BROTHERS TO THE FIRE RELIEF ASSOCIATION OF A PLAYHOUSE/FIREHOUSE. MOTION CARRIED WITH ALL AYES.
- h. MOTION 03R-18-13 WAS MADE BY STEVE ROE AND SECONDED BY JOHN MOENGEN TO APPROVE THE APPLICATION FOR EXEMPT PERMIT FOR CROSSLAKE FIRE RELIEF ASSOCIATION TO CONDUCT A RAFFLE MOTION CARRIED WITH ALL AYES. John Moengen stated that the Council will receive a tour of the new ambulance addition at its next meeting.

3. CROSSLAKE COMMUNICATIONS

- a. MOTION 03R-19-13 WAS MADE BY JOHN MOENGEN AND SECONDED BY GARY HEACOX TO APPROVE CROSSLAKE COMMUNICATIONS BILLS FOR JANUARY 2013 IN THE AMOUNT OF \$219,797.28. MOTION CARRIED WITH ALL AYES.
- b. Included in the packet was the Highlights Report for February 2013. MOTION 03R-20-13 WAS MADE BY JOHN MOENGEN AND SECONDED BY MARK WESSELS TO APPROVE THE 2013 LIST OF PROFESSIONAL ORGANIZATIONS ASSISTING CROSSLAKE COMMUNICATIONS. MOTION CARRIED WITH ALL AYES.

MOTION 03R-21-13 WAS MADE BY JOHN MOENGEN AND SECONDED BY GARY HEACOX TO APPROVE THE APPOINTMENT OF GORDIE SIEMERS AS ALTERNATE TO THE CROSSLAKE COMMUNICATIONS ADVISORY BOARD. MOTION CARRIED WITH ALL AYES.

- c. The Crosslake Communications Customer Counts were included in the packet for Council information.

4. PARK AND RECREATION/LIBRARY

- a. The Crosslake Park/Library Commission Meeting Minutes of January 29, 2013 were included in the packet for Council information.
- b. Jon Henke reported that on Thursday, March 14, 2013 at 2:00 P.M. at the Community Center the MN Legacy Amendment will sponsor Rhoda Jackson from the MN History Players. Rhoda will portray Emily Dickson and has put together a short

program, blending poetry and prose in a theatrical setting. She presents in costume as Emily was typically dressed. Because of the success of the Silver Sneakers Muscular Strength and Range of Movement class, the Community Center will offer two additional classes starting in April. Classes will run Mondays through Thursdays at 10:30 A.M. Attendance for the Community Center in February was 5,412 and for the Library was 1,676. The Community Center will be hosting AARP Tax Help Program on Tuesdays from 12:00 P.M. to 4:00 P.M. and on Thursdays from 8:00 A.M. to 12:00 P.M. Baseball registrations have been mailed out to previous participants and are available at the Community Center for new players. Early bird registration ends 3/28/13. AAA is sponsoring a refresher course on April 14, 2013 from 9:00 A.M. to 1:00 P.M. The March Chautauqua presentation will feature Dan Zimmerman, the local chapter president of the National Wild Turkey Foundation. He will discuss the biology, preferred habitat and behaviors of the turkey. The presentation will take place on Wednesday, March 13, 2013 at 1:30 P.M.

- c. Jon Henke requested approval of a Resolution of Support for Materials Funding for the KRLS Affiliate Libraries in Crosslake and Pequot Lakes. The Kitchigami Regional Library Board decided to cut \$20,000 in funding to the Crosslake and Pequot Lakes Libraries at their January 17th meeting. The Board made this decision in response to the County Board transfer of \$20,000 to the Brainerd Senior Center that was originally intended to go towards Crow Wing County library funding. The Brainerd Library is set to receive approximately \$150,000 from the regional system to purchase new materials for their library in 2013. The Pequot Lakes and Crosslake Libraries would like to request the Kitchigami Library Board for 10% of those funds to continue the ability to purchase new books. Mark Wessels stated that Jon Henke has worked hard and has done a good job of putting this resolution together. The County Board will consider this resolution at its meeting on March 12, 2013 at 9:00 A.M. The Kitchigami Regional Library Board will consider the request on March 28, 2013. Jon Henke encouraged the public to attend both meetings and show support for the Library. MOTION 03R-22-13 WAS MADE BY JOHN MOENGEN AND SECONDED BY MARK WESSELS TO APPROVE RESOLUTION NO. 13-02 REQUESTING SUPPORT FOR MATERIALS FUNDING FOR THE KRLS AFFILIATE LIBRARIES IN CROSSLAKE AND PEQUOT LAKES. MOTION CARRIED WITH ALL AYES.

5. PLANNING AND ZONING

- a. The February 2013 Permit Summary was included in the packet for Council information.
- b. A memo dated March 11, 2013 from the Planning and Zoning Commission recommended that the City Council establish office hours for the Planning and Zoning Department Staff of 8:00 A.M. to 12:00 P.M., Monday through Thursday, and 8:00 A.M. to 4:00 P.M. on Fridays. The proposed hours are the same as the City Council established last spring when the department was short staffed. When the office hours are not open, staff will not provide services at the counter or respond to phone calls. This will allow staff to conduct footing and septic inspections in the afternoons, prepare staff reports, respond to requests for information and prepare agendas, mailing lists, public notices, meeting minutes, filing, etc. MOTION 03R-23-

13 WAS MADE BY JOHN MOENGEN AND SECONDED BY DARRELL SCHNEIDER TO ESTABLISH HOURS FOR THE PLANNING AND ZONING DEPARTMENT STAFF OF 8:00 A.M. TO 12:00 P.M., MONDAY THROUGH THURSDAY, AND 8:00 A.M. TO 4:00 P.M. ON FRIDAYS. MOTION PASSED 3-2 WITH WESSELS AND HEACOX OPPOSED.

- c. A memo dated March 11, 2013 from the Planning and Zoning Commission recommending that the City Council approve an Interim Ordinance Establishing a One Year Moratorium on Lake Shore Access Easements was included in the packet for Council review. Ken Anderson reported that discussion at the Planning and Zoning Department arose, in part, based upon a review of the Otterlei Estates preliminary plat application in which an easement was shown granting access for proposed off-lake parcels to Arlas Pond. Arlas Pond is a public water with a General Development lake classification. The applicant agreed that the application would be processed for approval with no easement to Arlas Pond. The Interim Ordinance will allow the City up to one year to research and study the impacts of access easements on all public waters within the City and determine if and how such easements should be regulated. Mark Wessels stated that the DNR already prohibits such easements and he thought they were illegal. Mr. Wessels added that although he does not favor moratoriums, this issue does warrant time to be researched. Brad Person replied that the Council does not have to approve a moratorium and they could just review the matter. MOTION 03R-24-13 WAS MADE BY STEVE ROE AND SECONDED BY DARRELL SCHNEIDER TO APPROVE INTERIM ORDINANCE NO. 311 ESTABLISHING A ONE YEAR MORATORIUM ON LAKE SHORE ACCESS EASEMENTS. Mark Wessels stated that he would prefer to not have a moratorium because the issue is not raised very often. Steve Roe stated that Planning and Zoning has come across this issue several times in the last six years and he would like to avoid a panic if residents think the easements will be eliminated. Mark Wessels replied that that is a valid concern. MOTION CARRIED WITH ALL AYES.

MOTION 03R-25-13 WAS MADE BY STEVE ROE AND SECONDED BY JOHN MOENGEN TO APPROVE PUBLISHING THE OFFICIAL SUMMARY OF THE INTERIM ORDINANCE IN THE NORTHLAND PRESS. MOTION CARRIED WITH ALL AYES.

- d. A staff report dated March 11, 2013 from Ken Anderson regarding a Crow Wing County Letter to Classify Property as "Non-Conservation" for Future Sale of Tax Forfeited Land was included in the packet for Council review. This matter had been tabled at the meeting of February 11, 2013. Crow Wing County changed the value of PID #1415800090AC009 on Whitefish Avenue from \$4,600 to \$900 if it is to be purchased by the City of Crosslake. In order for this tax forfeited parcel to be sold to the City or at a public auction, it must first be classified as "Non-Conservation." The Council considered three options including taking no action, reclassifying the parcel so it could be sold to a private party or reclassifying the parcel so that it could be purchased by the City of Crosslake. MOTION 03R-26-13 WAS MADE BY STEVE ROE AND SECONDED BY JOHN MOENGEN DIRECTING STAFF TO NOTIFY CROW WING COUNTY THAT THE CITY OF CROSSLAKE APPROVES OF THE COUNTY BOARD ACTION FOR THE PARCEL WITH REAL ESTATE

CODE 1415800090AC009 TO BE CLASSIFIED AS "NON-CONSERVATION" AND THAT THE CITY OF CROSSLAKE SHALL PURCHASE SAID PARCEL FOR \$900 SUBJECT TO THE PROPER RECORDING OF THE DEED CONVEYING THE PARCEL TO THE CITY OF CROSSLAKE. MOTION CARRIED WITH ALL AYES.

- e. A staff report dated March 11, 2013 from the Planning and Zoning Commission recommending approval of the Otterlei Estates Preliminary Plat Application was included in the packet for Council review. Ken Anderson presented a survey showing the proposed six lots. Mr. Anderson noted that Lot 1 of the plat would be non-conforming because it is a corner lot and not 25% larger than the normal minimum size for a non-riparian lot. Mr. Anderson stated that the Council and Planning and Zoning Commission could adjust the standards to the proposed size for Lot 1 because there is sufficient space on Lot 1 for primary and alternate septic sites and a reasonably sized house or structure. The Planning and Zoning Commission and the Park and Recreation/Library Commission recommended the City Council approve cash in lieu of land for park dedication in the amount of \$3,000. Mark Wessels asked if the owner of Lot 1 would have problems obtaining a zoning permit in the future due to its non-conforming size. Ken Anderson replied that the motions of the Planning and Zoning Commission and City Council will be documented so that there shall be no problems in obtaining permits in the future. MOTION 03R-27-13 WAS MADE BY MARK WESSELS AND SECONDED BY JOHN MOENGEN TO APPROVE RESOLUTION NO. 13-03 APPROVING THE OTTERLEI ESTATES PRELIMINARY PLAT APPLICATION TO CREATE SIX LOTS FROM THE FOUR EXISTING LOTS IN ACCORDANCE WITH THE REVISED PRELIMINARY PLAT DATED FEBRUARY 26, 2013 AND TO APPROVE CASH IN LIEU OF LAND FOR PARK DEDICATION IN THE AMOUNT OF \$3,000 FOR THE TWO NEW LOTS TO BE CREATED AS RECOMMENDED BY THE PARK AND RECREATION/LIBRARY COMMISSION AND THE PLANNING AND ZONING COMMISSION. MOTION CARRIED WITH ALL AYES.
- f. A staff report dated March 11, 2013 from Ken Anderson regarding Councilmember Mark Wessel's request to discuss and adopt a "Lot Line Dispute Policy" was included in the packet for Council review. Ken Anderson stated that he had several comments regarding the suggested changes made to a first draft of the policy made by City Surveyor Chad Connor of WSN. Mr. Anderson stated that the policy name of "Lot Line Dispute Policy" has a negative connotation and is limiting. Mr. Anderson suggested the title be revised to read "Lot Line Policy" or "City of Crosslake Policy Statement Regarding Lot Lines." City Attorney Person stated that the adoption of this policy is not urgent and suggested that the Council table it so he could have more time to review it. Mark Wessels stated that he would like to include Mr. Connor in the next discussion as well. MOTION 03R-28-13 WAS MADE BY MARK WESSELS AND SECONDED BY GARY HEACOX TO TABLE DISCUSSION AND ADOPTION OF A "LOT LINE DISPUTE POLICY." Steve Roe stated that property owners should have surveys done when there is an issue with lot lines because encroachment happens often. Mr. Roe does not believe that City Staff should be involved in disputes. Brad Person agreed that Staff should not get involved in lot line

disputes and that land owners need to be responsible by obtaining a survey. MOTION CARRIED WITH ALL AYES.

Ken Anderson informed the Council that at its meeting of March 23, 2013, the Planning and Zoning Commission will be reviewing three variances, one CUP and one subdivision.

6. PERSONNEL COMMITTEE

- a. A memo dated March 11, 2013 from the Personnel Committee outlined proposed changes to the Teamsters Local No. 346 Collective Bargaining Agreement. Chief Hartman is in favor of the agreement. MOTION 03R-29-13 WAS MADE BY JOHN MOENGEN AND SECONDED BY DARRELL SCHNEIDER TO APPROVE THE 2013-2015 UNION CONTRACT WITH TEAMSTERS LOCAL NO. 346. MOTION CARRIED WITH ALL AYES.

7. ECONOMIC DEVELOPMENT AUTHORITY

- a. The EDA Meeting Minutes of February 6, 2013 were included in the packet for Council information.

8. RECYCLING

- a. The Crosslake Rolloff Recycling Report for February 2013 was included in the packet for Council information.

H. ATTORNEY REPORT

1. The Council reviewed a draft Ordinance Amending the Administration Rules of the City proposed by the City Attorney. The Ordinance would establish a Personnel Commission which would advise the Council in all matters related to the management of its City employees. The Commission shall consist of two Council members, the City Clerk and two at-large members. Paul Hoge suggested that the General Manager of Crosslake Communications be included as a member of the Personnel Commission because half of the employees of the City work at the phone company. Attorney Person stated that this is just a draft copy and that changes could be made by the Council. Attorney Person suggested tabling the approval of this ordinance amendment until the Council has time to review it and decide how many members should be on it and who the members should be. Steve Roe stated that it is important for the General Manager to be part of the Personnel Commission. John Moengen stated that the first step is establishing the Commission. Steve Roe stated that there is no consistency with liaison duties between the City Commissions. Attorney Person replied that the Council needs to make a decision regarding liaison roles because it is not clear in the current code. John Moengen suggested that the Council approve the establishment of the Personnel Committee now and fill in the blanks regarding members at a later time. Jenny Max suggested that the ordinance be reviewed by the Personnel Committee before it comes before the Council again. MOTION 03R-30-13 WAS MADE BY MARK WESSELS AND SECONDED BY DARRELL SCHNEIDER TO TABLE ACTION ON THE ORDINANCE

AMENDING THE ADMINISTRATION RULES OF THE CITY, MOTION CARRIED WITH ALL AYES.

2. A memo dated 3/1/13 regarding the City Flow Chart and City Administrator position was included in the packet for Council information. Attorney Person stated that the memo highlighted issues that need to be considered by the Council. It was the consensus of the Council to not make any decisions regarding the flow chart and administration department positions until the review by Dan Vogt is completed.

I. OLD BUSINESS

J. NEW BUSINESS

K. PUBLIC FORUM –

Tami Martin of Crosslake Community School reported that the application for the school's site expansion and grade expansion was approved by its authorizer. The next step will be for the Board of Education to approve the application. Ms. Martin will be attending a meeting with the State this week to discuss future lease aid.

Aaron Herzog of 14083 Tall Timbers Trail thanked the Council for working with Jenny Max in order to retain her services. Mr. Herzog suggested that the Council allow Mr. Vogt to update the Planning and Zoning job descriptions instead of allowing the County to review the department. Mr. Herzog stated that he feels the County has a hidden agenda with its assessment.

Mark Wessels stated that he did not think Roger Roy's previous comments were a personal attack on Staff and that they should be taken with a grain of salt. Mr. Wessels thinks that Mr. Roy wanted to say that no employee is indispensable. In regards to Jenny Max's disappointment that the Council had not acted on her proposal in January, Mr. Wessels stated that the Council needed more time to consider making changes to the administration department.

Pat Netko of 36084 County Road 66 stated that Jenny Max has spent the last 6 weeks in limbo wondering if the Council was going to respond to her proposal or not. Ms. Netko added that the Council should have replied to her proposal one way or another. Ms. Netko stated that the Council has a blatant lack of respect for staff and the 3-2 vote regarding hours for the Planning and Zoning Department is proof of that.

L. ADJOURN – MOTION 03R-31-13 WAS MADE BY JOHN MOENGEN AND SECONDED BY MARK WESSELS TO RECESS THE MEETING AT 10:20 P.M. UNTIL THURSDAY, MARCH 14, 2013 AT 9:00 A.M. MOTION CARRIED WITH ALL AYES.

Respectfully submitted by,



Charlene Nelson
Deputy Clerk

BILLS FOR APPROVAL
March 11, 2013

VENDORS	DEPT	AMOUNT
Ace Hardware, knife	PW	8.00
Ace Hardware, gasket	PW	4.80
Ace Hardware, fuses	P&R	9.60
Ace Hardware, clamp, bulb	PW	18.46
Ace Hardware, sump pump	Sewer	159.75
Ace Hardware, adhesive	P&R	4.80
Ace Hardware, snow shovel	Gov't	38.45
Ace Hardware, joint cement	Gov't	8.54
Ace Hardware, charger, ratchet, sockets, wrench set	PW	213.87
Ace Hardware, brush, nozzle, hose	Police	78.51
Ace Hardware, hose	Fire	25.63
Ace Hardware, washing machine, dryer	Fire	849.52
Ace Hardware, bulb recycling	P&R	48.50
Ace Hardware, key	P&R	2.13
Ace Hardware, connectors, wire	Police	22.37
Ace Hardware, paint	Police	57.69
Ace Hardware, paint	Police	66.76
Ace Hardware, paint	Police	28.85
Ace Hardware, paint	Police	92.31
Ace Hardware, snowbrush	P&Z	14.95
AW Research, water testing	Sewer	226.80
Banyon Data Systems, program maintenance	Admin	137.87
Chemsearch, maxi lube	PW	415.68
Cindy Kulzer Painting, painting	Police	150.00
Cindy Kulzer Painting, painting	Fire	220.00
City of Crosslake, sewer utilities	PW/Gov't	148.00
Clean Team, march cleaning	Gov't	756.14
Comware, business security software	Gov't	447.84
Council #65, union dues	ALL	500.00
Couri & Ruppe, legal fees	P&Z	337.50
Crosslake Communications, phone, fax, cable, internet	ALL	1,955.45
Crosslake Portable Welding, plow repair	PW	105.00
Crosslake Rolloff, contractors rolloff	Gov't	344.80
Crosslake Rolloff, recycling	Gov't	2,695.00
Crosslake Sheetmetal, ambulance addition	Gov't	1,776.00
Crow Wing County Highway Dept, fuel	ALL	5,371.13
Cuyuna Range Fire Chiefs Assn, membership dues	Fire	300.00
Darrell Schneider, reimburse travel expenses	Council	339.86
Deferred Comp	ALL	226.92
Delta Dental, dental insurance	ALL	1,607.55
Emergency Medical Products, shears, resuscitators	Fire	138.38
Fortis, disability	ALL	508.53
Fyles, portable restroom	Gov't	41.14
Holiday Sation, fuel, propane	P&R/Fire	107.82
Jenny Max, reimburse petty cash	ALL	32.76

Mark Wessels, reimburse mileage	Council	28.25
Marsden, office cleaning	PW	654.08
Mastercard, Amazon.com, printer	P&Z	170.44
Mastercard, Fleet Farm, cleaner	Police	8.57
Mastercard, Fleet Farm, wiring, wiper blades, chain, links	PW	145.47
Mastercard, Galls, uniform	Police	22.95
Mastercard, Grandstay, lodging	PW	303.12
Mastercard, Home Depot, pressure washer, light, fan	Police	313.67
Mastercard, Office Max, writing pad	P&Z	12.87
Mastercard, Office Max, ink cartridges	PW	264.11
Mastercard, Red Wing Shoe Store, uniform	Sewer	149.99
Medica, health insurance	ALL	26,209.95
Menards, bracket	Police	5.19
Metro Fire, face piece lens, cleaner	Fire	268.23
Metro Fire, scba mask bags	Fire	242.33
Metro Fire, storage lockers	Fire	7,971.81
MN Life, life insurance	ALL	425.60
NCPERS-Life Insurance	ALL	160.00
Northland Press, meeting notice of 2/22	P&Z	116.20
Northland Press, public open house notice	Gov't	62.25
Parts City, parts	PW	6.15
Parts City, parts	Fire	33.90
People's Security, install fire alarm system	Gov't	1,375.00
PERA	ALL	N/A
Quality Flow, light	Sewer	369.02
Simonson Lumber, lumber	Police	257.06
Simonson Lumber, lumber, tape	Police	85.98
State and Federal Taxes	ALL	N/A
Teamsters Local Union #346, union dues	Police	183.00
The Office Shop, office furniture	Police	1,710.00
Thelen Heating, service call	PW	126.00
US Bank, administration fees	Gov't	431.25
Verizon, air card, ipad and cell phone charges	ALL	167.72
Viking Electric, bulbs	P&R	130.17
Viking Electric, bulbs	P&R	76.80
Waste Partners, trash removal	ALL	217.52
WSN, engineering fees	ALL	603.00
Xcel Energy, gas utilities	ALL	2,767.56
TOTAL		66,718.87

ADDITIONAL BILLS FOR APPROVAL
March 11, 2013

VENDORS	DEPT	AMOUNT
Ace Hardware, varnish, brush, sandpaper	Police	66.75
Ace Hardware, recycling, bolts	P&R	10.26
Ace Hardware, wrench, connectors	P&R	35.02
Ace Hardware, bulbs	Police	9.06
Ace Hardware, outlets, sockets	Police	33.27
Ace Hardware, parts	P&R	10.68
American Welding, acetylene/oxygen lease	PW	225.49
Baker & Taylor, library supplies	Library	162.41
Baratto Brothers, ambulance addition	Gov't	20,000.00
Bob Hartman, reimburse for light	Police	59.01
Breen & Person, legal fees	ALL	3,262.50
Crosslake Auto Body, molding repair	Police	51.75
Crosslake Communications, random testing fee	Gov't	37.50
Crow Wing Power, electric services	ALL	9,546.28
Culligan, water and cooler rental	PW/Gov't	46.75
D&D Plumbing and Heating, urinal repair	P&R	57.76
Follett Software, support/host renewal	Library	1,000.00
Keepers, uniform	Police	64.10
Parts City, antifreeze	Fire	33.90
Simonson Lumber, lumber	Police	19.75
Terry Kinkaid, reimburse for uniform expense	P&R	191.25
The Office Shop, nameplate holders	Gov't	18.17
Turner Towing, impound vehicle	Police	175.00
US Bank, administrative fees	Gov't	431.25
Verizon, cell phone charges	ALL	406.57
TOTAL		35,954.48

CROSSLAKE COMMUNICATIONS
Accounts Payable
Check Register

01/01/2013 To 01/31/2013

General Account

Check	Date	Vendor Name	Reference	Amount
753	01/04/2013	INTERNAL REVENUE SERVICE	FED, FICA MEDICARE	6,703.44
754	01/04/2013	PERA	PERA EE & ER	3,810.14
755	01/04/2013	MINNESOTA DEPT OF REVENUE	MN WITHHOLDING	1,125.94
756	01/04/2013	ING-DEFERRED COMP	DEFERRED COMP EE & ER	2,308.07
757	01/10/2013	CITY OF CROSSLAKE (SEWER)	DECEMBER SEWER	37.00
758	01/31/2013	INTERNAL REVENUE SERVICE	JANUARY EXCISE TAX	1,021.37
772	01/18/2013	INTERNAL REVENUE SERVICE	FED, FICA, MEDICARE	7,681.76
773	01/18/2013	PERA	PERA EE & ER	3,863.16
774	01/18/2013	MINNESOTA DEPT OF REVENUE	MN WITHHOLDING	1,327.82
775	01/18/2013	ING-DEFERRED COMP	DEFERRED COMP	2,311.92
793	01/28/2013	CROW WING POWER	ELECTRIC SERVICE	4,627.25
794	01/31/2013	MINNESOTA DEPT OF REVENUE	JANUARY SALES & USE TAX	8,400.00
28326	01/10/2013	PAUL BUNYAN COMMUNICATIONS	JANUARY CHANNEL TRANSPORT	800.00
28327	01/10/2013	ECHO PUBLISHING & PRINTING INC	HOLIDAY ADS	54.00
28328	01/10/2013	CROSSLAKE ROLLOFF	DIRECTORY RECYCLE NOV/DEC	110.00
28329	01/10/2013	CENTRAL LAKES COLLEGE	POWER LIMITED CLASS-JARED	320.00
28330	01/10/2013	GOPHER STATE ONE CALL	LOCATES	23.20
28331	01/10/2013	ONVOY VOICE SERVICES	6264 PROGRAM, OPR SERV,S7,LAKES LD	9,604.60
28332	01/10/2013	OLSEN THIELEN CO LTD	AUDIT INTERIM BILLING & CAFE PLAN UPDATE	6,125.00
28333	01/10/2013	UNITED PARCEL SERVICE	WKLY SERVICE & MISC SHIPPING	88.78
28334	01/10/2013	CROSSLAKE COMMUNICATIONS	PHONE SERVICE, COMM CTR VOICE MAIL	1,028.58
28335	01/10/2013	CITY OF CROSSLAKE	CONSULTING FEB DEC. 2012-NOV 2013, OPR TRANSF.	25,438.11
28336	01/10/2013	CITI LITES INC	LOCATES	72.50
28337	01/10/2013	XCEL ENERGY	NOV/DEC NATURAL GAS	406.46
28338	01/10/2013	AMERIPRIDE LINEN & APPAREL	RUG & TOWEL SERVICE	102.34
28339	01/10/2013	MINNESOTA 9-1-1 PROGRAM	911, TAP & TAM	1,679.02
28340	01/10/2013	WHITEFISH AUTOMOTIVE	OIL CHANGE & TIRE ROTATION-LARRY'S TRK	48.24
28341	01/10/2013	NATIONAL CABLE TELEVISION COOP	6' HDMI CABLES	171.13
28342	01/10/2013	CENTRAL TRANSPORT GROUP LLC	4 EA DS1'S	2,332.32
28343	01/10/2013	MERRILL LYNCH	DECEMBER VISA CHARGES	2,235.18
28344	01/10/2013	PINNACLE PUBLISHING LLC	TELEPHONE DIRECTORY-5	1,044.62
28345	01/10/2013	ROVI GUIDES	AFFILIATE PAYMENT	171.20
28346	01/10/2013	SHOWTIME NETWORKS INC	AFFILIATE PAYMENT	240.25
28347	01/10/2013	FOX SPORTS NET NORTH	AFFILIATE PAYMENT	6,137.64
28348	01/10/2013	TOWER DISTRIBUTION COMPANY	AFFILIATE PAYMENT	253.32
28349	01/10/2013	BL BROADCASTING INC	HOLIDAY AD	240.00
28350	01/10/2013	AT&T - DALLAS TX	PARS 1-1-13	169.67
28351	01/10/2013	CROW WING COUNTY HIGHWAY DEPT.	NOV UNLEAD & DIESEL FUEL	703.49
28352	01/10/2013	CROSSLAKE ACE	PVC, GLASS CLEANER, SHOVEL, GLOVES, ETC	80.02
28353	01/10/2013	NATIONAL CABLE TEL COOP INC	AFFILIATE PAYMENT	26,782.52
28354	01/10/2013	KARE GANNETT CO., INC	AFFILIATE PAYMENT	927.96
28355	01/10/2013	PAUL HOGE	2012 CAFE PLAN REIMB. - BAL 0	36.36
28356	01/10/2013	WASTE PARTNERS INC.	DECEMBER TRASH REMOVAL	75.84
28357	01/10/2013	DISCOVERY COMMUNICATIONS INC.	AFFILIATE PAYMENT	139.26
28358	01/10/2013	CHARTER COMMUNICATIONS	JANUARY INTERNET	1,500.00
28359	01/10/2013	HUBBARD BROADCASTING, INC.	AFFILIATE PAYMENT	372.00
28360	01/10/2013	4M FUND F.B.O. 35373-101	FUND DEBT SERVICE RESERVE	37,825.83
28361	01/10/2013	HUB TELEVISION NETWORKS, LLC	AFFILIATE PAYMENT	25.62
28362	01/10/2013	MAILFINANCE	POSTAGE METER LEASE 1/27/13-4/26/13	231.36
28363	01/10/2013	BIG 10	AFFILIATE PAYMENT	1,497.50
28364	01/10/2013	COOPERATIVE NETWORK SERV LLC	JAN LOCAL CHANNEL TRANSPORT	500.00
28365	01/10/2013	VERIZON WIRELESS	CELL PHONES	251.21
28366	01/10/2013	AQUARIUS WATER CONDITIONING INC.	JANUARY WATER SOFTENER RENTAL	44.89
28367	01/10/2013	NISC	DEC LICENSE FEES & TRAINING	2,446.98
28368	01/10/2013	ESSENTIA HEALTH	EE SCREENING	25.00
28369	01/10/2013	FOX TELEVISION STATIONS, INC.	AFFILIATE PAYMENT	1,843.71

28370	01/10/2013	CBS TELEVISION STATIONS	AFFILIATE PAYMENT	989.01
28371	01/10/2013	TIMOTHY PRONLEY	CREDIT REFUND	40.00
28372	01/10/2013	MELISSA MCINTYRE	CREDIT REFUND	40.00
28373	01/10/2013	DWIGHT SEWARD	CREDIT REFUND	11.98
28374	01/10/2013	BENJAMIN KALISH	CREDIT REFUND	22.49
28375	01/10/2013	JOHN PAIST	CREDIT REFUND	40.15
28376	01/10/2013	MARGUERITE STELZIG	CREDIT REFUND	7.86
28377	01/10/2013	CHRIS LEONARD	CREDIT REFUND	16.55
28378	01/10/2013	KARI NELSON	CREDIT REFUND	68.63
28379	01/10/2013	WILLIAM SCHILLING	CREDIT REFUND	29.55
28380	01/10/2013	MICHAEL HUBER	CREDIT REFUND	23.82
28381	01/10/2013	CAMPION LLC	CREDIT REFUND	40.00
28382	01/10/2013	SCOTT ZIMPRICH	CREDIT REFUND	40.00
28383	01/18/2013	IBEW LOCAL UNION 949	NOVEMBER UNION DUES	441.96
28384	01/28/2013	EMILY COOPERATIVE TELEPHONE	JAN LOCAL CHANNEL TRANSPORT, DEC BANDWIDTH	2,105.00
28385	01/28/2013	GOPHER STATE ONE CALL	ANNUAL USER FEE	100.00
28386	01/28/2013	MOSS & BARNETT	RE; AT&T LEASE AMENDMENT	637.00
28387	01/28/2013	OLSEN THIELEN CO LTD	MTA/MIC ACTIVITY	551.46
28388	01/28/2013	CITY OF CROSSLAKE	CONTINUING DISCLOSURE REPORT	1,012.50
28389	01/28/2013	THE OFFICE SHOP INC.	CALC RIBBON, INK, CALENDARS	42.81
28390	01/28/2013	XCEL ENERGY	DEC/JAN NATURAL GAS	653.51
28391	01/28/2013	LAKES UTILITY COOR. COMMITTEE	2013 MEMBERSHIP DUES	250.00
28392	01/28/2013	DELTA DENTAL PLAN OF MINNESOTA	FEBRUARY DENTAL PREMIUM	1,036.80
28393	01/28/2013	SOLIX	B&C STATEMENT	33.67
28394	01/28/2013	WILLIAM GORDON	CELL PHONE CASE	122.03
28395	01/28/2013	NCPERS MINNESOTA	FEBRUARY LIFE PREMIUM	48.00
28396	01/28/2013	NEUSTAR INC.	SOW & LNP CHARGES	115.11
28397	01/28/2013	ASSURANT EMPLOYEE BENEFITS	FEB LONG TERM DISABILITY	450.33
28398	01/28/2013	MINNESOTA LIFE INSURANCE CO	FEBRUARY LIFE PREMIUM	197.40
28399	01/28/2013	PROGRESSIVE BUSINESS PUBLIC.	1 YR SUBSCRIPTION-SUPERVISORS LEGAL UPDATE	94.56
28400	01/28/2013	UNIVERSAL SERVICE ADMIN CO.	JANUARY FUSC	2,800.45
28401	01/28/2013	RADIO SHACK	EQUIP PURCH TO GET PBS OPERATIONAL	2
28402	01/28/2013	TV GUIDE NETWORK	AFFILIATE PAYMENT	538.75
28403	01/28/2013	VANTAGE POINT	DECEMBER TTP SERVICE	210.00
28404	01/28/2013	CROW WING COUNTY HIGHWAY DEPT.	DEC UNLEAD & DIESEL FUEL	610.46
28405	01/28/2013	7SIGMA SYSTEMS INC	DECEMBER CONSULTING	2,000.00
28406	01/28/2013	GE CAPITAL	COPIER LEASE 35 OF 60	362.03
28407	01/28/2013	TIGER DIRECT	HEADPHONES, DVD'S, CD'S, & OTHER MISC	1,666.77
28408	01/28/2013	CHERI E. AYD	JANUARY OFFICE CLEANING	689.34
28409	01/28/2013	ONLINE INFORMATION SERVICES	5 EXCHANGE REPORTS	115.41
28410	01/28/2013	ONLINE COLLECTIONS	COLLECTION COMMISSION	35.49
28411	01/28/2013	TIME COMMUNICATIONS	JAN/FEB ANSWERING SERVICE	139.95
28412	01/28/2013	VERIZON WIRELESS	CELL PHONES	250.94
28413	01/28/2013	NTCA GROUP HEALTH PLAN	FEBRUARY LIFE & HEALTH PREMIUM	15,569.76
28414	01/28/2013	DQ TECHNOLOGY	25 EA DSL ROUTERS	1,465.60
28415	01/28/2013	NISC	JANUARY BILLING	6,478.75
28416	01/28/2013	DONALD FORTNEY	DEPOSIT REFUND	40.00
			Total for General Account	<u>219,797.28</u>

RESOLUTION 13-02

CITY OF CROSSLAKE
COUNTY OF CROW WING
STATE OF MINNESOTA

RESOLUTION OF SUPPORT FOR MATERIALS FUNDING FOR THE KRLS AFFILIATE LIBRARIES IN
CROSSLAKE AND PEQUOT LAKES

WHEREAS, on December 11, 2012 the Crow Wing County (CWC) Board voted to reduce the proposed budget for the Kitchigami Regional Library System (KRLS) from \$549,002 to \$529,002; and

WHEREAS, on January 17, 2013 the Kitchigami Regional Library Board voted to cut \$20,000 from the 2013 outreach budget for materials expenditures for the KRLS affiliate libraries in Crosslake and Pequot Lakes; and

WHEREAS, the Brainerd Public Library is scheduled to receive \$133,378 for materials funding in 2013 while the Crosslake and Pequot Lakes Library are scheduled to receive \$00.00 in funding for 2013; and

WHEREAS, Crosslake and Pequot Lakes Libraries serve the library needs of city residents in: Crosslake, Pequot Lakes, Breezy Point, Fifty Lakes, Emily, Jenkins and Manhattan Beach and also the Townships of: Ideal, Gail, Jenkins, Pelican, Timothy, Fairfield, and Mission. All together these communities provide \$230,836 or 44% of the \$529,002 budgeted for Library expenditures in Crow Wing County for 2013; and

WHEREAS, the Crosslake and Pequot Lakes Libraries rival five of the branch libraries in total card holders (Crosslake-5,089, Pine River-3,899, Walker-3,623, Pequot Lakes-3,100, Longville-2,147, Cass-1,706, Blackduck-1,602, and

WHEREAS, the Crosslake and Pequot Lakes Libraries in 2012 had higher circulation numbers than three of the nine Kitchigami Branch Libraries (Blackduck, Cass and Longville) and also the Mobile Library, (Crosslake Circulation – 28,197), (Pequot Lakes Circulation – 35,507); and

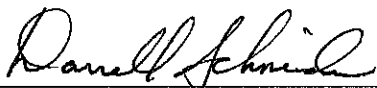
WHEREAS, the Handbook for Minnesota Cities, Chapter 1 page 9, recommends that City officials pay close attention to the way county boards spend the money collected from property taxes levied within cities to ensure city residents receive a proper share of county services; and

WHEREAS, under the terms of paragraphs 3.6 and 4.4 of the Joint Powers Agreement (between KRLS and CWC), the KRLS Board reduces services to the residents of cities and counties consistent with the revenue received from them; using this same philosophy the KRLS Board should consider providing funding of at least 3.79% (\$20,000) of the CWC funding to the communities that provide 44% (\$230,836) of the overall funding for Crow Wing County; and

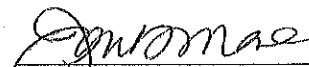
WHEREAS, Brainerd residents are taxed separately by the city and do not contribute to the Crow Wing County tax levy for library services; Crosslake and Pequot Lakes residents pay taxes for both their local library expenses and the regional library contribution in Crow Wing County, and

NOW, THEREFORE BE IT RESOLVED that the City Council recommends to the Kitchigami Regional Library Board that the \$20,000 in materials funding that the Crosslake and Pequot Lakes libraries received in 2012 be reinstated to the KRLS budget for Crow Wing County in 2013.

Adopted this 11th day of March 2013.



Darrell Schneider
Mayor



Jennifer D. Max
City Clerk

**RESOLUTION 13-03
CITY COUNCIL
CITY OF CROSSLAKE
CROW WING COUNTY, MINNESOTA**

Parcel ID Number(s): 1416800090BB009, 1416800090AB009, 1416800090BA009, 1416800090AA009

Case Number: Subdivision 2012-005 (Preliminary Plat)

Property Owner: Jon L. Otterlei as Trustee, The Jon Otterlei Revocable Living Trust U.A.D. December 3, 1990

Legal Description: The property is described as Outlots A and B, Rushmoor Estates, Section 17 & 18, Township 137 North, Range 27 West, Crow Wing County, MN and consists of a total area of approximately 237,591 sq. ft. or 5.45 acres. The property is located west of Rushmoor Blvd. and south of Rushmoor Trail.

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Crosslake, Minnesota, was held on the 11th day of March, 2013. **Council members Darrell Schneider, Steve Roe, Gary Heacox, John Moengen and Mark Wessels were present.**

Mark Wessels introduced the following resolution, 13-03, and moved its adoption:

WHEREAS, the applicant is requesting approval of Otterlei Estates, a Preliminary Plat subdivision to establish four off-lake residential lots and two lake residential lots from two existing off-lake residential lots and two existing lake residential lots in the R-3, Medium Density Residential zoning district, and

WHEREAS, City Ordinance requires Preliminary Plats be approved by the City Council upon receiving a recommendation from the Planning and Zoning Commission after conducting a duly called public hearing and finding that all lots created by the plat conform to City Ordinance (except for Lot 1), and

WHEREAS, City Ordinance states that: *Corner lots shall be 25 percent larger than the minimum lot size specified in the respective zoning district to accommodate the increased area necessary for road setbacks as measured from both the front and corner-side lot lines, and*

WHEREAS, City Ordinance also states that: *Where literal compliance with the standards herein specified is clearly impractical, the commission may modify or adjust standards to permit reasonable utilization of property while securing substantial conformance with the objectives of these regulations, and*

WHEREAS, a copy of the revised Preliminary Plat dated February 26, 2013 showing the location and layout of the proposed subdivision is attached hereto as EXHIBIT A, and

WHEREAS, an area map showing the location of the property is attached hereto as EXHIBIT B, and

WHEREAS, the public hearing notice was published and mailed per ordinance requirements, and

WHEREAS, the public hearing was heard on December 21, 2012, and continued February 22, 2013, and all public comment was received both verbally and in writing, and

WHEREAS, the Planning and Zoning Commission conducted a public hearing on February 22, 2013, received all public comment, and is recommending City Council approval of the Preliminary Plat subject to the conditions listed herein, including cash in lieu of land for park dedication in the amount of \$3,000.00 for the two new lots to be created, and

WHEREAS, the Park and Recreation/Library Commission is also recommending that the City Council approve cash in lieu of land for park dedication in the amount of \$3,000 for the two new lots to be created for this subdivision application.

NOW, THEREFORE, BE IT RESOLVED the City Council adopts the following findings of fact and decision:

FINDINGS OF FACT

1. The Council finds that the subdivision application complies with the goals, policies and implementation strategies of the Comprehensive Plan.
2. The Planning and Zoning Commission and City Council find that the preliminary plat application does not comply with all City ordinance minimum requirements for subdivisions in the R-3, Medium Density Residential zoning district and Chapter 44 of the City Code. The proposed Lot 1 is a corner lot and it is not 25 percent larger than the normal minimum size for a non-riparian lot as required by City Code (42,700 sq. ft. vs. 50,000 sq. ft. required; see

Chapter 44, Sec. 44-140.d.5). However, the Planning and Zoning Commission can approve the smaller size using City Code Section 44-137, which states that "*the Commission can adjust standards to permit reasonable utilization of property while securing substantial conformance with the objectives of the regulations.*" The Planning and Zoning Commission and City Council find that the standards can be adjusted to the proposed size for Lot 1 because there is sufficient space on Lot 1 for primary and alternate septic sites and a reasonably sized house or structure.

3. The Park and Recreation/Library Commission/Director and the Planning and Zoning Commission recommend the City Council approve cash in lieu of land for park dedication in the amount of \$3,000.00.
4. The proposed subdivision is within the 1,000-foot DNR Shoreland Management area of Arlas Pond, a General Development (GD) lake classification.
5. The applicant has consented to remove the 25 ft. easement described along the west property line of the proposed preliminary plat as the City Attorney has opined that the easement is not present as an operation of law when the property ownership was changed and conveyed to the current owner.

DECISION

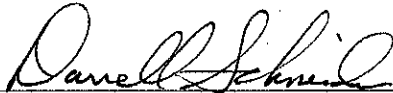
Accordingly, based on the findings set out above and the records before it, the Crosslake Planning and Zoning Commission recommends and the City Council hereby APPROVES Subdivision 2012-005 due to the fact that all preliminary plat criteria have been met.

BE IT FURTHER RESOLVED, approval of S2012-005 shall be subject to the following conditions:

1. The Otterlei Estates plat shall be completed in full accordance with the plans submitted with the preliminary plat application and the revisions and conditions of approval recommended by the Planning and Zoning Commission.
2. The Planning and Zoning Commission and Park and Recreation/Library Commission have both recommended cash in lieu of land for Park Dedication. The City Council shall require the applicant to pay the City of Crosslake \$3,000 cash in lieu of land for Park Dedication prior to signing and releasing the Final Plat of Otterlei Estates.
3. The City of Crosslake shall be reimbursed for all fees resulting from services provided by the City Attorney, City Engineer, and City Surveyor prior to signing and releasing the Final Plat of Otterlei Estates.
4. Failure to pay the fees and submit a final plat application within one year following the date of preliminary plat approval shall void the approval of the Otterlei Estates preliminary plat unless such time is extended by the City Council.
5. All future development must comply with City Ordinance requirements.

The motion for adoption of the foregoing Resolution was duly seconded by John Moengen and upon vote being taken thereon, the following voted in favor thereof: Darrell Schneider, Steve Roe, Gary Heacox, John Moengen and Mark Wessels. The following voted against: None. The following abstained from the vote: None.

Approved and adopted by the City Council of the City of Crosslake this 11th day of March, 2013 by a 5/5ths vote.



Darrell Schneider, Mayor

ATTEST:



Jennifer D. Max, City Clerk/Treasurer

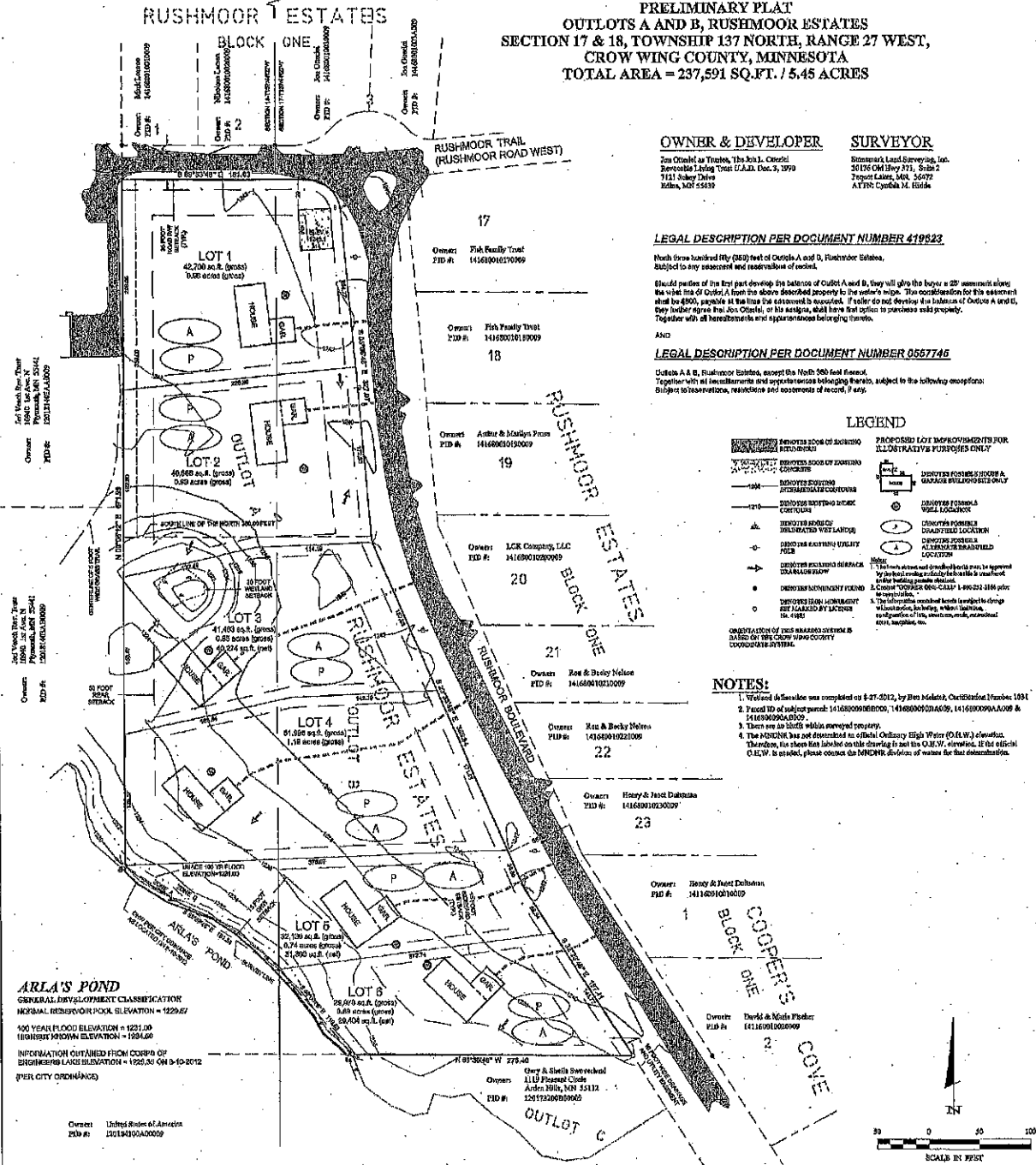
Attachments: Exhibit A and Exhibit B

EXHIBIT A

OTTERLEI ESTATES

PRELIMINARY PLAT
OUTLOTS A AND B, RUSHMOOR ESTATES
SECTION 17 & 18, TOWNSHIP 137 NORTH, RANGE 27 WEST,
CROW WING COUNTY, MINNESOTA
TOTAL AREA = 237,591 SQ. FT. / 5.45 ACRES

PLAT NO. 2267210 (2021) AM-PLAT-1698912-1 (1590) CROW WING COUNTY, MN



OWNER & DEVELOPER: Jon Otterlei et Trustees, The John L. Otterlei Revocable Living Trust U.A.D. Dec. 3, 2009, 1121 Robert Drive Edina, MN 55438

SURVEYOR: Kenneth Lund Surveying, Inc., 30156 Oak Hwy 371, Suite 2, Tower Lake, MN, 55972, ATTY: Cynthia M. Ruffa

LEGAL DESCRIPTION PER DOCUMENT NUMBER 419523

North three hundred fifty (355) feet of Outlots A and B, Rushmoor Estates,
Should parties of the first part develop the balance of Outlot A and B, they will give the buyer a 20' easement along
the west line of Outlot A from the above described property to the water's edge. This easement for the easement
shall be 40' wide, parallel to the line of the easement to be recorded. If either do not develop the balance of Outlot A and B,
they hereby agree that Jon Otterlei, or his assigns, shall have first option to purchase said property.
Together with all hereinafter and appurtenances belonging thereto.

LEGAL DESCRIPTION PER DOCUMENT NUMBER 0557746

Outlots A & B, Rushmoor Estates, except the North 200-foot Strand,
Together with all hereinafter and appurtenances belonging thereto, subject to the following exceptions:
Subject to reservations, restrictions and easements of record, if any.

LEGEND: Symbols for proposed lot improvements, easements, utilities, etc. Includes a note about survey accuracy and a date of 12/29/2021.

NOTES:

- 1. Vertical datums are completed on 4-27-2012, by Eric Melzer, Certification Number: 1491
2. Parcel ID of subject parcel: 14163800060000, 14163800020000, 14163800080000 &
14163800090000.
3. There are no lots within surveyed property.
4. THE MONITOR has not demonstrated an official Ordinary High Water (O.H.W.) elevation.
Therefore, this sheet has been labeled as not the O.H.W. elevation. If the official
O.H.W. is needed, please contact the MONITOR, Division of Waters for that determination.

ARLA'S POND
GENERAL DEVELOPMENT CLASSIFICATION
NORMAL RECREATION POOL, ELEVATION = 1229.27
100 YEAR FLOOD ELEVATION = 1221.00
HIGHEST KNOWN ELEVATION = 1228.60
INFORMATION OBTAINED FROM CORPS OF
ENGINEERS LAKE ELEVATION = 1220.50 ON D-10-2012
(MIN CITY ORDINANCE)

CONTOUR INFORMATION
Contour interval at 2 feet. Ground and NEWSD 03 dates. Contours shown have been obtained using standard survey
topographic methodology. Field located on August 16, 2012.

SOIL DATUM
The Crow Wing County State Storage Unit and in the proposed planned area to be classified as "Classic" Chaska
Association, coarse to fine (C2-C1). These soils are expected to be "very suitable" for septic tank and household applications.

VEGETATION AND TOPOGRAPHIC ALTERATIONS
The plat will consist of 6 lots for residential purposes. Each lot will support residential improvements whose vegetation and
land alterations will occur for the construction of homes, garages, decks, sewer systems, and other appropriate residential
improvements.

UTILITIES
All lots have been designed large enough to allow for each (7) possible residential lots as shown on the plat. Discharge lines
must meet a 6" pipe-back requirement as set forth in the county's or city's ordinance. All lots will be served by private wells
that discharge water to the pond.

ZONING
Zoning is in Residential-Medium Density = R-3.

EROSION CONTROL PLAN
1. All ground disturbed by construction is to be stabilized as soon as possible using seed and sod mix establishment
2. Maintain vegetation along property lines and areas undisturbed by construction
3. No filling or disturbance wetland areas.
4. 30' fence shall be placed at edge of wetlands during construction.

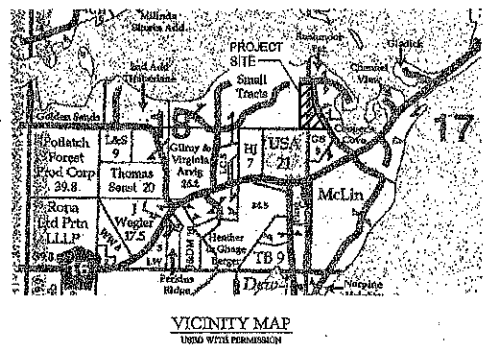


Table with columns: PRELIMINARY PLAT, PROJECT NUMBER, DATE, DESCRIPTION, and other administrative details. Includes a signature and date of 12/29/21.

EXHIBIT B

Location Map

