

AGENDA AND ADDITIONS TO THE AGENDA
REGULAR COUNCIL MEETING
CITY OF CROSSLAKE
MONDAY, AUGUST 10, 2026
6:00 P.M. – CITY HALL

A. CALL TO ORDER

1. Pledge of Allegiance
2. Approval of Additions to the Agenda (Council Action-Motion)

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. Speakers 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 here listed are considered to be routine by the City Council and will be acted on by one motion. There will be no separate discussion on these items unless a Citizen or Councilmember so requests:

1. Regular Council Meeting Minutes of July 13, 2026
2. July 2026 Budget Revenues
3. July 2026 Expenditures
4. July 2026 Balance Sheet
5. Police Reports for Crosslake, Mission Twp and City of Manhattan Beach – July 2026
6. Fire Department Report – July 2026
7. Planning and Zoning Meeting Minutes of June 25, 2026
8. Park, Recreation, and Library Commission Meeting Minutes of June 24, 2026
9. Public Works Meeting Minutes of July 1, 2026
10. Waste Partners Recycling Report for June 2026
11. Application for 1-Day Liquor License Permit for Cuyuna Brewing Co.
12. Letters dated July 8, 2026 from Crow Wing County Highway Dept Re: Future County Highway Projects
13. Bills for Approval
14. Additional Bills for Approval

D. COMMUNITY ORGANIZATIONS

E. MAYOR'S AND COUNCIL MEMBERS' REPORT

1. Resolution Accepting Donations (Council Action-Motion)
2. Letter dated August 6, 2026 from Mayor Purfeerst Re: Flagpole Proposal (Council Action-Motion)

F. CITY ADMINISTRATOR'S REPORT

1. Memo dated August 4, 2026 from Lori Conway Re: Acceptance of Resignation (Council Action-Motion)
2. Amendment of Solicitation of Contract from US Army Corps of Engineers (Council Action-Motion)

3. Memo dated August 10, 2026 from Lori Conway Re: Change to Employee Handbook (Council Action-Motion)
4. Memo dated August 4, 2026 from Char Nelson Re: Temporary 1-Day Liquor License (Council Action-Motion)
5. Memo dated August 10, 2026 from Lori Conway and Jen LeBlanc Re: Updates on 37020 Staley Lane – Rose (Council Action-Motion)
6. Resolution in Support of Applying for Up to \$40,000 Sourcewell Match Local Government Funding (Council Action-Motion)

G. COMMISSION REPORTS

1. PLANNING AND ZONING

- a. Second Reading and Approval of Ordinance Amending Chapter 26 Concerning Auxiliary Quarters, Portable/Temporary Storage Structures, and Existing Nonconforming Structures (Council Action-Motion)
- b. Approval of Preliminary Plat – Fawn Lake Park Second Addition (Council Action-Motion)
- c. First Reading of Ordinance Amending Chapter 42, Naming an Unnamed Road and Adding the Road Name to the Master Road Name Index
- d. First Reading of Interim Ordinance Related to Data Centers

2. PUBLIC WORKS/SEWER/CEMETERY

- a. Memo dated August 3, 2026 from Public Works Commission Re: Street Light Request (Council Action-Motion)
- b. Memo dated August 3, 2026 from Public Works Commission Re: 2% Inflation Sunrise Blvd Assessments (Council Action-Motion)
- c. Memo dated August 3, 2026 from Public Works Commission Re: 2% Assessment Inflation (Council Action-Motion)
- d. Memo dated August 3, 2026 from Public Works Commission Re: Parcel Consolidations (Council Action-Motion)
- e. Memo dated August 3, 2026 from Public Works Commission Re: 2027 Road Improvements Engineering Proposal (Council Action-Motion)
- f. Construction Cost Share and Maintenance Agreement Between Crow Wing County and the City of Crosslake for Roundabout Project at CSAH 3/CSAH 36/CR 103 (Council Action-Motion)

3. PARK & RECREATION/LIBRARY

- a. Memo dated August 10, 2026 from TJ Graumann Re: Lot Split, 37742 County Road 66, Park Dedication Recommendation (Council Action-Motion)
- b. Request for Action dated August 10, 2026 to Increase Memorial Bench Fee (Council Action-Motion)
- c. Request for Action dated August 10, 2026 for Pavillon Improvement Project (Council Action-Motion)
- d. Request for Action dated August 10, 2026 for Independent Personal Trainer Policy (Council Action-Motion)

- e. Letter dated July 15, 2026 from Phil Martin Re: Engineering Proposal for Community Center Sidewalk Replacement (Council Action-Motion)

4. PUBLIC SAFETY

- a. Memo dated August 10, 2026 from Chief Lohmiller Re: Surplus Equipment (Council Action-Motion)
- b. Resolution in Support of Applying for \$50,000 Sourcewell Public Safety Impact Funding (Council Action-Motion)

H. 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. Speakers must state their name and address. At the discretion of the mayor, each speaker is given a three-minute time limit.

I. CITY ATTORNEY REPORT

J. NEW BUSINESS

K. OLD BUSINESS

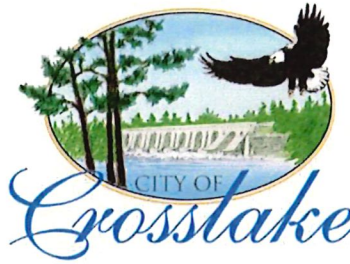
L. ADJOURN

C. 14.

ADDITIONAL BILLS FOR APPROVAL
August 10, 2026

VENDORS	DEPT		AMOUNT
AT&T, cell phone and toughbook charges	ALL		1,376.15
AW Research, water testing	Sewer		1,209.70
Bolton & Menk, biosolids treatment report	Sewer		2,231.50
Brainerd Hydraulics, weld fittings	PW		125.00
Brainerd Hydraulics, BROOM REPAIR	PW		5,164.17
Crow Wing Power, electric services	ALL		9,887.68
Follett, books	Library		190.57
Forum Communications, employment ad	PZ		684.24
Forum Communications, surplus property	Park		85.00
Galls, uniform	Police		114.98
Gopher State One Call, email tickets	Sewer		37.80
Heartland Animal Rescue, impound fees	Police		366.15
Jefferson Fire & Safety, hose	Fire		85.40
Jonah Smith, mileage reimbursement	Sewer		97.16
Jonah Smith, per diem reimbursement	Sewer		51.00
Jonah Smith, uniform reimbursement	PW		70.02
Lakes Area Rental, fuel	PW		9.76
Mastercard, Amazon, batteries	Park		22.48
Mastercard, Amazon, gas can	PW		115.56
Mastercard, Amazon, janitorial supplies	PW		83.97
Mastercard, Amazon, wall file organizer	PW		25.99
Mastercard, Amazon, janitorial supplies	Park		55.69
Mastercard, Amazon, batteries	Park		25.49
Mastercard, Best Buy, ink	PW		27.80
Mastercard, Menards, oxy coil	Park		33.51
Mastercard, Tactacam, annual subscription	Park		408.00
Metron, meter system	Sewer	pd 8-5	55.28
Moonlite Square, fuel	Park		11.80
MR Sign, no motor vehicle signs	PW		147.22
Waste Partners, trash removal	ALL		637.55
TOTAL			23,436.62

Jackson M. Purfeerst
Mayor
815-904-9665
jpurfeerst@cityofcrosslake.gov



E. 2.
City Hall: 218-692-2688
13888 Daggett Bay Rd
Crosslake, Minnesota 56442
www.cityofcrosslake.gov

August 6th, 2026

Dear Council Members,

I am formally requesting that the City Council consider and vote on a resolution supporting the following proposal:

For years, Crosslake residents have discussed establishing a central location for a large flagpole, or group of flagpoles, that would be prominently visible when approaching downtown from all four directions. The proposed location would be at Andy's Corner, outside the county right-of-way and within the City's easement with U.S. Army Corps.

The community's response has been overwhelmingly positive. As of 12:30 P.M. on August 6, 2026, my Facebook post regarding the proposal has received more than 450 supportive comments and 2,700 likes.

The project would be funded entirely through private donations. The flagpole would be professionally installed, illuminated with top-mounted downlighting, and designed to serve as a beautiful and timeless addition to downtown Crosslake.

Our community wants this, and I am willing to lead the effort to make it happen.

I respectfully request that the Council adopt a formal resolution affirming its support for this concept and recognizing the project as one that could provide lasting beauty, pride, and benefit to our community. This resolution would allow me to continue gather the necessary documentation, coordinate with Corps and the other partners and stakeholders involved, determine whether the project is feasible, and report my findings back to the Council before any further action is taken.

Let us proudly honor our heritage, let Old Glory fly, and create something our entire community can cherish for generations to come.

Respectfully,

Mayor of Crosslake, MN

F.5.

TO: MAYOR AND CITY COUNCIL
FR: LORI CONWAY, CITY ADMINISTRATOR AND JEN LEBLANC, STR ADMINISTRATOR
RE: SHORT TERM RENTAL
DA: AUGUST 10, 2026

MEMORANDUM

Re: UPDATES ON 37020 STALEY LN - ROSE

Please find attached a timeline of events, complaints and noncompliance.

My recommendation: A MOTION TO INITIATE THE FIRST OFFENSE FINE OF \$1000 FOR RECENT GARBAGE AND PARKING ISSUES AND BECAUSE ROSE IS CONTINUING TO RENT THE PROPERTY KNOWING HE HAS NO LICENSE AND MULTIPLE COMPLAINTS, I ASK THE COUNCIL TO APPROVE THIS FINE, AND IF HE RENTS AGAIN TO INITIATE THE SECOND OFFENSE FINE OF \$3000 AND LASTLY, TO AUTHORIZE STAFF TO PROCEED WITH LEGAL COUNSEL ON AN INJUNCTION IF DEEMED NECESSARY.

Thank you for your consideration.

37020 Staley Ln: Rose

This property was first discovered to be out of compliance on July 7, 2025. A violation letter and fine of \$3,000 for renting without a license was mailed certified to the parcel owners, Joshua and Melissa Rose, on July 21, 2025. Mail was returned non-deliverable on August 25, 2025. Jen was able to track down the owner's parents (Daniel & Jane), and the same correspondence was mailed to them on August 26, 2025. This letter ultimately led us to communication with Josh Rose, which began via e-mail on September 2, 2025.

As with other properties, Mr. Rose was given the opportunity to come into compliance. He was offered a reduced fine of \$1,000 and his full STR registration received by September 17, 2025. He requested to appeal to the city council.

Mr. Rose appeared before the council on September 8, 2025. The council decision: reduced fine of \$1,000 and full STR registration by September 17, 2025. Mr. Rose sent an e-mail on September 10, 2025, reiterating the council's decisions.

After no movement in his online account, Mr. Rose was sent a reminder e-mail on September 16, 2025, of his deadline the next day. He failed to meet the September 17th deadline. As one final act of good faith from the city, Mr. Rose was granted a final deadline of September 18th, 2025, at 4pm, which he again failed to meet. He was notified that failure to meet this deadline would result in the following: reinstatement of the original \$3,000 fine, potential daily penalties and further enforcement action as authorized by the City's STR Ordinance. Mr. Rose responded to that e-mail, eleven days later, on September 29th. At that time, I was notified by Lori not to have direct contact with him any further and that this matter had been turned over to our city attorney.

Joe Langel, of Ratwik Law, sent a letter to Josh Rose dated September 23, 2025. In this letter, he advised Mr. Rose of the reinstated \$3,000 fine. He also stated to remove the property's Vrbo listing, cease all other advertising and cancel any pending rental agreements. The letter went on to state "If you continue to lease the property in violation of the City Code, the City will commence a legal action against you."

On January 26, 2026, I received an e-mail from Mr. Evan Duplessis that his property management company was going to be assisting Mr. Rose get his property into compliance. I responded to Mr. Duplessis and advised him that Mr. Rose had outstanding fines that need to be settled before an application is considered, and that Mr. Rose himself needed to contact Joe.

(It should be noted that Mr. Duplessis manages two other STR properties in Crosslake and is in good standing with the city. Jen has a respectable working relationship with him and his wife, Annie.)

On June 16, 2026, the city received payment for the outstanding \$3,000 fine from Mr. Rose. We were given the go ahead from Joe to allow Mr. Duplessis to begin the application process. On June 24, 2026, I sent Mr. Duplessis an e-mail notifying him of this information. In an e-mail to Mr. Duplessis dated June 25, 2026, I said "As a reminder, per the cease-and-desist letter, there is not to be ANY rental activity until the property is licensed. If there are any upcoming bookings, they need to be cancelled." Mr. Rose and Lori were also CC'd.

I had an in-person meeting with Mr. Duplessis on June 30, 2026. It was stated that no advertising or renting can occur and future bookings must be cancelled. We were very clear on this. This was once again stated in an e-mail on July 2, 2026. On July 5, 2026, Mr. Duplessis completed the online STR application.

The city has received ten documented complaints about this property. Most recently from July 25, 2026. Despite the clear communication from the city and Ratwik Law, Mr. Rose continues to rent.

Mr. Rose's blatant disregard to abide by the city's ordinance has caused undue distress to the neighbors of this property.

Timeline:

- Letter to parcel owners notifying Rose of new STR process, dated March 7, 2025
- Advertisement discovered on July 7, 2025
- Letter mailed to Rose on July 21, 2025
- Letter returned on August 25, 2025
- Same correspondence mailed to Daniel & Jane Rose (identified as potential property owners) on August 26, 2025
- First communication with Jose Rose on September 2, 2025
- Appeal to council on September 8, 2025
- Final deadline is missed on September 18, 2025
- Ratwik, Rosak & Maloney Law letter to Rose, dated September 23, 2025
- Payment of \$3,000 fine received on June 16, 2026
- STR application completed on July 5, 2026
- Documented renters on July 8, 21, 27 and August 1, 2026

Council Action Recommendations

- A MOTION TO MOVE FORWARD WITH THE INJUNCTION TO IMMEDIATELY STOP RENTING THE PROPERTY.



These pictures were sent to us July 8th with a large RV plus a large passenger van plus 3-4 cars.





Saturday July 25, 2026. Also the complaint states that 3 boats docked and the motors were chopping up the long weeds disbursing them to neighboring docks.



Saturday August 1, 2026. Also 14 cars parked in the driveway including 2 motorcycles on trailers.

F.6.

**CITY OF CROSSLAKE
RESOLUTION NO. 26-__**

**RESOLUTION IN SUPPORT OF APPLYING FOR UP TO
\$40,000 SOURCEWELL MATCH LOCAL GOVERNMENT FUNDING**

WHEREAS, Sourcewell exists for one reason: to assist government, education, and nonprofits work more efficiently; and

WHEREAS, the City of Crosslake has been a participating agency with Sourcewell since 2010; and

WHEREAS, Sourcewell allows cities to address basic needs projects. Applicants may apply for one Local Government Impact Funds up to \$40,000 per fiscal year, with a 25% match required.

WHEREAS, the City of Crosslake would like to purchase Pedestrian Crosswalk Warning Lights for CSAH 66 and Edgewater Road and Daggett Pine Rd.

NOW, THEREFORE, BE IT RESOLVED, that the Crosslake City Council is in full support of the City of Crosslake applying for up to \$40,000 Match Funds from Sourcewell to be used towards Pedestrian Crosswalk Warning Lights.

Adopted by the City Council of Crosslake this 10th day of August, 2026.

Mayor, Jackson Purfeerst

Lori Conway, City Administrator



Real People. Real Solutions.

63.e.
7656 Design Road
Suite 200
Baxter, MN 56425-8676

Ph: (218) 825-0684
Fax: (218) 825-0685
Bolton-Menk.com

July 15, 2026

TJ Graumann, Director of Parks, Recreation, & Library
City of Crosslake, MN

Submitted via email

RE: Engineering Proposal – Community Center Sidewalk Replacement

Dear TJ,

Per our meeting on July 2, 2026, I understand that the City is interested in replacing the existing sidewalk that is located adjacent to the playground area. From our visit, it was evident that the existing sidewalk has settled and was in a condition that did not appear to meet ADA requirements. Furthermore, you indicated that you would like an engineered plan for the sidewalk which would facilitate equal bidding by contractors and result in a sidewalk that meets ADA requirements.

To assist the City deliver the sidewalk replacement, we propose the following services:

- Field Survey – Bolton & Menk survey staff will collect topographic data and located surface improvements in proximity of the proposed sidewalk replacement. Field collection will include location of private underground utilities, if present. Estimated Cost = \$1,650
- Engineering Design – Prepare plans and specifications to replace the sidewalk to meet ADA requirements and tie into the playground and parking lot. We would provide the City with construction documents that could be used by the City to obtain contractor quotes. Estimated Cost = \$2,500
- Construction Staking – Bolton & Menk survey staff would set grade stakes for the contractor to build the grade and construct the new sidewalk. Estimated Cost = \$1,400

We propose to provide engineering assistance on an hourly basis not to exceed \$5,550. Our services do not include construction inspection or concrete testing services. We can provide a proposal for providing inspection during construction or can assist the City coordinate concrete testing, if desired. Once directed to proceed, we anticipate that we could have the plans completed within 4 weeks.

Please feel free to contact me at 218-821-7265 or via email at Phillip.Martin@bolton-menk.com if you have any questions regarding our proposal.

Sincerely,
Bolton & Menk, Inc.

Phil Martin, P.E.
Principal Engineer

G.
4.
b.

**CITY OF CROSSLAKE
RESOLUTION NO. 2026-**

**RESOLUTION IN SUPPORT OF APPLYING FOR
\$50,000 SOURCEWELL PUBLIC SAFETY IMPACT FUNDING**

WHEREAS, Sourcewell exists for one reason: to assist government, education, and nonprofits work more efficiently; and

WHEREAS, the City of Crosslake has been a participating agency with Sourcewell since 2010; and

WHEREAS, Sourcewell allows cities to address basic needs projects. Applicants may apply for one Public Safety Impact Funds up to \$50,000 per fiscal year, no match required.

WHEREAS, the City of Crosslake would like to purchase and install two new Federal Sirens to replace aging equipment.

NOW, THEREFORE, BE IT RESOLVED, that the Crosslake City Council is in full support of the Crosslake Fire Department applying for a \$50,000 Public Safety Impact Funds from Sourcewell to be used towards updating two Outdoor Warning Sirens and Poles within the City of Crosslake.

Adoption by the City Council of Crosslake this ____ day of _____, 2026

Mayor Jackson Purfeerst

Lori Conway, City Administrator