REGULAR COUNCIL MEETING CITY OF CROSSLAKE MONDAY, MARCH 11, 2024 7:00 P.M. – CITY HALL

The Crosslake City Council held the Regular Council Meeting on Monday, March 11, 2024, in City Hall. The following Council Members were present: Mayor Dave Nevin, Marcia Seibert-Volz, Sandy Farder, and Aaron Herzog. Jackson Purfeerst was absent. Also in attendance were Interim City Administrator Jerry Bohnsack, City Clerk Char Nelson, Park Director TJ Graumann, Public Works Director Patrick Wehner, Police Chief Jake Maier, Planning and Zoning Director Paul Satterlund, and City Engineer Phil Martin. City Attorney Jordan Soderlind, Echo Publishing Reporter Tom Fraki, and KAXE Reporter Chelsey Perkins attended via Zoom. There were approximately twenty-five audience members in City Hall and on Zoom.

- A. CALL TO ORDER Mayor Nevin called the Regular Council Meeting to order at 7:00 P.M. The Pledge of Allegiance was recited. MOTION 03R-01-24 WAS MADE BY MARCIA SEIBERT-VOLZ AND SECONDED BY SANDY FARDER TO APPROVE THE ADDITIONS TO THE AGENDA. MOTION CARRIED WITH ALL AYES. The Mayor introduced Planning and Zoning Administrator Paul Satterlund and welcomed him to the City.
- **B. PUBLIC FORUM** Jonathon Grothe of the Crosslakers stated that he is not in favor of changing the Liquor License Ordinance for one purpose and suggested that the Council take a broader look at the issue.

Richard Eide of 38083 County Road 66 spoke about the upcoming road construction project on County Road 66 and asked that the Council work with the County to try to keep the road open to traffic as much as possible.

Sonia Slack asked the Council to hold a special meeting an hour before the next regular meeting to discuss administering absentee voting in Crosslake.

- C. CONSENT CALENDAR –MOTION 03R-02-24 WAS MADE BY MARCIA SEIBERT-VOLZ AND SECONDED BY SANDY FARDER TO APPROVE THE FOLLOWING ITEMS LISTED ON THE CONSENT CALENDAR:
 - 1. Police Report for Crosslake February 2024
 - 2. Police Report for Mission Township February 2024
 - 3. Fire Department Report February 2024
 - 4. Planning & Zoning Meeting Minutes of December 15, 2023
 - 5. Parks & Recreation/Library Commission Minutes of January 24, 2024
 - 6. Waste Partners Recycling Report for January 2024
 - 7. Approval of F.I.R.E. Invoices in the Amount of \$2,400.00
 - 8. Bills for Approval in the Amount of \$206,674.34
 - 9. Additional Bills for Approval in the Amount of \$37,956.15 MOTION CARRIED WITH ALL AYES.

D. MAYOR'S AND COUNCIL MEMBERS' REPORT

- 1. MOTION 03R-03-24 WAS MADE BY SANDY FARDER AND SECONDED BY DAVE NEVIN TO DENY REQUEST FOR DONATION FROM COMMUNITY CARE N SHARE BOARD. MOTION CARRIED WITH ALL AYES.
- 2. MOTION 03R-04-24 WAS MADE BY AARON HERZOG AND SECONDED BY MARCIA SEIBERT-VOLZ. TO APPROVE ENCROACHMENT AGREEMENT BETWEEN THE CITY AND DALE LANGE FOR IMPROVEMENTS THAT ARE IN CITY RIGHT-OF-WAY AT 16402 BAY SHORES ROAD. MOTION CARRIED WITH ALL AYES.
- 3. MOTION 03R-05-24 WAS MADE BY AARON HERZOG AND SECONDED BY SANDY FARDER TO DENY REQUEST FROM DALE LANGE TO REFUND VACATION APPLICATION FEE. MOTION CARRIED WITH ALL AYES.
- 4. MOTION 03R-06-24 WAS MADE BY AARON HERZOG AND SECONDED BY SANDY FARDER TO TABLE ACTION ON CROW WING COUNTY CUSTOMER FUEL SALES AGREEMENT BETWEEN CROW WING COUNTY AND CITY OF CROSSLAKE UNTIL CITY RECEIVES MORE INFORMATION REGARDING INSURANCE COVERAGE ON UNDERGROUND TANKS. MOTION CARRIED WITH ALL AYES.
- 5. MOTION 03R-07-24 WAS MADE BY AARON HERZOG AND SECONDED BY SANDY FARDER TO APPROVE ORDINANCE 385 SHORT-TERM HOME RENTAL LICENSING AND PUBLICATION OF SUMMARY IN OFFICIAL NEWSPAPER. MOTION CARRIED WITH ALL AYES.
- 6. MOTION 03R-08-24 WAS MADE BY SANDY FARDER AND SECONDED BY AARON HERZOG TO APPROVE A PLAQUE RECOGNIZING DONORS OF PICKLEBALL COURTS. MOTION CARRIED WITH ALL AYES.

E. CITY ADMINISTRATOR'S REPORT

- 1. MOTION 03R-09-24 WAS MADE BY MARCIA SEIBERT-VOLZ AND SECONDED BY SANDY FARDER TO APPROVE CITY ADMINISTRATOR RECRUITMENT SERVICES AGREEMENT FROM BLAEDC. MOTION CARRIED WITH ALL AYES.
- 2. MOTION 03R-10-24 WAS MADE BY SANDY FARDER AND SECONDED BY AARON HERZOG TO DIRECT CITY ATTORNEY TO AMEND ORDINANCE TO RESTRICT LIQUOR SALES WITHIN 300 WALKING-ROUTE FEET FROM ENTRANCE DOOR OF ANY CHURCH. MOTION CARRIED WITH ALL AYES.
- 3. MOTION 03R-11-24 WAS MADE BY MARCIA SEIBERT-VOLZ AND SECONDED BY SANDY FARDER TO APPROVE 2024-2025 FIRE SERVICE CONTRACTS WITH CITY OF MANHATTAN BEACH IN THE AMOUNT OF \$21,475.02 AND WITH FAIRFIELD TOWNSHIP IN THE AMOUNT OF \$37,911.09. MOTION CARRIED WITH ALL AYES.

4. Event Emergency Preparedness / Crisis Management Plan for St. Patrick's Day Parade and Celebration on March 16, 2024, was included in the packet for Council information.

F. COMMISSION REPORTS

1. PUBLIC SAFETY

- a. MOTION 03R-12-24 WAS MADE BY SANDY FARDER AND SECONDED BY AARON HERZOG TO APPROVE DONATION OF SURPLUS RADIOS TO BACKUS FIRE DEPARTMENT AND TO ACCEPT PAYMENT FOR EXPENSE OF WIPING CLEAN THE ELECTRONIC UNITS. MOTION CARRIED WITH ALL AYES.
- b. MOTION 03R-13-24 WAS MADE BY AARON HERZOG AND SECONDED BY SANDY FARDER TO APPROVE PART-TIME POLICE OFFICER WAGES OF \$30 PER HOUR. MOTION CARRIED WITH ALL AYES.

2. PARK AND RECREATION/LIBRARY

- a. MOTION 03R-14-24 WAS MADE BY SANDY FARDER AND SECONDED BY MARCIA SEIBERT-VOLZ TO APPROVE THE PROGRAM AND FACILITIES COORDINATOR JOB DESCRIPTION AND WAGE RANGE FOR EMPLOYMENT AD. MOTION CARRIED WITH ALL AYES.
- b. MOTION 03R-15-24 WAS MADE BY MARCIA SEIBERT-VOLZ AND SECONDED BY SANDY FARDER TO APPROVE INCREASE IN WAGE FOR MICHELLE BECKER TO \$21 PER HOUR UNTIL PROGRAM AND FACILITIES COORDINATOR IS HIRED, RETRO TO 2/22/24. MOTION CARRIED WITH ALL AYES.

3. PLANNING AND ZONING

- a. MOTION 03R-16-24 WAS MADE BY MARCIA SEIBERT-VOLZ AND SECONDED BY AARON HERZOG TO APPROVE INCREASE TO VARIANCE FEE TO READ: RESIDENTIAL AND COMMERICAL \$750 PLUS \$300 PER ITEM AFTER 5. MOTION CARRIED WITH ALL AYES.
- b. MOTION 03R-17-24 WAS MADE BY MARCIA SEIBERT-VOLZ AND SECONDED BY AARON HERZOG TO APPROVE PROPOSED CHANGE TO ORDINANCE TO REQUIRE CONDITIONAL USE PERMIT FOR RESIDENTIAL ACCESSORY STRUCTURES AND COMMERICAL STORAGE BUILDINGS. MOTION CARRIED WITH ALL AYES.

MOTION 03R-18-24 WAS MADE BY SANDY FARDER AND SECONDED BY AARON HERZOG TO ADD EXAMPLE DRAWING OF MEASURING HEIGHT OF BUILDING TO ORDINANCE. MOTION CARRIED WITH ALL AYES.

4. PUBLIC WORKS/SEWER/CEMETERY

- a. MOTION 03R-19-24 WAS MADE BY SANDY FARDER AND SECONDED BY AARON HERZOG TO APPROVE ENGINEERING SERVICES IN THE ESTIMATED AMOUNT OF \$19,670 FOR MILINDA SHORES BRIDGE (#L4044) WINGWALL REPAIRS. MOTION CARRIED WITH ALL AYES.
- b. MOTION 03R-20-24 WAS MADE BY SANDY FARDER AND SECONDED BY MARCIA SEIBERT-VOLZ TO APPROVE FIELD SERVICES AND PRELIMINARY ENGINEERING IN THE ESTIMATED AMOUNT OF \$26,084 FOR HARBOR LANE IMPROVEMENT. MOTION CARRIED WITH ALL AYES.
- c. MOTION 03R-21-24 WAS MADE BY MARCIA SEIBERT-VOLZ AND SECONDED BY SANDY FARDER TO APPROVE PINEWOOD CEMETERY FIRST ADDITION PLAT. MOTION CARRIED WITH ALL AYES.
- d. MOTION 03R-22-24 WAS MADE BY SANDY FARDER AND SECONDED BY AARON HERZOG TO APPROVE RESOLUTION NO. 24-06 ADOPTING PINEWOOD CEMETERY PLOT FEES, INCREASING FOR RESIDENTS/PROPERTY OWNERS TO \$400 AND FOR NON-RESIDENTS TO \$800, EFFECTIVE APRIL 1, 2024. MOTION CARRIED WITH ALL AYES.
- **G. PUBLIC FORUM** Cindy Myogeto, Pam Graves, and Pat Netko each addressed the Council with concerns regarding the upcoming road construction project and getting information to residents and visitors now that we have no local newspaper.
- H. CITY ATTORNEY REPORT None.
- I. NEW BUSINESS Marcia Seibert-Volz asked that status of Abdo and finishing the 2023 closing entries. Jerry Bohnsack stated that they were not finished, and Char Nelson stated that she is still providing them with information, even as of today.
- J. OLD BUSINESS None.
- K. ADJOURN MOTION 03R-23-24 WAS MADE BY SANDY FARDER AND SECONDED BY DAVE NEVIN TO ADJOURN THE MEETING AT 8:45 P.M. MOTION CARRIED WITH ALL AYES.

Respectfully submitted by, Markene Makene

Charlene Nelson City Clerk

BILLS FOR APPROVAL March 11, 2024

VENDORS	DEPT		AMOUNT
Ace Hardware, oil change supplies	Sewer		15.17
Ace Hardware, bird food, hooks	Park		21.58
Ace Hardware, led bulb	Park		9.99
Ace Hardware, bolts, led bulbs	Park		30.34
Ace Hardware, hose clips	Park		6.76
Ace Hardware, battery	PW		34.99
Ace Hardware, battery	PW		34.99
Ace Hardware, hardware	Police		35.11
Ace Hardware, welf tap screws	Park		1.00
Ace Hardware, screws	Park		48.99
Ace Hardware, bolts, screws	Park		93.96
Ace Hardware, trailer parts	PW		20.95
Ace Hardware, cleaner	Police		6.57
Ace Hardware, door hold, cleaners, hardware	Police		81.95
Ace Hardware, propane, storage tool	Police		22.17
Ace Hardware, spray paint	Park		7.99
Ace Hardware, plumbing, adapter	Park		18.58
Ace Hardware, vinyl tape	PW		19.18
Ace Hardware, cleaners, socket	Sewer		51.96
Ace Hardware, storage boxes	Police		40.98
Ace Hardware, power strip	Police		10.73
Ace Hardware, kwikseal	Park		32.18
Ace Hardware, water seal	Park		21.46
Ace Hardware, drill bits, cut wheels	Park		38.92
Ace Hardware, storage boxes	Fire		29.97
Ace Hardware, plumbing supplies	Sewer		34.75
Ace Hardware, rust remover, wire brush	PW		16.50
Ace Hardware, triminal ring, fuse holder	PW		12.43
Ace Hardware, bits, screw, nut driver set	Park		56.86
Ace Hardware, mineral spirits, paint thinner, bird food	Park		50.43
Ace Hardware, hardware	PW		2.40
Amanda Alwy, permit refund	PZ		750.00
Aramark, mat service	PW	pd 2-16	75.65
Aramark, mat service	PW		75.65
Bolton & Menk, park site master plan	Park		4,315.00
Char Nelson, reimburse election supplies	Election		267.36
Chip Lohmiller, mileage reimbursement	Fire	pd 2-26	423.44
City of Baxter, citation books	Police		47.95
City of Crosslake, sewer utilities	ALL		195.00
Clean Team, march cleaning	ALL		3,931.25
Council #65, union dues	Gov't		421.40
Crow Wing County, address assignment	Gov't		25.00
Crow Wing County Highway Dept, DEF fluid	PW/Fire		84.10
CTC, web hosting	Gov't		10.00
Culligan, water and cooler rental	ALL		273.00

Deltage Landen Financial Services, copier lease Park 117.00	Dacotah Paper, janitorial supplies	Park		508.45
Delta Dental, dental insurance ALL 1,622,30 Pish Electronics, install equipment on squad Police 5,902,00 Fortis, disability insurance ALL 902,45 Forum Communications, employment ad Gevt pd 2-14 277,48 Forum Communications, refuse hauler ad Govt pd 2-14 30,60 Galls, uniform Police 685,93 Game Time, safety belt Park 202,59 Grand Forks Fire Equipment, helmets Fire 1,244,93 Guardian Pest Solutions, best control Gwt/Park 454,23 Guardian Pest Solutions, best control Gwt/Park 454,23 Guardian Pest Solutions, best stations PW 96,64 Guardian Pest Solutions, teaps PW 283,59 Heartland Animal Rescue, monthly admin fee Police 383,76 Heartland Animal Rescue, monthly admin fee Police 383,76 Hoiday Station, fuel Fire 1,155,00 Inderstate Power Systems, generator part Fire 1,628,77 Interstate Power Systems, generator part Fire 81,00				
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Mastercard, Amazon, battery charger Park 196.99		Park		15.98
		Park		196.99
	Mastercard, Amazon, runner	Park		55.38

Mastercard, Amazon, shredder sheets	Park		12.99
Mastercard, Amazon, screwdriver bits	Park		34.68
Mastercard, Amazon, bench vise	Park		11.01
Mastercard, Amazon, exit only sticker	Park		7.99
Mastercard, Amazon, colored paper	Park		14.04
	Park		17.89
Mastercard, Amazon, colored paper	Police		75.00
Mastercard, BCA, training	PW		161.48
Mastercard, Brainerd Tools, trailer parts	PW	_	114.50
Mastercard, Brainerd Tools, trailer parts	Park		78.74
Mastercard, Cub, cake		- nd 2 26	12.50
Mastercard, Culvers, travel expense	Sewer	pd 2-26	4.40
Mastercard, Docusend, email bills	Sewer	- 	143.44
Mastercard, Fleet Farm, trailer wiring	PW		
Mastercard, Fleet Farm, forged guard, shop towels, kit	PW	-1000	126.13
Mastercard, Fleet Management, dot numbers	PW	pd 2-26	75.00
Mastercard, Grainger, flammable cabinet	Fire	pd 2-26	1,306.83
Mastercard, Harbor Freight, jack, inflator	Park		236.28
Mastercard, Hilton, lodging	PW		147.72
Mastercard, Int'l Assn for Property & Evidence, membership	Police		65.00
Mastercard, Marriot, lodging	Sewer		1,047.64
Mastercard, Microsoft, monthly premium	Fire		17.71
Mastercard, MCPA, membership dues	Police		268.00
Mastercard, MSFCA, conference registration	Fire	pd 2-26	235.00
Mastercard, National Fire Safety Supply, test record labels	Park		32.00
Mastercard, Post Office, postage	Police		9.85
Mastercard, Safariland, uniform	Police		270.05
Mastercard, Safe Life Defense, uniform	Police		148.34
Mastercard, WPSG, leather front decals	Fire		58.90
Mastercard, Xbelts, uniform	Police		133.52
Mastercard, Zero9, uniform	Police		279.94
Mastercard, Zoom, monthly premium	Gov't		65.99
MCSI, maintenance contract	Park		70.21
Medica, health insurance	Gov't	pd 2-26	37,286.07
Menards, air hose reel, towels, hardware	Govt/Park		171.15
Menards, led lights, wired photocell, hardware	PW		397.32
Menards, solar salt	PW		440.37
Metro Sales, copier lease	Police		52.12
Midwest Security, fire alarm testing	Gov't		319.97
MN Life, life insurance	ALL		203.80
MN NCPERS, life insurance	Gov't		80.00
MNPEA, union dues	ALL		336.00
MPCA, water permit annual fees	Sewer		1,450.00
Napa, fuses	PW		22.13
Napa, air filter	PW		13.21
Napa, solenoid, gas charge lift support	PW		49.51
Napa, gl 5 gear 80/90 gal	PW		72.55
Napa, hose fittings, filters, oil	PW		194.62
Napa, power steering fluid	Park		6.08
North Central, fire truck accessories	Fire		22,956.57
Northland Fire Protection, extinguisher recertification	ALL		310.00
Northland Septic Maintenance, pump and haul biosolids	Sewer		6,660.00

Pat Wehner, uniform reimbursement	Sewer		230.00
Premier Auto, rotate tires, oil change	PW		110.56
Presidential Nomination Election, wages, supplies	Gov't		1,100.00
Quadient Leasing, postage meter rental	Gov't		219.54
Quality Equipment, kubota part	PW		74.54
Ratwik, Roszak, & Maloney, legal fees	ALL		4,047.00
Resource Training & Solutions, membership dues	Gov't		75.00
Shannons, install graphics on squads	Police		1,500.00
Shawn Peterson, uniform reimbursement	Park		118.00
Simonson Lumber, plywood	Park		127.44
Simonson Lumber, treated decking	Park		25.41
Simonson Lumber, lumber	Park		8.58
Spa Partners, gym equipment wipes	Park		542.88
Stop Stick, stop stick kits	Police		2,143.00
Streichers, silhouette targets	Police		122.97
Symbol Arts, badge	Police		135.00
Teamsters, union dues	Police		234.00
Thelen Heating, furnace repair	Park	pd 2-16	683.00
TJ Graumann, mileage reimbursement	Park		60.94
Tremolo Communications, phone, fax, cable, internet	ALL		2,615.50
Tri-County Septic, design approval	PZ		35.00
Uline, storage cabinets, trash bags	Park		1,309.74
US Bank, copier lease	ALL		165.00
Viking Electric, contact block	Sewer		22.75
Viking Electric, red led light	Sewer		100.77
Volunteer FF Benefit Assn, insurance renewal	Fire		363.00
Xcel Energy, gas utilities	ALL		8,251.23
Xtona, monthly i.t. billing	ALL		3,089.50
Ziegler, blade, handle, wiper	PW		187.43
TOT	'AL		206,674.34

ACH PAYMENTS

Deferred Comp, employee deductions	Payroll	pd 2-15	375.00
Deferred Comp, employee deductions	Payroll	pd 3-1	275.00
Health Care Savings Plan, employee deductions	Payroll	pd 2-15	37,946.33
Health Care Savings Plan, employee deductions	Payroll	pd 3-1	25,281.95
IRS, payroll tax	Payroll	pd 2-15	46,236.32
IRS, payroll tax	Payroll	pd 2-29	9,991.04
MN Dept of Revenue, payroll tax	Payroll	pd 2-15	9,042.09
MN Dept of Revenue, payroll tax	Payroll	pd 3-1	2,231.87
PERA, payroll deductions and benefits	Payroll	pd 2-15	11,121.77
PERA, payroll deductions and benefits	Payroll	pd 3-1	14,691.24
Sales Tax	ALL	pd 2-17	2,184.00

ADDITIONAL BILLS FOR APPROVAL March 11, 2024

VENDORS	DEPT	AMOUNT
Alex Air Apparatus, compressor service and test	Fire	1,041.23
AT&T, cell phone and ipad charges	ALL	1,194.51
Baker & Taylor, books	Library	97.71
Bolton & Menk, road improvement plan	PW	2,351.50
Bolton & Menk, cemetery platting	Cemetery	2,121.00
Bolton & Menk, moonlite bay sewer extension	Sewer	604.00
Crow Wing County, address assignments	Gov't	75.00
Crow Wing Power, electric services	ALL	10,452.56
Follett, tech support	Library	1,197.13
Forum Communications, meeting notice of 3/22/24	PZ	25.93
Galls, uniform	Police	918.65
Lakes Area Rental, fix brake	Fire	53.05
Lakes Printing, window envelopes	Admin	219.70
Madden Galanter Hansen, labor relations matters	Gov't	3,636.51
Mastercard, Amazon, wireless doorbell	Police	13.99
Mastercard, Amazon, childrens program	Park	57.29
Mastercard, Amazon, office supplies	Park	71.53
Mastercard, Amazon, trash cans	Park	39.20
Mastercard, Amazon, classroom supply	Library	10.15
Mastercard, Amazon, organizers	Library	17.99
Mastercard, Amazon, classroom supply	Library	10.65
Mastercard, Amazon, laminator, pouches	Police	39.72
Mastercard, Amazon, wall file organizer, shredder	Park	89.98
Mastercard, Residence Inn, lodging	Sewer	1,052.39
Med Compass, physicals	Fire	3,300.00
Mid-American Research Chemical, cleaning supplies	Park	119.49
Pat Wehner, per diem meal and mileage reimbursement	Sewer	160.60
Pine River Area Sanitary District, treatment of biosolids	Sewer	6,757.50
Power Lodge, picnic table	Park	841.00
Streichers, uniform	Police	38.97
The Office Shop, copy paper	PZ/Adm	230.00
The Office Shop, chair mat	PZ	119.99
The Office Shop, name plates	PZ	31.48
Waste Partners, trash removal	ALL	516.75
Yellowstone Track Systems, baffle, r&l knives	Park	449.00
TOTA	AL	37,956.15

RESOLUTION NO. 24-06

CITY OF CROSSLAKE COUNTY OF CROW WING STATE OF MINNESOTA

RESOLUTION ADOPTING PINEWOOD CEMETERY PLOT FEES

WHEREAS, The City of Crosslake owns and maintains Pinewood Cemetery.

BE IT RESOLVED; effective April 1, 2024, the Crosslake City Council establishes the following fees:

\$400 Resident Lot/Crosslake Property Owner

\$800 Non-Resident Lot

Adopted by the Crosslake City Council this 11th day of March 2024.

David Nevin

Mayor

Jerry Bohnsack

City Administrator