

AGENDA
REGULAR COUNCIL MEETING
CITY OF CROSSLAKE
MONDAY, DECEMBER 9, 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. Special Council Meeting Minutes of November 1, 2024
2. Regular Council Meeting Minutes of November 12, 2024
3. Special Council Meeting Minutes of November 25, 2024
4. Police Report for Crosslake – November 2024
5. Police Report for Mission Township – November 2024
6. Fire Department Report – November 2024
7. Planning & Zoning Commission Meeting Minutes of October 25, 2024
8. Public Works Commission Meeting Minutes of November 4, 2024
9. Crosslake Parks, Recreation, and Library Commission Minutes of October 23, 2024
10. Waste Partners Recycling Report for October 2024
11. F.I.R.E. Invoices
12. Bills for Approval

D. MAYOR’S AND COUNCIL MEMBERS’ REPORT

1. 23rd Annual Crosslake WinterFest – Jan 30 – Feb 1, 2025
 - Approve Fireworks Display at 8:30 P.M. by North Star Fireworks at the Crosslake Community Center on Friday, January 31, 2025 (**Council Action-Motion**)
 - Approve City-Wide SoupFest Organized by the Crosslake Chamber on Saturday, February, 2025 from 12-3 PM (**Council Action-Motion**)
2. 51st Annual St. Patrick’s Day Parade – Saturday, March 15, 2025
 - Approve the Parade Route Which Includes the Closure of CSAH 66, Pioneer Drive, and Swann Drive Beginning at 1 PM (**Council Action-Motion**)
 - Approve Use of City Staff for Barricades, Cones, Signage and Plowing (**Council Action-Motion**)
 - Approve Use of Emergency Services Including Police, Fire, and EMS (**Council Action-Motion**)
3. Letter dated November 21, 2024 from National Loon Center Re: Support

4. Resolution Accepting Donations (Council Action-Motion)

E. CITY ADMINISTRATOR'S REPORT

1. Memo dated December 4, 2024 from Charlene Nelson Re: Retroactive Approval of Bills for Payment (Council Action-Motion)
2. Approval of 2025 Fee Schedule (Council Action-Motion)
3. Memo from City Administrator Re: Amendments to Contract (Council Action-Motion)

F. COMMISSION REPORTS

1. PLANNING & ZONING
 - a. First Reading of Ordinance Establishing a Rural Residential – 2 (RR2) Zoning District
2. PARK & RECREATION/LIBRARY
 - a. Establish a Fall Festival Committee
 - b. Establish a Park Masterplan Committee
 - c. Approve New Library Logo (Council Action-Motion)
3. PUBLIC WORKS/CEMETERY/SEWER
 - a. Memo dated December 2, 2024 from Public Works Commission Re: Sidewalk Signs (Council Action-Motion)
 - b. Memo dated December 2, 2024 from Public Works Commission Re: County Road 103 Trails (Council Action-Motion)
 - c. Memo dated December 2, 2024 from Public Works Commission Re: Trails (Council Action-Motion)

G. CITY ATTORNEY REPORT

H. NEW BUSINESS

I. OLD BUSINESS

J. ADJOURN

C. 1.

**SPECIAL COUNCIL MEETING
CITY OF CROSSLAKE
FRIDAY, NOVEMBER 1, 2024
1:00 P.M. – CITY HALL**

The Crosslake City Council met in the Council Chambers of City Hall on Friday, November 1, 2024. The following Council Members were present: Mayor Dave Nevin, Jackson Purfeerst, Sandy Farder, Aaron Herzog, and Marcia Seibert-Volz. Also present were City Administrator Lori Conway, Planning and Zoning Director Paul Satterlund, Fire Chief Chip Lohmiller, Planner-Zoning Coordinator Cheryl Stuckmayer, Police Administrative Assistant Jen LeBlanc, Park Director TJ Graumann, and City Clerk Char Nelson. City Attorney Joe Langel participated via Zoom. There were six people in the audience.

1. Dave Nevin called the meeting to order at 1:00 P.M.
2. City Attorney Joe Langel reviewed the changes that he and staff made to the ordinance since the last meeting at Council’s direction. These changes were related to parking area, improved surfaces, and enforcement.

Planning & Zoning Director Paul Satterlund asked that the Council consider minor changes to the ordinance including the removal of appealing citation or license suspension to the Planning & Zoning Administrator, change language regarding holding tanks to prohibited, add Compliance Inspection form must indicate how many bedrooms are allowed for system, and notice to neighbors must be mailed prior to issuance of license. The Council agreed to these changes.

3. MOTION 11SP1-01-24 WAS MADE BY SANDY FARDER AND SECONDED BY AARON HERZOG TO ADOPT ORDINANCE NO. 395 SHORT-TERM HOME RENTAL LICENSING WITH CHANGES AS PROPOSED. MOTION CARRIED WITH ALL AYES.

MOTION 11SP1-02-24 WAS MADE BY JACKSON PURFEERST AND SECONDED BY MARCIA SEIBERT-VOLZ TO APPROVE PUBLISHING ORDINANCE NO. 395 IN SUMMARY FORM IN THE OFFICIAL NEWSPAPER. MOTION CARRIED WITH ALL AYES.

MOTION 11SP1-03-24 WAS MADE BY MARCIA SEIBERT-VOLZ AND SEONDED BY SANDY FARDER TO APPROVE SHORT-TERM RENTAL (STR) INSURANCE AFFIDAVIT FORM, SHORT-TERM RENTAL (STR) LOCAL REPRESENTATIVE RESPONSIBILITY (PROPERTY MANAGER) AND OWNER AUTHORIZATION FORM, AND SHORT-TERM RENTAL (STR) SELF-COMPLIANCE AFFIDAVIT FORM.

Cinda Jensen of 15200 Birch Narrows Road addressed the Council and stated that she did not have much time to review the forms because they were not included on the website with the agenda packet, but that she had an issue with the Self Compliance form regarding noise. Ms. Jensen stated that any noise restrictions should be the same for residents as well as short-term rental users and that excessive noise could be difficult to define, depending on who the

complainant is. Ms. Jensen also stated that garbage can removal policies should be the same for both residents and short-term rental users.

A lengthy discussion ensued regarding noise. Marcia Seibert-Volz agreed with Ms. Jensen and thought the requirement should be removed from the form. Council Members Herzog and Farder disagreed. Mark Linder of 16543 Pine Lure Drive addressed the Council and stated that he complained to the police about excessive noise coming from a short-term rental in his neighborhood and it was handled quickly and easily. The guests stopped the noise and apologized, and no fines were issued. Ms. Jensen stated that she did not want that to count as one of her three violations for the year if that happened at her rental. Staff replied that complaints are not violations, only complaints that are not resolved.

MOTION 11SP1-03-24 WAS AMENDED BY MARCIA SEIBERT-VOLZ AND SECONDED BY SANDY FARDER TO CHANGE LANGUAGE ON SHORT-TERM RENTAL (STR) SELF-COMPLIANCE AFFIDAVIT FORM REGARDING NOISE TO: "RENTERS WILL BE GIVEN COPY OF CITY'S NOISE ORDINANCE 30-107."
MOTION CARRIED 4-1 WITH HERZOG OPPOSED.

4. There being no further business at 1:40 P.M., MOTION 11SP1-04-24 WAS MADE BY JACKSON PURFEERST AND SECONDED BY SANDY FARDER TO ADJOURN THE MEETING. MOTION CARRIED WITH ALL AYES.

Respectfully submitted by,

Charlene Nelson
City Clerk

C.2.

**REGULAR COUNCIL MEETING
CITY OF CROSSLAKE
TUESDAY, NOVEMBER 12, 2024
7:00 P.M. – CITY HALL**

The Crosslake City Council held the Regular Council Meeting on Tuesday, November 12, 2024, in City Hall. The following Council Members were present: Mayor Dave Nevin, Marcia Seibert-Volz, Jackson Purfeerst, Sandy Farder, and Aaron Herzog. Also in attendance were City Administrator Lori Conway, City Clerk Char Nelson, City Treasurer/Deputy Clerk Sharyl Murphy, Park Director TJ Graumann, Fire Chief Chip Lohmiller, Public Works Director Patrick Wehner, Zoning Administrator Paul Satterlund, and City Engineer Phil Martin. City Attorney Jordan Soderlind and Echo Publishing Reporter Tom Fraki attended via Zoom. There were approximately fifteen 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 11R-01-24 WAS MADE BY JACKSON PURFEERST AND SECONDED BY SANDY FARDER TO APPROVE THE ADDITIONS TO THE AGENDA. MOTION CARRIED WITH ALL AYES.

B. PUBLIC FORUM – John Forney provided an update on the starry stonewort infestation and the eradication efforts.

C. CONSENT CALENDAR – MOTION 11R-02-24 WAS MADE BY SANDY FARDER AND SECONDED BY JACKSON PURFEERST TO APPROVE THE FOLLOWING ITEMS LISTED ON THE CONSENT CALENDAR:

1. Special Council Meeting Minutes of February 12, 2024
2. Special Council Meeting Minutes of February 12, 2024
3. Special Council Meeting Minutes of February 16, 2024
4. Special Council Meeting Minutes of October 7, 2024
5. Regular Council Meeting Minutes of October 14, 2024
6. Special Council Meeting Minutes of October 21, 2024
7. Month End Revenue Report dated October 2024
8. Month End Expenditures Report dated October 2024
9. Balance Sheet dated October 2024
10. Police Report for Crosslake – October 2024
11. Police Report for Mission Township – October 2024
12. Fire Department Report – October 2024
13. Planning & Zoning Commission Meeting Minutes of September 27, 2024
14. Public Works Commission Meeting Minutes of October 7, 2024
15. Crosslake Parks, Recreation, and Library Commission Minutes of September 25, 2024
16. Waste Partners Recycling Report for September 2024
17. F.I.R.E. Invoice in the Amount of \$650.00
18. Bills for Approval in the Amount of \$237,227.14
19. Additional Bills for Approval in the Amount of \$26,615.54

MOTION CARRIED WITH ALL AYES.

D. MAYOR’S AND COUNCIL MEMBERS’ REPORT

1. MOTION 11R-03-24 WAS MADE BY AARON HERZOG AND SECONDED BY MARCIA SEIBERT-VOLZ TO APPROVE THE CERTIFICATION OF ELECTION RESULTS AS PRESENTED. MOTION CARRIED WITH ALL AYES.
2. Pat Netko addressed the Council and provided information regarding seasonal decorations for the new streetlamps. Ms. Netko spoke with Public Works regarding storage and installation of the decorations. At this time, the Crosslakers are interested in purchasing snowflakes for the winter season and shamrocks for St, Patrick's Day. MOTION 11R-04-24 WAS MADE BY SANDY FARDER AND SECONDED BY JACKSON PURFEERST TO APPROVE PURCHASE OF LIGHTED SNOWFLAKES AND SHAMROCKS FOR 18 STREETLIGHTS FROM BEAUTIFICATIONS FUNDS NOT TO EXCEED \$25,000. MOTION CARRIED WITH ALL AYES.
3. MOTION 11R-05-24 WAS MADE BY MARCIA SEIBERT-VOLZ AND SECONDED BY SANDY FARDER TO APPROVE RESOLUTION NO. 24-26 ACCEPTING DONATIONS FROM DAUGHTERTY FUND IN THE AMOUNT OF \$1,000.00 FOR THE FIRE DEPARTMENT; FROM THE CROSSLAKE FIREFIGHTERS RELIEF ASSOCIATION IN THE AMOUNT OF \$9,700.00 FOR THE LABOR TO CONSTRUCT COLD STORAGE BUILDING; AND FROM SONIA SLACK FOR 8 HOURS OF SERVICE AT THE GENERAL ELECTION. MOTION CARRIED WITH ALL AYES.
4. MOTION 11R-06-24 WAS MADE BY MARCIA SEIBERT-VOLZ AND SECONDED BY JACKSON PURFEERST TO APPROVE THE REQUEST FROM BONNIE SCHLAPKOHL FOR DEFERMENT ON DAGGETT PINE ROAD SPECIAL ASSESSMENT IN THE AMOUNT OF \$500 DUE TO HARDSHIP OF AGE AND INCOME. MOTION CARRIED WITH ALL AYES.
5. MOTION 11R-07-24 WAS MADE BY DAVE NEVIN AND SECONDED BY AARON HERZOG TO APPROVE APPOINTMENTS OF COOPER HANNING AND JEFF MCGRATH TO PLANNING AND ZONING COMMISSION AS ALTERNATES. MOTION CARRIED WITH ALL AYES.

E. CITY ADMINISTRATOR'S REPORT

1. MOTION 11R-08-24 WAS MADE BY JACKSON PURFEERST AND SECONDED BY SANDY FARDER TO APPROVE THE FIRST READING OF ORDINANCE AMENDMENT CHANGING AMOUNT OFF-SALE LIQUOR LICENSES FROM SEVEN TO EIGHT AND TO ISSUE AN OFF-SALE LIQUOR LICENSE TO UP NORTH SOCIAL ONCE ORDINANCE BECOMES EFFECTIVE. MOTION CARRIED WITH ALL AYES.
2. MOTION 11R-09-24 WAS MADE BY SANDY FARDER AND SECONDED BY JACKSON PURFEERST TO APPROVE PAYOUT/DEFERRAL OF UNUSED VACATION TIME INTO DEFERRED COMPENSATION 475 PLAN AS PRESENTED. MOTION CARRIED 4-1 WITH HERZOG OPPOSED.
3. MOTION 11R-10-24 WAS MADE BY MARCIA SEIBERT-VOLZ AND SECONDED BY JACKSON PURFEERST TO APPROVE RESOLUTION NO. 24-27 REGARDING UNPAID SEWER CHARGES. MOTION CARRIED WITH ALL AYES.

4. MOTION 11R-11-24 WAS MADE BY SANDY FARDER AND SECONDED BY JACKSON PURFEERST TO APPROVE FIRST AMENDMENT TO THE SERVICES AGREEMENT FOR SAFETY MANAGEMENT SERVICES PROVIDED BY THE MINNESOTA MUNICIPAL UTILITIES ASSOCIATION FOR 2025 IN THE AMOUNT OF \$15,453. MOTION CARRIED WITH ALL AYES.
5. MOTION 11R-12-24 WAS MADE BY JACKSON PURFEERST AND SECONDED BY SANDY FARDER TO APPROVE STATEMENT OF WORK – AUDIT SERVICES FOR THE FINANCIAL STATEMENTS FOR THE YEAR ENDED DECEMBER 31, 2024. MOTION CARRIED WITH ALL AYES.

F. COMMISSION REPORTS

1. PLANNING & ZONING

- a. MOTION 11R-13-24 WAS MADE BY MARCIA SEIBERT-VOLZ AND SECONDED BY SANDY FARDER TO ROLLING WOODS FINAL PLAT, PARCELS 14100709, 14090540, AND 14100530, INVOLVING 1803 ACRES INTO 13 TRACTS AND 3 OUTLOTS. MOTION CARRIED 4-1 WITH NEVIN ABSTAINING.

MOTION 11R-14-24 WAS MADE BY AARON HERZOG AND SECONDED BY SANDY FARDER TO ACCEPT CASH IN LIEU OF LAND FOR THE ROLLING WOODS PLAT. MOTION CARRIED WITH ALL AYES.

2. PARK AND RECREATION/LIBRARY

- a. TJ Graumann provided an update on the Halloween Party held at the Community Center.
- b. MOTION 11R-15-24 WAS MADE BY SANDY FARDER AND SECONDED BY JACKSON PURFEERST TO APPROVE RESOLUTION NO. 24-28 REGARDING HSIP PROJECT. MOTION CARRIED 4-1 WITH HERZOG OPPOSED.

3. PUBLIC WORKS/CEMETERY/SEWER

- a. MOTION 11R-16-24 WAS MADE BY JACKSON PURFEERST AND SECONDED BY SANDY FARDER TO TABLE ACTION ON SNOW REMOVAL ON SIDEWALKS UNTIL NEXT MEETING. MOTION CARRIED WITH ALL AYES.
- b. Staff reported that property owners on Johnie Street were contacted regarding the required repairs to the runoff and street and that staff will monitor the progress.
- c. MOTION 11R-17-24 WAS MADE BY JACKSON PURFEERST AND SECONDED BY AARON HERZOG TO APPROVE QUOTE FROM NAGELL APPRAISAL & CONSULTING IN THE AMOUNT OF \$2,700 FOR APPRAISAL FOR 3 STREET PROJECTS IN CROSSLAKE IN 2025. MOTION CARRIED WITH ALL AYES.
- d. MOTION 11R-18-24 WAS MADE BY AARON HERZOG AND SECONDED BY SANDY FARDER TO APPROVE FINAL ENGINEERING, PERMITTING, AND CONSTRUCTION PLAN PREPARATION OF HARBOR LANE IN THE

AMOUNT OF \$48,844, CONTINGENT ON RECEIVING FINAL EASEMENT FROM TIM AND SUE KAVANAUGH FOR THE PROJECT. MOTION CARRIED WITH ALL AYES.

- e. All of the work has been completed to repair the sewer lines in town square. Staff will work on compiling the bills and determining who owes what.
- f. Pat Wehner reported that he has three new employees and they are working out great.
- g. MOTION 11R-19-24 WAS MADE BY MARCIA SEIBERT-VOLZ AND SECONDED BY AARON HERZOG TO APPROVE THE REPLACEMENT OF GARAGE DOORS AT THE SEWER PLANT AT A COST OF \$13,529.31. MOTION CARRIED WITH ALL AYES.

4. PUBLIC SAFETY

- a. MOTION 11R-20-24 WAS MADE BY MARCIA SEIBERT-VOLZ AND SECONDED BY JACKSON PURFEERST TO APPROVE RESOLUTION NO. 24-29 IN SUPPORT OF THE CUYUNA RANGE FIRE SERVICE MUTUAL AID AGREEMENT. MOTION CARRIED WITH ALL AYES.
- b. MOTION 11R-21-24 WAS MADE BY SANDY FARDER AND SECONDED BY JACKSON PURFEERST TO APPROVE THE FIRST READING OF ORDINANCE TO REGULATE CANNABIS BUSINESS. MOTION CARRIED 4-1 WITH HERZOG OPPOSED.

G. CITY ATTORNEY REPORT – Jordan Soderlind reviewed the list of items that he will bring back to the Council at the next meeting.

H. NEW BUSINESS – Chip Lohmiller reported that the new civil sirens were delivered and have been installed.

I. OLD BUSINESS – TJ Graumann asked if the attorney had an answer regarding donating funds to a memorial garden. Jordan Soderlind stated that the it would be an impermissible expense for the City to donate funds to Ulland Memorial Garden.

J. ADJOURN – MOTION 11R-22-24 WAS MADE BY DAVE NEVIN AND SECONDED BY JACKSON PURFEERST TO ADJOURN THE MEETING AT 8:37 P.M. MOTION CARRIED WITH ALL AYES.

Respectfully submitted by,

Charlene Nelson
City Clerk

C.
3.

**SPECIAL COUNCIL MEETING
CITY OF CROSSLAKE
MONDAY, NOVEMBER 25, 2024
4:00 P.M. – CITY HALL**

The Crosslake City Council met in the Council Chambers of City Hall on Monday, November 25, 2024. The following Council Members were present: Mayor Dave Nevin, Jackson Purfeerst, Sandy Farder, Aaron Herzog, and Marcia Seibert-Volz. Also present were City Administrator Lori Conway, Fire Chief Chip Lohmiller, Park Director TJ Graumann, Public Works Director Pat Wehner, and City Clerk Char Nelson. There were four people in the audience.

1. Dave Nevin called the meeting to order at 4:00 P.M. Marcia Seibert-Volz noted that the Council should not make a motion after the first reading of an ordinance. A motion to adopt the ordinance is required only after the second reading.

2. MOTION 11SP2-01-24 WAS MADE BY MARCIA SEIBERT-VOLZ AND SECONDED BY JACKSON PURFEERST TO APPROVE ORDINANCE NO. 396 TO REGULATE CANNABIS BUSINESS IN THE CITY OF CROSSLAKE. MOTION CARRIED WITH ALL AYES.

MOTION 11SP2-02-24 WAS MADE BY JACKSON PURFEERST AND SECONDED BY SANDY FARDER TO APPROVE THE PUBLICATION OF ORDINANCE NO. 396 IN SUMMARY FORM IN THE OFFICIAL NEWSPAPER. MOTION CARRIED WITH ALL AYES.

3. MOTION 11SP2-03-24 WAS MADE BY SANDY FARDER AND SECONDED BY JACKSON PURFEERST TO ADOPT ORDINANCE NO. 397 RELATING TO ALCOHOLIC BEVERAGES. MOTION CARRIED WITH ALL AYES.

4. The Council reviewed proposed changes to the City Administrator contract from Labor Attorney Susan Hansen. A brief discussion ensued regarding compensatory time. The Council compromised on allowing 20 hours of comp time to be accrued and carried over for one pay period. MOTION 11SP2-04-24 WAS MADE BY JACKSON PURFEERST AND SECONDED BY SANDY FARDER TO APPROVE THE EMPLOYMENT AGREEMENT WITH CITY ADMINISTRATOR LORI CONWAY WITH THE FOLLOWING CHANGES: #8 – REMOVE “OTHER”; #15 – CHANGE SECOND TO LAST SENTENCE TO “EMPLOYEE SHALL NOT ACCRUE MORE THAN 20 HOURS OF COMPENSATORY TIME AT ANY ONE TIME AND IT MUST BE USED BY THE FOLLOWING PAY PERIOD”; #17 – CHANGE FIRST SENTENCE TO “ IN THE EVENT EMPLOYEE IS TERMINATED BY THE EMPLOYER OR IF THE EMPLOYEE LEAVES DUE TO AN UNSAFE OR HOSTILE WORK ENVIRONMENT (THAT HAS BEEN VALIDATED BY AN INDEPENDENT OUTSIDE ATTORNEY AND APPROVED BY THE CITY COUNCIL), THEN IN THAT EVENT, EMPLOYER AGREES TO PAY EMPLOYEE AT THE TIME OF RECEIPT OF HER LAST PAYCHECK A LUMP SUM CASH PAYMENT EQUAL TO 3 MONTHS AGGREGATE SALARY IF TERMINATION OCCURS ONE YEAR OR MORE FROM DATE OF HIRE OR 6 MONTHS AGGREGATE SALARY IF TERMINATION OCCURS TWO YEARS OR MORE FROM DATE OF

HIRE AND TO CONTINUE TO PROVIDE AND PAY FOR BOTH EMPLOYER/EMPLOYEE COST OF BENEFITS SET FORTH IN PARAGRAPH 9 FOR A PERIOD OF 6 MONTHS FOLLOWING TERMINATION.” MOTION CARRIED WITH ALL AYES.

5. The Council reviewed the proposed union contract from MNPEA. It was noted that the language approved for the City Administrator contract regarding comp time would be used for MNPEA contract. Marcia Seibert-Volz suggested that sections 6 and 7 on page 8 be removed so that sick pay is handled the same between all unions. On page 9, section 5, the City asked that the new language read, “Employees may elect to roll over all or a portion of their accrued vacation days to their deferred compensation plan.” Lori Conway noted that the proposal included dropping a step and adding a step to the City Clerk wage scale and that the Personnel Committee did not discuss this. Marcia Seibert-Volz stated that this item should be removed from the contract and not considered because it did not go through the proper process. MOTION 11SP2-05-24 WAS MADE BY SANDY FARDER AND SECONDED BY AARON HERZOG TO APPROVE THE MNPEA UNION CONTRACT AS PRESENTED, CONTINGENT ON THE ADDITION OF PER PAY PERIOD VACATION ACCRUAL LANGUAGE. MOTION CARRIED WITH ALL AYES.
6. The Council reviewed the 2025 proposed budget. Lori Conway reviewed the changes made since the last meeting. MOTION 11SP2-06-24 WAS MADE BY MARCIA SEIBERT-VOLZ AND SECONDED BY SANDY FARDER TO APPROVE THE 2025 LEVY AT \$5,227,380. MOTION CARRIED 4-1 WITH HERZOG OPPOSED.
7. There being no further business at 5:07 P.M., MOTION 11SP2-07-24 WAS MADE BY JACKSON PURFEERST AND SECONDED BY SANDY FARDER TO ADJOURN THE MEETING. MOTION CARRIED WITH ALL AYES.

Respectfully submitted by,

Charlene Nelson
City Clerk



C.4.

Crosslake Police Department
 Monthly Report: November 2024

Agency Assist	16	Tact Team Callout	1
Alarm	17	Theft	1
Animal Complaint	9	Threats	1
ATV	2	Traffic Arrest	1
Civil Problem	3	Traffic Warning	48
Compliance Check	4	Traffic Citation	8
Damage To Property	1	Trespass	1
Danco Violation	1	Vehicle Off Road	1
Disturbance	1	Vulnerable Adult	2
Driving Complaint	3	Welfare Check	3
EMS	32		
Escort	2		
Fire	3		
Fraud	1		
Gun Permits	2		
Harassing Communication	6		
Hazard In Road	3		
Information	8		
Motorist Assist	1		
Noise Complaint	1		
Open Door	1		
Probation Violation	1		
Property Damage Accident	8		
Public Assist	5		
Ride Along	1		
Scam/Con	2		
Suspicious Activity	3		
Suspicious Person	1		
Suspicious Vehicle	1	TOTAL	206



C.5.

Crosslake Police Department
Mission Township
Monthly Report: November 2024

Agency Assist	5
Driving Complaint	1
Motorist Assist	1
Open Door	1
Suspicious Vehicle	1
Traffic Citation	4
Traffic Warning	52

TOTAL: 65



Crosslake Fire Department

Date: November 2024

C.6.

Incidents

Description of Incident	Incidents	
	Calls	YTD
3 - Rescue & Emergency Medical Services		
311 - Medical Assist - Assist EMS Crew	31	342
300 - Rescue, EMS Incident		
322 - Motor Vehicle Accident with Injuries		4
324 - Motor Vehicle Accident with No Injuries		5
351/353/357 - Remove from Elevator/Extrication from Vehicle/Machinery	1	3
341/361/362 - Search for Person/Water Rescue/Ice Rescue		2
Total:	32	356
1 - Fire		
111 - Building Fire		4
111 - Building Fire (Mutual Aid)		6
112/118/113/114/123/151 - Fire Other / Chimney Fire		1
141/142/143 - Forest, Woods, Brush, Grass Fire	2	3
130/131/134/138/142 - Mobile Property/Automobile Fire/Off Road Vehicle		1
Total:	2	15
4 - Hazardous Condition (No Fire)		
411 - Gasoline or other Flammable Liquid Spill		
412 - Gas Leak (Natural Gas or LPG)		11
424 - Carbon Monoxide Incident		
444 - Power Line Down/Trees on Road		
445 - Arcing, Shorted Electrical Equipment		
Total:	0	11
5 - Service Call		
561 - Unauthorized Burning	1	2
531/521 - Smoke or Odor Removal / Water Problem		
542/550/553 - Public Service/ Public Assist / 571 - Standby	6	40
551 - Agency Assist	1	26
Total:	8	68
6 - Good Intent Call		
611 - Dispatched and Cancelled en route	1	17
600/631 - Good Intent Call/Authorized Burning		
651/652 - Smoke scare, Odor of smoke		2
661 - EMS Party Transport - Aircare - Traffic Control	2	17
Total:	3	36
7 - False Alarm & False Call		
735/740/743/740/745 - Smoke Detector Activation - No Fire	2	16
746 - Carbon Monoxide Detector Activation - No CO		2
731 - Sprinkler Activation due to Malfunction		
Total:	2	18
8 - Severe Weather & Natural Disaster		
814 - Lightning Strike (No Fire)		
813/815 - Wind Storm/Severe Weather Standby		1
Total:	0	1
Total Incidents:	47	505

Crosslake Incident Type Report Property Loss

Incident Type	Total Incidents	Total Incidents % of Incidents	Total Property Loss	Total Content Loss	Total Loss
Incident Type Category: 1 - Fire					
142 - Brush or brush-and-grass mixture fire	2	4.3%			
	Total: 2	Total: 4.3%	Total: 0	Total: 0	Total: 0
Incident Type Category: 3 - Rescue & Emergency Medical Service Incident					
311 - Medical assist, assist EMS crew	31	66.0%			
357 - Extrication of victim(s) from machinery	1	2.1%			
	Total: 32	Total: 68.1%	Total: 0	Total: 0	Total: 0
Incident Type Category: 5 - Service Call					
551 - Assist police or other governmental agency	1	2.1%			
553 - Public service	6	12.8%			
561 - Unauthorized burning	1	2.1%			
	Total: 8	Total: 17.0%	Total: 0	Total: 0	Total: 0
Incident Type Category: 6 - Good Intent Call					
611 - Dispatched and cancelled en route	1	2.1%			
661 - EMS call, party transported by non-fire agency	2	4.3%			
	Total: 3	Total: 6.4%	Total: 0	Total: 0	Total: 0
Incident Type Category: 7 - False Alarm & False Call					
735 - Alarm system sounded due to malfunction	1	2.1%			
743 - Smoke detector activation, no fire - unintentional	1	2.1%			
	Total: 2	Total: 4.3%	Total: 0	Total: 0	Total: 0
	Total: 47	Total: 100.0%	Total: 0	Total: 0	Total: 0

Report Filters

Basic Incident Date Time: is between '11/1/2024' and '11/30/2024'
Agency Name: is equal to 'CROSSLAKE'

Report Criteria

Incident Type (Fd1.21): Is Not Blank



C.7.

STATED MINUTES

City of Crosslake Planning Commission/Board of Adjustment

October 25, 2024
9:00 A.M.

Crosslake City Hall
13888 Daggett Bay Road
Crosslake, MN 56442

1. Present: Chair Bill Schiltz; Vice-Chair Jerome Volz; David Fuhs; Kristin Graham; Alternate Joel Knippel; Alternate Jeremy Johnson and Liaison Council Member Aaron Herzog

Absent: Joseph O'Leary

Staff: Paul Satterlund, Planning & Zoning Administrator and Cheryl Stuckmayer, Planner-Zoning Coordinator

2. 9-27-2024 Minutes – **Motion by Fuhs; supported by Johnson to approve the minutes as written. All members voting “Aye”, Motion carried.**

VARIANCE APPLICATIONS

Staff does not make decisions as to whether a variance application gets approved or denied. Staff's job is to inform the applicant of the requirements for submitting a variance, assess whether the application is complete when it is submitted and then presenting the facts of the application to the Planning Commission/Board of Adjustment (PC/BOA).

The PC/BOA determines whether they approve or deny an application at the public hearing as per Minnesota Statute 462 and the Crosslake Land Use Ordinance.

Through the process, staff does try to recommend different solutions and gives their opinion as to whether the PC/BOA may approve or deny the application, but they cannot reject a completed application. Even if staff feels that the application may be denied by the PC/BOA, they are obligated to accept the application and bring it to the PC/BOA. Should staff reject a completed application, they would open the city up to being sued by the applicant.

Every property owner has the right to ask for a variance per Article 8 of the Land Use Ordinance.

Anyone that feels the PC/BOA has erred and would like to appeal their decision, also have the right to Appeal that decision per Article 8 of the Land Use Ordinance.

3. Old Business-Variations are heard on their individual requests, past variations hold no precedents. Commissioners may table the request if needed and an applicant can withdraw their request. If the variance(s) is/are approved, all existing nonconformities will be eliminated and will hereafter be required to follow the variance decision. If a variance is denied the applicant can rebuild the nonconformity as is per the Crosslake Ordinance.

3.1 None

4. New Business

4.1 Daniel P and Jill M McCarty - Variance for bluff setback and dirt moving in the bluff impact zone

October 25, 2024 Planning Commission/Board Of Adjustment Meeting

- 4.2 Land Use Ordinance Amendments – Land Use Tables, Accessory Structures/Storage Buildings, Accessory Structure Standards, Commercial and Residential Architectural Standards, definitions, and accompanying sections with language that pertains
5. Other Business
 - 5.1 Staff report
6. Open Forum – No action will be taken on any of the issues raised. If appropriate, the issues will be placed on the agenda of a future PC/BOA meeting. Speakers must state their name and address. Each speaker is given a three minute time limit.
7. Adjournment

Daniel P and Jill M McCarty
14060856, 14060857

Satterlund read the variance request, notices sent out per city ordinance and Minnesota State Statue 462 requirements, no comments received, project details, impervious percentage, stormwater location submitted on the survey, septic compliance dated 5-31-2024 is on file, and history of the parcel into the record. Schiltz-yesterday, at the on-site, October 24, 2024, a good look was taken at the bluff & bluff impact zones; the physical look at the property gave a better perspective than the paper documents; small ask of the bluff impact zone; stormwater management plan (SWMP) was discussed with the possible use of french drains. Schiltz invited McCarty, the applicant/owner to the podium. McCarty, commissioners and staff had a discussion: McCarty-the fireplace on the documents is for a gas unit not a heavy duty deal; Fuhs-documents show a big rock fireplace; McCarty-no, the drawing is just what the architectures thinks; Fuhs-ok to do something there, would like to see the porch addition on posts to avoid digging in the bluff impact zone, this would be a good compromise with less disturbance on the dirt moving; Volz-at the on-site yesterday sauna tubes were discussed; Satterlund-only 2 cubic yards of dirt moving were requested for the variance, footings would be a lot more dirt moving; McCarty-this request is for a three season porch that will look like part of the house. Consensus was to look at the request as a porch addition. Schiltz opened the public hearing with no response; therefore, the public hearing was closed. Schiltz requested Satterlund to initiate the findings of fact procedure with the board members deliberating and responding to each question.

October 25, 2024 Action:

Motion by Volz; supported by Fuhs to approve the variance for:

- Bluff setback of 23 feet where 30 feet is required to proposed dwelling
- Dirt moving in the bluff impact zone, where Chapter 26 states dirt moving in a bluff impact zone is prohibited, except for the placement of stairways, lifts, or landings permitted under Section 26-313, for a proposed addition

To construct & allow:

- 358 square foot addition to the dwelling where 71 square feet are within the bluff impact zone
- 2 cubic yards of dirt

Per the findings of fact as discussed, the on-site conducted on 10-24-2024 and as shown on the certificate of survey received at the Planning & Zoning office dated 9-11-2024 for property located at 12080 Manhattan Pt Blvd, City of Crosslake

Conditions:

Chapter 26 – Land Use; Sec. 26-227 Variance Decision - Variances must be substantially completed within two years of receiving approval – the approval of this variance will expire on 10-25-2026

1. Work with the staff to review, alter and implement as needed the submitted stormwater plan in accordance with the City of Crosslake land use ordinance
2. Work with staff to implement and maintain erosion/sediment control during and after construction

Findings: See attached/packet

All members voting “Aye”, Motion carried.

**Crosslake Planning & Zoning
City of Crosslake, Chapter 26 Land Use Revisions**

Satterlund sited the history of how we got to today's discussion on the personal storage district and ordinance changes; clarified that this is just a discussion and will be brought before the commissioners next month due to publication needs; read through the presented proposed ordinance amendments (Redline has already been approved by the city council & the purple indicates the personal storage district); doesn't feel this helps anyone; council asked for personal storage to apparently help the three developers that are in mid-stream. Commissioners, council liaison and staff discussion: spot zoning; no sense to take commercial property and zone it to personal storage; land use map amendment (LUMA) process, which will be used for the personal storage district; automatically rezone the 3 mid-stream developments to the personal storage district-can't see any benefit to the 3 to do this; problem with taking commercial property and lowering them down to just personal storage use; this is away to allow personal storage; way to regulate enforcement as to no living and only storage; water use in relation to screening/landscaping only; sympathetic to personal storage but also to leave commercial as commercial; filling city up with metal buildings no matter how you dress it up-it is still a metal box that eventually will rust; not doing any favor to the city to have these metal buildings; there are other locations outside of Crosslake to build these structures; careful about converting commercial use to a lower grade use; the amount of time talking about just the 3 developers that are taking up time, when the citizens are sick of seeing these metal buildings; storage is needed but in the right spot; to tell people to go somewhere else is not necessarily right; some citizens such as the neighboring property owners are in favor or a district where the use is just to drop off items and leave; impervious on personal storage versus commercial needs-parking not needed for personal storage.

Satterlund referred to the RR2 handout-requested commissioners to look over the handout for a future discussion and motion, also how it is written with the need of a LUMA for this district. Schiltz opened the public hearing. Nevin of South Landing-400 feet overlay district is in place, would have preferred 600 feet; need pole buildings in the out-of-way areas; Eggena development should have screening along the main road, it should have been required; try to make rules for future can't be done, only can do a few years; should be a 40 foot setback with well-full screening maintained; to take Limited Commercial and turn all into personal storage is crazy; my main concern was the corridor coming into town; crazy to restrict what kind of water to put in the personal storage district and where do they go for bathroom facility needs. Norgaard of Bunkhouse Rd-First: thank you for the research and work the Planning & Zoning entire department members took to present the current items to the city council; Second: starwort invasive water species discovered in Rush Lake; the amount of financial expense in combatting an invasive species; the process of getting the starwort out of the lake; what other areas on the Whitefish may have this same problem; very expensive to keep it out; Crosslake exists because of our environment (water, trees, etc...); impact 5-10-20 years down the road; what do we want the city to be or look like in 30 years from now; storage buildings' impact on our environment; 22 trees cut down for every storage building; lake property owners do purchase storage buildings; the additional usage on the water impacts our environment; take a longer view at our city and what we do that impact our environment; do we want to be "Tin City"; scientific data concerning trees supporting people, carbon monoxide, oxygen and a variety of other uses as well as visual. Eggena of Fawn Lake Rd-commented on well regulations; anyone read the state statue on planning and zoning-highly suggest to do that; statue is clear on what to do; reasonable use can not be denied; Graham & Fuhs-what is considered reasonable; Eggena-well go far enough and it will go to court, but that is foolishness; Volz-don't agree we can't put restrictions; Eggena-state statue gives you certain things, read it to understand-my suggestion; our development will remain a

commercial/light industrial zone; city can't rezone it, but I can; will build anything we can; people are looking for mancaves or shouse; Graham-thought you didn't have people living there; Eggena- they aren't living there; Graham-build little palaces in a box; Eggena-yes they are, does that bother you, but are not living there; why do you care where people live; Graham-don't care, but this is zoned industrial; Eggena was asked to stop arguing and move on; Volz-thinks Eggena's development is a good use, but doesn't want commercial property used for a personal storage shed along the main corridors; Eggena-have commercial zone but we aren't using it up because it can become anything; gave a history of the city; Volz-you say just go back to the old west-build whatever and wherever; Schiltz-shouldn't Eggena talk to staff on this; Satterlund-yes, when it comes to certain zones or land use, but policies come from the commissioners; Eggena-crazy direction, it has gone full circle-full circle from the council to you; Graham-we need to look at the future whether you think it is a go idea or not; Eggena-you have no influence on the future, I own the land than my family, you misunderstand your position, the land owner is king, not the p&z commissioners or city council; Volz-your three minutes are up. Eggena walked out and voiced an extremely rude comment. Herzog-do the best for the city; tree discussion.

October 25, 2024 Action:

No action taken on this open forum item:

Motion stands from the 9-3-2024 recommendation for the proposed zoning ordinance amendments regarding Land Use Tables (Section 26-281), Accessory Structures-Residential District (Section 26-960), Commercial and Residential Architectural Standards (Article 29), Definitions (Article 43) and accompanying verbiage being affected by these proposed ordinance amendments, which was brought before the Crosslake City Council and approved on 9-30-2024.

Per the discussions held at multiple workshops, planning commission/board of adjustment meetings and the city council's approval motion.

See attached/packet

Other Business:

Staff report

Development Review Team (DRT) had 1 October monthly meeting

Permits – nothing significant to report (NSTR)

Next Month:

November 8 – Public Hearing Application deadline

November 12 – City Council Meeting

November 12 – Development Review Team (DRT)

November 21 – On-site visit

November 22 – PC/BOA Meeting

Open Forum:

1. See **City of Crosslake, Chapter 26 Land Use Revisions** above

Matters not on the Agenda:

1. There were no matters not on the agenda

Motion by Volz; supported by Graham to adjourn at 11:00 A.M.

All members voting “Aye”, Motion carried.

Respectfully submitted,

Cheryl Stuckmayer

Cheryl Stuckmayer

Planner-Zoning Coordinator

- (1) **Shoreland District (SD).** The purpose of this district is to preserve and enhance the quality of surface waters, conserve the economic and natural environmental values of shorelands, protect drinking water sources, and provide for the wise use of water and related land resources. The primary use within this district is seasonal and year-round single family residential. Lot dimensions and density limitations are controlled by lake or river classifications. Compatible commercial or water-oriented commercial uses may be allowed as permitted or as conditional uses.
- (2) **Rural Residential-5 (RR-5).** The purpose of this district is to establish and maintain a low density residential district with 5 acre minimum lot sizes outside the shoreland zone, preserving the character of the city and providing a rural single family setting with limited agriculture/forestry uses. The primary use within this district is single family residential and agriculture/forestry. Compatible commercial uses may be allowed as permitted or as conditional uses.
- (3) **Waterfront Commercial (WC).** The purpose of this district is to accommodate commercial uses in the shoreland district where access to and use of a surface water feature is an integral part of the business. The primary uses in this district are marinas, resorts and restaurants with transient docking facilities.
- (4) **Limited Commercial District (LC).** The purpose of this district is to establish and provide a commercial environment with a limited mixture of commercial and office related development and services. A commercial district may be located within or outside the shoreland zone.
- (5) **Downtown Commercial District (DC).** The purpose of this district is to establish and provide a commercial environment with a mixture of commercial and office related development and services and maintain a pedestrian-oriented commercial district consisting of retail, offices and professional services. A downtown commercial district may be located within or outside the shoreland zone.
- (6) **Commercial/Light Industrial District (C/LI).** The purpose of this district is to establish and maintain a district for light industrial purposes with commercial activities which can provide the employment opportunities for the residents of the community, allow for the production and manufacture of goods and products, provide for the retail display and sale of the goods and products manufactured on the site with other related products or services, and provide professional contractor services and related office uses.
- (7) **Sensitive Shoreland (SS).** The purpose of this district is to accommodate limited residential uses, agricultural uses, and forest management activities within the shoreland protection zone while conserving sensitive land areas on which more intensive development would adversely affect water quality, wetlands, lakes, shorelines, slopes, wildlife habitat, biological ecosystems, or scenic and natural values. Density is decreased and performance standards established in order to minimize disturbance of soils and vegetation in the shoreland district, to prevent damage from erosion, floods, siltation and water turbidity, to prevent the loss of vegetation, fish, wildlife and natural habitat, to protect the quality of ground and surface waters, and to conserve natural and scenic areas in the shoreland protection zone. This district can only be designated in shoreland areas determined to be sensitive by the City Council.
- (8) **Corridor Overlay District (CO).** The purpose of the this district is to protect and enhance the aesthetics of the City of Crosslake's main entrances and corridors by encouraging sustainable development that respects the environment and upholds the community's northwoods character. Certain land uses are prohibited in this district along with greater regulations on architectural standards to ensure protecting the beauty of Crosslake long term.
- (9) **Personal Storage District (PS).** The purpose of this district is to accommodate limited personal storage use, with performance standards established in Articles 28 and 29, along with Sec. 26-282. This district is solely for personal storage, any other use and water utilities are prohibited. To create this district a Land Use Map Amendment (LUMA) will be required. In addition, a Conditional Use Permit (CUP) will be needed before obtaining a Land Use Permit.

Sec. 26-281 Land Use Tables

10-16-2024 PC/BOA Amended Draft

PART I - CODE OF ORDINANCES

Chapter 26 - LAND USE

The following table establishes the permitted, conditional, and allowed uses within the land use districts of the City. Any uses not listed in these tables are prohibited.

For the purposes of this table:

"P"	means a use requiring a permit
"PP"	means a use requiring a permit with performance standards
"CU"	means a use requiring a conditional use permit
"I"	means an interim use
"A"	means a use that is allowed without a permit but may have performance standards
"SD"	means a shoreland district
"RR-5"	means a rural residential district—5 acre minimum lot size
"WC"	means a waterfront commercial district
"LC"	means a limited commercial district
"DC"	means a downtown commercial district
"C/LI"	means a commercial/light industrial district
"SS"	means a sensitive shoreland district
"CO"	means a corridor overlay district – 400ft from edge of ROW on each side of Cty Rd 16, 3, 66, 36, and 37
"PS"	means a personal storage district

10-16-2024 PC/BOA Amended Draft

PART I - CODE OF ORDINANCES

Chapter 26 - LAND USE

LAND USE TABLES	S D	RR 5	S S	L C	D C	W C	C/ L
(1) Agricultural Uses							
Farm buildings (barns, silo, hay shed, etc.)	P	P	P	P			
Farmland: Crop growing and harvesting	A	A	A	A			
Farmland: Livestock, poultry use, including related buildings	A	A		A			
Forest land: growth, harvest	A	A	A	A		A	A
(2) Residential and Related Uses							
Accessory structure ≤ 1200 sq ft (see Article 36)	P	P	P	CU	CU	CU	CU
Accessory Structure >1200 sq ft (See Article 36)	2+ac = CU	2+ac =CU	2+ac = CU	CU	CU	CU	CU
Auxiliary quarters/cottage - 24' or wider	PP	PP	PP				
Controlled access lot							
Energy systems assoc. with a principal use (i.e. solar collectors and wind generators under 50KW)*	P/CU*	P		P		P/CU*	P
Garage/Yard Sales (Maximum 3 per calendar year)	A	A	A	A	A	A	A
Group home, detention or correction home (including detoxification center, rehabilitation home, etc.)	CU	CU	CU	CU		CU	
Home business	CU	CU		PP	PP	CU	PP
Home occupation	A	A	A	A	A	A	
Home: assisted living, nursing, supportive care	CU	CU		CU	CU		
Meteorological test station for wind energy conversion systems (WECS)	I	I		I		I	I
Mobile home park or development		CU					
Multi-family dwelling	CU	CU		CU	CU	CU	
Portable or temporary storage structure	P	P	P	P	P	P	P
Single-family dwelling—24' or wider	P	P	P				
Two-family dwelling—duplex	CU	P	CU				
Water-oriented accessory structures	P					P	
(3) Recreational Uses							
Campground, private, or commercial				CU		CU	
Shooting range, fire arms, archery - private				CU			CU
(4) Civic, Educational and Institutional Uses							
Athletic field/stadium; arena				CU			
Cemetery	A	A		A			
Church/Synagogue	P	P	P	P	P	P	
Transient Camps, Church Camps	CU	CU				PP	

*--Type of Permit depends on wind energy tower height and power output

10-16-2024 PC/BOA Amended Draft

PART I - CODE OF ORDINANCES

Chapter 26 - LAND USE

LAND USE TABLES	S D	RR 5	S S	L C	D C	W C	C/ L
(5) Commercial and Industrial Uses							
Adult uses							CU
Amusement Park				CU			
Athletic club				PP	PP	PP	
Auto body shop				PP			PP
Auto repair shop, lubrication service station				PP	PP		PP
Bank or financial institution				P	P		PP
Beauty shop, barber shop				PP	PP	PP	PP
Bed and Breakfast Residence		CU		PP	PP	PP	
Bowling Lanes				PP	PP	PP	PP
Breeding and boarding of animals				CU	CU		CU
Bulk liquid storage				CU			PP
Business or professional office space				PP	PP	PP	PP
Car wash				PP	PP		PP
Cement/concrete/redi-mix plant, permanent							P
Commercial greenhouse/nursery				PP			PP
Commercial storage building/storage unit rental				CU	CU	CU	CU
Commercial Storage Rental Building(s) containing independent bays > 800 sf				CU	CU	CU	CU
Concrete/asphalt plant, portable				I			PP
Construction and contractor services-carpentry, electrical, plumbing, heating, ventilation, mechanical, flooring, insulation, siding, etc				P	P		P
Day care facility	PP	PP		PP	PP	PP	
Demolition Landfill							CU
Dry cleaners				CU	CU		CU
Event Center (≥ 10 acres in RR5)		CU		CU	CU	CU	CU
Extractive use, mining, gravel pit, aggregate							CU
Funeral home with crematorium				CU			
Funeral Home without crematorium				PP			
Gas station/convenience store with or without fuel sales				PP	PP	PP	
Golf Course				CU		CU	
Industrial park development							CU
Liquor: On and/or off sale				CU	CU	CU	CU
Lumber yard				PP	PP		PP
Manufacturing: light in general, assembly plant, machine shop, welding shop, packaging plant				CU			PP
Marina						CU	
Medical or dental clinic				PP	PP		PP
Miniature golf				PP	PP	PP	PP
Motel/hotel				CU	CU	CU	CU
Outdoor seasonal sales				PP	PP	PP	PP
Over-the-counter print shop				PP	PP		PP
Private clubs and lodges				PP	PP		PP
Race track: horse, auto, motorcycle, go cart							CU
Recycling collection site				I			PP
Rental equipment sales and service				PP	PP	PP	PP

10-16-2024 PC/BOA Amended Draft

PART I - CODE OF ORDINANCES

Chapter 26 - LAND USE

LAND USE TABLES	SD	RR5	SS	LC	DC	WC	C/LI
Repair shop, equipment				PP	PP		PP
Resort						CU	
Restaurant				PP	PP	PP	
Retail store				PP	PP	PP	PP
Sawmill				CU			PP
Sign – on site	P	P	P	P	P	P	P
Studio-art, music, photo, decorating, dance				P	P		
Storage buildings, Commercial				PP		PP	PP
Telecommunication tower							CU
Temporary real estate office/model home	P	P		P	P	P	
Theater				PP	PP		PP
Vehicle, boat, recreational equipment sales				PP	PP	PP	PP
Veterinary clinic				CU	CU		PP
Wholesaling and/or warehousing, freight terminal				PP	PP		PP

Note: See provisions for “CO” in Sec. 26-381 then refer to underlying districts

See provisions for “PS” in Sec. 26-382 then refer to underlying districts

Sec. 26-282 Administration of Permits with Performance Standards

- (1) In addition to the general requirements of this Chapter, the Zoning Administrator shall determine specific performance standards in conjunction with applications for those uses and locations where they are allowed. Performance standards may include but are not limited to regulation of:
 - a) Types of business activities allowed;
 - b) Screening or fencing;
 - c) Signs;
 - d) Storage of materials, equipment, and vehicles;
 - e) Hours of operation;
 - f) Parking;
 - g) Waste management;
 - h) Abatement of noise, smoke, and fumes.
- (2) The Zoning Administrator may refer an application to the Development Review Team (DRT) if:
 - a) Additional input on performance standards is needed, or,
 - b) It is determined that a proposed use may impact the health, safety, or general welfare of surrounding properties.
- (3) If, after consulting the DRT, it is determined that the proposed use impacts the health, safety, or general welfare of surrounding properties, the Zoning Administrator shall notify the applicant that the application will be processed as a conditional use according to Article 7 of this Chapter.

Secs. 26-283—26-304 Reserved

ARTICLE 13 **Personal Storage and COMMERCIAL DISTRICT STANDARDS**

Sec. 26-375 Purpose and Intent

The purpose and intent of this article is to support the development of commercial and light industrial districts that will accommodate a wide range of commercial goods and services and maintain the up-north character of the area without degrading the natural resources and to:

- (1) Maximize Crosslake's potential as a healthy community providing for business, residential and recreational opportunities.
- (2) 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.
- (3) Plan for the orderly, efficient and fiscally responsible growth of commercial and industrial development in Crosslake.
- (4) Plan land uses and implement standards to minimize land use conflicts.
- (5) Support development that enhances community character and identity.
- (6) Support the development of a strong, diversified, and growing economic base and create a favorable climate for economic development and ongoing business activities.
- (7) Support the economic viability of the Commercial Districts.
- (8) To encourage lighting that provides safety, utility, and security without glare onto public roads, private residences, and atmospheric light pollution.
- (9) To manage storm water runoff and its associated effects and to provide for the protection of natural and artificial water storage and retention areas, and public waters.
- (10) To treat wastewater to protect public health and safety, and to protect ground and surface water; and;
- (11) To establish reasonable regulation for design, construction, installation, and maintenance of all exterior signs.

Sec. 26-376 Plan Submission Requirements

All commercial site development, structure construction, or parking area modifications shall require the property owner or developer to submit a plan meeting the standards of this Chapter:

- (1) Site plan meeting the standards in Article 13 of this Chapter with setbacks and wetlands identified;
- (2) Landscape, screening, and lighting plan meeting the standards in Article 28 of this Chapter;
- (3) Architectural plan meeting the standards in Article 29 of this Chapter;
- (4) Off street loading and parking plan meeting the standards in Article 26 of this Chapter;
- (5) Storm water management plan according to requirements in Article 20;
- (6) Waste disposal plan meeting Minnesota Rule, Chapter 7035 standards,
- (7) Wastewater treatment plan meeting the standards in Article 31 of this Chapter.

Sec. 26-377 Waterfront Commercial District

- (1) The purpose of this district is to accommodate commercial uses in the shoreland district including marinas, resorts, restaurants, bars, rental units, campgrounds, and related

10-16-2024 PC/BOA Amended Draft

PART I - CODE OF ORDINANCES

Chapter 26 - LAND USE

uses on General Development (GD) and Recreational Development (RD) lakes only where access to and use of a surface water feature is an integral part of the businesses.

(2) Waterfront Commercial Density and Dimensional Standards. All commercial lots, structures, and uses in the Waterfront Commercial District created or constructed after March 1, 2015 of this Chapter shall meet the following density and dimensional requirements:

Lake Class	Minimum Lot Area	Minimum Lot Width	Structure Lot Line Setbacks-Residential	Structure Lot Line Setbacks-Commercial	Public Right of Way Frontage	Setback Between Bldgs.	City Street Right of Way setback	County Road Right-of-Way Setback	Maximum Impervious Coverage	Structure Height
GD	5 acres	400'	30'	10'	50'	15'*	15'	35'	35%	35'
RD	5 acres	400'	30'	10'	50'	15'*	15'	35'	25%	35'
NE (existing only)	10 acres	800'	30'	10'	50'	15'*	15'	35'	20%	35'

* Unless using common wall construction

Sec. 26-378 Limited Commercial District

- (1) The purpose of this district is to establish and provide a commercial environment with a limited mixture of commercial and office related development and services. A limited commercial district may be located within or outside the shoreland zone.
- (2) **Limited Commercial Density and Dimensional Standards.** All lots, structures, and uses in the Limited Commercial District created or constructed after March 1, 2015 shall meet the following density and dimensional requirements:

Minimum Lot Area sq. ft.	Minimum Lot Width	Structure Lot Line Setbacks-Residential	Structure Lot Line Setbacks-Commercial	Public Right of Way Frontage	Setback Between Bldgs.	City Street Right of Way setback	County Road Right-of-Way Setback	Maximum Impervious Coverage	Structure Height
20,000	100'	20'	5'	50'	0	15'	35'	50%	35'

Sec. 26-379 Downtown Commercial District Standards

- (1) The purpose of this district is to maintain a pedestrian-oriented commercial district consisting of retail, offices and professional services. A downtown commercial district may be located within or outside the shoreland zone.
- (2) **Downtown Commercial Density and Dimensional Standards.** All lots, structures, and uses in the Downtown Commercial District created or constructed after March 1, 2015 shall meet the following density and dimensional requirements:

10-16-2024 PC/BOA Amended Draft

PART I - CODE OF ORDINANCES

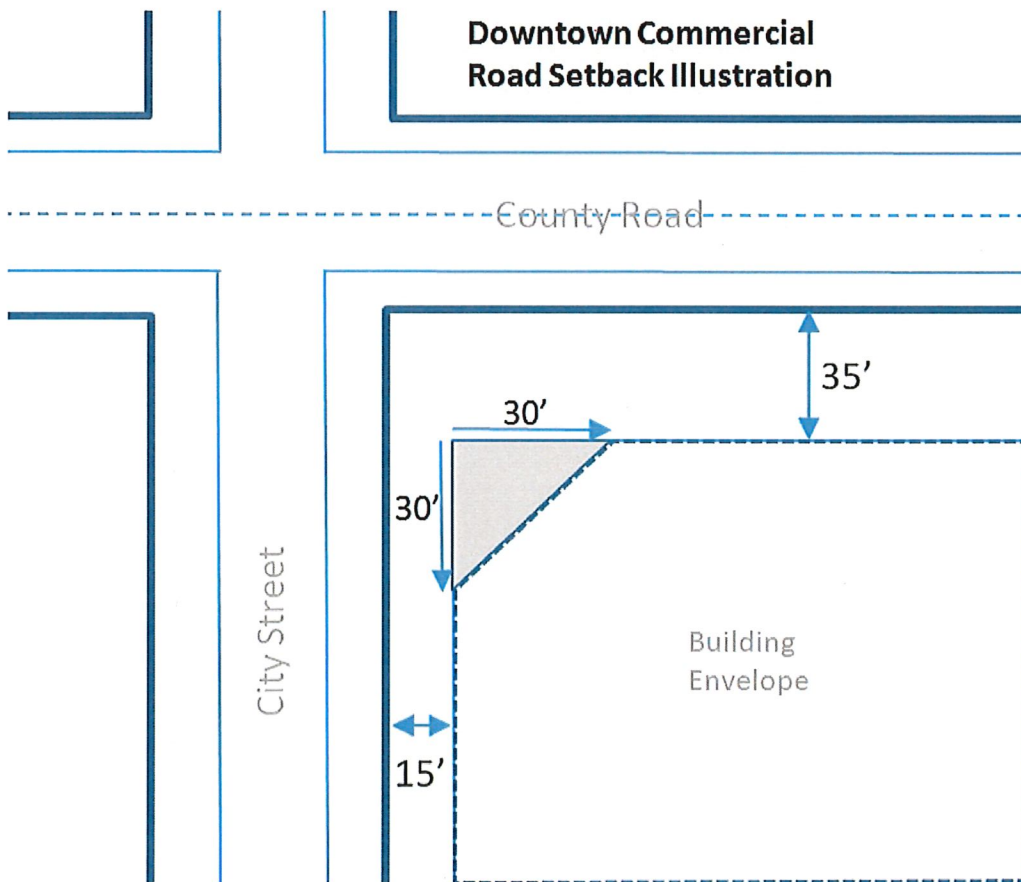
Chapter 26 - LAND USE

Minimum Lot Area Sq Ft	Minimum Lot Width	Structure Lot Line Setbacks-Residential	Structure Lot Line Setbacks-Commercial	Public Right of Way Frontage	Setback Between Bldgs.	City Street Right – of-Way Setback	County Road Right – of-Way Setback	Maximum Impervious Coverage	Structure Height
15,000	50'	20'	0'	33'	0'	15'	35'	80%	35'

(3) Downtown Commercial Performance Standards.

- a) Setbacks. Buildings on corner lots will be required to maintain a minimum 30-foot sight triangle from the intersecting right-of-way lines (streets, alleys, etc.) within which no structures or improvements over 30 inches in height would be allowed to maximize traffic visibility and sight lines as exemplified in the following illustration.

Table 26-379A Downtown Commercial Road Setback Illustration



- b) Overhangs and any other building protrusions/extensions shall not be considered when measuring setbacks if they do not extend more than 3 feet beyond the exterior wall facade. If an overhang and any other building protrusions/extension extends more than 3 feet beyond the exterior wall façade, then the setback is measured from the drip line of the overhang.

Sec. 26-380 Commercial/Light Industrial District Standards

10-16-2024 PC/BOA Amended Draft

PART I - CODE OF ORDINANCES

Chapter 26 - LAND USE

- (1) The purpose of this district is to establish and maintain a district for light industrial purposes with commercial activities which can provide the employment opportunities for the residents of the community, allow for the production and manufacture of goods and products, provide for the retail or wholesale display and sale of the goods and products manufactured on the site with other related products or services, and provide professional contractor services and related office uses.
- (2) **Commercial/Light Industrial Density and Dimensional Standards.** All lots, structures, and uses in the Commercial/Light Industrial District created or constructed after October 16, 2018 shall meet the following density and dimensional requirements:

Minimum Lot Area Sq Ft	Minimum Lot Width	Structure Lot Line Setbacks-Residential	Structure Lot Line Setbacks-Commercial	Public Right of Way Frontage	Setback Between Bldgs.	City Street Right – of-Way Setback	County Road Right – of-Way Setback	Maximum Impervious Coverage	Structure Height
20,000	100'	30'	5'	100'	10'	35'	35'	50%	35'

Secs. 26-381 Corridor Overlay District Standards

- (1) **Corridor Overlay District (CO).** The purpose of the district is to protect and enhance the aesthetics of the City of Crosslake’s main entrances and corridors by encouraging sustainable development that respects the environment and upholds the community’s northwoods character. Certain land uses are prohibited in this district along with greater regulations on architectural standards to ensure protecting the beauty of Crosslake long term.
- (2) The standards of the Overlay District are within the boundaries of 400 ft from each side of the road right-of-way of Cty Rd 16, 3, 66, 36, and 37
- (3) The corridor overlay district prohibits the use of commercial storage, mini/self-storage, and personal storage.
- (4) Refer to the Density and Dimensional Standards per district and Article 29 for greater architectural standards regulated within this district.

Secs. 26-382 Personal Storage District Standards

- (1) The purpose of this district is to accommodate limited personal storage use, with performance standards established in Articles 28 and 29, along with Sec. 26-282. This district is solely for personal storage, any other use and water utilities are prohibited.
- (2) Minimum development size to be 10 acres, platted out to meet the below requirements.
- (3) To create this district a Land Use Map Amendment (LUMA) will be required upon completing a Development Review Team (DRT) meeting.
- (4) Water utilities of any kind, outside storage, and any other use except personal storage are prohibited.
- (5) Refer to Article 28 and 29 for greater regulated standards within this district.

Minimum Lot Area Sq Ft	Minimum Lot Width	Structure Lot Line Setbacks-Residential	Structure Lot Line Setbacks-Commercial	Public Right of Way Frontage	Setback Between Bldgs.	City Street Right – of-Way Setback	County Road Right – of-Way Setback	Maximum Impervious Coverage	Structure Height
20,000	100'	30'	10'	100'	10'	35'	35'	25%	35'

Secs. 26-38~~23~~—26-412 Reserved

ARTICLE 28 LANDSCAPING, SCREENING AND LIGHTING STANDARDS

Sec. 26-735 Purpose

The purpose of this division is to recognize the important and diverse benefits which landscaping, screening, and lighting provide in protecting the health, safety and general welfare of the community. Benefits include the reduction of noise, dust, excessive glare, stormwater runoff, the impact of adjacent incompatible land uses, and the increase in aesthetic value of the city.

Sec. 26-736 Application

- (1) All land use permits for **the personal storage district and commercial construction districts** submitted after March 1, 2015 shall be accompanied by complete landscape, screening, and lighting plans. These plans shall be submitted as a part of the site plan.
- (2) The retention of natural topography and vegetation will be required where possible.
- (3) All plan components shall be completed within two years from the date of issuance of the land use permit unless otherwise specified.

Sec. 26-737 Commercial **Districts** Landscaping

- (1) **Plan requirements.**
 - a) **Site analysis.** Boundary lines of the property with dimensions based upon a certificate of survey; name and alignment of proposed and existing streets; location of existing and proposed buildings; location of parking areas, vegetated and forested areas to be preserved, water bodies, proposed sidewalks; and percent of site covered by impervious surfaces.
 - b) **Planned elements.** Existing and proposed topographic contours at two foot intervals; typical sections and details of landscaping plans such as type of vegetation, sodded and seeded areas, berms and other landscape improvements with identification of materials used.
 - c) **Planting Schedule:** A table containing the common names and botanical names, average size of plant materials, root specifications, quantities, special planting instructions, and proposed planting dates of all plant materials.
- (2) **Minimum planting requirements.**
 - a) **Existing trees.** Existing trees may be used to meet these standards, if protected and maintained during the construction phase of the development. If existing trees are used, each tree 6 inches or less in diameter counts as one tree. Each tree more than 6 inches and up to 9 inches in diameter counts as two trees. Each additional 3-inch diameter increment above 9 inches counts as an additional tree.
 - b) **Selection of materials.** Landscape materials should be selected and sited to produce a hardy and drought and salt-resistant landscape area. Selection should

10-16-2024 PC/BOA Amended Draft

PART I - CODE OF ORDINANCES

Chapter 26 - LAND USE

include consideration of soil type and depth, the amount of maintenance required, spacing, exposure to sun and wind, the slope and contours of the site, and compatibility with existing native vegetation preserved on the site.

- c) **Variety of species.** If there are more than 8 required trees, no more than 40 percent of them can be of one species. If there are more than 24 required trees, no more than 25 percent of them can be of one species. This standard applies only to trees being planted to meet these standards, not to existing trees. If there are more than 25 required shrubs, no more than 75 percent of them can be of one species.
- d) **Minimum plant numbers:**
 - i. One overstory deciduous or coniferous tree for every 2,000 square feet of total building floor area or one for every 100 feet of site perimeter, whichever is greater.
 - ii. One ornamental tree for every 2,000 square feet of building or one for every 200 feet of site perimeter, whichever is greater.
 - iii. One understory shrub for every 300 square feet of building or one shrub for every 30 feet of site perimeter, whichever is greater.
- e) **Adjacent to residential areas.** Plantings or screening shall be provided to create physical and visual separation between commercial and residential areas (See section 26-738 (1)).
- f) **Minimum sizes.** The following minimum standards shall be required:

Overstory deciduous tree	1½ inch diameter
Ornamental tree	1 inch diameter
Coniferous tree	6 feet tall
Shrubs	3 gallon root ball size

- g) **Sodding and ground cover.** All disturbed area not covered by natural vegetation or impervious surfaces shall be seeded with turf grass, native grasses, perennial flowering plants, vines shrubs, trees or approved ground cover. Storm water retention ponds and rain gardens shall qualify as approved ground cover.
 - h) **Minimum guaranteed survival.** All trees, shrubs, and groundcover shall be maintain and replaced as follows:
 - i. For general landscaping, parking lots, and perimeter areas, maintenance and replacement for a minimum of 5 years.
 - ii. For screening adjacent to residential areas, maintenance and replacement in perpetuity.
- (3) **Parking lot landscaping** - In order to soften and improve the appearance of parking lots when viewed from an abutting street or sidewalk, all parking and loading areas including drive-through facilities fronting public streets or sidewalks shall provide:
- a) A landscaped area at least 5 feet wide along the public street or sidewalk. If a parking area contains over 100 spaces, the minimum required area shall be increased to 8 feet in width.
 - b) One overstory deciduous or coniferous tree shall be provided for each 25 linear feet of parking lot frontage on a public street or accessway.
- (4) **Interior parking lot landscaping**
- a) The corners of parking lots and all other areas not used for parking or vehicular circulation shall be landscaped with turf grass, native grasses or other perennial flowering plants, vines, shrubs and trees. Such spaces may include architectural features such as benches, kiosks or bicycle parking.
 - b) In parking lots containing more than 100 spaces, an additional landscaped area of at least 300 square feet shall be provided for each 12 spaces or fraction thereof,

10-16-2024 PC/BOA Amended Draft

PART I - CODE OF ORDINANCES

Chapter 26 - LAND USE

containing one deciduous shade tree. The remainder shall be covered with turf grass, native grasses, perennial flowering plants, vines or shrubs.

- (5) **Existing development.** It is recognized that commercial properties which have already been developed with permanent improvements as of March 1, 2015 may have less flexibility in meeting landscaping requirements. The requirements in Section 26-737 (1) through (4) above may be modified on a case by case basis, by written agreement, to fit existing conditions while fulfilling these requirements to the greatest extent possible. This agreement shall become part of the land use permit.

Sec. 26-738 Screening

- (1) **Screening from residential areas** shall be in addition to normal landscaping and planting and consist of a physical and visual barrier completely separating the activity in **the personal and commercial districts on-a-commercial** property from any adjacent residential areas. Screening shall be equally effective in the winter and summer and shall be accomplished by the use of one or more of the following:
- The placement of the building on the lot or the placement of a building on an adjacent lot.
 - The use of berms and landscaping.
 - Planting of vegetative screens.
 - Construction of **architectural** walls or fences.
- (2) **Screening design standards**
- Vegetative screens shall consist of healthy, hardy plant materials. Evergreen shrubs with a mature height of 6 feet shall form a solid screen. One overstory deciduous or coniferous tree per 30 linear feet of boundary shall also be planted.
 - A 6-foot-high wall or fence may be substituted for the shrubs in (a) above, but the trees are still required.
 - Screening and fences shall be maintained and repaired.
 - Slopes and berms. Final slope grade steeper than the ratio of 3:1 and/or a height over six feet will require stabilization measures such as terracing or retaining walls.
- (3) **Placement and screening of mechanical equipment, service, loading, and storage areas**
- Any outdoor storage, service or loading area that faces adjacent residential uses or a public street or walkway shall be screened by a decorative fence, wall, or screen of plant material at least 6 feet in height.
 - Loading docks, truck parking, HVAC and other mechanical equipment, trash collection, and other service functions shall be incorporated into the design of the building so that the visual impacts of these functions are not visible from adjacent properties and public streets.
 - Outdoor sales area shall be fenced and screened from view of neighboring residential uses.
- (4) **Screening between adjacent **personal storage and commercial district** uses.**

Sec. 26-739. Lighting

All commercial permit applications submitted after March 1, 2015 shall include an exterior lighting plan consistent with the following standards for all exterior building areas, parking areas and pedestrian paths connecting parking areas and buildings. Applications for new **personal storage district and** residential dwelling construction submitted after March 1, 2015 shall require

10-16-2024 PC/BOA Amended Draft

PART I - CODE OF ORDINANCES

Chapter 26 - LAND USE

submittal of specifications for all proposed exterior lighting. All existing uses for which exterior lighting is installed or changed shall also conform to these standards.

(1) Lighting standards:

- a) **Shielded fixtures.** No portion of the lamp or lens may extend beyond the housing or shield. All light fixtures shall be directed downward so the source of illumination is not visible.
- b) **Height restrictions.** **Personal Storage and Commercial district** lighting fixtures mounted on poles or structures shall have a maximum height of twenty-five feet (25'). Exceptions to this height requirement may be granted by the Zoning Administrator when lighting is located in an area otherwise screened or blocked from view from the residential property, such as lighting on the side of a **personal storage and commercial district** building opposite the residential property
- c) All commercial outdoor light poles shall be metal, fiberglass, or finished wood.

(2) Maximum lighting levels

- a) **Personal Storage and Commercial Districts.** Any light or combination of lights used for exterior illumination on a ~~commercial or industrial~~ property that cast light on a public street or adjacent residential property shall not exceed one (1) foot-candle (meter reading) as measured from the centerline of said street or at the property line.
- b) **Residential.** Any light or combination of lights used for exterior illumination on a residential property that cast light on a public street or adjacent residential property shall not exceed one-half (0.5) foot-candles (meter reading) as measured from the centerline of said street or at the property line.

(3) Lighting standards for commercial property on riparian lots in the shoreland district (Personal Storage Districts are prohibited in the shoreland and overlay districts). All commercial zoned property shall comply with the following lighting standards for riparian lots and areas adjacent to a public water:

- a) The light fixtures shall be directed downward so the source of illumination is not visible and does not extend past property lines or across public waters in excess of the maximum light intensities in Section 26-739 (2).
- b) In shore impact zones 1 and 2, all lighting independently supported shall be on poles or supports that are a maximum of 24 inches above grade.
- c) All lighting shall be located only within the access path if installed within shore impact zone 1
- d) All lighting on docks, lifts, or platforms shall be directed downward so the source of illumination is not visible.
- e) The height maximum for exterior lighting located in the rear lot zone shall not exceed 25 feet.

(4) Lighting standards for residential property on riparian lots in the shoreland district.

- a) Light fixtures shall be directed downward so the source of illumination is not visible and the light does not extend past property lines or across public waters in excess of the maximum light levels in Section 26-739 (2), b.
- b) Lighting in shore impact zones 1 and 2 that is independently supported shall be on poles or supports that are a maximum of 24 inches above grade
- c) The height maximum for exterior lighting located in the rear lot zone shall not exceed 25 feet.

10-16-2024 PC/BOA Amended Draft

PART I - CODE OF ORDINANCES

Chapter 26 - LAND USE

Secs. 26-740—26-745 Reserved

ARTICLE 29 ~~COMMERCIAL AND RESIDENTIAL~~ ARCHITECTURAL STANDARDS

Sec. 26-746 Purpose and Intent

- (1) **Purpose:** ~~The purpose of this Article is to:~~
- a) ~~Building design, exterior building materials, and colors shall blend into and enhance the City's existing northwoods environment and avoid adverse visual impact.~~
 - b) Promote high standards of building and site design in ~~commercial and residential~~ all land use districts with the purpose of preserving an atmosphere consistent with the rural/Northwoods character of the City.
 - c) ~~Identify exterior building materials to be used in the various commercial and residential land use districts.~~
 - d) Provide a more pleasant pedestrian environment and driving experience.
 - e) Protect and enhance the appeal and attraction of the City to residents, visitors, and tourists, and to serve as a support and stimulus to business and residences.
- (2) **Intent:** The City intends that all projects shall strive toward the highest level of quality in both design and construction. The criteria by which all commercial development and redevelopment in the City shall be judged are:
- a) Consistency with all provisions of the comprehensive plan and City ordinances.
 - b) Complementary physical and visual relationships among existing, new and proposed buildings, park areas and landscape treatments with the intent of creating a cohesive appearance for the entire City.
 - c) Use of appropriate façade proportions, materials, and colors that are compatible with adjacent uses and create a pleasant pedestrian environment and driving experience.

Sec. 26-747 Application

- (1) **Existing buildings.** Facades on buildings in commercial land use districts-existing on March 1, 2015 shall be allowed to continue with the present materials subject to the following criteria: All subsequent additions and exterior alterations to buildings must be constructed with the materials required in this chapter.
- (2) **New buildings.** New buildings in commercial land use districts built subsequent to March 1, 2015 must comply with the design standards set forth in this Article.

Sec. 26-748 – 749 Reserved

Sec. 26-750 Allowable Exterior Materials ~~for Commercial Structures in Commercial Land Use Districts~~

- (1) Percentages of allowable exterior façade materials shall be calculated excluding windows, doors, and ~~gables~~ except for architectural glass.
- (2) **Waterfront Commercial District.**
 - a. ~~Glass on any front facade shall be a minimum of five percent (5%) with non-front facades consisting of a minimum of two and half percent (2.5%)~~
 - b. Face brick

10-16-2024 PC/BOA Amended Draft

PART I - CODE OF ORDINANCES

Chapter 26 - LAND USE

- c. Natural stone
 - d. Architectural glass
 - e. Wood finished for exterior use
 - f. Stucco
 - g. Exterior insulation finishing system (synthetic stucco)
 - h. Architectural concrete masonry units shall be limited to a maximum of twenty-five percent (25%) on any front facade. Architectural concrete masonry units may be used up to one hundred percent (100%) on non-front facades.
 - i. Architectural metal panels shall be limited to a maximum of twenty-five percent (25%) on any front façade, **and non-front facades shall be no more than seventy-five percent (75%) of one approved material type, unless there is a differential in color or material**
 - j. **Building design, exterior building materials, and colors shall blend into and enhance the City's existing northwoods environment and avoid adverse visual impact.**
 - k. **Overhang to be a minimum of 24 inches on all sides.**
 - l. **Height to the peak shall be a maximum 35 feet with a roof pitch of 4/12 minimum**
 - m. Other materials may be approved under number 9 of this section.
- (3) Limited Commercial District**
- a. Face brick.
 - b. Natural stone.
 - c. Architectural glass.
 - d. Wood finished for exterior use
 - e. Stucco.
 - f. Exterior insulation finishing system (synthetic stucco)
 - g. Architectural concrete masonry units shall be limited to a maximum of twenty-five percent (25%) on any front facade. Architectural concrete masonry units may be used up to one hundred percent (100%) on non-front facades.
 - h. Architectural precast concrete panels.
 - i. Architectural metal panels shall be limited to a maximum of twenty-five percent (25%) on any front facade.
 - j. Plastic sheeting on commercial greenhouses only
 - k. Other materials may be approved under number 9 of this section.
- (4) Limited Commercial Corridor Overlay District**
- a. **Glass on any front facade shall be a minimum of five percent (5%) with non-front facades consisting of a minimum of two and half percent (2.5%)**
 - b. Face brick
 - c. Natural stone
 - d. Architectural glass
 - e. Wood finished for exterior use
 - f. Stucco
 - g. Exterior insulation finishing system (synthetic stucco)
 - h. Architectural concrete masonry units shall be limited to a maximum of twenty-five percent (25%) on any front facade. Architectural concrete masonry units may be used up to one hundred percent (100%) on non-front facades.
 - i. Architectural metal panels shall be limited to a maximum of twenty-five percent (25%) on any front façade, **and non-front facades shall be no more than seventy-five percent (75%) of one approved material type, unless there is a differential in color or material**
 - j. Plastic sheeting on commercial greenhouses only

10-16-2024 PC/BOA Amended Draft

PART I - CODE OF ORDINANCES

Chapter 26 - LAND USE

- k. Building design, exterior building materials, and colors shall blend into and enhance the City's existing northwoods environment and avoid adverse visual impact.
 - l. Overhang to be a minimum of 24 inches on all sides.
 - m. Height to the peak shall be a maximum 35 feet with a roof pitch of 4/12 minimum
 - n. Other materials may be approved under number 9 of this section.
- (5) Downtown Commercial District**
- a. Glass on any front facade shall be a minimum of five percent (5%) with non-front facades consisting of a minimum of two and half percent (2.5%)
 - b. Face brick.
 - c. Natural stone.
 - d. Architectural glass.
 - e. Wood finished for exterior use
 - f. Stucco.
 - g. Exterior insulation finishing system (synthetic stucco)
 - h. Architectural concrete masonry units shall be limited to a maximum of twenty five percent (25%) on any front facade. Architectural concrete masonry units may be used up to one hundred percent (100%) on non-front facades
 - i. Architectural metal panels shall be limited to a maximum of twenty-five percent (25%) on any front façade, and non-front facades shall be no more than seventy-five percent (75%) of one approved material type, unless there is a differential in color or material
 - j. Plastic sheeting on commercial greenhouses only
 - k. Building design, exterior building materials, and colors shall blend into and enhance the City's existing northwoods environment and avoid adverse visual impact.
 - l. Overhang to be a minimum of 24 inches on all sides.
 - m. Height to the peak shall be a maximum 35 feet with a roof pitch of 4/12 minimum
 - n. Other materials may be approved under number 9 of this section.
- (6) Commercial/Light Industrial District**
- a. Face brick.
 - b. Natural stone.
 - c. Architectural glass.
 - d. Wood finished for exterior use
 - e. Stucco.
 - f. Exterior insulation finishing system (synthetic stucco)
 - g. Architectural concrete masonry units shall be limited to a maximum of twenty-five percent (25%) on any front facade. Architectural concrete masonry units may be used up to one hundred percent (100%) on non-front facades.
 - h. Architectural precast concrete panels.
 - i. Architectural metal panels shall be limited to a maximum of twenty-five percent (25%) on any front façade.
 - j. Plastic sheeting on commercial greenhouses only
 - k. Other materials may be approved under number 9 of this section.
- (7) Commercial/Light Industrial Corridor Overlay District**
- a. Glass on any front facade shall be a minimum of five percent (5%) with non-front facades consisting of a minimum of two and half percent (2.5%)
 - b. Face brick.
 - c. Natural stone.
 - d. Architectural glass.
 - e. Wood finished for exterior use
 - f. Stucco.

10-16-2024 PC/BOA Amended Draft

PART I - CODE OF ORDINANCES

Chapter 26 - LAND USE

- g. Exterior insulation finishing system (synthetic stucco)
 - h. Architectural concrete masonry units shall be limited to a maximum of twenty-five percent (25%) on any front facade. Architectural concrete masonry units may be used up to one hundred percent (100%) on non-front facades.
 - i. Architectural metal panels shall be limited to a maximum of twenty-five percent (25%) on any front facade, **and non-front facades shall be no more than seventy-five percent (75%) of one approved material type, unless there is a differential in color or material.**
 - j. Plastic sheeting on commercial greenhouses only
 - k. **Building design, exterior building materials, and colors shall blend into and enhance the City's existing northwoods environment and avoid adverse visual impact.**
 - l. **Overhang to be a minimum of 24 inches on all sides.**
 - m. **Height to the peak shall be a maximum 35 feet with a roof pitch of 4/12 minimum**
 - n. Other materials may be approved under number 9 of this section.
- (8) Personal Storage District**
- a. Face brick.
 - b. Natural stone.
 - c. Architectural glass.
 - d. Wood finished for exterior use
 - e. Stucco.
 - f. Exterior insulation finishing system (synthetic stucco)
 - g. Architectural concrete masonry units shall be limited to a maximum of twenty-five percent (25%) on any front facade. Architectural concrete masonry units may be used up to one hundred percent (100%) on non-front facades.
 - h. Architectural precast concrete panels.
 - i. Architectural metal panels shall be limited to a maximum of twenty-five percent (25%) on any front facade, and non-front facades shall be no more than seventy-five percent (75%) of one approved material type, unless there is a differential in color or material.
 - j. Building design, exterior building materials, and colors shall blend into and enhance the City's existing northwoods environment and avoid adverse visual impact.
 - k. Overhang to be a minimum of 24 inches on all sides.
 - l. Height to the peak shall be a maximum 35 feet with a roof pitch of 4/12 minimum
 - m. Other materials may be approved under number 9 of this section.
- (9) Other Materials. Materials not specifically listed may be approved for use by the Zoning Administrator. and/or the Development Review Team and shall review and make recommendations to the Planning Commission/Board of Adjustment regarding the use of those materials**

Sec. 26-751 Allowable Exterior Materials for Residential Primary Structures and Accessory Structures in All Land Use Districts

- (1) The following exterior building materials are allowed:
- a) Face brick
 - b) Natural stone
 - c) Architectural glass
 - d) Wood finished for exterior use including logs and log siding
 - e) Factory fabricated concrete or vinyl siding
 - f) Stucco

10-16-2024 PC/BOA Amended Draft

PART I - CODE OF ORDINANCES

Chapter 26 - LAND USE

- g)** Exterior insulation finishing system (synthetic stucco)
 - h)** Architectural concrete masonry units
 - i)** Factory fabricated metal panels.
- (2) Other Materials.** Materials not specifically listed may be approved for use by the Zoning Administrator. and/or the Development Review Team and shall review and make recommendations to the Planning Commission/Board of Adjustment regarding the use of those materials

Sec. 26-752 Prohibited Materials-Residential All-Districts

The following exterior building materials are prohibited on residential properties:

- (1)** Face materials that rapidly deteriorate or become unsightly such as galvanized metal, unfinished structural plywood, unfinished structural clay tile, canvas, and plastic/vinyl sheeting or other flexible material of a similar nature, except as allowed for Portable or Temporary Storage Structures.
- (2)** Sheet metal, plastic or fiberglass siding, unless such siding is a component of a factory fabricated and finished panel and is enhanced with preferred materials.
- (3)** Unadorned and/or painted concrete block, except exposed foundation or footing block.
- (4)** Neon lighting as part of the architecture of the building or used as accent lighting for the building.

Secs. 26-753—26-761 Reserved

STORAGE BUILDING, PERSONAL

A structure used for the storage of belongings, equipment, or materials, of a personal nature, that is not intended for human habitation or water utilities within the personal storage district.

CITY OF CROSSLAKE

ORDINANCE NO. __

AN ORDINANCE ESTABLISHING A RURAL RESIDENTIAL – 2 (RR-2)
ZONING DISTRICT

The City Council of the City of Crosslake does ordain as follows:

Section 1 – Purpose. Pursuant to the authority granted under Minnesota Statutes section 462.357, this ordinance creates a new rural residential zoning district with a minimum lot size of two acres. The purpose of the new district is to enable residential single-family development of a higher density than the existing five-acre lot minimum, as contemplated by the Comprehensive Plan. The higher density reflects some existing properties as well as acknowledges market interest in smaller parcels that still retain rural residential characteristics.

Section 2 – Changes to Existing Code Provisions. The following portions of the City Code are hereby modified, with added language underlined and deleted language ~~struck out~~.

Table of Contents

Sec. 26-344 Purpose – Rural Residential – 5 (RR-5)

Sec. 26-345 Rural Residential – 5 (RR-5) Density and Dimensional Standards

Sec. 26-346 Rural Residential – 5 (RR-5) Performance Standards

[Corresponding section headings to be modified accordingly.]

Sec. 26-280 Land Use District Descriptions

(2) Rural Residential – 2 (RR-2). The purpose of this district is to establish and maintain a medium density residential district with 2-acre minimum lot sizes outside the shoreland zone, preserving the character of the city and providing a rural single-family setting with limited agriculture/forestry uses. The primary use within this district is single family residential.

Section 3 – New Zoning District RR-2. The following language is added to Chapter 26, Article 12 of the City Code:

Sec. 26-347 Rural Residential - 2 (RR-2) Density and Dimensional Standards

All lots, structures and uses in the RR-2 District shall meet the following density and dimensional requirements:

Minimum Lot Area	Minimum Lot Width	Structure Lot Line Setbacks	Public Right-of-Way Frontage	Road Right-of-Way Setback	Maximum Impervious Coverage	Structure Height
2 acres	100'	10'	50'	35'	25%	35'

Sec. 26-348 Rural Residential - 2 (RR-2) Performance Standards

The following performance standards shall apply in the Rural Residential - 2 District. Other general standards also apply.

- (1) The Best Management Practices in Minnesota for Agriculture and Water Quality, Minnesota Pollution Control Agency, are adopted as a reference for agricultural areas.
- (2) The Best Management Practices in Minnesota for Water Quality in Forest Management, Minnesota Department of Natural Resources, are adopted as a reference for timber management.
- (3) **Temporary Living Structures.**
 - a. A maximum of two temporary living structures at one time may be allowed without a permit for not more than 14 total days within a year provided there is a principal structure on the property and the criteria specified in subsection (c) of this section are met.
 - b. Temporary living structures such as travel trailers/travel vehicles, etc. are allowed to be stored on a property with a principal structure provided the structure is licensed. The temporary living structure is not to be used as a dwelling for more than 14 total days within a year. The temporary living structure must be highway ready, meaning on wheels or the internal jacking system, must not be attached to the on-site sewage treatment system, and can only be attached to the site by quick disconnect type utilities commonly used in campgrounds and trailer parks. The temporary living structure cannot have any type of structural additions, including, but not limited to, decks, patios and screened porches.
 - c. Minimum facilities for camping in a temporary living structure shall include a fire pit (meeting DNR requirements), a method for the storage

and/or treatment and disposal of sewage (meeting MPCA chapter 7080 standards), and provisions for solid waste; all recreational vehicle or other camping units shall be completely removed from the property after use during the allowed time limit, and no accessory structures shall be constructed or placed without a permit. All temporary structures shall meet all required structural setbacks.

(4) Temporary Storage Structures.

- a. One temporary storage structure not to exceed 300 square feet may be allowed with a permit for no more than 210 days within a year provided there is a principal structure on the property.
- b. Temporary storage structures shall meet all structural setbacks and may not be located over a septic drain field.
- c. The maximum impervious surface limits for the lot shall not be exceeded.
- d. The structure shall not be used for human habitation.

Section 3 – Zoning Map. The Zoning Map shall be updated to reflect the following real property as within the Rural Residential - 2 (RR-2) District:

[insert legal description of areas – see Future Land Use Map]

Section 4 – Effective Date. This Interim Ordinance shall be in full force and effect from and after passage and publication according to state law.

Adopted by the City Council this ___ day of _____, 2024.

David Nevin, Mayor

ATTEST:

Charlene Nelson, City Clerk

C. 8.

CITY OF CROSSLAKE
PUBLIC WORKS COMMISSION
MEETING MINUTES
MONDAY, NOVEMBER 4, 2024
4:00 P.M. – CITY HALL

Pursuant to due notice and call the Public Works Commission held its regular monthly meeting on Monday, November 4, 2024, in City Hall. The following Commission Members were present: Tom Swenson, Gordon Wagner, Tim Berg, Dave Schrupp and Bob Frey. Also in attendance were Mayor Dave Nevin, Public Works Director Pat Wehner, City Engineer Phil Martin & City Administrator Lori Conway.

The meeting was called to order at 4:00 P.M. by Tom Swenson.

A MOTION WAS MADE BY DAVE SCHRUPP AND SECONDED BY GORDON WAGNER TO APPROVE THE MEETING MINUTES FROM OCTOBER 7, 2024. MOTION CARRIED WITH ALL AYES.

Phil presented the quote from Nagel Appraisal for the 2 year Improvement Plan and believes it would be beneficial to move forward with receiving an appraisal as it will be beneficial to have it completed and on hand for when we are ready to move forward with the assessment hearing.

A MOTION WAS MADE BY TOM SWENSON AND SECONDED BY GORDON WAGNER TO RECOMMEND THE CITY COUNCIL HIRE NAGEL APPRAISAL & CONSULTING TO PROVIDE AN APPRAISAL FOR THE YEAR 2 IMPROVEMENT PROJECTS AT A COST OF \$2700.00. MOTION CARRIED WITH ALL AYES.

Phil discussed the Harbor Lane improvements and stated he has acquired 4 of the 5 road easements for Harbor Lane. The Kavanaugh easement is the only one remaining one to obtain and he is working with them to address their final comments. He is confident that we will acquire the easement. He has made some changes to the wording and is waiting for the attorney to review and reply.

Phil also gave an update on the Trail connection and mentioned that the County is willing to work with us on these types of projects. However, there will be challenges associated with CR 103 right-of-way width, Corp of Engineers and dike locations. The County also added that it's not a federal project and we could have some issues with the Indian burial mounds, COE dike system, lack of right-of-way and that they wouldn't support it if we need to expand the right-of-way. The county will support it but says it just doesn't fit in this location.

A MOTION WAS MADE BY TOM SWENSON AND SECONDED BY DAVE SCHRUPP TO RECOMMEND TO THE CITY COUNCIL A PROPOSAL FROM BOLTEN & MENK PENDING RECEIPT OF THE LAST EASEMENT AND MOVE FORWARD WITH THE FINAL DESIGN FOR THE HARBOR LANE IMPROVEMENTS. MOTION CARRIED WITH ALL AYES.

Tom recommended we wait until January 2025 to discuss this project further. Dave Schrupp stated that County 103 has quite a few barriers that won't be going away and his recommendation is a wider bike lane on one side and lower the speed limits for traffic?

A MOTION WAS MADE BY DAVE SCHRUPP AND SECONDED BY TOM SWENSON TO ASK PHIL MARTIN TO FOLLOWUP WITH THE COUNTY TO STRIPE THE ROAD TO CREATE AT LEAST ONE BIKE LANE. MOTION CARRIED WITH ALL AYES.

Dave Nevin discussed maybe we try again for off road trails and maybe an easement would be an option depending on the residents on the south side of the road approving this? County 103 is a windy dangerous road. Phil stated that he will follow up with Tim Brey and see if there is anything we can do to make this road wider or even some suggestions on what some options are.

Public Works Director Wehner spoke regarding Johnnie Street and the letter received from Scott Gallaway for the future repair of the curve by his residence and how it is destroying his grass. Pat mentioned that this is a bad corner in the road that does need to be fixed but also not a highly traveled road. Discussion was held about Gallaway's neighbor's property being landscaped which filled in the ditch so now the water drains onto the neighbor's property. Pat also mentioned that while fixing Robert Street in 2025, that we repair Johnnie Street and he will pass this on to Gallaway and let him know the work will be done.

A MOTION WAS MADE BY TOM SWENSON AND SECONDED BY GORDON WAGNER TO RECOMMEND TO THE CITY COUNCIL TO GET THIS DITCH DUG OUT SO THE WATER DOESN'T DRAIN TO THE NEIGHBORS PROPERTY. IF MATERIAL IN THE DITCH IS NOT REMOVED BY THE PROPERTY OWNER BY TUESDAY, NOVEMBER 12TH PUBLIC WORKS WILL THEN RESTORE THE DITCH BACK TO IT'S ORIGINAL DEPTH AND INVOICE THE HOMEOWNER FOR PUBLIC WORKS LABOR AND MATERIALS. LORI AND PAT WILL CONTACT THE PROPERTY OWNER. MOTION CARRIED WITH ALL AYES.

City Administrator, Lori Conway attended the Crosslakers meeting Monday morning and would like to have them start attending our meetings to have their requests come through to our commissions and see how the process works along with establishing a financing procedure.

Mayor Nevin feels we contribute to the costs of some of their requests but having them bring their requests to the commissions will also help with the budgeting. We will need volunteers to help maintain some of these requests and plan for the future.

A MOTION WAS MADE BY GORDON WAGNER AND SECONDED BY DAVE SCHRUPP TO RECOMMEND TO THE CITY COUNCIL THAT DISCUSSION WAS MADE THAT WE WILL NOT BE REMOVING SNOW OR MAINTAINING THE NEW SIDEWALKS FROM SWANN DRIVE TO BALD EAGLE TRAIL DURING WINTER MONTHS AS THE CITY HAS NO WHERE TO PUT THE SNOW ONCE THE COUNTY PLOWS THE MAIN ROADS. MOTION CARRIED WITH ALL AYES.

A MOTION WAS MADE BY TOM SWENSON AND SECONDED BY DAVE SCHRUPP TO ADJOURN THE MEETING AT 5:10 P.M. MOTION CARRIED WITH ALL AYES.



Sharyl Murphy
Deputy Clerk/City Treasurer

C.9.

Crosslake Park, Recreation, and Library Commission Minutes

Wednesday October 23, 2024

Crosslake Community Center 2:00pm

Present: Chair Peter Graves, Heather Jones, Kristin Graham, Parks, and Recreation Director TJ Graumann

Not in attendance: Kera Porter, Mary Jo Fritsvold, City Council Liaison Jackson Purfeerst

- I. Meeting was called to order at 1:58 pm

- II. Approval of Minutes
Motion to approve minutes of September 25 meeting.
Ann/Kristen Favor: All Opposed: None

- III. Additions to Agenda – Peter would like to add a discussion about a priority list for 2025 to the new business and discussion about the need for a new member of the commission.
Motion to approve addition to the agenda.
Ann/Kristen Favor: All Opposed: None

- IV. Old Business
 - A) ROW Liability Update – TJ has not heard back from the city attorney about this matter. There is a boat lift currently on the Hillcrest ROW that he will have removed.

- V. New Business
 - A) PAL Foundation 2025 Project List – PAL worked on a project/priority list at their last meeting. TJ discussed with us that PAL needs Park and Rec commission approval on projects so we should be working together on these things and coordinating better. We had discussion about needing to focus on the master plan. One of the PAL ideas is a bike repair station, which does not fit the master plan, but would benefit the community and be easy to get going. Small projects like that outside of the master plan can be done, however with all the work that went into the master plan the commission discussed and agreed to the importance of focusing on those plans. Some of the PAL ideas include – canopy and maintenance for library patio*, concession stand or food truck, extending native grasses in Daggett Pine ditch*, single track mountain bike trail, connecting the 9 acre west addition with a bridge, gaga ball pit near playground*, adding a paved trail to PROP, adding benches and a pavilion to South Bay Park, adding a QR code to signs to solicit donations to PAL*, rec building and hockey rink, bike, repair stations, adding maple trees to the park*, planting trees, water to the dog park, installing a people counter at PROP*. *Small projects that could be accomplished in the short term. We had more discussion on these ideas and how they fit the master plan.

- B) Nature Play Area – TJ had a handout of information regarding a nature play area. We all agreed that the idea is great, could be implemented, and added easily for little cost. The location would be just to the east of the library patio. It would require little investment outside of man hours from the staff as the supplies are all things found in nature. TJ will investigate safety needs, such as mulch, for the active area.
- C) Commission opening – We discussed the need to fill the commission by filling our current openings. With phase 2 of the master plan coming up we discussed that it would be nice to find a hockey person to fill the vacancy.

VI) Other Business

A) Updates

- i. Ginseng Path ROW – the DNR is working with WAPOA on the starry stonewort issue. The starry stonewort was successfully removed from the water in that location. The ROW will remain closed for now.
 - ii. Phase 1 masterplan Estimates – TJ is working with the contractors as he works on the 2025 budget. We need the new budget to get things going. We discussed adding a subcommittee to help make sure the project goes smoothly, and things are not missed along the way. Peter will look to the pickleball community for help there as they would be the best to keep watch on phase 1.
 - iii. Sourcewell Grant – We received \$50,000 to help replace two mowers.
 - iv. Library Logo – TJ is working with Dylan Raff to get this finalized. They are using \$750 from the book sales funds to get this logo redone.
 - v. Halloween Party – this Saturday, October 26 from 10-12. Two bounce houses, cookies, face painting, and more.
 - vi. Staffing – TJ has hired Jamie; she has been working for 3 days and is being trained by Michelle.
 - vii. TJ partnered with PAL to get Plaques for the park maintenance guys to thank them for all their work. They were both presented with the appreciation awards at the last council meeting.
- B) Comments from the commission – “TJ is like magic” Ann Schrupp
The commission cannot thank TJ enough for all his hard work and the things he has done and is planning to do in the park system for the community.

- C) Pequot Lakes Community Education Update –Joell was not in attendance.
 - i. Community Education Opportunities in Crosslake – TJ and Joell are talking and will continue to work on this.

VII) Open Forum – None

VIII) Adjourn

Motion to adjourn at 3:01.

Ann/Kristin

Favor: All

Opposed: None

SCORE REPORT FORM

C.
10.

Mo./Yr. October 2024

CROSSLAKE REPORT

Organization:	Waste Partners, Inc. PO Box 677 Pine River, MN 56474
Contact Person:	Drey Loge Ph: (218) 824-8727 Fax: (218) 587-5122

Materials delivered to:	Cass County - Pine River Transfer Station Cardboard & Mixed Paper - LDI or Rock-Tenn Metal - Crow Wing Recycling or Pine River Iron & Metal
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RESIDENTIAL COMMERCIAL

Total Paper : (includes)	7,595	
Corrugated Cardboard	6,255	
Newspaper	-	
Mixed Paper (News, Mags, Mixed Mail, CDBD)	1,340	

Metal: Appliances, misc...

Commingled Materials: (includes) **43,753**

%			lbs
5%	Metals- Aluminum Cans		2188
21%	Tin Cans		9188
61%	Glass-		26690
	Clear bottles		
	Green bottles		
	brown bottles		
10%	Plastic - #1 & #2 bottles		4375
3%	Rejects		1313
100%			43753

Total LBS.	51,349	0
Total Tons	25.67	0

OUT OF COUNTY Waste Disposal	
Final Destination:	N/A
Disposal Site Permit # :	_____
Tons Delivered:	NONE

Total Number of Recycling Customers Served this Month
1346

	Recycling Customers	%	7,230 Paper	236,060 Commingle
Brainerd	3022	42%	3,009	98,234
Baxter	1478	20%	1,471	48,044
Breezy Point	535	7%	533	17,391
Pequot Lakes	370	5%	368	12,027
Crosslake	1346	19%	1,340	43,753
Ironton	244	3%	243	7,932
Nisswa	267	4%	266	8,679
	7262	100%		

F.I.R.E.
12137 Northgate Lane
PO Box 810
Crosslake, MN 56442

42280-208
QJ

INVOICE

✓ Jim 11/27/24
P.C.
11.

DATE	INVOICE #
11/27/2024	7163

BILL TO
Crosslake Fire Department
ATTN: Training Officer/Fire Chief
37028 County Road 66
Crosslake, MN 56442

Fire Instruction Rescue Education
Federal ID# 46-1192854 MN ID# 2759083
612-868-6744 fire@crosslake.net

2024 Invoice Terms:
Invoices from FIRE Inc are Due within 30 Days of Receipt.
Accounts not paid within terms are subject to a 10% Monthly
Finance Charge,
Net 15

DATE	DESCRIPTION	RATE	AMOUNT
11/27/24	Ropes & Knots Class Rigging Refresher Wednesday November 27, 2024 1900 Instructor: Tim Holmes	700.00	700.00

Thank You For Your Business.	TOTAL	\$700.00
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STATE OF MINNESOTA)

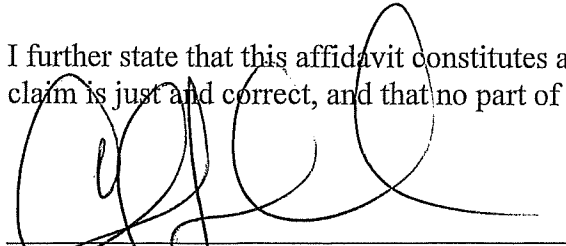
COUNTY OF CROW WING)

I, Chip Lohmiller, being duly sworn state the following:

- 1) I am the Fire Chief of the City of Crosslake, Minnesota.
- 2) On 11/27/24, the following services were furnished by F.I.R.E. to the City of Crosslake: Training for Crosslake Fire Department Continuing Education.
- 3) The price for such services was \$ 700⁰⁰ and is reimbursed through Minnesota Board of Firefighting Training and Education (MBFTE).
- 4) At the time, such services were furnished to the City, I had the following personal financial interest in this contract: I am the owner of F.I.R.E.

To the best of my knowledge and belief, the contract price is as low as, or lower than the price at which the services could be obtained from other sources.

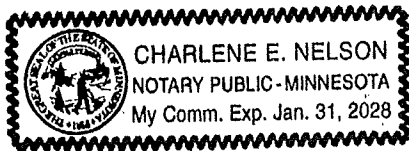
I further state that this affidavit constitutes a claim against the City for the contract price, that the claim is just and correct, and that no part of the claim has been paid.



Chip Lohmiller, Fire Chief

Subscribed and sworn to before me this 27 day of November, 2024.

Charlene E. Nelson
Notary



F.I.R.E.
 12137 Northgate Lane
 PO Box 810
 Crosslake, MN 56442

INVOICE

DATE	INVOICE #
12/4/2024	7168

BILL TO
Crosslake Fire Department ATTN: Training Officer/Fire Chief 37028 County Road 66 Crosslake, MN 56442

<i>Fire Instruction Rescue Education Federal ID# 46-1192854 MN ID# 2759083 612-868-6744 fire@crosslake.net</i>
--

2024 Invoice Terms:
Invoices from FIRE Inc are Due within 30 Days of Receipt. Accounts not paid within terms are subject to a 10% Monthly Finance Charge,
Net 15

DATE	DESCRIPTION	RATE	AMOUNT
12/4/24	CPR/AED Training Wednesday December 4, 2024 1900 Instructor: Randy Kalis 17 - Students @ \$60 per Student	1,020.00	1,020.00
Thank You For Your Business.		TOTAL	\$1,020.00

STATE OF MINNESOTA)

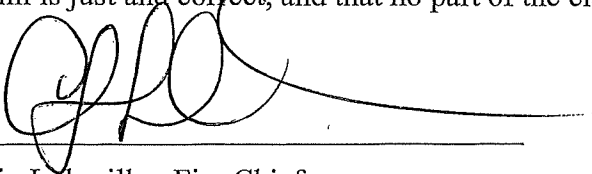
COUNTY OF CROW WING)

I, Chip Lohmiller, being duly sworn state the following:

- 1) I am the Fire Chief of the City of Crosslake, Minnesota.
- 2) On 12/4/24, the following services were furnished by F.I.R.E. to the City of Crosslake: Training for Crosslake Fire Department Continuing Education.
- 3) The price for such services was \$ 1,020⁰⁰ and is reimbursed through Minnesota Board of Firefighting Training and Education (MBFTE).
- 4) At the time, such services were furnished to the City, I had the following personal financial interest in this contract: I am the owner of F.I.R.E.

To the best of my knowledge and belief, the contract price is as low as, or lower than the price at which the services could be obtained from other sources.

I further state that this affidavit constitutes a claim against the City for the contract price, that the claim is just and correct, and that no part of the claim has been paid.

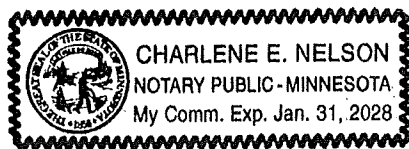


Chip Lohmiller, Fire Chief

Subscribed and sworn to before me this 4 day of December, 2024.



Notary



C.12.

BILLS FOR APPROVAL
December 9, 2024

VENDORS	DEPT	AMOUNT
Ace Hardware, screws	Park	17.49
Ace Hardware, threadlocker	Park	8.09
Ace Hardware, batteries, tape	Fire	70.37
Ace Hardware, trufuel	Fire	298.62
Ace Hardware, janitorial supplies	Fire	140.28
Ace Hardware, torch, wire, hardware	PW	136.18
Ace Hardware, water softener pellets	PW	30.36
Ace Hardware, batteries	PW	8.99
Ace Hardware, janitorial supplies	Sewer	21.48
Ace Hardware, charger	Park	35.99
Ace Hardware, spark plugs	Park	5.03
Ace Hardware, silicone, drill bits	Park	24.81
Ace Hardware, storage box, hardware	Park	2.78
Ace Hardware, battery	Park	27.99
Ace Hardware, batteries	Park	38.62
Ace Hardware, bits	Sewer	14.38
Ace Hardware, sealant, screws, hardware	Sewer	76.29
Ace Hardware, screws	Sewer	15.29
Ace Hardware, tape	PW	13.49
Ace Hardware, hardware	PW	18.15
Ace Hardware, shovel	Park	53.99
Ace Hardware, charger, hook	Police	40.12
Ace Hardware, charger	PW	36.28
Ace Hardware, janitorial supplies	Police	144.54
Ace Hardware, hitch pin, ball mount	Police	45.52
Ace Hardware, keys	Park	8.96
Ace Hardware, drill bits	Park	19.71
Ace Hardware, hardware	Park	35.58
Ace Hardware, tape, flange, hardware	PW	26.78
Ace Hardware, de-icer, wipes, hardware	PW	35.66
Ace Hardware, hardware	PW	2.33
Ace Hardware, hardware	PW	2.15
Ace Hardware, driveway markers	PW	80.94
Ace Hardware, keyboard, duster, listerine	Sewer	76.01
Ace Hardware, dish soap, hand cleaner	Sewer	16.76
Ace Hardware, caulk gun, clamps	PW	66.97
Ace Hardware, rope	PW	16.19
American Steel, supplies for patio garden	Library	54.12
American Steel, round 3/4 ss	PW	53.40
Baker & Taylor, books	Library	501.16
Bolton & Menk, milinda shores bridge	PW	475.00
Build All Lumber, sill gaskets, treated lumber	PW	34.17
Cheryl Stuckmayer, uniform reimbursement	PZ	350.01
Cheryl Stuckmayer, mileage reimbursement	PZ	10.52
City of Crosslake, sewer itilities	ALL	195.00
Clean Team, december cleaning	ALL	3,981.25
Column Software, ordinance 397	Gov't	49.39
Column Software, ordinance 396	Gov't	51.00
Column Software, meeting notice of 12/20/24	PZ	53.38

Council #65, union dues	Gov't		479.68
Crow Wing County, address assignment	Gov't	pd 11-12	25.00
Crow Wing County Highway Department, fuel	ALL		8,158.48
Crow Wing County Highway Department, installation of road name sign	PW		339.47
Crow Wing County Highway Department, roundabout project	PW		638,046.00
Crow Wing County Highway Department, sealcoat project	PW		311,819.19
Crow Wing County Recorder, filing fees	PZ		46.00
CTC, web hosting	Gov't		10.00
Culligan, cooler rental	Park	pd 12-3	10.50
Culligan, water and cooler rentals	ALL		324.50
Dacotah Paper, janitorial supplies	Park		635.21
Dave Beckel, uniform reimbursement	PW		125.00
Delta Dental, dental insurance	ALL		2,589.34
Demco, rotor stand	Library		1,929.40
DVS, vehicle registration renewal	PW		280.25
Dylan Raph, logo design	Library		750.00
East Side Oil, filter and anti-freeze recycling	Gov't		86.00
Elite Fence, replace motor	Sewer		1,075.00
Emergency Communication Systems, annual maintenance	Gov't		5,676.00
Federal Signal, poles, installation	Gov't		64,200.00
Fortis, disability insurance	ALL		1,241.42
Granite Electronics, bench repair	Police		121.25
Hawkins, chemicals	Sewer		1,281.27
J&J Medical, gas detector	Fire		2,640.00
Jims Electric, hvac rework	Fire		1,200.00
Jims Electric, water damage	Fire		1,120.00
Josh Runksmeier, uniform reimbursement	Park		115.10
LA Lawncare, roundabout	PW		315.00
Lakes Country Carpet Cleaning, carpet cleaning	Library		782.72
Lexipol, policy subscription	Police		6,391.72
Locality Media, record management platform	Fire		12,396.00
Mastercard, 5.11, banger bags	Police		106.52
Mastercard, Adobe, monthly premium	Gov't		103.04
Mastercard, Adobe, monthly premium	Police		21.46
Mastercard, Amazon, prime monthly premium	Gov't		14.99
Mastercard, Amazon, employee recognition	Gov't		329.85
Mastercard, Amazon, respirator	PW		16.14
Mastercard, Amazon, note pads, post it notes	Park		26.97
Mastercard, Amazon, rubber stamp	Park	pd 11-21	9.99
Mastercard, Amazon, 3 ring binders	Park	pd 11-21	58.02
Mastercard, Amazon, coffee	Park	pd 11-21	46.73
Mastercard, Amazon, magazine holders	Police		30.89
Mastercard, Amazon, 3 ring binders	Park		60.31
Mastercard, Amazon, bulbs	Park		116.95
Mastercard, Amazon, batteries	Police		126.47
Mastercard, Amazon, doorbell	Police		24.13
Mastercard, Amazon, magazine pouches	Police		24.71
Mastercard, Docusend, email bills	Sewer		25.00
Mastercard, Eagle Engraving, employee recognition	Fire		785.00
Mastercard, Galls, uniform	Police	pd 11-21	85.88
Mastercard, Gopher State One Call, tickets	PW		8.10
Mastercard, International Assn of Fire Chiefs, membership dues	Fire		180.00
Mastercard, Microsoft, monthly premium	Fire		17.71
Mastercard, Mission Critical Concepts, training	Police		2,198.00

Mastercard, Post Office, postage	Police		15.40
Mastercard, Raffertys, employee recognition	PW		65.23
Mastercard, Skid Steer Solutions, swather guard	Park		150.14
Mastercard, Team Wendy LLC, helmets	Police		2,307.10
Mastercard, The Fire Store, decals	Fire	pd 11-21	55.80
Mastercard, Time Magazine, subscription	Library	pd 11-21	53.63
Mastercard, Witmer, beanies	Fire		1,028.94
Mastercard, Zoom, monthly premium	Gov't		65.99
Medica, health insurance	ALL	pd 11-18	40,312.65
Metro Sales, copier lease	Park		231.47
MN Chiefs of Police Assn, membership dues	Police		376.00
MN Life, life insurance	Gov't		231.80
MN NCPERS, life insurance	Gov't		64.00
MNPEA, union dues	ALL	pd 12-3	336.00
MN State Fire Board of Investment, fire state aid	Fire		73,502.63
MN State Fire Chiefs Assn, membership dues	Fire		520.00
Napa, oil	Park		9.98
Napa, battery cable	PW		7.71
Napa, oil	PW		64.02
Napa, battery	Sewer		351.98
Napa, control, wire	PW		116.18
Pat Wehner, uniform reimbursement	Sewer		250.03
Pinnacle Property, stump grinding	PW		520.00
Quadient Financing, postage meter refill	ALL		500.00
Quadient Leasing, postage meter rental	Gov't		219.54
Reed Nelson, lodging reimbursement	Fire	pd 11-12	409.48
Schrupp Excavating, sewer line repair	Sewer		3,945.00
Schrupp Excavating, sewer line repair	Sewer		10,380.00
Shannons Auto Body, plow repair	Park		1,196.99
Simonson Lumber, concrete cookie, lumber	Park		53.62
Streichers, launcher, projectiles	Police		3,251.74
Tactical Solutions, radar certification	Police	pd 11-18	248.00
Teamsters, union dues	Police	pd 12-3	361.00
Tenvoorde Ford, new squad	Police	d 11-21-2	44,411.94
Teresa Haines, training reimbursement	Fire		250.00
The Office Shop, nameplates	Gov't		68.44
The Office Shop, frames	Gov't		55.86
The Police and Sheriffs Press, id card	PW		17.60
Tremolo Communications, phone, fax, cable, internet	ALL		2,741.67
Ultimate Safety Concepts, rae sensor module	Fire		308.63
US Bank, copier lease	ALL		165.00
Vector Solutions, training	Fire		3,145.54
Vestis, mat service	PW	pd 12-3	75.65
Vestis, mat service	PW		75.65
Victory Auto, replace fuses, repair relay	Park		557.71
Waste Partners, trash removal	ALL		540.03
Xcel Energy, gas utilities	ALL		1,164.10
Xtona, i.t. services	ALL		3,084.00
Ziegler, handle	PW		119.58
TOTAL			1,274,131.38

ACH PAYMENTS

Deferred Comp, employee deductions	Payroll	pd 11-21	5,276.60
Deferred Comp, employee deductions	Payroll	pd 12-3	225.00

Health Care Savings Plan, employee deductions	Payroll	pd 11-21	1,186.23
Health Care Savings Plan, employee deductions	Payroll	pd 12-3	1,192.87
IRS, payroll tax	Payroll	pd 11-21	10,743.48
IRS, payroll tax	Payroll	pd 12-3	13,946.90
MN Dept of Revenue, payroll tax	Payroll	pd 11-21	2,341.13
MN Dept of Revenue, payroll tax	Payroll	pd 12-3	2,795.40
PERA, payroll deductions and benefits	Payroll	pd 11-21	12,302.08
PERA, payroll deductions and benefits	Payroll	pd 12-3	2,795.40
Sales Tax	ALL	pd 11-19	278.00



NATIONAL
LOON CENTER

P.O. Box 642, 14303 Gould Street
Crosslake, MN 56442
nationallooncenter.org
(218) 692-LOON (5666)
Nonprofit EIN 82-1717690

D.3.

November 21, 2024

Dear Char,

I hope this letter finds you well. I am excited to announce a new chapter in the story of the National Loon Center! After years of careful planning, dedication, and community support, we are thrilled to prepare to break ground on our world class center next spring, and we need your help to keep our building plans on track!

The National Loon Center will serve as a vibrant center for learning and discovery, celebrating the wonder of loons and lakes. Our state-of-the-art facility will inspire deeper connections between people and the natural world through interactive exhibits, engaging educational programs, and vital conservation efforts.

How You Can Make a Difference

We have set a year-end goal to raise \$400,000 to enable design and development to roll onward. Any gift, large or small, is impactful. Here's how you can contribute:

\$60 – *Adopt a Loon* and receive a plush calling loon

\$250 – Invest in a 4" x 8" paver near the entrance to the center

\$500 – Invest in an 8" x 8" paver near the entrance to the center

Together, We Are Building a Legacy of Learning

Thank you for considering a gift to the National Loon Center. Your support will have a lasting impact on our community and will help ensure that the Center serves as a place of education, discovery, and inspiration for years to come. Please see the enclosed piece that highlights our impact in 2024. If you have any questions or would like to discuss other ways to contribute, please don't hesitate to reach out to me at 218-692-5666 or jon@nationallooncenter.org.

With deepest gratitude,



Jon Mobeck
Executive Director

D.
4.

City of Crosslake

RESOLUTION 24-____

RESOLUTION ACCEPTING DONATION(S)

WHEREAS, the City of Crosslake encourages public donations to help defray costs to the general public of providing services and improving the quality of life in Crosslake; and

WHEREAS, the City of Crosslake is generally authorized to accept donations of real and personal property pursuant to Minnesota Statutes Section 465.03 for the benefit of citizens; and

WHEREAS, said Statute 465.03 requires that all gifts and donations of real or personal property be accepted only with the adoption of a resolution approved by two-thirds of the members of the City Council; and

WHEREAS, the following person/persons and/or entity/entities has/have donated real and/or personal property as follows:

FROM	DONATION	INTENDED PURPOSE
Crosslake Firefighters Relief Association	\$1,028.94	Hats
Crosslake Firefighters Relief Association	\$6,450.00	Construction of Cold Storage Building
Crosslake Firefighters Relief Association	\$2,640.00	C O Detectors
PAL Foundation	\$4,269.00	Signs
PAL Foundation	\$894.61	Halloween Party

; and

WHEREAS, the City of Crosslake will strive to use the donation as intended by the donor; and

WHEREAS, the City Council finds that it is appropriate to accept said donation(s) as offered.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Crosslake that the donation(s) as described above are accepted as allowed by law.

Passed this 9th day of December, 2024.

David Nevin
Mayor

ATTEST: _____
Lori A. Conway
City Administrator (SEAL)

E.
1.

MEMO TO: City Council

FROM: Charlene Nelson
City Clerk

DATE: December 4, 2024

SUBJECT: Retroactive Approval of Bills for Payment

Approval is requested to allow payment of all invoices received between December 9th and December 31st with retroactive Council approval. In order to pay for products and services obtained in 2024 with 2024 budgeted funds, it is necessary to continue paying bills through year-end. A listing of all bills paid during this time will be given to the Council for approval at the first Council Meeting in January.

E.2.

**CITY OF CROSSLAKE
FEE SCHEDULE
EFFECTIVE JANUARY 1, 2025
ADMINISTRATION – FEE SCHEDULE**

ITEM DESCRIPTION	FEE
<u>CEMETERY</u>	
• Cemetery Plot for Resident/Property Owner	\$400
• Cemetery Plot for Non-Resident	\$800
• 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
<u>FIRE</u>	
• Controlled House Burn	\$1600
<u>POLICE</u>	
• False Alarm Fee (after third response)	\$50
• Copies of Reports	\$5
• Copies of Videos	\$10
<u>LIQUOR LICENSES</u>	
• Club On Sale	\$300
• Off Sale 3.2 Beer	\$25
• Off Sale Brewer Taproom	\$200
• Off Sale Intoxicating Liquor	\$100
• On Sale 3.2 Beer	\$75
• On Sale Brewer Taproom	\$500
• On Sale Intoxicating Liquor	\$1500
• Set Up and Display	\$50
• Sunday On Sale	\$200
• Background Investigation (in state)	\$500
• Background Investigation (out of state)	\$10,000 Max
<u>CANNABIS</u>	
• Initial Registration Fee	\$500
• Registration Renewal	\$1,000
• Violation Fees	Up to \$2,000
<u>MISCELLANEOUS</u>	
• Assessment Searches	\$15
• City Maps	\$10

- DVD Copies \$10
- Duplicate License \$10
- Election Filing Fee \$2
- Fax \$1 Page
- Photo Copies Black/White \$0.25 Each Page 8.5x11
\$0.50 Each Page 11x17
- Photo Copies Color \$1.00 Each Page
- Returned Check Fee \$25 + Actual Costs Incurred
- Water \$1.80/per 1,000 Gallons
- Special Council Meeting Request \$500

MUNICIPAL SEWER CHARGES

- Residential Usage Charge \$65/ Per Month Eff w/Jan 2024 Usage
- Commercial Usage Charge \$65/ Per 8,000 Gallons/Per month
- Penalty Charge 10% of Unpaid Balance
- Residential Connection Fee \$5,500
- Commercial Connection Fee \$9,200

PERMITS

- Adult Establishment \$2,500
- Background Investigation (in state) \$500
- Background Investigation (out of state) \$10,000 Max
- Single Transient Merchant Permit – Per Day \$50
- Group Transient Merchant Permit – Annual \$50
- Express Service – to Process in Less Than 14 Days \$50
- Pawn Broker \$150/Calendar Year
- Waste Hauler License \$100/per year

PUBLIC WORKS

- Antenna Added to Existing Tower \$500
- Crack Sealing \$0.85/Per Foot
- Mailbox Post with Installation \$125
- Mowing \$75/Per Hour
- Petition to Vacate Road/Alley/Public Way \$1,000
- Salt/Sand \$75/Per Yard
- Small Cell Wireless Permit \$500
- Snowplowing \$100/Per Hour
- Street Sweeping \$100/Per Hour
- Waste Hauler Determined on a Case by Case Basis

SHORT-TERM RENTAL PENALTIES

- Annual License Fee \$750 (No Prorating)
- Failure to License Penalty (first offense) \$3,000
- Failure to License Penalty (second offense) \$3,000
- Failure to License Penalty (third offense) \$3,000
- Violation of Ordinance Regulations (first offense) \$1,000

- Violation of Ordinance Regulations (second offense) \$3,000
- Violation of Ordinance Regulations (third offense) \$3,000 and revocation of license
- False Reporting of Violation (first offense) \$250
- False Reporting of Violation (second offense) \$500
- False Reporting of Violation (third offense) \$1,000

Unpaid fines will be certified to property taxes each November.

PARKS, AND-RECREATION & LIBRARY – FEE SCHEDULE

- Deposits: \$50 for meeting rooms. \$100 for gymnasium.
- Flat Fee of \$11 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 8am-8pm; Friday 8am-4pm; Saturday 8am-4pm; and Sunday 12pm-4pm.
- Civic Clubs and Community Clubs meeting room use that exceeds 6 hours a day will be charged an additional \$11.
- Set Up/Take Down Fee: This service will only be available if staffing permits and will be assessed to all groups utilizing rental space. The minimum charge for set up of equipment will be \$10. 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 \$10 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 setup/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 \$11/per hour for meeting room #3. Meeting rooms #1 and #2 can be rented together for a discount of \$5/per hour if no other group discounts apply.

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	\$11/Hour
• Community Education	\$1.50/Per Person
• Civic Clubs	\$11/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, Non-profits	\$11/Up to 6 Hour
or \$33/ Per Day	
• Lake Associations	\$20/Per Hour
• Private Groups and Other Businesses	\$20/Per Hour

GYM RENTALS

• City Activities	No Cost
• Youth Clubs	\$11/Per Hour
• County, State, Federal	\$16/Hour
School District Youth Sport/Charter School	No Cost – Up to 2
Events Per Week/2 Hours Per Event	
• Charter School After School Sports Club	\$100/8 Week Session
• Civic Clubs	\$25/Per Hour

- Community Clubs \$25/Per Hour
- Private Groups, Lake Associations and Other Businesses \$40/Per Hour

MISCELLANEOUS RENTALS

- Disc Golf Set \$5/2 Hours
- Picnic Shelter \$30
(~~Two~~ \$50 deposits ~~are~~ required. Beer and wine permits are available with City approval at a cost of \$30)
- Tennis Racket \$3/2 Hours
- Snowshoe Rental (2 Hours) \$5/Pair
- Pickleball – 2 to 4 Paddles, 2 Balls \$5/2 Hours
- Pickleball – 5 to 8 Paddles, 4 Balls \$10/2 Hours
- Ping Pong \$3/2 Hours
- Shuffleboard \$5/2 Hours
- Popcorn Machine \$25/Day (\$50 Cleaning Deposit)

MISCELLANEOUS SALES

- Disc Golf Disc (1 Disc) \$13
- Disc Golf Discs (Set of 3) \$32
- Tennis Balls \$4/Can
- Trail Maps \$1/Per Two- Sided Copy
- Shower \$3
- Water \$1/Bottle
- Bench with **Engraving and** Installation \$900
 - **Custom Message Boards (up to 3)** **\$80/Board**

ACTIVITY FEES

- T-Ball – Per Season \$35
- Mustang Baseball – Per Season \$35
- Colt Baseball and Up – Per Season \$45
- SilverSneakers Class Punch Card \$28/8 Classes
- SilverSneakers Class Day Pass \$4
- Discount Program Punch Card \$10/20 Classes
- Pickleball Day Pass \$5
- Pickleball 10 Day Punch Card \$30
- Pickleball Annual Membership \$75
- Basketball for Grades K-2 \$30
- Basketball for Grades 3-6 \$30
- Summer Basketball Camp \$30/6 Sessions
- Soccer for Grades K-1– Per Season \$30
- Soccer for Grades 2-3 – Per Season \$35
- Soccer for Grades 4-6 – Per Season \$40
- Soccer for Grades 7-12 – Per Season \$65
- Summer Soccer Camp \$25/6 Sessions
- Tennis for Seniors – Per Season \$25
- Tennis for Seniors – Day Pass \$4
- Tennis Lessons – Per Week \$42

- Tennis Lessons – 3 Weeks \$100
- Volleyball – Daily \$4
- Volleyball – 10 Weeks \$20
- Weight Room – Daily \$8
- Weight Room – Monthly \$35
- Weight Room – 2 Months \$70
- Weight Room – Quarterly \$90
- Weight Room – Semi Annual \$160
- Weight Room – Nine Month \$225
- Weight Room – Annual \$260
- 10 Day Punch Card \$55
- Veteran’s 10% Discount on any Membership
- Youth Sports Late Fee: Extra \$25 after deadline; if space is available

LIBRARY

- Library Cards \$5 – Adult
\$1 – Student
\$5 – Replacement
- Material Fines Cost of Replacement
- Administrative Fee – fine for notice sent out \$5
- Summer Reading Program \$5
- Storage Disc \$2
- One Time Computer Use (without card purchase) \$3
- Copies (limit of 25 pages per day) \$0.25/per page

PLANNING AND ZONING – FEE SCHEDULE

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.

TYPE OF PERMIT	PERMIT FEE
<u>RESIDENTIAL NEW CONSTRUCTION (not including accessory structure or addition)</u>	
• Up to 1,000 sq. ft. ground cover	\$350
• 1,001-2,000 sq. ft. ground cover	\$850
• 2,001-3,000 sq. ft. ground cover	\$1,000
• 3,001-4,000 sq. ft. ground cover	\$1,350
• Each additional 1,000 sq. ft. ground cover	\$350
<u>RESIDENTIAL ACCESSORY STRUCTURE OR ADDITION</u>	
• Up to 100 sq. ft. ground cover	\$50
• 101-200 sq. ft. ground cover	\$150
• 201-400 sq. ft. ground cover	\$175
• 401-600 sq. ft. ground cover	\$250
• 601-1,000 sq. ft. ground cover	\$325
• 1,001-2,000 sq. ft. ground cover	\$350
• Each additional 1,000 sq. ft. ground cover	\$325
<u>COMMERCIAL NEW CONSTRUCTION (not including plan review/not including accessory structure or addition)</u>	
• Up to 1,000 sq. ft. ground cover	\$500
• 1,001-2,000 sq. ft. ground cover	\$850
• 2,001-5,000 sq. ft. ground cover	\$950
• 5,001-10,000 sq. ft. ground cover	\$1,050
• Each additional 1,000 sq. ft. ground cover	\$500
<u>COMMERCIAL ACCESSORY STRUCTURE OR ADDITION (not including plan review)</u>	
• Up to 100 sq. ft. ground cover	\$150
• 101-400 sq. ft. ground cover	\$250
• 401-1,000 sq. ft. ground cover	\$500
• 1,001-2,000 sq. ft. ground cover	\$850
• 2,001-5,000 sq. ft. ground cover	\$950
• 5,001-10,000 sq. ft. ground cover	\$1,050
• Each additional 1,000 sq. ft. ground cover	\$500
<u>ACCESSIBILITY PLAN REVIEW</u>	\$100 / hour (1 hr. minimum)

<u>ADMINISTRATION FEE</u>	\$75 / hour (1 hr. minimum)
<u>DEVELOPMENT REVIEW/DRT FEE</u>	\$75 / hour (1 hr. minimum)
<u>AFTER-THE-FACT</u>	5x's application fee
<u>APPEAL TO P&Z COMMISSION</u>	\$750
<u>APPLICANT'S REQUEST FOR SPECIAL MEETING</u>	\$750
<u>CELL TOWER ANTENNA</u>	\$750
<u>COMMERCIAL CHANGE OF USE PERMIT</u>	\$150
<u>CONDITIONAL USE PERMIT (including amendments)</u>	
• Residential	\$750
• Commercial	\$750
<u>DEMOLISH/REMOVE BUILDING</u>	\$50
<u>FENCE</u>	\$75
<u>LAND ALTERATIONS</u>	\$250
<u>ON-SITE SIGN</u>	
• Residential/Home Occupation	\$25
• Commercial	
* Permanent	\$100
* Temporary (Up to 60 days)	No fee
• E-911 Sign/Address Fee	\$150
• E-911 Sign/Address Replacement Fee	\$100
<u>SEPTIC: Upgrade/New System</u>	
• Residential	\$350 + cost of review/inspection
• Commercial	
* Small Flow System (< 1,000 gal/day)	\$450 + cost of review/inspection
* Large Flow System (> 1,000 gal/day)	\$575 + cost of review/inspection
<u>SUBDIVISIONS</u>	
Metes and Bounds (if handled over the counter)	\$200 + \$100 per lot
(if commission/council approval is required)	\$800 + \$100 per lot
Preliminary Residential Plat	\$800 + \$125 per lot
Final Residential Plat	\$800 + \$50 per lot
Preliminary Commercial Plat	\$1,250 + \$200 per lot

Final Commercial Plat	\$1,250 + \$100 per lot
Lot Line Adjustment	\$200 per adjustment
Lot Consolidation	\$200 per consolidation

PARK DEDICATION FEES \$1500 per new lot

Sec. 44-402. Required; applicability.

(a) The developer of a subdivision shall dedicate ten percent (10%) of his buildable land as measured pre-plat to the public for park purposes, or, at the option of the city council, shall pay the city an amount equal to \$1,500.00 per lot for a commercial- or industrial-zoned subdivision and \$1,500.00 per residential unit created in a residentially zoned subdivision, or a combination of land dedication and payment of cash in lieu of land according to the formula set forth in this Code.

(b) This section shall apply to all land subdivisions, including land subdivided by metes and bounds description.

TEMPORARY STRUCTURES \$50

VARIANCE

- Residential \$750 + \$300.00/item after 5
- Commercial \$750 + \$300.00/item after 5

ZONING INFORMATION

- **Maps**
 - * Road \$10
 - * Zoning (11" by 17") \$5
 - * Out-as-Shown (floodplain) \$50

ZONING MAP AMENDMENT \$750

ZONING ORDINANCE AMENDMENT \$750 + Printing Costs

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.

TO: MAYOR AND COUNCIL
FR: CITY ADMINISTRATOR
RE: AMENDMENTS TO CONTRACT

ORIGINAL

17. **TERMINATION BENEFITS.** In the event Employee is terminated by the Employer or if the employee leaves due to an unsafe or hostile work environment (that has been validated by an independent outside attorney approved by the city council or licensed counselor), then in that event, Employer agrees to pay Employee at the time of receipt of her last paycheck a lump sum cash payment equal to 3 months aggregate salary (if employee has a minimum of 1 year of service from the date of hire) and 6 months aggregate salary (after employee has been employed for 2 years from the date of hire) and to continue to provide and pay for both employer/employee cost of benefits set forth in paragraph 9 for a period of 6 months following termination. Employee will be entitled to full accumulation of unused vacation and personal days. All sick days will be credited to HCSP if eligible (age 59 ½). However, in the event Employee is terminated because of a conviction for a felony, or conviction for an illegal act involving personal gain to Employee, then Employer shall have no obligation to pay the termination benefits.

If Employer at any time during the employment term reduces the salary or other financial benefits of Employee in a greater percentage than across-the-board reduction for all union employees, or if Employer refuses, following written notice, to comply with any other provisions of this Agreement benefiting Employee or Employee resigns following a formal suggestion by Employer that she resign, then Employee may, at her option, be deemed to be "terminated" on the effective date of Employee's resignation and the Employee shall also be entitled to receive the termination benefits set forth above.

If Employee voluntarily resigns her position with Employer, Employee agrees to give the Employer forty-five (45) days advance notice. If Employee voluntarily resigns her position with Employer, there shall be no termination pay due to Employee and employee will be entitled to full accumulation of vacation and personal days. All sick days will be credited to HCSP if eligible (age 59 ½). If Employer chooses to terminate employment immediately or during the 45-day notice period, Employer will pay for benefits and wages during the 45-day notice period.

CHANGE TO:

17. **TERMINATION BENEFITS.** In the event Employee is terminated by the Employer or if the employee leaves due to an unsafe or hostile work environment (that has been validated by an independent outside attorney approved by the city council ~~or licensed counselor~~), then in that event, Employer agrees to pay Employee at the time of receipt of her last paycheck a lump sum cash payment equal to 3 months aggregate salary (if employee has a minimum of 1 year 8 months of service from the date of hire) and 6 months aggregate salary (after employee has been employed for 2 years from the date of hire) and to continue to provide and pay for both

employer/employee cost of benefits set forth in paragraph 9 for the same durations as noted above. for a period of 6 months following termination. Employee will be entitled to full accumulation of unused vacation and personal days. All sick days will be credited to HCSP if eligible (age 59 ½). However, in the event Employee is terminated because of a conviction for a felony, or conviction for an illegal act involving personal gain to Employee, then Employer shall have no obligation to pay the termination benefits.

If Employer at any time during the employment term reduces the salary or other financial benefits of Employee in a greater percentage than across-the-board reduction for all union employees, or if Employer refuses, following written notice, to comply with any other provisions of this Agreement benefiting Employee or Employee resigns following a formal suggestion by Employer that she resign, then Employee may, at her option, be deemed to be "terminated" on the effective date of Employee's resignation and the Employee shall also be entitled to receive the termination benefits set forth above.

If Employee voluntarily resigns her position with Employer, Employee agrees to give the Employer ~~forty-five (45)~~ thirty (30) days advance notice. If Employee voluntarily resigns her position with Employer, there shall be no termination pay due to Employee and employee will be entitled to full accumulation of vacation and personal days. All sick days will be credited to HCSP if eligible (age 59 ½). If Employer chooses to terminate employment immediately or during the ~~45~~30-day notice period, Employer will pay for benefits and wages during the ~~45~~30 day notice period.

F. l. a.

Planning and Zoning Agenda:

- First reading of an ordinance establishing a Rural Residential – 2 (RR-2) Zoning District.

CITY OF CROSSLAKE

ORDINANCE NO. __

AN ORDINANCE ESTABLISHING A RURAL RESIDENTIAL – 2 (RR-2)
ZONING DISTRICT

The City Council of the City of Crosslake does ordain as follows:

Section 1 – Purpose. Pursuant to the authority granted under Minnesota Statutes section 462.357, this ordinance creates a new rural residential zoning district with a minimum lot size of two acres. The purpose of the new district is to enable residential single-family development of a higher density than the existing five-acre lot minimum, as contemplated by the Comprehensive Plan. The higher density reflects some existing properties as well as acknowledges market interest in smaller parcels that still retain rural residential characteristics.

Section 2 – Changes to Existing Code Provisions. The following portions of the City Code are hereby modified, with added language underlined and deleted language ~~struck out~~.

Table of Contents

Sec. 26-344 Purpose – Rural Residential – 5 (RR-5)

Sec. 26-345 Rural Residential – 5 (RR-5) Density and Dimensional Standards

Sec. 26-346 Rural Residential – 5 (RR-5) Performance Standards

[Corresponding section headings to be modified accordingly.]

Sec. 26-280 Land Use District Descriptions

(2) Rural Residential – 2 (RR-2). The purpose of this district is to establish and maintain a medium density residential district with 2-acre minimum lot sizes outside the shoreland zone, preserving the character of the city and providing a rural single-family setting with limited agriculture/forestry uses. The primary use within this district is single family residential.

Section 3 – New Zoning District RR-2. The following language is added to Chapter 26, Article 12 of the City Code:

Sec. 26-347 Rural Residential - 2 (RR-2) Density and Dimensional Standards

All lots, structures and uses in the RR-2 District shall meet the following density and dimensional requirements:

Minimum Lot Area	Minimum Lot Width	Structure Lot Line Setbacks	Public Right-of-Way Frontage	Road Right-of-Way Setback	Maximum Impervious Coverage	Structure Height
2 acres	100'	10'	50'	35'	25%	35'

Sec. 26-348 Rural Residential - 2 (RR-2) Performance Standards

The following performance standards shall apply in the Rural Residential - 2 District. Other general standards also apply.

- (1) The Best Management Practices in Minnesota for Agriculture and Water Quality, Minnesota Pollution Control Agency, are adopted as a reference for agricultural areas.
- (2) The Best Management Practices in Minnesota for Water Quality in Forest Management, Minnesota Department of Natural Resources, are adopted as a reference for timber management.
- (3) **Temporary Living Structures.**
 - a. A maximum of two temporary living structures at one time may be allowed without a permit for not more than 14 total days within a year provided there is a principal structure on the property and the criteria specified in subsection (c) of this section are met.
 - b. Temporary living structures such as travel trailers/travel vehicles, etc. are allowed to be stored on a property with a principal structure provided the structure is licensed. The temporary living structure is not to be used as a dwelling for more than 14 total days within a year. The temporary living structure must be highway ready, meaning on wheels or the internal jacking system, must not be attached to the on-site sewage treatment system, and can only be attached to the site by quick disconnect type utilities commonly used in campgrounds and trailer parks. The temporary living structure cannot have any type of structural additions, including, but not limited to, decks, patios and screened porches.

- c. Minimum facilities for camping in a temporary living structure shall include a fire pit (meeting DNR requirements), a method for the storage and/or treatment and disposal of sewage (meeting MPCA chapter 7080 standards), and provisions for solid waste; all recreational vehicle or other camping units shall be completely removed from the property after use during the allowed time limit, and no accessory structures shall be constructed or placed without a permit. All temporary structures shall meet all required structural setbacks.

(4) Temporary Storage Structures.

- a. One temporary storage structure not to exceed 300 square feet may be allowed with a permit for no more than 210 days within a year provided there is a principal structure on the property.
- b. Temporary storage structures shall meet all structural setbacks and may not be located over a septic drain field.
- c. The maximum impervious surface limits for the lot shall not be exceeded.
- d. The structure shall not be used for human habitation.

Section 3 – Zoning Map. The Zoning Map shall be updated to reflect the following real property as within the Rural Residential - 2 (RR-2) District:

[insert legal description of areas – see Future Land Use Map]

Section 4 – Effective Date. This Interim Ordinance shall be in full force and effect from and after passage and publication according to state law.

Adopted by the City Council this ____ day of _____, 2024.

David Nevin, Mayor

ATTEST:

Charlene Nelson, City Clerk

F.2.C.



Crosslake Area
LIBRARY

F. 3. b.

MEMO TO: City Council
FROM: Public Works Commission
DATE: December 2, 2024
SUBJECT: CR 103 Trails

At its meeting on 12/2/24 the Public Works Commission held a discussion regarding the following from the draft minutes of the meeting along with the motions that were made for the Council's consideration:

A MOTION WAS MADE BY DAVE SCHRUPP AND SECONDED BY TOM SWENSON TO RECOMMEND THE CITY COUNCIL THAT THEY FOLLOWUP WITH THE COUNTY AND REQUEST A COPY OF THE DESIGN AND ALSO RECOMMEND THE COUNTY CONSIDER 11 FOOT DRIVING LANES AND INCREASE THE SHOULDERS FROM 4 FEET TO 5 FEET. MOTION CARRIED WITH ALL AYES

F. 3. C.

MEMO TO: City Council
FROM: Public Works Commission
DATE: December 2, 2024
SUBJECT: Trails

At its meeting on 12/2/24 the Public Works Commission held a discussion regarding the following from the draft minutes of the meeting along with the motions that were made for the Council's consideration:

A MOTION WAS MADE BY TOM SWENSON AND SECONDED BY DAVE SCHRUPP TO RECOMMEND THE CITY COUNCIL SCHEDULE A MEETING WITH ALL PARTIES INVOLVED WITH THE VARIOUS TRAILS. UNDER CONSIDERATION IN ORDER TO ELIMINATE CONFUSION REGARDING WHICH ENTITY IS IN CHARGE OF THE FUTURE TRAIL PROJECTS. MOTION CARRIED WITH ALL AYES.