

AGENDA AND ADDITIONS TO THE AGENDA
REGULAR COUNCIL MEETING
CITY OF CROSSLAKE
MONDAY, APRIL 14, 2025
6:00 P.M. – CITY HALL

A. CALL TO ORDER

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

B. PUBLIC FORUM – This time is reserved for those person's who have a desire to address the Council and have officially submitted in writing, by Wednesday noon, prior to the City Council meeting a request to be placed on the agenda.

1. Jordan Chouanard - Land Use Map Amendment for River Trail Road from RR5 to RR2
2. Larry and Kathy Allen – Land Use Map Amendment for River Trail Road from RR5 to RR2
3. Jim Burt – Land Use Map Amendment for Rolling Hills Plat from RR5 to RR2
4. Derick White - Land Use Map Amendment for Rolling Hills Plat from RR5 to RR2

C. CONSENT CALENDAR – NOTICE TO THE PUBLIC – All items here listed are 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 March 14, 2025
2. Regular Council Meeting Minutes of March 10, 2025
3. Special Council Meeting Minutes of March 31, 2025
4. March 2025 Budget Revenues
5. March 2025 Budget Expenditures
6. March 2025 Balance Sheet
7. Police Report for Crosslake – March 2025
8. Police Report for Mission Township – March 2025
9. Fire Department Report – March 2025
10. Planning Commission/Board of Adjustment Meeting Minutes of February 28, 2025
11. Planning Commission/Board of Adjustment Meeting Minutes of March 7, 2025
12. Parks & Recreation/Library Commission Minutes of February 26, 2025
13. Public Works Meeting Minutes of March 3, 2025
14. Waste Partners Recycling Reports for February and March 2025
15. Approval of F.I.R.E. Invoices
16. Bills for Approval
17. Additional Bills for Approval

D. MAYOR'S AND COUNCIL MEMBERS' REPORT

1. National Volunteer Week Proclamation (Council Action-Motion)
2. Application for Public Fireworks Display on Crosslake in Front of Zorbaz on May 9, 2025 (Council Action-Motion)
3. Resolution Accepting Donations (Council Action-Motion)
4. Memo dated April 14, 2025 from Mayor Purfeerst Re: Commission Appointment (Council Action-Motion)

5. Update on Council Dias
6. Proposal to Form Committee Regarding City Growth

E. CITY ADMINISTRATOR'S/CITY CLERK'S REPORT

1. Second Reading and Approval of Ordinance Increasing Number of On-Sale Liquor Licenses (Council Action-Motion)
2. Jon Mobeck, National Loon Center - Group Transient Merchant Permit from National Loon Center (Council Action-Motion)
3. Recommendation from Public Safety Regarding Parking and Sidewalks at National Loon Center (Council Action-Motion)
4. Memo dated April 9, 2025 from Char Nelson Re: Special Events Liquor License (Council Action-Motion)
5. ~~Memo dated April 14, 2025 from Pat Wehner and Lori Conway Re: 6-Month Probation Period for Riley Jordan and David Beckel (Council Action-Motion)~~ MOVED

F. COMMISSION REPORTS

1. PUBLIC SAFETY
 - a. Jen LeBlanc – Short-Term Rental Update
 - b. Memo dated April 10, 2025 from Chief Maier Re: Illegal Sign Placement in Road Rights of Way
2. PUBLIC WORKS/CEMETERY/SEWER
 - a. Memo dated April 7, 2025 from Public Works Commission Re: Crosswalk Access (Council Action-Motion)
 - b. Memo dated April 7, 2025 from Public Works Commission Re: Sealcoating Trails (Council Action-Motion)
 - c. Memo dated April 7, 2025 from Public Works Commission Re: Harbor Lane Road Improvements (Council Action-Motion)
 - d. Approval of Construction Cost Share Agreement for Bituminous Surfacing of Roadways with Crow Wing County (Council Action-Motion)
 - e. Update of Lift Station Repairs/Replacement Cost
 - f. Update on Sewer Issue at Mad Rabbits
 - g. Memo dated April 14, 2025 from Pat Wehner and Lori Conway Re: 6-Month Probation Period for Riley Jordan and David Beckel (Council Action-Motion)
3. PARK & RECREATION/LIBRARY
 - a. Park, Rec, & Library Update
 - b. Request for Council Action dated April 14, 2025 from TJ Graumann Re: Library Policy Manual Amendments (Council Action-Motion)
 - c. Request for Council Action dated April 14, 2025 from TJ Graumann Re: Proposals for Engineering Services CSAH 3 Trail Improvement (HSIP) (Council Action-Motion)
 - d. Request for Council Action dated April 14, 2025 from TJ Graumann Re: Monitoring High-Traffic ROW's (Council Action-Motion)
 - e. Request for Council Action dated April 14, 2025 from TJ Graumann Re: Community Center Water Softener (Council Action-Motion)

- f. Memo dated April 14, 2025 from TJ Graumann Re: Review and Recommendation for Program & Facilities Coordinator, Jamie Stoltenberg (Council Action-Motion)

4. PLANNING & ZONING

- a. Second Reading and Approval of Ordinance Amendment Naming an Unnamed Road as Arlas Pond Trail and Approval to Publish Ordinance Summary in Official Newspaper (Council Action-Motion)
- b. Approval of Land Use Map Amendment for Gallaway Parcel #14320764 from RR5 to RR2 Involving 29.85 Acres (Council Action-Motion)
- c. Approval of Land Use Map Amendment for Rolling Hills Parcel #14030540 from RR5 to RR2 Involving 33.6 Acres (Council Action-Motion)
- d. Approval of Land Use Map Amendment for River Trail Road Plat #14280604, 14280605, 14280606, 14280607 from RR5 to RR2 Involving 23.9 Acres (Council Action-Motion)
- e. Preliminary Replat of the First Addition to River Trail Road to Subdivide Parcels #14280604, 14280605, 14280606, 14280607 into First Addition to River Trail Road Involving 23.9 Acres Into 8 Tracts (Council Action-Motion)
- f. Final Replat of the First Addition to River Trail Road to Subdivide Parcels #14280604, 14280605, 14280607 into First Addition to River Trail Road Involving 23.9 Acres Into 8 Tracts (Council Action-Motion)
- g. Memo dated April 14, 2025 from TJ Graumann Re: Recommendation for Park Dedication for Replat of River Trail Road (Council Action-Motion)
- h. Second Reading and Approval of Ordinance Amendment Adding a Mixed-Use District, Adding Definitions, Architectural Standards, and Changes to the Land Use Table Followed by Accompanying Verbiage Being Affected by the Proposed Ordinance Amendments and Application Procedure/Requirements and Approval to Publish Ordinance Summary in Official Newspaper (Council Action-Motion)
- i. Approval of Land Use Map Amendment Check List (Council Action-Motion)

G. CITY ATTORNEY REPORT

H. PUBLIC FORUM – This is for those person’s that wish to address the Council. The Council recognizes the value of citizen input. Time will be limited to 3 minutes or longer, if the Mayor feels it is necessary.

I. NEW BUSINESS

J. OLD BUSINESS

K. ADJOURN

C.17.

ADDITIONAL BILLS FOR APPROVAL
April 14, 2025

VENDORS	DEPT		AMOUNT
Baker & Taylor, books	Library		54.54
BCA, background check	Park		15.00
Crosslake Presbyterian Church, room rental	EDA		100.00
Crow Wing Power, electric services	ALL		7,371.83
East Side Oil, filter recycling	Gov't		50.00
Fire Instruction & Training, instructor training	Fire		900.00
Kerif Night Vision, thermal imager	Police		2,800.00
Nancy Hoehn, reimburse for bridge flowers	Gov't		125.02
Streichers, uniform	Police		22.99
Ultimate Safety Concepts, cyanide	Fire		280.43
WW Goetsch, lift station inspections	Sewer		3,300.00
TOTAL			15,019.81

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d.

**CONSTRUCTION COST SHARE AGREEMENT
WITH THE CITY OF CROSSLAKE (CP 18-300-31)
FOR THE BITUMINOUS SURFACING OF
ROADWAYS UNDER THE JURISDICTION OF
CROW WING COUNTY AND THE CITY OF CROSSLAKE**

This Agreement is made and entered into this _____ day of _____, 2025 by and between the County of Crow Wing, State of Minnesota, a political subdivision of the State of Minnesota, 326 Laurel Street, Brainerd, Minnesota, 56401, hereinafter referred to as "County", and the City of Crosslake, City Hall, 13888 Daggett Bay Road, Crosslake, MN 56442 hereinafter referred to as the "City".

WITNESSETH

WHEREAS, the parties mutually agree that bituminous surfacing desired by the City to be applied to the roadways listed in Attachment A has the potential to result in overall costs savings when combined with the County Project to provide bituminous surfacing to County roadways, and,

WHEREAS, the County has budgeted funds to complete the project; and,

WHEREAS, the Crow Wing County Highway Department has prepared plans and specifications for the project entitled BITUMINOUS SURFACING, Project Number CP 18-300-31, which plans and specifications are on file in the office of the County Engineer;

NOW, THEREFORE, IT IS MUTUALLY STIPULATED AND AGREED:

I. PURPOSE

The parties have joined together for the purpose of constructing project CP 18-300-31. This agreement identifies funding responsibilities and also future responsibilities upon project completion. Attachment A (estimate) is considered a part of this agreement.

II. Duties

A. Design and Construction

The County shall provide all design-engineering services for their portions of the Project and the City shall provide design-engineering services for their roads unless otherwise stated in this agreement. The County shall provide all construction-engineering services for their portions of the Project and the City shall provide all construction-engineering services for their portions of the Project. Attachment A is an estimate and final costs will be determined upon project completion. The County shall do the calling for all bids and the acceptance of all bid proposals and shall enter into a construction contract as the "owner" for purposes of the project.

B. Inspection and Approval

The County shall provide construction inspection for their portions of the Project with the City responsible for inspection, staking, and approval for acceptance of the work as it is completed for their portions of the Project. The County shall also be available to inspect said work and notify the City of any concerns that arise during or after the completion of the Project. Approval of the final construction work shall be completed by the County and the City.

III. COSTS

A. Project Costs

The project costs identified in this agreement are based upon current estimates. Attachment A identifies the agreed upon cost share quantities and estimated costs. Actual final costs for each agency will be determined by actual final quantities.

B. SUMMARY OF ESTIMATED COSTS - The estimated construction and engineering costs for the project is shown in Attachment A and are summarized as follows:

Estimated City Construction Costs	\$485,018.70
Estimated City Administration Costs (3%)	<u>\$14,550.56</u>
Total Estimated City Costs	\$499,569.26

IV. TERM

This Agreement shall continue until terminated as provided hereinafter.

V. DISBURSEMENT OF FUNDS

All funds disbursed by the County or City pursuant to this Agreement shall be disbursed pursuant to law. Upon project completion, a final cost accounting will be performed totaling costs related to the Project. An invoice will be prepared by the County and submitted to the City. The City shall reimburse the County within 30 days of receipt of invoice.

VI. CONTRACTS AND PURCHASES

All contracts let and purchases made pursuant to this Agreement shall be made by the County in conformity with State law.

VII. ACCOUNTABILITY

An accounting shall be made of all receipts and disbursements upon request by either party.

VIII. TERMINATION

This Agreement shall terminate upon completion of all obligations of the parties under this Agreement. This Agreement may be terminated prior to completion by either party only for breach of this Agreement or by mutual consent of the parties.

IX. NOTICE

For purposes of delivery of any notices hereunder, the notice shall be effective if delivered to the Office of the Crow Wing County Highway Department, 16589 CR 142, Brainerd, MN 56401, on behalf of the County, and the City of Crosslake, City Hall, 13888 Daggett Bay Road, Crosslake, MN 56442 on behalf of the City.

X. INDEMNIFICATION

To the extent allowed by law, the County and the City mutually agree to indemnify and hold each other harmless from any claims, losses, costs, expenses or damages resulting from the acts or omissions of the respective officers, agents, or employees relating to activities conducted by either party under this Agreement.

XI. ENTIRE AGREEMENT

It is understood and agreed that the entire agreement of the parties is contained herein and that this Agreement supersedes all oral agreements and all negotiations between the parties relating to the subject matter hereof, as well as any previous agreement presently in effect between the parties to the subject matter hereof. Any alterations, variations, or modifications of the provisions of this Agreement shall be valid only when they have been reduced to writing and duly signed by the parties.

IN WITNESS WHEREOF, the parties of this Agreement have hereunto set their hands on the dates written below:

COUNTY OF CROW WING

CITY OF CROSSLAKE

By: _____
Robert Hall
Assistant County Engineer

By: _____
Lori Conway
City Administrator

Dated: _____

Dated: _____

CITY OF CROSSLAKE 2025 PROJECT ESTIMATE

STATEMENT OF ESTIMATED QUANTITIES					CWC Contract 25001	
NOTE	ITEM NUMBER	ITEM	UNITS	QUANTITY	ESTIMATED PRICE	ESTIMATED AMOUNT
	2016.609	QUALITY MANAGEMENT - E-TICKETING	TON	6280	0.01	\$ 62.80
	2021.501	MOBILIZATION	LUMP SUM	0.052	\$ 120,000.00	\$ 6,240.00
	2104.503	REMOVE CURB AND GUTTER	LF	35	\$ 10.00	\$ 350.00
	2104.504	REMOVE CONCRETE DRIVEWAY PAVEMENT	SY	311	\$ 5.00	\$ 1,555.00
	2104.504	REMOVE BITUMINOUS PAVEMENT	SY	1871	\$ 5.00	\$ 9,355.00
	2118.509	AGGREGATE SURFACING CLASS 1	TON	703	\$ 20.00	\$ 14,060.00
	2231.604	BITUMINOUS PATCH SPECIAL	SY	1871	\$ 10.50	\$ 19,645.50
	2232.504	MILL BITUMINOUS SURFACE (1.5")	SY	11261	\$ 0.80	\$ 9,008.80
	2357.506	BITUMINOUS MATERIAL FOR TACK COAT	GAL	5820	\$ 2.35	\$ 13,677.00
1	2360.509	TYPE SP 9.5 WEARING COURSE MIXTURE (2,B)	TON	6280	\$ 55.50	\$ 348,540.00
	2506.502	ADJUST RING AND FRAME CASTING	EACH	3	\$ 150.00	\$ 450.00
	2531.503	CONCRETE CURB AND GUTTER DESIGN B618	LF	35	\$ 34.50	\$ 1,207.50
	2531.504	6" CONCRETE DRIVEWAY PAVEMENT	SY	311	\$ 106.10	\$ 32,997.10
	2540.604	MAILBOX SUPPORT	EACH	82	\$ 100.00	\$ 8,200.00
	2563.601	TRAFFIC CONTROL	LUMP SUM	0.052	\$ 10,000.00	\$ 520.00
	2574.507	COMMON TOPSOIL BORROW	CY	96	\$ 50.00	\$ 4,800.00
2	2575.501	TURF ESTABLISHMENT	LS	1	\$ 6,750.00	\$ 6,750.00
	2582.503	4" SOLID LINE MULTI-COMPONENT	LF	5946	\$ 0.50	\$ 2,973.00
3	2582.503	24" SOLID LINE MULTI-COMPONENT	LF	68	\$ 20.00	\$ 1,360.00
4	2582.503	4" DOUBLE SOLID LINE MULTI-COMPONENT	LF	3267	\$ 1.00	\$ 3,267.00
TOTAL ESTIMATED AMOUNT						\$ 485,018.70

Overlay Estimate	\$ 485,018.70
Overlay Contract Admin. (3%)	\$ 14,550.56
Total City Estimated Costs	\$ 499,569.26

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REQUEST FOR COUNCIL ACTION

April 14, 2025

Department: Parks & Recreation

Agenda Section: Commission Reports

Department Head: TJ Graumann

Agenda Item: Community Center Water Softener

BACKGROUND

Our plumbing fixtures in the Community Center have been affected by hard water stains—especially over the past two months. The existing water softener, which is approximately 25 years old, is failing.

FINANCIAL IMPLICATIONS

\$4,100.00

RECOMMENDATION

Staff recommends that the City Council approve the quote provided by Culligan to replace the Community Center's water softener.

COUNCIL ACTION REQUESTED

Motion to approve the quote provided by Culligan to replace the Community Center's water softener.

ATTACHMENTS

Culligan Water Softener Quote
Pictures of stained plumbing fixtures



Prepared By:
Brad Flanagan
Culligan Water Baxter, Mn.
Commercial & Industrial Applications
Phone No: 218-839-6813
bwflanagan@culliganwater.com

4-8-25
Crosslake Community Center
Water treatment equipment

Quoted To:
Crosslake Community Center
TJ Graumann

Equipment as specified:

1- CULLIGAN HE 45K 1" TWIN METERED WATER SOFTENER

1-BRINE SYSTEM 18x40

Purchase option-----\$4100.00

Includes: Installation, start up, 160 lbs salt, removal/disposal of existing equipment,
and operator training.

Any electrical work is responsibility of owner.

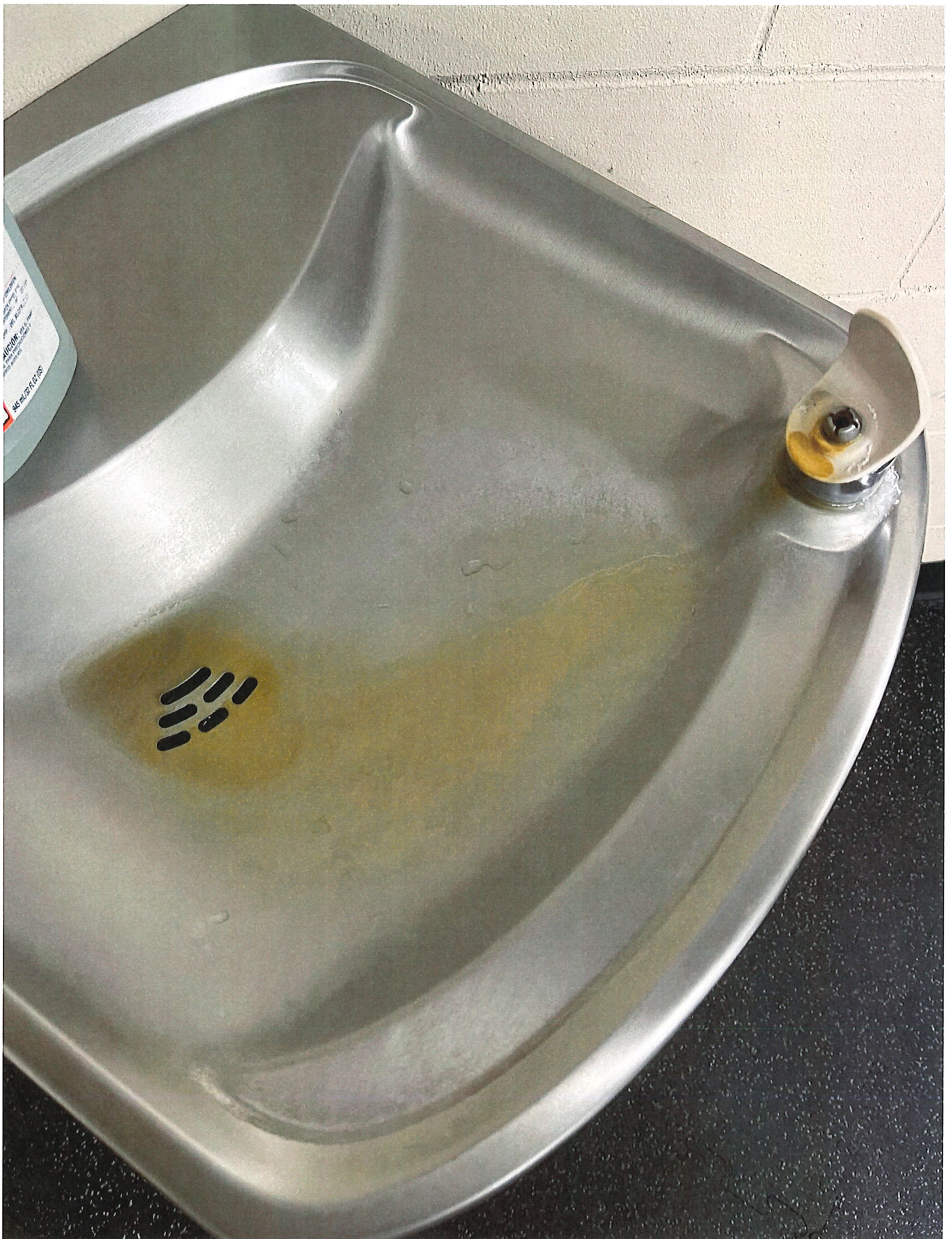
Insulation not included.

Plan and permit not included if needed.

Presumptive Mumps
Exposure May
Be Assessed by
Many Characteristics







F. 3. f.

TO: City Council

FROM: TJ Graumann

DATE: April 14, 2025

SUBJECT: Review and Recommendation for Program & Facilities Coordinator, Jamie Stoltenberg

In October 2024, we considered splitting the Program & Facilities Coordinator role into two separate positions: Administrative Assistant and Recreation Coordinator. Jamie was originally hired to serve as the Administrative Assistant, but we quickly recognized that she is capable of fulfilling both roles. Jamie has consistently demonstrated strong initiative, adaptability, and a positive attitude. She has quickly grasped the responsibilities of her role and taken ownership of key projects and programs with minimal oversight. Her attention to detail, strong organizational skills, and willingness to go above and beyond makes her a valuable asset to our team.

I recommend that Jamie be removed from probationary status and designated as a regular full-time employee of the City of Crosslake. Additionally, I recommend advancing her from Step 1 to Step 2 on the 2025 AFSCME salary schedule, effective April 21st.