

AGENDA AND ADDITIONS TO THE AGENDA
REGULAR COUNCIL MEETING
CITY OF CROSSLAKE
MONDAY, OCTOBER 14, 2024
7:00 P.M. – CITY HALL

A. CALL TO ORDER

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

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

C. CONSENT CALENDAR – NOTICE TO THE PUBLIC – All items listed are considered to be routine by the City Council and will be acted on by one **motion**. There will be no separate discussion on these items unless a Citizen or Councilmember so requests:

1. Regular Council Meeting Minutes of February 12, 2024
2. Regular Council Meeting Minutes of March 11, 2024
3. Special Council Meeting Minutes of April 3, 2024
4. Regular Council Meeting Minutes of April 8, 2024
5. Regular Council Meeting Minutes of September 9, 2024
6. Special Council Meeting Minutes of September 12, 2024
7. Budget Workshop Minutes of September 18, 2024
8. Emergency Meeting Minutes of September 25, 2024
9. ~~Special Council Meeting Minutes of September 25, 2024~~
10. Special Council Meeting Minutes of September 30, 2024
11. Month End Revenue Report dated September 2024
12. Month End Expenditures Report dated September 2024
13. Balance Sheet dated September 2024
14. Police Report for Crosslake – September 2024
15. Police Report for Mission Township – September 2024
16. Fire Department Report – September 2024
17. Planning & Zoning Commission Meeting Minutes of August 23, 2024
18. Planning & Zoning Commission Meeting Minutes of September 3, 2024
19. Public Works Commission Meeting Minutes of February 5, 2024
20. Public Works Commission Meeting Minutes of September 3, 2024
21. Crosslake Parks, Recreation, and Library Commission Minutes of June 26, 2024
22. Crosslake Parks, Recreation, and Library Commission Minutes of August 28, 2024
23. Waste Partners Recycling Report for August 2024
24. F.I.R.E. Invoices
25. Bills for Approval
26. **LG240B Application to Conduct Excluded Bingo from Knights of Columbus**
27. **Updated Special Council/Budget Workshop Meeting Minutes of September 25, 2024**

28. Bills for Approval

D. MAYOR'S AND COUNCIL MEMBERS' REPORT

1. PAL Foundation Recognition Awards, Park Maintenance
2. Resolution Accepting Donations (Council Action-Motion)
3. Ordinance Amending Procedure for Approving Ordinances (Council Action-Motion)
4. Ordinance Amending Salaries of Mayor and City Council Members (Council Action-Motion)

E. CITY ADMINISTRATOR'S REPORT

- a. Award Bid for Roof Repairs Claims (Council Action-Motion)
- b. Set Date for Special Meeting to Discuss/Review and Approve Short-Term Rental Ordinance (Council Action-Motion)
- c. Discuss Request from Sandra Payne to Lower Assessment (Council Action-Motion)

F. COMMISSION REPORTS

1. PUBLIC SAFETY
 - a. Recommendation to Remove Officer from Probationary Status (Council Action-Motion)
2. PLANNING & ZONING
 - a. Approval to Publish Summary of Ordinance 393 in Official Newspaper (Council Action-Motion)
3. PARK & RECREATION/LIBRARY
 - a. Request to Redesign Library Logo (Council Action-Motion)
 - b. 2025 Kitchigami Regional Library System Service Contract (Council Action-Motion)
 - c. Request to Accept Grant and Purchase Snowblower with Capex Funds (Council Action-Motion)
 - d. Letter dated October 7, 2024 from Jay Andolshek Re: Credit Card Processing Proposal (Council Action-Motion)
4. PUBLIC WORKS/CEMETERY/SEWER
 - a. Memo dated October 7, 2024 from Public Works Commission Re: Recommendation to Approve Payment for Milinda Shores Bridge Repairs (Council Action-Motion)
 - b. Memo dated October 7, 2024 from Public Works Commission Re: Recommendation to Hire Nagel & Associates for Year 2 Road Improvements (Council Action-Motion)
 - c. Memo dated October 7, 2024 from Public Works Commission Re: Recommendation to Work with County to Extend Trail on CSAH 103 (Council Action-Motion)
 - d. Memo dated October 7, 2024 from Public Works Commission Re: Recommendation to Repair Damaged Sewer Line (Council Action-Motion)
 - e. Memo dated October 7, 2024 from Public Works Commission Re: Recommendation to Require Simonson Lumber Connect to Sewer This Year (Council Action-Motion)
 - f. Letter dated October 8, 2024 from Phil Martin RE: CSAH 66 Sanitary Sewer Extension – Contractor's Pay Application No. 8 (Final) (Council Action-Motion)

5. PERSONNEL COMMITTEE

- a. Recommendation to Hire Heavy Equipment/Sewer Operator (Council Action-Motion)
- b. Recommendation to Update Employee Recognition Policy (Council Action-Motion)
- c. Recommendation to Approve City Administrator Contract (Council Action-Motion)

G. CITY ATTORNEY REPORT

H. NEW BUSINESS

I. OLD BUSINESS

J. ADJOURN

C. 26.

LG240B Application to Conduct Excluded Bingo

No Fee

ORGANIZATION INFORMATION

Organization Name: Knights of Columbus Council 9567 Crosslake Previous Gambling Permit Number: XB-94186-23-010
Minnesota Tax ID Number, if any: 320-302-942 Federal Employer ID Number (FEIN), if any:
Mailing Address: PO Box 22
City: Crosslake State: MN Zip: 56442 County: Crow Wing
Name of Chief Executive Officer (CEO): Dan Soller
CEO Daytime Phone: 719-306-4052 CEO Email: dans@crosslake.net
Email permit to (if other than the CEO): daniel.andresen61@gmail.com

NONPROFIT STATUS

Type of Nonprofit Organization (check one):
[checked] Fraternal [] Religious [] Veterans [] Other Nonprofit Organization

Attach a copy of at least one of the following showing proof of nonprofit status:

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)
[] Current calendar year Certificate of Good Standing
[] Internal Revenue Service-IRS income tax exemption 501(c) letter in your organization's name
[checked] Internal Revenue Service-Affiliate of national, statewide, or international parent nonprofit organization (charter)

EXCLUDED BINGO ACTIVITY

Has your organization held a bingo event in the current calendar year? [] Yes [checked] No
If yes, list the dates when bingo was conducted:
The proposed bingo event will be:
[checked] one of four or fewer bingo events held this year. Dates: 11/17/2024
-OR-
[] conducted on up to 12 consecutive days in connection with a:
[] county fair Dates:
[] civic celebration Dates:
[] Minnesota State Fair Dates:
Person in charge of bingo event: Dan Andresen Daytime Phone: 763-843-9674
Name of premises where bingo will be conducted: Immaculate Heart Church Crosslake
Premises street address: 35208 Co Rd 37
City: Crosslake If township, township name: County: Crow Wing

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)

<p style="text-align: center;">CITY APPROVAL for a gambling premises located within city limits</p> <p>On behalf of the city, I approve this application for excluded bingo activity at the premises located within the city's jurisdiction.</p> <p>Print City Name: <u>Crosslake</u></p> <p>Signature of City Personnel: _____</p> <p>Title: _____ Date: _____</p> <div style="border: 1px solid black; padding: 5px; text-align: center; margin-top: 20px;"> <p>The city or county must sign before submitting application to the Gambling Control Board.</p> </div>	<p style="text-align: center;">COUNTY APPROVAL for a gambling premises located in a township</p> <p>On behalf of the county, I approve this application for excluded bingo activity at the premises located within the county's jurisdiction.</p> <p>Print County Name: _____</p> <p>Signature of County Personnel: _____</p> <p>Title: _____ Date: _____</p> <p>TOWNSHIP (if required by the county) On behalf of the township, I acknowledge that the organization is applying for excluded bingo activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minnesota Statutes, Section 349.213.)</p> <p>Print Township Name: _____</p> <p>Signature of Township Officer: _____</p> <p>Title: _____ Date: _____</p>
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CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

The information provided in this application is complete and accurate to the best of my knowledge.

Chief Executive Officer's Signature: _____ Date: _____
(Signature must be CEO's signature; designee may not sign)

Print Name: Dan Soller

MAIL OR FAX APPLICATION & ATTACHMENTS

<p>Mail or fax application and a copy of your proof of nonprofit status to:</p> <p style="padding-left: 20px;">Minnesota Gambling Control Board 1711 West County Road B, Suite 300 South Roseville, MN 55113 Fax: 651-639-4032</p> <p>An excluded bingo permit will be mailed to your organization. Your organization must keep its bingo records for 3-1/2 years.</p> <p>Questions? Call a Licensing Specialist at 651-539-1900.</p>	<p>Bingo hard cards and bingo number selection devices may be borrowed from another organization authorized to conduct bingo. Otherwise, bingo hard cards, bingo paper, and bingo number selection devices must be obtained from a distributor licensed by the Minnesota Gambling Control Board. A list of licensed distributors is available on the Gambling Control Board's website at www.mn.gov/gcb.</p> <p style="text-align: center;">This form will be made available in alternative format (i.e. large print, braille) upon request.</p>
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Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

SPECIAL COUNCIL/BUDGET WORKSHOP
CITY OF CROSSLAKE
WEDNESDAY, SEPTEMBER 25, 2024
1:15 P.M. – CITY HALL

Mayor Nevin called the Special Council Budget Workshop to order at 1:15.

City Administrator Conway, returned with information regarding the Councils pay for Special Meetings and presented a list of other cities pay.

City Administrator Conway mentioned also forming a finance committee with the council on a later date. Jackson Purfeerst stated that he would like to leave the Special Meeting pay the same for now. Mayor Nevin and Sandy Farder thought the committees should be paid for the special and personnel meetings they attend as well. City Administrator Conway feels \$40 is a fair amount to add for these additional meetings,

MOTION 09SP3-01-24 WAS MADE BY SANDY FARDER AND SECONDED BY AARON HERZOG TO APPROVE INCREASE IN PAY TO \$40 PER SPECIAL MEETING. Jackson Purfeerst opposed and asked we amend it to follow the Ordinance 378. 2nd reading of approval will be in October. The increase would be effective after November 5, 2024 election, starting November 6, 2024. MOTION CARRIED 4-1 WITH JACKSON OPPOSED.

City Administrator Conway presented the budget changes and went through the Revenues and Expenditures for each department along with the Debt Service accounts. Discussion was held regarding issuing cell phones to all council members at \$38.23 each per month totaling \$2,293.80 a year. Discussion was held and no phones will be purchased, council will continue to use their own personal phone.

City Administrator Conway went through the Capital Outlay of the budget and noted that everything in yellow has been updated.

Fire Chief Lohmiller presented a spreadsheet and a bid from Federal Siren. They toured and inspected all 11 sirens and noted that Sirens #4, 6 and 9 are in non-working order, also the remaining poles need to be replaced due to woodpeckers.

- The 3 options were given to replace them;
- 60' foot Wood Pole-\$92,147
- 70' foot Galvanized Pole-used but are maintenance free for \$95,447
- 70' foot Galvanized Pole-brand new and maintenance free for \$129,606

Sandy Farder and Jackson Purfeerst would like to replace the 3 poles with option 2, used 70' foot Galvanized pole for \$95,447 and to inspect the remaining system, an estimate was provided in the amount of \$5,596.90.

Fire Chief Lohmiller also presented a contract for a 3-year plan to maintain, service and inspect all 11 sirens for \$695 each or a total of \$7,645 annually. Sandy thinks as a safety concern for the city, all sirens need to be inspected annually or wait a couple years and inspect them then. Fire Chief Lohmiller also presented the Federal Siren proposal to purchase 3 additional used poles for \$13,350. He was informed that these poles should last for 100 years. We will store the poles in the Public Works Department for when they need to be replaced. It was discussed to leave the \$95,000 in the budget to replace the remaining poles over the next 4 to 5 years.

MOTION 09SP3-02-24 WAS MADE BY MARCIA SEIBERT-VOLZ AND SECONDED BY JACKSON PURFEERST TO APPROVE \$95,447 FOR THE 3 SIRENS THAT ARE NON-OPERABLE, \$5,596.90 TO INSPECT REMAINING POLES, \$13,350 FOR 3 ADDITIONAL USED GALVANIZED STEEL POLES, AND TO USE FUNDS FROM THE TELEPHONE COMPANY. MOTION CARRIED WITH ALL AYES.

City Administrator Conway discussed a new John Deere riding lawnmower for the Public Works Department with the old 50/50 position being assigned to Public Works going forward. Parks will maintain Daggett Pine Trail and the West Parking lot Trail and Public Works will maintain the remainder of the trails.

The 2023 Repayment of the Bond amounts are back in the budget. Capital outlay budget is complete.

City Administrator Conway presented the Revenues, there were no changes to the budget other than we are still waiting for the Daggett Pine Road Assessments. Homeowners have until October 9, 2024, to pay their portion of the assessments due. She cannot calculate the interest percentages until we know how many residents will be deferring their payments.

City Administrator Conway went through all departments and listed changes made to the Expenditures. No debate was made on any. A list of changes is attached herein.

City Administrator Conway discussed they held 4 interviews today for the Parks & Recreation Department and they went very well. They would like to increase Park & Recreation budget and hire 2 of the 4 candidates. Hiring one as a Receptionist and the other as a Recreation Supervisor. If we hire both candidates, we will be adding approximately \$105,000 to the budget for 2025.

Marcia Seibert-Volz requested City Administrator Conway to add ½ year of payment for the upcoming bond in 2025, she stated that figure could come from Jason Murray, David Drown & Associates. This will need to be reflected on the debt levy.

Any adjustments required will be made before December 9, 2024 Truth in Taxation meeting.

City Administrator Conway presented 3 options for setting general operating funds. She recommended a \$215,000 cushion due to 2 union contracts that are unfinished and health care costs have not yet been received. Discussion was held.

MOTION 09SP3-03-24 WAS MADE BY MARCIA SEIBERT-VOLZ AND SECONDED BY AARON HERZOG TO LEAVE THE LEVY AS PRESENTED WITH THE ADDITION OF \$215,000 TO THE GENERAL FUND LEVY AND THE ½ YEAR PAYMENT FOR ROADS TO DEBT LEVY. MOTION CARRIED WITH ALL AYES. (RESOLUTION #24-24)

MOTION 09SP3-04-24 WAS MADE BY JACKSON PURFEERST AND SECONDED BY SANDY FARDER TO ADJOURN THE MEETING. MOTION CARRIED WITH ALL AYES.

Meeting adjourned at 2:55 P.M.

Respectfully Submitted,

Sharyl Murphy
Deputy Clerk/City Treasurer

Conway has made all recommended changes as noted below:

**City of Crosslake
2025 Budget Assumptions
Date: September 25, 2024**

Budget Meeting Schedule:

- | | | |
|----|--|------|
| 1 | Expenditures - General Gov't - 101-41940-442 fix typo to \$15,000 | Done |
| 2 | Expenditures - Fire Admin - 101-42280-383 return to \$7000; 106 was Cory Ledin monthly stipend will fix 1st of year; also found that Neil L the ex Asst Fire Chief's wages are being coded to 101 and should be under 107 will fix 1st of year | Done |
| 3 | Expenditures - Ambulance Services - 101-42500-306 remove \$1800 this ended 11/2023 | Done |
| 4 | Expenditures - Public works - 101-43000-381 - return to \$12,000; Public works snow and trails - possibly change - Char | Done |
| 5 | Expenditures - Library - 101-45500-202 - fix type to \$500 | Done |
| 6 | WATCH numbers in Sewer Operating to Levy | Done |
| 7 | Expenditures - City Council - 101-41110-340 - add funds of \$500 for business cards for council members | Done |
| 8 | Expenditures - After discussions with Pat and TJ - Pat will take the 50/50 position and have it full time, maintain trails with mowing etc. Add placeholder for this position to PW and removed costs of 50/50 split on the Parks budget | Done |
| 9 | Expenditures - Planning & Zoning -101-41910-105 Add in for Intern and apply for Sourcewell Grant - \$10,000 | Done |
| 10 | Expenditures - Planning & Zoning - 101-41910-470 remove the portion of sewer inspection fees from consultant to Septic Inspections 101-41910-387 | Done |
| 11 | Expenditures - Police Department - possible place holder for full time officer adjust all spreadsheets | Done |
| 12 | Expenditures - Parks and Public Works - get costs for t-shirts, high vis, long sleeve and winter jackets and add to uniforms cost for both departments | Done |
| 13 | Expenditures - Increase Parks, Public Works, City Hall and Fire Building Repair for Preventative Maintenance HVAC also get 2 years building maintenance costs to share | Done |
| 14 | | |
| 14 | | |
| 14 | Truth In Taxation Meeting and Final Levy Certification - December 9, 2024 at 6:00 PM. | |

Revenue Assumptions:

- | | | |
|---|--|------|
| 1 | Change in budget and on Banyon - description for 101-34202 to Fire Contract Services | Done |
| 2 | Research 601-37200 bring back 12 months of User Fees and compare to revenue line | Done |
| 3 | Combine all Concessions into one revenue account and eliminate the different ones rename 101-34741 to Concessions for January 1st. | Done |
| 4 | 101-36256 & 36257 need to change to add in Daggett Pine Road | Done |

- | | | |
|---|---|------|
| 5 | Watch 33423 amount and adjust if needed based on #2 above | Done |
| 6 | Adjust general tax revenue at the very end to determine amount needed 101-31000 | Done |

Levy

Levy challenges.

- | | | |
|---|---|------|
| 1 | Fix any adjustment assumptions that might happen due to the above | Done |
| 2 | | |

Expenditure(s) Assumptions:

- Operating Expenditures vs. Non-Operating Expenditures

- Salaries/Benefits:

- 1 Fix when MNPEA Settles
- 2 Fix when AFSCME settles

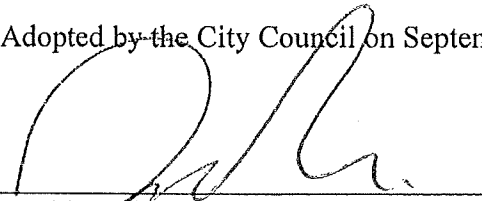
RESOLUTION NO. 24-24
RESOLUTION APPROVING PRELIMINARY 2024 TAX LEVY
COLLECTIBLE IN 2025

Be it resolved by the Council of the City of Crosslake, County of Crow Wing, Minnesota, that the following sums of money be levied for the current year, collectible in 2025, upon taxable property in the City of Crosslake, for the following purposes:

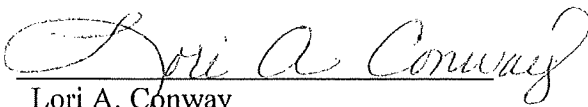
General Property Taxes	\$4,139,081
2024 Sewer Operating Levy	160,205
EDA	18,100
G.O. Sewer Rev. Imp. Bonds Series 2017A	118,865
G.O. Reconstruction Bonds Series 2018A	101,175
G.O. CIP Bonds Series 2019A	309,415
G.O. Equipment Certificates Series 2021A	141,750
G.O. Equipment Certificates Series 2022A	126,083
G.O. Special Assessment Bonds 2022A Roads	40,993
G.O. Sewer Bonds 2022A	136,102
G.O. Road Bonds 2025	<u>128,500</u>
 Total Levy	 <u><u>\$5,420,269</u></u>

The City Administrator/Treasurer is hereby instructed to transmit a certified copy of this resolution to the County Auditor of Crow Wing County, Minnesota.

Adopted by the City Council on September 25, 2024.



David Nevin
Mayor



Lori A. Conway
City Administrator/Treasurer

ADDITIONAL BILLS FOR APPROVAL
October 14, 2024

VENDORS	DEPT		AMOUNT
Crow Wing Power, electric services	ALL		9,075.00
Forum Communications, book sale ads	Library		100.00
Forum Communications, employment ad	Park		275.60
Mastercard, Marriot, lodging	Sewer		658.91
Metro Sales, copier lease	Police		49.87
Napa, v belts	Sewer		443.28
Nate Deshayes, travel reimbursement	Sewer		218.22
Nelson Sanitation, pump holding tank	Fire		250.00
Nelson Sanitation, pump holding tank	PW		250.00
Nelson Sanitation, pump holding tank	Sewer		6,045.76
Nelson Sanitation, clean lift stations	Sewer		2,186.25
TOTAL			19,552.89

E.
1.

SHINGLE ROOF REPLACEMENT PROJECT			
BID AMOUNT	COMPANY NAME	LOCATION	COMMENTS
\$118,707.78	Titan Companies	Woodbury, MN	
\$122,440.00	GV Builders	Lakeville, MN	
\$128,998.00	Heyn Brothers Construction	Mankato, MN	
\$130,411.02	Hoffman/Weber Construction	New Brighton, MN	
\$149,943.00	MN Exteriors Commerical	Osseo, MN	
\$158,560.00	Asset Protection & Restoration (APR)	Hutchinson, MN	
\$163,538.00	Proficient Construction		incomplete package
\$165,162.90	Renner Roofing	Red Wing, MN	late and incomplete
\$168,080.00	Sarah Thompson Contracting	Sturgeon Lake, MN	
\$169,747.54	Allstar Construction	Horace, ND	
\$171,750.00	SPS Contracting	Farmington, MN	received late
\$180,435.00	Fulsaas Exteriors	Rosemount, MN	
\$182,816.00	Equity Builders	Crosslake, MN	
\$183,550.00	Grizzly Construction	Minneapolis, MN	
\$186,394.58	Advantage Construction		incomplete package
\$187,090.00	Ardolf Construction	Mankato, MN	
\$189,795.00	Norse Valley Construction	Chatfield, MN	
\$198,745.44	Collins Roofing	Hermantown, MN	
\$204,500.00	Hytec Construction	Brainerd, MN	
\$232,900.00	Central Roofing Company	Minneapolis, MN	
\$246,221.64	Pillar Construction	Brooklyn Park, MN	

METAL ROOF REPLACEMENT PROJECT			
BID AMOUNT	COMPANY NAME	LOCATION	COMMENTS
\$397,390.00	Titan Companies	Woodbury, MN	incomplete
\$581,000.00	Norse Valley Construction	Chatfield, MN	
\$614,436.02	Hoffman/Weber Construction	New Brighton, MN	
\$669,315.00	Fulsaas Exteriors	Rosemount, MN	
\$700,250.00	Sarah Thompson Contracting	Sturgeon Lake, MN	
\$749,300.00	Heyn Brothers Construction	Mankato, MN	
\$774,065.44	Allstar Construction	Horace, ND	
\$804,957.45	Grizzly Construction	Minneapolis, MN	
\$914,233.00	Pillar Construction	Brooklyn Park, MN	
\$918,713.90	Advantage Construction		incomplete package
\$997,212.00	Equity Builders	Crosslake, MN	
\$1,016,725.05	Collins Roofing	Hermantown, MN	
\$1,094,000.00	Hytec Construction	Brainerd, MN	
\$1,298,900.00	MN Exteriors Commerical	Osseo, MN	
\$1,309,607.00	Progressive Building Sustersms	Otsego, MN	
\$3,112,007.00	PCR Builders	Montrose, MN	received late

10/8/24

Hi Char

I received a call from Sandra Payne regarding her property along Daggett Pine Road and the assessment for the road improvement. Sandra is included on this email.

Sandra does not agree with the \$5,000 total assessment of the four lots Sandra owns. I understand that Sandra believes she has 6 townhomes and should be charged \$500 for each for a total of \$3,000. I do not agree that these fit the townhome category that the opinion of market benefit used but want to better understand if there are other circumstances to consider.

According to the Crow County GIS, there are 4 lots with parcel ID numbers (see screenshot below).



Parcel 1 currently has a “duplex” type dwelling on it and is assessed as shown.

Parcel 2 currently has a “duplex” type dwelling on it and is assessed as shown.

Parcel 3 & 4 currently has a “duplex” type dwelling on it that bridges the parcels and is assessed as shown.

Sandra has indicated that the dwellings on Lots 1 and 2 were constructed prior to when City zoning requirements changed, which allowed the duplex dwellings to be constructed on each lot.

Sandra has indicated that the duplex dwelling on Lots 3 & 4 was constructed after the City zoning requirements changes, which meant that the City would not allow the dwelling to be placed on one lot but had to be placed across both lots.

In order to better understand the situation, can you get answers to the following questions:

1. Based on current zoning requirements, can a house/dwelling be constructed on each individual lot (i.e. 4 dwellings on lots 1 through 4)?
2. If the existing dwelling on Lot 1 and Lot 2 was destroyed or taken down, could a new house/dwelling be constructed to replace it?
3. If the dwelling on Lot 3 and 4 was destroyed or taken down, could a new house/dwelling be constructed, or even 2 new house/dwellings?

I appreciate your assistance as we address Sandra's concerns.

Thanks

Phil Martin P.E.
Principal Engineer
Bolton & Menk, Inc.

10/9/24

Wanted to follow up with the complaint from Sandra Payne and her questioning of the assessment.

As far as what can or cannot be done today, on a non-riparian lot in the shoreland district, a duplex lot would need a lot size of 60,000sq ft with a minimum lot width of 265 and a buildable area of 40,000 sq ft. So if they were vacant lots, these would not be permitted to today's standards without a variance.

Even lot's 1 and 2 together would not meet the 60,000 square foot minimum for a duplex.

The owner would be allowed to rebuild as-is if the buildings were destroyed being that they are a legal-nonconforming structure.

Paul Satterlund

10/9/24

Can a single family dwelling be put on the lot?

Phil Martin P.E.

10/9/24

Technically no,

The current lot sizes are roughly 18,000 sq ft and the minimum standards for lot sizes in the Shoreland district (non-riparian lot) is 40,000 sq ft. Minimum buildable area is 20,000 sq ft with a minimum lot width of 150'.

Thanks, Paul Satterlund

10/9/24

Based on this, I think the assessment could be adjusted.

I think Lot 1 can be rebuilt (\$2,000) and Lot 2 (\$1,000) can be rebuilt. However, Lot 3 & 4 can only be rebuilt as a combined lot. I'm thinking that should be \$1,000 for the combined lot rather than \$1,000 for each lot. I think the total assessment would be \$4,000. I don't view these lots the same as the townhome situation but rather as a primary lot benefit and 2 secondary lot benefits.

Phil Martin P.E.

10/10/24

So we originally planned to assess Whitcomb \$3,000 (\$2,000 for the lot on DPR and a \$1,000 secondary assessment on the interior lot).

It seems to me that combined they would have 40,000 sq ft and could make a reasonable ask to put up one structure across both lots. In that case, the assessment would be \$2,000 rather than \$3,000.

What are your thoughts on this? Has Whitcomb contacted the City? Do we reduce now that we have this new information?

Phil Martin P.E.

10/10/24

We are not going on a hunt. Assessment roll has been completed. If we are contacted we would adjust then.

My question is why was this not considered before values were assigned? (coming in on the tail end of this, just want to be clear).

Thoughts?

Lori A Conway

City Administrator

10/10/24

The simple answer is I don't think anyone (myself for certain) realized those lots were non-buildable by current zoning standards in that location, especially since there were already structures on similar sized lots across the private street. I didn't engage zoning staff to question the lot conformance until yesterday, so they were unaware of how we were proposing to assess.

Thanks

Phil Martin P.E.