

SPECIAL COUNCIL MEETING  
CITY OF CROSSLAKE  
THURSDAY, MARCH 1, 2012  
10:30 A.M. – CITY HALL

The Council for the City of Crosslake met in a special meeting in the Council Chambers of City Hall on Thursday, March 1, 2012. The following Council Members were present: Mayor Darrell Schneider, Steve Roe, Dean Swanson and Rusty Taubert. Absent was John Moengen. Also present were City Administrator Tom Swenson, Clerk/Treasurer Jenny Max, Community Development Director Ken Anderson, Public Works Director Ted Strand, Parks and Recreation Director Jon Henke and Echo Publishing Reporter Kate Perkins. There were approximately three people in the audience.

1. Call to Order – Mayor Schneider called the Special Council Meeting to order at 11:00 A.M.
2. The Council reviewed a memo dated March 1, 2012 from Jenny Max regarding codification changes. City Administrator Swenson noted three areas that staff was recommending deleting from the city code included public dances, reserve force, and golf carts. Administrator Swenson noted that the City has not historically regulated public dances and therefore staff felt that having a section for licensing them did not make sense. Chief Hartman recommended deletion of the reserve force section as the City does not utilize a reserve force for the Police Department. Chief Hartman also noted that as with the previous Police Chief, he does not issue golf cart permits for use on City streets. Staff is recommending deletion of divisions two and three and replacing those sections with text that reads “Golf carts shall not be driven on any City street, sidewalk or other public way. Golf carts driven in any other location should be operated in strict compliance with the law.” The Council held a discussion regarding why golf carts are specifically mentioned in the City code when they are similar to that of ATV’s or snowmobiles. Chief Hartman noted that golf carts have specific language in state statutes and that is why it is also specifically listed in the Crosslake code. Parks Director Henke stated that there is a big problem with the use of golf carts, especially at the Community Center. Often times there are too many children riding on a cart and no parent supervising them. Following discussion, MOTION 03S1-01-12 WAS MADE BY STEVE ROE AND SECONDED BY RUSTY TAUBERT TO APPROVE THE CODIFICATION CHANGES FOR PUBLIC DANCES, RESERVE FORCE AND GOLF CARTS AS PRESENTED, AND TO AUTHORIZE STAFF TO SEND THE CHANGES TO THE CODIFIERS. MOTION CARRIED WITH ALL AYES.
3. Ken Anderson presented the Council with a recommendation from the Planning and Zoning Commission regarding Ordinance Amendment 2008-010, Land Subdivision and Platting Regulations. Councilmember Roe questioned why the variances section was deleted and Mr. Anderson noted that since a person cannot apply for a variance to create a new lot that is nonconforming, the Commission felt that the language should be deleted. Councilmember Roe stated that he would like to see specific language relating to variances in hopes that it would be clearer to the reader. Mr.

Anderson noted that section 3.40 for variances could be left in and would read as "Variance applications to alter the standards of this Chapter for purposes of the subdivision or platting of land to create new lots of record shall not be accepted or considered by the Board of Adjustment." Administrator Swenson noted that if the Council has no objections, staff would like to send this ordinance amendment to the codifiers so they can begin working on the changes, but the actual adoption by the Council would be at the March 12<sup>th</sup> Council meeting. Following discussion, MOTION 03S1-02-12 WAS MADE BY STEVE ROE AND SECONDED BY DEAN SWANSON TO ADD THE VARIANCE LANGUAGE INTO THE REVISED ORDINANCE AMENDMENT FOR CHAPTER THREE REGARDING LAND SUBDIVISION AND PLATTING REGULATIONS AS PRESENTED AND AUTHRIZE STAFF TO SEND THE CHANGES TO THE CODIFIERS. MOTION CARRIED WITH ALL AYES.

4. Administrator Swenson reviewed an updated City Fee Schedule with the Council. Administrator Swenson noted that changes to the fee schedule were due to inconsistencies between the city code and the existing fee schedule (a red-lined copy of the updated fee schedule is included as part of the minutes). The Council questioned the alarm compliance fee as noted on the fee schedule and Chief Hartman said he was not aware of a reason he would impose an alarm compliance fee. The Council directed staff to remove this item from the fee schedule and city code. Following discussion, MOTION 03S1-03-12 WAS MADE BY STEVE ROE AND SECONDED BY RUSTY TAUBERT TO APPROVE THE UPDATED FEE SCHEDULE FOR THE CITY OF CROSSLAKE AS PRESENTED. MOTION CARRIED WITH ALL AYES.
5. A memo dated March 1, 2012 from Jenny Max regarding the codification timeline was included in the packet for Council information.
6. Additional discussion regarding codification – None.

There being no further business, MOTION 03S1-04-12 WAS MADE BY DARRELL SCHNEIDER AND SECONDED BY STEVE ROE TO ADJOURN THIS SPECIAL COUNCIL MEETING AT 11:58 A.M. MOTION CARRIED WITH ALL AYES.

Respectfully submitted by,



Jennifer Max  
Clerk/Treasurer

Deputy Clerk/Minutes/3-1-12 Special.doc

**CITY OF CROSSLAKE  
FEE SCHEDULE**

**ADMINISTRATION – FEE SCHEDULE**

<b>ITEM DESCRIPTION</b>	<b>FEE</b>
<b><u>CEMETERY</u></b>	
• Cemetery Plot for Resident/Property Owner	\$250
• Cemetery Plot for Non-Resident	\$500
• Staking Fee	\$50
• Full Opening in Summer	\$400
• Full Opening in Winter	\$500
• Cremation Opening in Summer	\$150
• Cremation Opening in Winter	\$200
• Holidays/Weekends	\$100
<b><u>FIRE</u></b>	
• Controlled House Burn	\$1600
<b><u>POLICE</u></b>	
• False Alarm Fee (after third response)	\$50
<del>• Alarm Compliance Fee</del>	<del>\$50</del>
<del>• Golf Cart Permit</del>	<del>\$????</del>
<b><u>LIQUOR LICENSES</u></b>	
• Club On Sale	\$300
• Off Sale 3.2 Beer	\$25
• Off Sale Intoxicating Liquor	\$100
• On Sale 3.2 Beer	\$75
• On Sale Intoxicating Liquor	\$1500
• Set Up and Display	\$50
• Sunday On Sale	\$200
• Background Investigation	\$500
<b><u>MISCELLANEOUS</u></b>	
• Assessment Searches	\$5 per PID
• City Maps	\$10
• DVD Copies	\$10
• Duplicate License	\$10
• Election Filing Fee	\$2
• Fax	\$1 First Page/\$0.25 Each Addt'l Page
• Photo Copies	\$0.25 First Page/ \$0.10 Each Addt'l Page
• Returned Check Fee	\$10 plus actual costs incurred

- Water \$1.80/Per 1,000 Gallons
- Special Council Meeting Request \$250

**MUNICIPAL SEWER CHARGES**

- Residential Usage Charge \$36/Per Month
- Commercial Usage Charge \$36/Per 8,000 Gallons/Per Month
- Penalty Charge 10% of Unpaid Balance
- Residential Connection Fee \$4,000
- Commercial Connection Fee \$6,500

**PERMITS**

- Adult Establishment \$2,500
- Background Investigation \$500
- ~~Public Dance~~ ~~?????~~
- Single Transient Merchant Permit – Single Event \$50
- Single Transient Merchant Permit – Annual \$100
- Group Transient Merchant Permit – Annual \$50
- Express Service - Process in Less Than 14 Days \$20
- Pawn Broker \$150/Calendar Year
- Landscape Contractor/Excavator \$100/Calendar Year

**PUBLIC WORKS**

- Crack Sealing \$0.85/Per Foot
- Mowing \$75/Per Hour
- Petition to Vacate Road/Alley/Public Way \$250
- Salt/Sand \$25/Per Yard
- Snowplowing \$100/Per Hour
- Street Sweeping \$100/Per Hour
- Waste Hauler Determined on a case by case basis

**PARK AND RECREATION – FEE SCHEDULE**

- Deposits: \$50 for meeting rooms. \$100 for gymnasium.
- Flat Fee of \$10 for use of the kitchen.
- All groups utilizing the Community Center before or after regular hours will be charged \$20 an hour in addition to the regular costs of room or gym rental. Regular hours are Monday – Thursday 8-8; Friday 8-5; Saturday 10-4; and Sunday 1-5.
- Civic Clubs and Community Clubs meeting room use that exceeds 6 hours a day will be charged an additional \$10.
- Set Up/Take Down Fee: This service will only be available if staffing permits. The minimum charge for set up of equipment will be \$5. Up to 6 banquet tables will be set up for this fee. A fee of \$3 per table will be charged for set up and take down of tables over the amount of six. The \$5 minimum fee for set up/take down does apply for card tables. Up to 25 chairs will be set

**up for free. Additional cost of chair set up/take down is \$1 per chair. Groups can avoid the set up/take down fees by setting up equipment themselves.**

**TYPE OF ACTIVITY**

**FEE**

**MEETING ROOM RENTALS**

There is a flat rate of \$10/per hour for meeting room #3. Meeting rooms #1 and #2 can be rented together for a discount of \$5/per hour.

- City Activities No Cost
- Youth Clubs No Cost
- School District Youth Sports/Charter School No Cost - Up to 2 Events Per Week/2 Hours Per Event
- ~~• County/State/Federal \$10/Per Hour~~
- Community Education \$1.50/Per Person
- ~~• Preschool \$5/Per Hour~~
- Civic Clubs \$10/Up to 6 Hours  
(Lions and Legion have one free event (2 day maximum) per year. After hour fees are charged if event takes place after or before regular hours)
- Community Clubs \$10/Up to 6 Hours
- Lake Associations \$10/Per Hour
- Private Groups and Other Businesses \$15/Per Hour

**GYM RENTALS**

- City Activities No Cost
- Youth Clubs \$10/Per Hour
- School District Youth Sport/Charter School No Cost – Up to 2 Events Per Week/2 Hours Per Event
- ~~• County/State/Federal \$15/Per Hour~~
- ~~• Preschool \$10/Per Hour~~
- Civic Clubs \$10/Per Hour
- Community Clubs \$10/Per Hour
- Lake Associations \$15/Per Hour
- Private Groups and Other Businesses \$25/Per Hour

**MISCELLANEOUS RENTALS**

- Disc Golf Set – 2 Hours \$5
- GPS – 4 Hours \$5
- GPS – All Day (8 Hours Max) \$10
- Piano Rental (Includes Delivery) \$200/2 Days
- Picnic Shelter \$27  
(Two \$50 deposits are required. Beer and wine permits are available with City approval at a cost of \$27)
- Tennis Racket \$3

### MISCELLANEOUS SALES

- Aerobic Band (6') \$6
- Disc Golf Disc (1 Disc) \$12
- Disc Golf Discs (Set of 3) \$30
- Tennis Balls \$4/can
- Trail Maps \$0.50

### ACTIVITY FEES

- T-Ball – Per Season \$35
- Mustang Baseball – Per Season \$35
- Colt Baseball and Up – Per Season \$45
- Aerobics – Daily \$4
- Aerobics Membership – 12 sessions \$36
- Basketball \$35
- Soccer for Grades K-3 – Per Season \$30
- Soccer for Grades 4-11 – Per Season \$40
- Soccer Indoors on Sundays \$11
- Tennis for Seniors – Per Season \$22
- Tennis Lessons – Per Week \$20
- Tennis Lessons – 3 Weeks \$50
- Volleyball – Daily \$4
- Volleyball – 10 Weeks \$17
- Weight Room – Daily \$6
- Weight Room – Monthly \$35
- Weight Room – Quarterly \$90
- Weight Room – Semi Annual \$160
- Weight Room – Annual \$260
- Personal Trainer \$30 / hour
- Youth Sports Late Fee: \$5 first two weeks after deadline; \$10 third week until teams are full

### LIBRARY

- Library Cards \$5 – Adult  
\$1 – Student  
\$5 – Replacement
- Photo Copies \$0.25 First Page/  
\$0.10 Each Add'l Page  
\$.50/color page
- Material Fines Cost of replacement
- Administrative Fee – fine for notice sent out \$5
- Summer Reading Program \$5
- Storage Disc \$2

## PLANNING AND ZONING – FEE SCHEDULE EFFECTIVE 1-1-09

**Subd. 8. Fees.** The Council shall adopt the following schedule of fees for all permits and other services. No permit shall be issued or request brought before the Board of Adjustment or Planning and Zoning Commission until the fees are paid. Applications received after work has progressed shall require the payment of an additional fee as adopted in the schedule of fees to cover the additional costs of investigation. This fee shall be required whether the permit is issued or not.

<b>TYPE OF PERMIT</b>	<b>PERMIT FEE</b>
<b><u>RESIDENTIAL NEW CONSTRUCTION (not including accessory structure or addition)</u></b>	
• Up to 1,000 sq. ft. ground cover	\$250
• 1,001-2,000 sq. ft. ground cover	\$500
• 2,001-3,000 sq. ft. ground cover	\$750
• 3,001 sq. ft. and greater ground cover	\$1,000
<b><u>RESIDENTIAL ACCESSORY STRUCTURE OR ADDITION</u></b>	
• Up to 100 sq. ft. ground cover	\$25
• 101-200 sq. ft. ground cover	\$100
• 201-400 sq. ft. ground cover	\$125
• 401-600 sq. ft. ground cover	\$175
• 601-1,000 sq. ft. ground cover	\$250
• 1,001-2,000 sq. ft. ground cover	\$300
• 2,001 sq. ft. and greater ground cover	\$500
<b><u>COMMERCIAL NEW CONSTRUCTION (including plan review/not including accessory structure or addition)</u></b>	
• Up to 1,000 sq. ft. ground cover	\$400
• 1,001-2,000 sq. ft. ground cover	\$500
• 2,001-5,000 sq. ft. ground cover	\$750
• 5,001-10,000 sq. ft. ground cover	\$1,000
• 10,001 sq. ft. and greater ground cover	\$1,250
• Storage Building (no city sewer/per building)	\$400
<b><u>COMMERCIAL ACCESSORY STRUCTURE OR ADDITION (including plan review)</u></b>	
• Up to 100 sq. ft. ground cover	\$50
• 101-400 sq. ft. ground cover	\$100
• 401-1,000 sq. ft. ground cover	\$300
• 1,001-2,000 sq. ft. ground cover	\$400
• 2,001-5,000 sq. ft. ground cover	\$500
• 5,001-10,000 sq. ft. ground cover	\$750
• 10,001 sq. ft. and greater ground cover	\$1,000
• Multi-Storage Building (no city sewer/per building)	\$400
<b><u>DEMOLISH/REMOVE BUILDING</u></b>	<b>\$50</b>

**TEMPORARY STRUCTURES**

\$50

**SEPTIC: Upgrade/New System**

- Residential \$150
- Commercial
  - \* Small Flow System (< 1,000 gal/day) \$250
  - \* Large Flow System (> 1,000 gal/day) \$325

**LAND ALTERATIONS**

- As allowed under zoning ordinance
  - \* Rip Rap or Sand Blanket \$75 & site plan
  - \* Vegetation Removal, w/approved Forest/Harvest Plan \$30 & site plan
  - \* Retaining wall, stairs, lifts, etc. \$25 & Forest Mgmt. Plan & Harvest Plan
- \* Retaining wall, stairs, lifts, etc. \$50

**FENCE**

\$25

**DRIVEWAY**

\$50 & site plan  
(+ cost of culvert if necessary)

**AFTER-THE-FACT**

10x's application fee

**ON-SITE SIGN**

- Residential/Home Occupation \$25
- Commercial
  - \* Permanent \$50
  - \* Temporary (Up to 60 days) No fee
- E-911 Sign/Address Fee \$100
- E-911 Sign/Address Replacement Fee \$55

**CONDITIONAL USE PERMIT (including amendments)**

- Residential \$350
- Commercial \$450
- Planned Unit Development
  - \* Residential \$250 + \$25 per lot
  - \* Commercial \$300 + \$25 per lot
- County Recorder's Fee \$46

**VARIANCE**

- Residential \$350
- Commercial \$450
- County Recorder's Fee \$46

**ZONING ORDINANCE AMENDMENT**

\$350 + Printing Costs

**ZONING MAP AMENDMENT**

\$300 + \$200 if approved



<b><u>APPEAL</u></b>	\$200
<b><u>APPLICANT'S REQUEST FOR SPECIAL MEETING</u></b>	\$250
<b><u>PARK DEDICATION FEES</u></b>	\$1500 per new lot

**ZONING INFORMATION**

• <b>Zoning Ordinance</b>	\$25
• <b>Subdivision Ordinance</b>	\$25
• <b>Comprehensive Plan</b>	\$25
• <b>Maps</b>	
* Road	\$10
* Zoning (11" by 17")	\$5
* Complete Aerial Photo Digital Data (2006 spring flight)	\$2,800
* Clipped data (Partial Data, minimum fee of \$250.00 or percent of \$2,800 total for City coverage included, whichever is greater)	\$250 plus
* Photo Copy – 8.5" by 11"	
Color	\$15
Black & White	\$5
* Photo Copy – 8.5" by 14"	
Color	\$20
Black & White	\$5
* Photo Copy – 11" by 17"	
Color	\$25
Black & White	\$5
* Photo Copy – 17" by 22"	
Color	\$50
Black & White	\$15

<b><u>RECORD SEARCH, MISC. ADMINISTRATION</u></b>	\$25 / hour
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<b><u>ACCESSIBILITY PLAN REVIEW</u></b>	\$40 / hour (1 hr. minimum)
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NOTE: Direct costs incurred for Engineering, Legal and other consulting services necessary for application review must be paid by the applicant.

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