

REGULAR COUNCIL MEETING  
CITY OF CROSSLAKE  
MONDAY, NOVEMBER 9, 2009  
7:00 P.M. – CITY HALL

The Council for the City of Crosslake met in the Council Chambers of City Hall on Monday, November 13, 2009. The following Council Members were present: Mayor Jay Andolshek, Steve Roe, John Moengen, Dean Swanson and Rusty Taubert. Also present were City Administrator Tom Swenson, Clerk/Treasurer Jenny Max, Community Development Director Ken Anderson, Police Chief Bob Hartman, Public Works Director Ted Strand, Park and Recreation Director Jon Henke, General Manager Paul Hoge, City Attorney Mike Couri and Northland Press Reporter Paul Boblett.

**A. CALL TO ORDER** – Mayor Andolshek called the Regular Council Meeting to order at 7:13 P.M. MOTION 11R-01-09 WAS MADE BY JOHN MOENGEN AND SECONDED BY DEAN SWANSON TO ACCEPT THE ADDITIONS TO THE AGENDA AS PRESENTED. MOTION CARRIED WITH ALL AYES.

**B. CRITICAL ISSUES** – None.

**C. CONSENT CALENDAR** – MOTION 11R-02-09 WAS MADE BY JAY ANDOLSHEK AND SECONDED BY RUSTY TAUBERT TO APPROVE THE FOLLOWING ITEMS LISTED ON THE CONSENT CALENDAR: (1.) REGULAR COUNCIL MEETING MINUTES OF OCTOBER 12, 2009; (2.) CROSSLAKE COMMUNICATIONS BALANCE SHEET AND INCOME STATEMENT/DETAIL OF RESERVE BALANCES DATED SEPTEMBER 30, 2009; (3.) CITY MONTH END REVENUE REPORT DATED SEPTEMBER 2009; (4.) CITY MONTH END EXPENDITURE REPORT DATED SEPTEMBER 2009; (5.) PLEDGED COLLATERAL REPORT DATED 11/3/09 FROM JENNIFER MAX; (6.) LAKES STATE BANK PLEDGE REPORT DATED OCTOBER 2009; (7.) FRANSEN BANK & TRUST PLEDGE REPORT DATED OCTOBER 2009; (8.) LAKEWOOD BANK PLEDGE REPORT DATED OCTOBER 2009; AND (9.) RIVERWOOD BANK PLEDGE REPORT DATED OCTOBER 2009. MOTION CARRIED WITH ALL AYES.

**D. PUBLIC FORUM** – None.

**E. MAYOR'S REPORT** – None.

**F. CITY ADMINISTRATOR'S REPORT** –

1. City Bills for Approval – MOTION 11R-03-09 WAS MADE BY DEAN SWANSON AND SECONDED BY RUSTY TAUBERT TO APPROVE THE BILLS FOR PAYMENT FOR OCTOBER AS SUBMITTED IN THE AMOUNTS OF \$122,345.43 AND \$3,186.42. MOTION CARRIED WITH ALL AYES.

2. A memo dated November 2, 2009 from Jenny Max regarding a Resolution appointing a Responsible Authority and Data Practices Compliance Official and assigning duties was included in the packet for Council review. Mr. Swenson discussed the requirements the City has in assigning a Responsible Authority and Data Practices Compliance Official per Minnesota Statutes and recommended the Council approve assigning Jennifer Max as the Responsible Authority and Data Practices Compliance Official, as well as approve the MN Government Data Practices Act Procedures. MOTION 11R-04-09 WAS MADE BY DEAN SWANSON AND SECONDED BY STEVE ROE TO ADOPT RESOLUTION NO. 09-19 APPOINTING JENNIFER MAX AS THE RESPONSIBLE AUTHORITY AND DATA PRACTICES COMPLIANCE OFFICIAL, AND ADOPT THE MN GOVERNMENT DATA PRACTICES ACT PROCEDURES. MOTION CARRIED WITH ALL AYES.
3. A memo dated November 2, 2009 from Jenny Max regarding acceptance of consulting firm Hildi, Inc. for preparation of actuarial services was included in the packet for Council review. Mr. Swenson reported to the Council that for the year ended December 31, 2009, the City is required to adopt GASB Statement No. 45, Accounting and Financial Reporting by Employers for Post-Employment Benefits Other Than Pensions. This standard requires the City to obtain an actuarial study to determine the potential obligations that the City has relating to post-employment benefits. MOTION 11R-05-09 WAS MADE BY STEVE ROE AND SECONDED BY JOHN MOENGEN TO ACCEPT THE SELECTION OF HILDI, INC. TO COMPLETE THE ACTUARIAL STUDY AND EXECUTE THE CONSULTING AGREEMENT AT A COST OF \$3,000 - \$3,200 FOR BOTH THE CITY OF CROSSLAKE AND CROSSLAKE COMMUNICATIONS. MOTION CARRIED WITH ALL AYES.
4. A memo dated November 9, 2009 from Jenny Max regarding Landscape Contractors/Excavators Licenses was included in the packet for Council review. MOTION 11R-06-09 WAS MADE BY JOHN MOENGEN AND SECONDED BY RUSTY TAUBERT TO APPROVE THE ISSUANCE OF A LANDSCAPE CONTRACTORS/EXCAVATORS LICENSE TO PRO SCAPE INC. MOTION CARRIED WITH ALL AYES.
5. Included in the packet for Council information was a memo dated November 9, 2009 from Jennifer Max regarding the 2009 approved landscape contractors/excavators.
6. A memo dated October 23, 2009 from City Administrator Swenson contained a comparison of the City Tax Rate and Total Tax Rate for 29 area cities. For taxes payable in 2009, Crosslake was the third lowest in average City Tax Rate and second lowest in Average Total Tax Rate. This information was provided for Council information. Mayor Andolshek thanked City Administrator Swenson for his work on providing this information to the Council and public.

7. A letter from Crow Wing Power Board President Bette Mezzenga informed the Council that under the cooperative's municipal meter relief program, a total of \$1,008 was relieved in 2009 for a total of \$7,968 for the fourteen years the program has been in operation. In addition, the City receives special lighting credit each year based on 1% of total gross revenues within the entire City. For 2009, the City received a credit of approximately \$34,120 toward the street lighting program.
8. Included in the packet for Council information was a memo dated November 9, 2009 from Jennifer Max regarding the suspension of two landscape contractors/excavators licenses and one landscape contractor/excavators license that has been cancelled.

## **G. COMMISSION/DEPARTMENT REPORTS –**

### **1. PARK AND RECREATION/LIBRARY –**

- a. Park Director Jon Henke reported that the Community Center offers aerobics on Mondays, Tuesdays and Thursdays at 9:00 A.M. The Children's Story Hour Program will take place on Thursdays at 10:30 A.M. and is for children ages 2-6. The Kitchigami Mobile Library makes regular stops at the Community Center on the second and fourth Thursdays of every month from 12:45 to 2:45 P.M. On Wednesday, December 2, 2009 at 1:45 p.m., Alison Edgerton will present the life and times of Laura Ingalls Wilder, author of the popular "Little House" series of children's books. Everyone is welcome but children in grades 3 and 4 may enjoy the program the most. Yoga is available at the Community Center on Monday nights from 5:15 to 6:45 P.M. Senior meals take place at the Community Center Monday through Friday at 11:30 A.M. Interested participants must call by 4:00 P.M. the day before to make a reservation. Meals on wheels are also available for those residents who are home bound. Attendance for the Community Center for the month of October was 5,573 and for the Library was 3,236. The Crosslake Park and Recreation Department has created a program for local wood carvers to get together. The club meets the first and third Tuesday of the month at 1:30 P.M. The Chautauqua program on December 10, 2009 from 1:30 to 3:30 P.M. will feature Ben Gibbs from Crosslake Sales and the title of the program is E-Bay Made Easy. Ben Gibbs, co-owner of Crosslake Sales and a certified e-Bay education specialist will explain how to buy and sell online. The Community Center offers an array of fitness equipment and offers volleyball every Wednesday night from 6:30 p.m. until 8:45 p.m. Two AAA Senior Driving refresher courses are being offered on November 12, 2009 and December 3, 2009 from 9:00 – 1:00 p.m. The Community Center received a donation in the month of October. MOTION 11R-07-09 WAS MADE BY JOHN MOENGEN AND SECONDED BY JAY ANDOLSHEK TO ACCEPT A \$750 DONATION FROM THE CROSSLAKE/IDEAL LIONS CLUB IN SUPPORT OF THE YOUTH SOCCER PROGRAM. MOTION CARRIED WITH ALL AYES.

- b. A memo dated November 4, 2009 from Jon Henke, Parks and Recreation Director, regarding LSS Senior Nutrition Program Site Use Agreement 2010 was included in the packet for Council review. The Council inquired of City Attorney Mike Couri if he noted any concerns in review of the use agreement. Mr. Couri noted that the agreement states LSS Senior Nutrition Program will hold liability coverage at \$1,000,000 and that it should be \$1,500,000. Currently the City's tort liability exposure is \$500,000, but the City should be covered through the League of MN Cities for the difference. MOTION 11R-08-09 WAS MADE BY DEAN SWANSON AND SECONDED BY JOHN MOENGEN TO APPROVE THE LSS SENIOR NUTRITION PROGRAM SITE USE AGREEMENT FOR 2010 CONTINGENT ON RECEIVING THE INSURANCE CERTIFICATE. MOTION CARRIED WITH ALL AYES.
  - c. The Crosslake Park and Recreation/Library Commission Minutes of September 23, 2009 were included in the packet for Council information.
  - d. The Fund Raising Meeting Minutes of October 19, 2009 were included in the packet for Council information.
2. PUBLIC WORKS/CEMETERY/SEWER –
- a. Approval of a resolution to certify delinquent sewer charges against property taxes to the Crow Wing County Auditor's Office was requested. Eight properties, owned by 1.) EMC Mortgage/Paul Jellison 2.) Randall and Lara Maxfield 3.) Eileen M Wahl 4.) Eileen M Wahl 5.) Deloren E Anderson 6.) Deloren and Marilyn Anderson 7.) H&H Realty of Crosslake LLC, and 8.) Sydney Holdings of County Road 66 LLC have delinquent sewer charges. MOTION 11R-09-09 WAS MADE BY JAY ANDOLSHEK AND SECONDED BY DEAN SWANSON TO APPROVE RESOLUTION NO. 09-20 REGARDING UNPAID SEWER CHARGES. MOTION CARRIED WITH ALL AYES.
  - b. The September 2009 Wastewater Treatment Discharge Monitoring Report was included in the packet for Council information.
3. PUBLIC SAFETY –
- a. Chief Hartman reported 123 calls in Crosslake for October.
  - b. Chief Hartman reported 26 calls in Mission Township for October.
  - c. A memo dated November 3, 2009 from Sergeant Erik Lee Re: Administrative Procedures/CJIS/NCIC Policy was included in the Council packet for review. After a recent audit, the BCA is requesting additional verbiage in the Administrative Procedures/CJIS/NCIC Policy regarding stolen articles and having a procedure laid out for entering those articles into the NCIC system. MOTION 11R-10-09 WAS MADE BY DEAN SWANSON AND SECONDED BY STEVE ROE APPROVING THE ADDITIONAL VERBIAGE IN THE ADMINISTRATIVE PROCEDURES/CJIS/NCIC POLICY. MOTION CARRIED WITH ALL AYES.
  - d. The Crosslake Fire Department responded to 14 calls in October. Of those, 12 were medical calls, 1 was a fire alarm, and 1 was mutual aid RIT.
  - e. A letter dated October 28, 2009 from Insurance Services Office, Inc. was included in the packet for Council information. Fire Chief Keith Anderson

informed the Council that the City has gone from a rating of "8" to a rating of "7" based on the ISO's recent public protection survey. The City was able to achieve a rating of "7" due to the additional pumper truck obtained by the fire department. Chief Anderson noted this is a great achievement for the residents of the City of Crosslake, which should result in lower insurance premiums.

4. PLANNING AND ZONING –

- a. The Planning and Zoning Commission/Board of Adjustment Regular Meeting Minutes and Public Hearing of September 25, 2009 were included in the packet for Council information.
- b. The Planning and Zoning Commission/Board of Adjustment Special Meeting Minutes and Public Hearing of October 12, 2009 were included in the packet for Council information.
- c. The October 2009 Permit Summary was included in the packet for Council information. The year-to-date valuation for 2009 is \$3,661,760, which is down from the same period in 2008.
- d. A staff report dated November 9, 2009 from the Planning and Zoning Commission regarding a recommendation to proceed with enforcement action against Stephen Quade for a noncompliant septic system was included in the packet for Council review. MOTION 11R-11-09 WAS MADE BY STEVE ROE AND SECONDED BY RUSTY TAUBERT TO INITIATE ENFORCEMENT ACTION AGAINST STEPHEN QUADE FOR A NONCOMPLIANT SEPTIC SYSTEM AND AUTHORIZE CITY ATTORNEY MIKE COURI TO PROCEED WITH ENFORCEMENT ACTION IF THE SPECIFIED DEADLINES ARE NOT MET AS STATED IN THE STAFF REPORT. MOTION CARRIED WITH ALL AYES.
- e. A staff report dated November 9, 2009 from the Planning and Zoning Commission regarding a recommendation to proceed with enforcement action against Virginia Mahoney for a noncompliant septic system was included in the packet for Council review. MOTION 11R-12-09 WAS MADE BY JAY ANDOLSHEK AND SECONDED BY JOHN MOENGEN TO INITIATE ENFORCEMENT ACTION AGAINST VIRGINIA MAHONEY FOR A NONCOMPLIANT SEPTIC SYSTEM AND AUTHORIZE CITY ATTORNEY MIKE COURI TO PROCEED WITH ENFORCEMENT ACTION IF THE SPECIFIED DEADLINES ARE NOT MET AS STATED IN THE STAFF REPORT. MOTION CARRIED WITH ALL AYES.

5. CROSSLAKE COMMUNICATIONS –

- a. Crosslake Communication's Bills for Approval – MOTION 11R-13-09 WAS MADE BY JOHN MOENGEN AND SECONDED BY RUSTY TAUBERT TO APPROVE THE SEPTEMBER 2009 BILLS FOR PAYMENT AS SUBMITTED IN THE AMOUNT OF \$304,110.32. MOTION CARRIED WITH ALL AYES.
- b. The Highlights Report for September was included in the packet for Council information. Paul Hoge reported that they are planning on adding more E-5 equipment over the winter, and the work has been completed on Milinda

Shores for 2009. C-SPAN 2 was dropped due to an equipment change. There will be a Meet the Manager on Thursday, November 19, 2009 at 9:00 a.m. at the Community Center. The Union has ratified the City's offer for years 2009-2011. Mr. Hoge also noted that the roof at Crosslake Communications has a leak in its central office. He is looking into whether or not the flat roof can be repaired or if there should be a pitched roof on the building. Due to the time of year he is moving quickly to get this fixed before winter approaches, and will have the Advisory Board approve the repairs and take that recommendation to the Council.

- c. The Crosslake Communications Meeting Minutes of October 27, 2009 were included in the packet for Council information.
- d. The Crosslake Communications Customer Counts Report was included in the packet for Council information.

6. RECYCLING –

- a. The Crosslake Roll-Off Recycling Report for October 2009 was included in the packet for Council information.

7. PERSONNEL COMMITTEE

- a. A memo dated November 4, 2009 from the Personnel Committee Re: Recommendation to Approve IBEW Collective Bargaining Agreement was included in the packet for Council review. The Personnel Committee is requesting the Council approve the IBEW Agreement with pay schedule increases of 1.00% for 2009, 1.50% for 2010 and 1.75% for 2011. MOTION 11R-14-09 WAS MADE BY DEAN SWANSON AND SECONDED BY RUSTY TAUBERT TO APPROVE THE IBEW LOCAL UNION NO. 949 AGREEMENT FOR YEARS 2009-2011 AS DRAFTED BY THE CITY ATTORNEY. MOTION CARRIED WITH ALL AYES.
- b. A memo dated November 4, 2009 from the Personnel Committee Re: Ordinance Amendment Regarding City Participation in Retiree Health and Dental Benefits was included in the packet for Council review. Mr. Swenson discussed an Ordinance Amendment to modify eligibility requirements for City participation in retiree health and dental benefits. The Amendment of Chapter 2 of the City Code would make the requirements the same for both union and non-union employees, which eliminates the employee age requirement of 62 years old to simply state that an employee who completes the specified amount of service with the City is eligible to receive three years of medical and dental coverage. MOTION 11R-15-09 WAS MADE BY DEAN SWANSON AND SECONDED BY RUSTY TAUBERT TO APPROVE ORDINANCE AMENDMENT NO. 282 WHICH ELIMINATES THE AGE REQUIREMENT OF 62 FOR PARTICIPATION IN RETIREE HEALTH AND DENTAL BENEFITS. MOTION CARRIED WITH ALL AYES.

MOTION 11R-16-09 WAS MADE BY DEAN SWANSON AND SECONDED BY STEVE ROE TO PUBLISH ORDINANCE AMENDMENT

NO. 282 IN SUMMARY FORM IN THE LEGAL NEWSPAPER. MOTION CARRIED WITH ALL AYES.

- c. The Personnel Committee reviewed a recommendation to close City Offices on Thursday, December 24<sup>th</sup> to allow employees the opportunity to take the day off provided they utilize vacation, holiday or compensatory time. This would not include the Police Department, Community Center or the Public Works Department in case of a snowstorm. MOTION 11R-17-09 WAS MADE BY DEAN SWANSON AND SECONDED BY STEVE ROE TO APPROVE THE RECOMMENDATION FROM THE PERSONNEL COMMITTEE TO CLOSE CITY OFFICES ON THURSDAY, DECEMBER 24<sup>TH</sup> PROVIDED VACATION, HOLIDAY OR COMPENSATORY TIME IS USED BY EMPLOYEES WITH THE EXCEPTION OF THE POLICE DEPARTMENT, COMMUNITY CENTER WHICH WILL HAVE NORMAL HOURS AND PUBLIC WORKS IN THE EVENT OF A SNOWSTORM. MOTION CARRIED WITH ALL AYES.

8. ECONOMIC DEVELOPMENT AUTHORITY –

- a. The EDA Meeting Minutes of October 7, 2009 were included in the packet for Council information.

**H. CITY ATTORNEY REPORT** – The City Attorney Report dated November 3, 2009 was included in the packet for Council review.

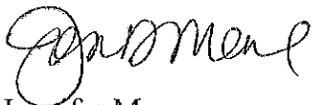
**I. OLD BUSINESS** – None.

**J. NEW BUSINESS** – None.

**K. PUBLIC FORUM** – None.

**L. ADJOURN** – MOTION 11R-18-09 WAS MADE BY STEVE ROE AND SECONDED BY JAY ANDOLSHEK TO ADJOURN THIS REGULAR MEETING AT 8:07 P.M. MOTION CARRIED WITH ALL AYES.

Respectfully submitted by,



Jennifer Max  
Clerk/Treasurer

Deputy Clerk/Minutes/11-09-09.doc

**BILLS FOR APPROVAL**  
**9-Nov-09**

VENDORS	DEPT		AMOUNT
Abra, halloween party supplies	P&R		3.42
Abra, paint, no hunting signs	P&R		12.58
Abra, screws, nail set, drill bits, holster, mirror	P&R		58.82
Abra, drill bits	P&R		3.97
Abra, trees	PW		43.27
Ace Hardware, varnish, paintbrush, string	P&R		13.11
Ace Hardware, picture hanger, anti-freeze	P&R		9.91
Ace Hardware, nails	P&R		3.16
Ace Hardware, paint thinner	P&R		10.68
Ace Hardware, hardware	PW		9.73
Ace Hardware, stain, sand paper	P&R		8.31
Ace Hardware, photo battery	P&R		5.32
Ace Hardware, drill bit	P&R		6.19
Ace Hardware, stain	P&R		5.12
Ace Hardware, photo battery	P&R		2.66
Ace Hardware, tarp, rope	Police		37.38
Ace Hardware, ups shipping	Sewer		47.89
Ace Hardware, toggle switch	PW		5.87
Ace Hardware, screws	P&R		5.87
Ace Hardware, windshield wipers	Police		17.08
AICPA, membership dues	Admin		230.00
Ameripride, mats	PW		96.97
Arlene Peterson, refund for weight room membership	P&R		54.00
AW Research, water test	Sewer		131.40
AW Research, water test	Sewer		131.40
AW Research, water test	Sewer		131.40
AW Research, water test	Sewer		131.40
Battery Products, charge cord	Fire		17.00
Booth Office Supply, name plate	Admin		17.14
Booth Office Supply, name plate	P&Z		17.14
Brainerd Dispatch, subscription	Library		156.00
Business Forms and Accounting, fund accounting checks	Admin		161.11
Chemsearch, gasguard	PW		380.78
City of Crosslake, sewer utilities	PW/Gov't		99.00
Council #65, union dues	ALL		386.61
Couri, MacArthur & Ruppe, legal fees	ALL		6,506.25
Craig Friday, reimburse for emt training	Fire		70.00
Crosslake Communications, phone, fax, cable, dsl	ALL		2,212.82
Crosslake Portable Welding, vent grills	P&R		260.00
Crosslake Rolloff, recycling	Gov't		2,695.00
Crow Wing County Highway Department, fuel	ALL		2,720.15
Crow Wing County Highway Department, signing, wall	PW		4,828.90
Crow Wing County Recorder, filing of 8 resolutions	P&Z		368.00
Crow Wing County Treasurer, e911 address	Gov't		25.00
Crow Wing Power, electric service	ALL	pd 10-21	6,007.80

Dean Swanson, reimburse travel expenses	Council		95.03
Deferred Comp	ALL		226.92
Delta Dental, dental insurance	ALL		1,403.20
Donna Keiffer, aerobics session #11	P&R		242.44
East Side Oil, filter and anti-freeze recycling	PW		95.00
Echo Publishing, ad for bids on truck	PW		42.00
Fire Instruction & Rescue, llive burn	Fire		700.00
Fortis, disability	ALL		408.58
Fyle's, portable restrooms	P&R		471.59
General Drivers Union Local #346, union dues	Police		165.00
Gopher Sign, posts	PW		281.24
Great Plains Fire, streamlight firebox light	Fire		345.88
Greg Larson Sports, medals	P&R		62.81
Greg Larson Sports, tabletop scorer	P&R		33.12
Greg Larson Sports, medals	P&R		40.87
Hawkins, ferric chloride	Sewer		933.17
Heartland Tire, tire	PW		119.52
Jim Ritter, reimburse uniform expense	PW		206.96
Johnson, Killen & Seiler, labor contract negotiations	Gov't		1,925.00
Keith Anderson, reimburse travel expenses	Fire		53.04
Krause Lock, lock repair	PW/Police		128.00
Little Falls Machine, repair rear lift cylinder	PW		1,372.49
Little Falls Machine, bolts, nuts	PW		121.89
Marco, copier lease	ALL	pd 11-2	380.90
Marsden, office cleaning	PW		628.43
Martin Communications, battery pack	Fire		14.96
Mastercard, AWWA, annual dues	Sewer		173.00
Mastercard, Barnes and Noble, books	Library		172.97
Mastercard, Fleet Farm, bar oil, driveway markers, keys	PW		125.00
Mastercard, Fleet Farm, uniform	PW		131.94
Mastercard, Foot Smart, uniform	Police		54.98
Mastercard, LA Police Gear, jacket	Police		111.94
Mastercard, Menards, gloves, halloween supplies	P&R		43.60
Mastercard, Newegg.com, computer monitor	P&Z		209.99
Mastercard, Office Max, ink, port w/prongs, paper, labels	Library		65.84
Mastercard, Target, halloween supplies	P&R		8.18
Mastercard, Walmart, halloween party supplies	P&R	pd 10-21	161.21
Mastercard, Walmart, halloween party supplies	P&R		238.24
Mastercard, travel expenses	Police		90.28
Matt Gallaway, reimburse for emt training	Fire		70.00
MCFOA, membership dues	Admin		35.00
Medica, health insurance	ALL		25,171.54
Menards, orbit sander, sandpaper	P&R		45.75
Menards, light bulbs	Gov't		30.33
Mills, fuel cap	PW		47.48
MN Benefits	Admin	pd 11-2	176.42
MN Life, life insurance	ALL		468.60
Moonlite Square, fuel	Fire		4.00
MR Sign, address number signs	PW		55.09
MR Sign, address number signs	PW		157.69
Napa Auto Parts, seat cover	PW		27.46



**ADDITIONAL BILLS FOR APPROVAL**  
**9-Nov-09**

VENDOR	DEPT	AMOUNT
Ace Hardware, lights, lettering	PW	52.83
Ace Hardware, lights, fast kill	PW	79.98
Brainerd Hydraulics, remove and clean valves	PW	150.00
BSN Sports, baseball bases	P&R	215.84
Culligan, water and cooler rental	PW/Gov't	56.90
Houston Ford, oil change	Police	23.43
Houston Ford, oil change	Police	21.31
Jeff Wurdeman, reimburse for soccer expenses	P&R	451.14
Mastercard, Fleet Farm, antifreeze	PW	36.65
Mastercard, Fleet Farm, uniform	PW	81.98
Mastercard, Gander Mountain, uniform, waders	PW	237.31
Mastercard, Gander Mountain, uniform	PW	32.99
MCS Janitorial, november cleaning	Gov't	774.84
Mike Amsden, reimburse for uniform expense	PW	150.52
Mike's Electric, install ground box	P&R	575.00
Simonson Lumber, plywood	P&R	31.07
The Office Shop, batteries, ink, envelope sealer	Gov't/Admin	83.06
Ziegler, dot requirements	PW	131.57
		3,186.42

**RESOLUTION NO. 09-19**

**CITY OF CROSSLAKE  
COUNTY OF CROW WING  
STATE OF MINNESOTA**

**RESOLUTION APPOINTING A RESPONSIBLE AUTHORITY AND DATA  
PRACTICES COMPLIANCE OFFICIAL AND ASSIGNING DUTIES**

WHEREAS, Minnesota Statutes, Section 13.02, Subdivision 16, as amended, requires that the City of Crosslake appoint one person as the Responsible Authority to administer the requirements for collection, storage, use and dissemination of data on individuals, within the City; and

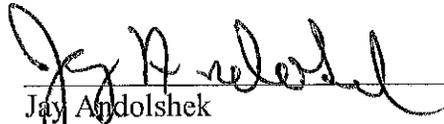
WHEREAS, Minnesota Statutes, Section 13.05, Subdivision 13, as amended, requires that the City of Crosslake appoint one person as the Data Practices Compliance Official to respond to questions or concerns from persons who are attempting to access data or enforce their rights under the Minnesota Government Data Practices Act; and

WHEREAS, the Crosslake City Council shares concern expressed by the Legislature on the responsible use of all City data and wishes to satisfy this concern by immediately appointing an administratively qualified Responsible Authority and Data Practices Compliance Official as required under the statute.

BE IT RESOLVED, the City Council of Crosslake appoints Jennifer Max, Clerk/Treasurer, as the Responsible Authority and Data Practices Compliance Official for the purposes of meeting all requirements of Minnesota Statutes, Chapter 13 as amended, and with rules as lawfully promulgated by the commissioner of Administration.

FURTHER, BE IT RESOLVED, that the City of Crosslake adopts the attached MN Government Data Practices Act Procedures setting forth the rights of data subjects pursuant to Minnesota Statute Section 13.04 and the specific procedures for access by the data subject to public or private data on the individuals.

ADOPTED BY the Crosslake City Council on this 9th day of November, 2009.

  
\_\_\_\_\_  
Jay Andolshek  
Mayor

Attest:

  
\_\_\_\_\_  
Jennifer Max  
City Clerk/Treasurer



## CITY OF CROSSLAKE

CROW WING COUNTY  
STATE OF MINNESOTA

37028 COUNTY ROAD 66  
CROSSLAKE, MN 56442

## GUIDE FOR MEMBERS OF THE PUBLIC REQUESTING INFORMATION

November 9, 2009 – POLICY PROPOSAL

Adopted November 9, 2009

Phone: 218/692-2688  
Fax: 218/692-2687  
City E-mail: [ctycrslk@crosslake.net](mailto:ctycrslk@crosslake.net)

November 9, 2009  
Resolution: 09-19

**CITY OF CROSSLAKE**  
*Minnesota Government Data Practices Act*

**PUBLIC INFORMATION SUMMARY**

Right to Access Public Data

The Data Practices Act (Minnesota Statutes, Chapter 13) presumes that all government data are public unless a state or federal law says the data are not public. Government data is a term that means all recorded information a government entity has, including paper, e-mail, CD-ROMs, photographs, etc.

The Data Practices Act also provides that the City of Crosslake must keep all government data in a way that makes it easy for you, as a member of the public, to access public data that we keep. You also have the right to get copies of public data. The Data Practices Act allows us to charge for copies and the time it may take to research and prepare the data request. You have the right to review and/or inspect data, free of charge, before deciding to request copies.

How to Make a Data Request

To look at data or request copies of data that the City of Crosslake keeps, make a written request. Make your written request for data to the appropriate individual listed in the Data Practices Contacts document on page 2 of this document. You may make your own written request for data by mail, delivery, fax or e-mail, using the Data Request Form on page 3 of this document.

The City of Crosslake cannot require you, as a member of the public, to identify yourself or explain the reason for your data request. However, depending on how you want us to process your request, we may need some information about you. (Example, we may need your address if you are requesting that data be mailed to you). If you choose not to give us any identifying information, we will provide you with contact information so you may check on the status of your request. In addition, please keep in mind that if we do not understand your request or any part of your request, and you do not give us any identifying or contact information, we will not be able to begin processing your request.

How the City of Crosslake will respond to a Data Request

Upon receiving your written request, we will work to process it.

- If we do not have the data, we will notify you in writing as soon as reasonably possible.
- If we have that data but the requested data is not public information, we will notify you in writing as soon as reasonably possible and state which specific law is applicable to the type of data. (Also see Appendix A on the various types of Data Classifications)
- If we have the data and the data is public information, we will respond to your request appropriately and promptly, within a reasonable amount of time, by doing one of the following:
  - Arrange a date, time and place for inspection of the data, free of charge; or
  - Provide you with copies of the data as soon as reasonably possible. You may choose to pick up your copies, or we will mail, fax, or e-mail the information to you. If you want us to send you copies, you must provide us with enough identifying information so that we may promptly complete the processing of your request. Charges for data requests must be pre-paid, before any copies of data are released.

If you do not understand some of the data, please let us know. We will give you an explanation if you request an explanation.

The Data Practices Act does not require us to create or collect new data in response to a data request if we do not already have the data, or to provide data in a specific form, format or arrangement if we do not keep the requested data in that form, format or arrangement.

In addition, the Data Practices Act does not require us to answer questions that are not written requests for data.

Requests for Summary Data

Summary data are statistical records or reports that are prepared by removing all identifiers from private or confidential data on individuals. The preparation of summary data is not a means to gain access to private or confidential data. The City of Crosslake will prepare summary data if you make your request in writing and pre-pay for the costs of creating and preparing the data. Upon receiving your written request, we will respond within ten (10) business days with the data or details of when the data will be ready and the amount we will charge for processing and completing the request for summary data.

CITY OF CROSSLAKE  
*Minnesota Government Data Practices Act*

DATA PRACTICES CONTACTS

**Responsible Authority/Compliance Official:**

Jennifer Max  
City Clerk/Treasurer  
37028 County Road 66  
Crosslake, MN 56442  
Phone: 218/692-2688  
Fax: 218/692-2687  
E-mail: [jmax@crosslake.net](mailto:jmax@crosslake.net)

**Designees:**

Administration Department  
Tom Swenson  
Phone: 218/692-2688  
E-mail: [tswenson@crosslake.net](mailto:tswenson@crosslake.net)

Planning & Zoning Department  
Ken Anderson  
Phone: 218/692-2688  
E-mail: [kanderson@crosslake.net](mailto:kanderson@crosslake.net)

Police Department  
Bob Hartman  
Phone: 218/692-2222  
E-Mail: [bmanhart@crosslake.net](mailto:bmanhart@crosslake.net)

Public Works Department  
Ted Strand  
Phone: 218/692-2748  
E-mail: [publicwk@crosslake.net](mailto:publicwk@crosslake.net)

Parks & Recreation Department  
Jon Henke  
Phone: 218/692-4271  
E-mail: [ccc@crosslake.net](mailto:ccc@crosslake.net)

Crosslake Communications  
Paul Hoge  
Phone: 218/692-2777  
E-mail: [phoge@crosslake.net](mailto:phoge@crosslake.net)

**CITY OF CROSSLAKE**  
*Minnesota Government Data Practices Act*

**DATA REQUEST**

**A. Completed by Requester (Please Print)**

Name (Last, First, MI)	Date of Request
Street Address	Phone Number
City, State, Zip	
Signature	Date
Detailed description of the information requested: (Include complete addresses, names and dates wherever possible. Attach additional sheets if necessary.)	

**B. Completed by the City of Crosslake**

Department Name:		Handled by:	
Information classified as:			
<input type="checkbox"/> Public <input type="checkbox"/> Non-Public <input type="checkbox"/> Private <input type="checkbox"/> Protected Non-Public <input type="checkbox"/> Confidential <input type="checkbox"/> Copyrighted			
Action:			
<input type="checkbox"/> Approved <input type="checkbox"/> Approved in Part (Explain Below) <input type="checkbox"/> Denied (Explain Below)			
Remarks or basis for denial including MN Statute if applicable:			
<b>Charges:</b> <input type="checkbox"/> None <input type="checkbox"/> Photocopy # Pages _____ X _____ cents = _____ <input type="checkbox"/> Special Rate: _____ Explanation:		<b>Identity Verified for Private Information:</b> <input type="checkbox"/> Identification: Driver's License, State I.D., etc. <input type="checkbox"/> Comparison with Signature on File <input type="checkbox"/> Personal Knowledge <input type="checkbox"/> Other _____	
Responsible Authority Authorized Signature:		Date	

CITY OF CROSSLAKE  
*Minnesota Government Data Practices Act*

**CONSENT TO RELEASE PRIVATE DATA**

I, \_\_\_\_\_, authorize the City of Crosslake ("City") to release the following  
(Print Name)  
private data about me:

\_\_\_\_\_

\_\_\_\_\_

to the following person(s) or entity(ies):

\_\_\_\_\_

\_\_\_\_\_

The person(s) or entity(ies) receiving the private data may use it only for the following purpose or purposes:

\_\_\_\_\_

\_\_\_\_\_

This authorization is dated \_\_\_\_\_ and expires on \_\_\_\_\_.

**I understand that my records are protected under state privacy regulations and cannot be disclosed without my written consent unless otherwise provided for by law. I also understand that I may cancel this consent at any time prior to the information being released and that in any event this consent expires automatically 90 days after signing. By signing this document, I give my full and voluntary consent to the City to release the above-listed data to the persons identified in this release, and I waive any and all claims against the City for the disclosure of private data about me in accordance with this document.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature of Parent or Guardian  
(if data subject is under 18 years of age)

**IDENTITY VERIFIED BY:**

- Witness: Name: \_\_\_\_\_ X \_\_\_\_\_  
(Print Name) Signature
- Identification: Driver's License, State ID, Passport, Other: \_\_\_\_\_
- Comparison with Signature on File \_\_\_\_\_
- Other \_\_\_\_\_

Responsible Authority  
Authorized Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## APPENDIX A

# **NONPUBLIC, PRIVATE & CONFIDENTIAL DATA MAINTAINED BY THE CITY OF CROSSLAKE**

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**This list of data types is divided into the following categories: General, Administration, Community and Real Property, Personnel, and Public Safety. The categories are provided only for convenience in locating types of data; inclusion in any particular category is not intended to indicate an exclusive location for that data type. (For example, data listed under Personnel may be physically located in more than one City department.)**

### **GENERAL**

#### **Applications for Election or Appointment**

CLASSIFICATION(S): Private / Public

GOVERNING STATUTE: Minn. Stat. § 13.601, subd. 3

DESCRIPTION OF DATA: Data on applicants collected by the City from the applicant's application is private, except the following is public: name, city of residence, education and training, employment history, volunteer work, awards and honors, and prior government service or experience. Once appointed, the following is public: residential address and either telephone number or email where the appointee may be reached, or both at the request of the appointee.

#### **Audit Data (provided by State Auditor)**

CLASSIFICATION(S): Protected Nonpublic / Confidential

GOVERNING STATUTE: Minn. Stat. § 6.715, subd. 5

DESCRIPTION OF DATA: Data relating to an audit, examination or investigation performed by the state auditor. Data provided by the state auditor for purpose of review and verification must be protected from unlawful disclosure.

#### **City Attorney Records**

CLASSIFICATION(S): Confidential

GOVERNING STATUTE: Minn. Stat. § 13.393

DESCRIPTION OF DATA: The use, collection, storage, and dissemination of data by the city attorney is governed by statutes, rules, and professional standards concerning discovery, production of documents, introduction of evidence, and professional responsibility. Data which is the subject of attorney-client privilege is confidential. Data which is the subject of the "work product" privilege is confidential.

## Non-Public, Private & Confidential Data Maintained by the City of Crosslake

### **Civil Investigative Data**

CLASSIFICATION(S): Confidential / Protected Nonpublic/ Not public / Public

GOVERNING STATUTE: Minn. Stat. § 13.39

DESCRIPTION OF DATA: Data collected as part of an active investigation undertaken to commence or defend pending civil litigation, or which are retained in anticipation of pending civil litigation.

### **Council Meetings Having Data Classified as Nonpublic**

CLASSIFICATION(S): Private / Public

GOVERNING STATUTE: Minn. Stat. § 13D.05

DESCRIPTION OF DATA: Any portion of a meeting must be closed if expressly required by other law or if the following types of data are discussed: data that would identify alleged victims or reporters of criminal sexual conduct, domestic abuse, or maltreatment of minors or vulnerable adults; active investigative data as defined in section 13.82, subdivision 7, or internal affairs data relating to allegations of law enforcement personnel misconduct collected or created by a state agency, statewide system, or political subdivision; or educational data, health data, medical data, welfare data, or mental health data that are not public data under section 13.32, 13.3805, subdivision 1, 13.384, or 13.46, subdivision 2 or 7.

### **Elected Officials Correspondence**

CLASSIFICATION(S): Private / Public

GOVERNING STATUTE: Minn. Stat. § 13.601, subd. 2

DESCRIPTION OF DATA: Correspondence between individuals and elected officials is private data on individuals, but may be made public by either the sender or the recipient.

### **Financial Disclosure Statements**

CLASSIFICATION(S): Public

GOVERNING STATUTE: Minn. Stat. § 13.601, subd. 1.

DESCRIPTION OF DATA: Financial disclosure statements of elected or appointed officials which, by requirement of the City, are filed with the City, are public data on individuals.

### **Grants**

CLASSIFICATION(S): Nonpublic / Private

GOVERNING STATUTE: Minn. Stat. § 13.599

DESCRIPTION OF DATA: Data created by state agency providing grants and persons/agencies that apply for or receive grants.

### **Identity of Employees Making Complaints**

CLASSIFICATION(S): Private

GOVERNING STATUTE: Minn. Stat. §§ 181.932, subd. 2; 13.7905, subd. 5(b)

DESCRIPTION OF DATA: The identity of an individual who reports to any governmental body or law enforcement official a violation or suspected violation by the individual's employer of any federal or state law or rule.

**Internal Competitive Response**

CLASSIFICATION(S): Private/Nonpublic

GOVERNING STATUTE: Minn. Stat. §§ 13.591, subd. 5, 13.37.

DESCRIPTION OF DATA: A bid or proposal to provide government goods or services that is prepared by the staff of a government entity in competition with bids or proposals solicited by the same government entity from the private sector or a different government entity from the private sector are classified as private or nonpublic until completion of the selection process or completion of the evaluation process at which time the data are public with the exception of trade secret data as defined and classified in Minnesota Statutes Section 13.37.

**Internal Auditing Data**

CLASSIFICATION(S): Confidential/Private/Protected Nonpublic/Public

GOVERNING STATUTE: Minn. Stat. § 13.392

DESCRIPTION OF DATA: Data, notes, and preliminary drafts of reports created, collected and maintained by the internal audit offices of the city or by person performing audits for the city and relating to an audit or investigation; data on an individual supplying information for an audit or investigation, under specified circumstances.

**Judicial Data**

CLASSIFICATION(S): Confidential/Private/Protected Nonpublic/Public

GOVERNING STATUTE: Minn. Stat. § 13.03, subd. 4(e)

DESCRIPTION OF DATA: Judicial branch data disseminated to the city has the same classification in the hands of the city as it had in the hands of judicial branch entity providing it.

**Pleadings**

CLASSIFICATION(S): Public

GOVERNING STATUTE: Minn. Stat. § 13.03, subd. 12

DESCRIPTION OF DATA: Pleadings in a lawsuit by or against the City.

**Requests for Proposals**

CLASSIFICATION(S): Private/Nonpublic/Not public/Public

GOVERNING STATUTE: Minn. Stat. §§ 13.591, subd. 3(b), 13.37.

DESCRIPTION OF DATA: Data submitted by a business to the City in response to a request for proposals is not public data until the responses are opened. Once the responses are opened, the name of the responder is public. All other data in a response to a request for proposal are private or nonpublic data until completion of the evaluation process. After completion of the evaluation process, all remaining data submitted by responders are public with the exception of trade secret data as classified in Minn. Stat. § 13.37. If all responses to a request for proposals are rejected prior to completion of the evaluation process, all data, other than that made public at the response opening, remain private or nonpublic until a resolicitation of the requests for proposal results in the completion of the evaluation process or a determination is made to abandon the purchase. If rejection occurs after the completion of the evaluation process, the data remains public.

## Non-Public, Private & Confidential Data Maintained by the City of Crosslake

If resolicitation of the proposals does not occur within one year of the proposal opening data, the remaining data become public.

### **Sealed Bids**

CLASSIFICATION(S): Private / Nonpublic

GOVERNING STATUTE: Minn. Stat. § 13.37

DESCRIPTION OF DATA: Sealed bids, including the number of bids received, prior to opening.

### **Security Information**

CLASSIFICATION(S): Private / Nonpublic

GOVERNING STATUTE: Minn. Stat. § 13.37

DESCRIPTION OF DATA: Data which if disclosed would be likely to substantially jeopardize the security of information possessions, individuals or property against theft, tampering, improper use, attempted escape, illegal disclosure, trespass, or physical injury. This includes crime prevention block maps and lists of volunteers who participate in community crime prevention programs and their home addresses and telephone numbers, but these may be disseminated to other volunteers participating in crime prevention programs.

### **Service Cooperative Claims Data**

CLASSIFICATION(S): Nonpublic

GOVERNING STATUTE: Minn. Stat. § 13.203

DESCRIPTION OF DATA: Claims experience and all related information received from carriers and claims administrators participating in a group health or dental plan, including any long-term disability plan, offered through Minnesota service cooperatives to Minnesota political subdivisions and survey information collected from employees and employers participating in these plans and programs, except when the executive director of a Minnesota service cooperative determines that release of the data will not be detrimental to the plan or program, are classified as nonpublic data not on individuals.

### **Social Security Numbers**

CLASSIFICATION(S): Private

GOVERNING STATUTE: Minn. Stat. § 13.355

DESCRIPTION OF DATA: Social security numbers of individuals, whether in whole or in part.

### **Social Security Numbers on Mailings**

CLASSIFICATION(S): Private

GOVERNING STATUTE: Minn. Stat. § 13.355, subd. 3

DESCRIPTION OF DATA: City may not mail, deliver, or cause to be mailed or delivered an item that displays a Social Security number on the outside of the item or visible without opening the item.

**Trade Secret Information**

CLASSIFICATION(S): Private/Nonpublic

GOVERNING STATUTE: Minn. Stat. § 13.37

DESCRIPTION OF DATA: Data, including a formula, pattern, compilation, program, device, method, technique or process: (1) that was supplied by the affected individual or organization; (2) that is the subject of efforts by the individual or organization that are reasonable under the circumstances to maintain its secrecy; and (3) that derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use.

**Utility Disconnection Notice**

CLASSIFICATION(S): Private

GOVERNING STATUTE: Minn. Stat. § 13.681, subd. 6

DESCRIPTION OF DATA: Utility data on disconnections provided to cities under Minn. Stat. § 216B.0976

**ADMINISTRATION**

**Absentee Ballots**

CLASSIFICATION(S): Private/Nonpublic

GOVERNING STATUTE: Minn. Stat. § 13.37

DESCRIPTION OF DATA: Sealed absentee ballots before opening by an election judge.

**Computer Access Data**

CLASSIFICATION(S): Private/Nonpublic

GOVERNING STATUTE: Minn. Stat. § 13.15

DESCRIPTION OF DATA: Data created, collected, or maintained about a person's access to the City's computer for the purpose of: (1) gaining access to data or information; (2) transferring data or information; or (3) using government services.

**Deferred Assessment Data**

CLASSIFICATION(S): Private

GOVERNING STATUTE: Minn. Stat. § 13.52

DESCRIPTION OF DATA: Data collected pursuant to Minnesota Statutes Section 435.193, which indicates the amount or location of cash or other valuables kept in the homes of applicants for deferred assessment.

**Federal Contracts Data**

CLASSIFICATION(S): Private/Nonpublic

GOVERNING STATUTE: Minn. Stat. § 13.35

DESCRIPTION OF DATA: All data collected and maintained by the City when required to do so by a federal agency as part of its contract with the City.

## Non-Public, Private & Confidential Data Maintained by the City of Crosslake

### **Homestead Applications**

CLASSIFICATION(S): Private

GOVERNING STATUTE: Minn. Stat. §§ 13.4965, subd. 3, 273.124, subd. 13

DESCRIPTION OF DATA: Social security numbers, affidavits or other proofs of entitlement to homestead status that are submitted by property owners or their spouses. The data may be disclosed to the Commissioner of Revenue or, under limited circumstances, the county treasurer.

### **Municipal Bonds Register Data**

CLASSIFICATION(S): Private / Nonpublic

GOVERNING STATUTE: Minn. Stat. §§ 13.202, subd. 12, 475.55, subd. 6

DESCRIPTION OF DATA: Data with respect to the ownership of municipal obligations.

### **Registered Voter Lists**

CLASSIFICATION(S): Confidential/Public

GOVERNING STATUTE: Minn. Stat. §§ 13.607, subd. 6; 201.091

DESCRIPTION OF DATA: Information contained in the master list of registered voters.

### **Solid Waste Collector Customer Lists**

CLASSIFICATION(S): Private/Nonpublic

GOVERNING STATUTE: Minn. Stat. §§ 13.7411, subd. 4 (c), 115A.93, subd. 5

DESCRIPTION OF DATA: Customer lists provided to the City by solid waste collectors.

## **COMMUNITY AND REAL PROPERTY**

### **Appraisal Data**

CLASSIFICATION(S): Confidential / Protected Nonpublic / Public

GOVERNING STATUTE: Minn. Stat. § 13.44, subd. 3

DESCRIPTION OF DATA: Appraisals made for the purpose of selling or acquiring land through purchase or condemnation

### **Property Complaint Data**

CLASSIFICATION(S): Confidential

GOVERNING STATUTE: Minn. Stat. § 13.44, subd. 1

DESCRIPTION OF DATA: Data that identifies individuals who register complaints concerning violations of state laws or local ordinances concerning the use of real property.

### **Planning Questionnaires**

CLASSIFICATION(S): Private / Nonpublic

GOVERNING STATUTE: Minn. Stat. § 13.59

DESCRIPTION OF DATA: Names and addresses of individuals and businesses and the legal descriptions of property owned by individuals and businesses, when collected in surveys of individuals conducted by the City for the purposes of planning, development, and redevelopment.

**PERSONNEL**

**Applicant Information**

CLASSIFICATION(S): Private/Public

GOVERNING STATUTE: Minn. Stat. § 13.43.

DESCRIPTION OF DATA: Generally, all data about people who are or were an employee, an applicant for employment, a volunteer, or an independent contractor is private with the following exceptions which are public:

- \* Veteran Status
- \* Relevant test scores
- \* Rank on eligibility list
- \* Job history
- \* Education and training
- \* Work availability
- \* Name, after being certified as eligible for appointment to a vacancy or when considered a finalist for a position of public employment (which occurs when the person has been selected to be interviewed by the appointing authority)
- \* Names of applicants for appointment to and members of an advisory board or commission.

**Applicants to a Public Body**

CLASSIFICATION(S): Public

GOVERNING STATUTE: Minn. Stat. § 13.601

DESCRIPTION OF DATA: Generally, all data about people who are or were an applicant to or an appointed member of a public body is private with the following exceptions which are public:

- \* Name
- \* City of Residence
- \* Education and Training
- \* Employment History
- \* Volunteer Work
- \* Awards and Honors
- \* Prior Government Service

**Appointed (Not Elected) Members to a Public Body**

CLASSIFICATION(S): Public

GOVERNING STATUTE: Minn. Stat. § 13.601

DESCRIPTION OF DATA: Generally, all data about people who are or were an appointed, not elected, to a public body is private, with the following exceptions which are public:

- \* Name
- \* City of Residence
- \* Education and Training
- \* Employment History
- \* Volunteer Work
- \* Awards and Honors

## Non-Public, Private & Confidential Data Maintained by the City of Crosslake

- \* Prior Government Service
- \* Residential Address
- \* Either a telephone number or electronic mail address where the appointee can be reached, or both, at the request of the appointee

### **Employee Assistance Information**

CLASSIFICATION(S): Private

GOVERNING STATUTE: Minn. Stat. § 13.43, subd. 7

DESCRIPTION OF DATA: Results of employee drug and alcohol tests.

### **Employee Drug and Alcohol Tests**

CLASSIFICATION(S): Confidential / Private

GOVERNING STATUTE: Minn. Stat. § 13.43, subd. 5c), 181.954, subd. 2 and 3

DESCRIPTION OF DATA: Results of employee drug and alcohol tests.

### **Employee Data**

CLASSIFICATION(S): Confidential/Private/Public

GOVERNING STATUTE: Minn. Stat. § 13.43.

DESCRIPTION OF DATA: Generally, all data about current and former employees, volunteers, and independent contractors are private with the following exceptions which are public:

- \* Name
- \* Actual gross salary
- \* Salary Range
- \* Contract fees
- \* Actual gross pension
- \* Value and nature of employer paid fringe benefits
- \* Basis for and the amount of added remuneration, including expense reimbursement, in addition to salary
- \* Job title
- \* Job description
- \* Education and training background
- \* Previous work experience
- \* Date of first and last employment
- \* The existence and status (but not nature) of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in a disciplinary action
- \* Final disposition of any disciplinary action, with specific reasons for the action and  
data documenting the basis of the action, excluding data that would identify confidential sources who are employees of the public body
- \* Terms of any agreement settling any dispute arising from the employment relationship, including a “buyout” agreement
- \* Work location
- \* Work telephone number
- \* Badge number

## Non-Public, Private & Confidential Data Maintained by the City of Crosslake

- \* Honors and awards received
- \* Payroll time sheets or other comparable data that are only used to account for employee's work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee's reasons for the use of sick or other medical leave or other non-public data.

### **Employment and Training Data**

CLASSIFICATION(S): Private

GOVERNING STATUTE: Minn. Stat. § 13.47

DESCRIPTION OF DATA: Data on individuals collected, maintained, used, or disseminated because an individual applies for, is currently enrolled in, or has been enrolled in employment and training programs funded with federal, state or local resources.

### **Examination Data**

CLASSIFICATION(S): Confidential / Private

GOVERNING STATUTE: Minn. Stat. § 13.34

DESCRIPTION OF DATA: Completed versions of personnel and licensing examinations

### **Harassment**

CLASSIFICATION(S): Confidential / Private

GOVERNING STATUTE: Minn. Stat. § 13.43 subd. 8

DESCRIPTION OF DATA: When there is a harassment complaint against an employee, the employee may not have access to data that would identify the complainant or other witnesses if the data would threaten the personal safety of the complainant or witness, or subject the complainant or witness to harassment. However, summary information will be provided to the employee in order for him/her to prepare for a disciplinary proceeding that has been initiated.

### **Human Rights Data**

CLASSIFICATION(S): Confidential / Private / Protected Nonpublic / Public

GOVERNING STATUTE: Minn. Stat. §§ 13.552, 363A.28 and 363A.35

DESCRIPTION OF DATA: Data maintained by the human rights department of the city, including: investigative data in an open case file; the name and address of the charging party or respondent, factual basis of the allegations, and statute or ordinance under which the charge is brought; investigative data in a closed case file.

### **Labor Relations Information**

CLASSIFICATION(S): Private / Nonpublic

GOVERNING STATUTE: Minn. Stat. § 13.37

DESCRIPTION OF DATA: Management positions on economic and non-economic items that have not been presented during the collective bargaining process or interest arbitration, including information specifically collected or created to prepare the management position.

## Non-Public, Private & Confidential Data Maintained by the City of Crosslake

### **Peer Counseling Debriefing**

CLASSIFICATION(S): Private

GOVERNING STATUTE: Minn. Stat. § 13.43 subd. 9

Data acquired by a peer group member in a public safety peer counseling debriefing is private data on the person being debriefed.

### **Personnel and Employment Data**

CLASSIFICATION(S): Private/Public

GOVERNING STATUTE: Minn. Stat. § 13.43.

DESCRIPTION OF DATA: Data on individuals collected because the individual is or was an employee of or an applicant for employment by, performs services on a voluntary basis for, or acts as an independent contractor with a government entity.

### **Protection of Employee or Others**

CLASSIFICATION(S): Private/Public

GOVERNING STATUTE: Minn. Stat. § 13.43 subd 11

DESCRIPTION OF DATA: If it is reasonably necessary to protect an employee from harm to self or to protect another person who may be harmed by the employee, information that is relevant to the safety concerns may be released to (1) the person who may be harmed or to the person's attorney when relevant to obtaining a restraining order, (2) a prepetition screening team in the commitment process, or (3) a court, law enforcement agency or prosecuting authority.

### **Salary Benefit Survey Data**

CLASSIFICATION(S): Nonpublic

GOVERNING STATUTE: Minn. Stat. § 13.435

DESCRIPTION OF DATA: Salary and personnel benefit survey data purchased from consulting firms, nonprofit corporations or associations or obtained from employers with the written understanding that the data shall not be made public.

### **Undercover Law Enforcement Officer**

CLASSIFICATION(S): Private/Public

GOVERNING STATUTE: Minn. Stat. § 13.43 subd. 5

DESCRIPTION OF DATA: All personnel data about an undercover law enforcement officer is private until no longer assigned to those duties. Then, the officer is subject to the same rules applicable to other employees unless the law enforcement agency determines that revealing the data would threaten the officer's safety or jeopardize an active investigation.

## **PUBLIC SAFETY**

### **Arson Investigation**

CLASSIFICATION(S): Confidential / Public

GOVERNING STATUTE: Minn. Stat. §§ 13.6905, subd. 26, 299F.055 and 299F.056

Non-Public, Private & Confidential Data Maintained by the City of Crosslake

DESCRIPTION OF DATA: Information relating to a fire loss or potential fire loss.

**Child Abuse Report Records**

CLASSIFICATION(S): Confidential / Private

GOVERNING STATUTE: Minn. Stat. §§ 13.871, subd. 6 (b), 13.82, subd. 8 and 9 and 626.556

DESCRIPTION OF DATA: Active or inactive investigative data that identify a victim of child abuse or neglect reported under Minnesota Statutes Section 626.556 are private data on individuals. Active or inactive investigative data that identify a reporter of child abuse or neglect under Minnesota Statutes Section 626.556 are confidential data on individuals, unless the subject of the report compels disclosure under Minnesota Statutes Section 626.556, subd. 11. Investigative data that become inactive under Minnesota Statutes Section 626.556, subd. 7 (a) or (b) and that relate to the alleged abuse or neglect of a child by a person responsible for the child's care, as defined in Minnesota Statutes Section 626.556, subdivision 2 are private data.

**Civil Commitment Data**

CLASSIFICATION(S):

GOVERNING STATUTE: Minn. Stat. § 253B.185, subd. 1(b)

DESCRIPTION OF DATA: Notwithstanding any provision of Chapter 13, a county attorney considering the civil commitment of a person may obtain records and data from the City upon request and without a court order.

**Corrections and Detention Data**

CLASSIFICATION(S): Confidential / Private / Public

GOVERNING STATUTE: Minn. Stat. § 13.85

DESCRIPTION OF DATA: Data on individuals created, collected, used or maintained by a municipal correctional or detention facility, the release of which would disclose medical, psychological, financial or personal information not related to the individual's detainment or which would endanger an individual's life; detention data, the release of which would endanger an individual's life, endanger the effectiveness of an investigation, identify a confidential informant, or clearly endanger the security of any institution or its population.

**Crime Victim Notice of Release**

CLASSIFICATION(S): Private

GOVERNING STATUTE: Minn. Stat. §§ 13.871, subd. 5 (a), 611A.06

DESCRIPTION OF DATA: All identifying information regarding a crime victim, including a victim's request for notice of release and a notice of release made pursuant to Minnesota Statutes Section 611A.06.

**Criminal Gang Investigative Data System**

CLASSIFICATION(S): Confidential

GOVERNING STATUTE: Minn. Stat. §§ 13.6905, subd. 14, 299C.091

DESCRIPTION OF DATA: Data in the criminal gang investigative data system are confidential data on individuals as defined in Minnesota Statutes Section 13.02, subdivision

## Non-Public, Private & Confidential Data Maintained by the City of Crosslake

3, but are accessible to law enforcement agencies and may be released to the criminal justice agencies.

### **Criminal History Data**

CLASSIFICATION(S): Private / Public

GOVERNING STATUTE: Minn. Stat. § 13.87

DESCRIPTION OF DATA: Criminal history data maintained by agencies, political subdivisions and statewide systems are classified as private, pursuant to Minnesota Statutes Section 13.02, subdivision 12, except that the data created, collected or maintained by the Bureau of Criminal Apprehension that identify an individual who was convicted of a crime, the offense of which the individual was convicted, associated court disposition and sentence information, controlling agency and confinement information are public data for 15 years following the discharge of the sentence imposed for that offense. Data maintained in the integrated search service is private. An individual who is the subject of the data may only be provided with (1) a list of government entities that provided public or private data about the individual and (2) data that describes what is maintained about the individual at each government entity on the list.

### **Criminal History Data – Discharge / Dismissal of Crime**

CLASSIFICATION(S): Not Public

GOVERNING STATUTE: Minn. Stat. § 13.871

DESCRIPTION OF DATA: Data in criminal discharge and dismissal records is classified under Minn. Stat. § 609.3751, subd. 5.

### **Detention Data**

CLASSIFICATION(S): Private / Confidential / Public

GOVERNING STATUTE: Minn. Stat. § 13.85

DESCRIPTION OF DATA: Data on individuals created, collected, used or maintained because of their lawful confinement or detainment in a correctional or detention facility, including a municipal jail or lockup.

### **Domestic Abuse Data**

CLASSIFICATION(S): Confidential / Public

GOVERNING STATUTE: Minn. Stat. § 13.80

DESCRIPTION OF DATA: Data on individuals collected, created, received or maintained by police departments pursuant to the domestic abuse act.

### **E-Charging Data**

CLASSIFICATION(S): Confidential / Private / Nonpublic

GOVERNING STATUTE: Minn. Stat. § 13.871, subd. 11

DESCRIPTION OF DATA: Data created by local law enforcement agencies and maintained by the Bureau of Criminal Apprehension in a statewide, data sharing, electronic charging system. Credentialing data is private protected nonpublic, and auditing, workflow and routing data is confidential protected nonpublic.

**EMT or First Responder Misconduct Data**

CLASSIFICATION(S): Confidential/Protected Nonpublic

GOVERNING STATUTE: Minn. Stat. §§ 13.383, subd. 2, 144E.305, subd. 3.

DESCRIPTION OF DATA: Reports of emergency medical technicians, emergency medical technicians-intermediate, emergency medical technicians-paramedic or first responders' misconduct are considered to be confidential or protected nonpublic while an investigation is active. Except for the Emergency Medical Services Regulatory Board's final determination, all communications or information received by or disclosed to the Board relating to disciplinary matters of any person or entity subject to the Board's regulatory jurisdiction are confidential and privileged and any disciplinary hearing shall be closed to the public.

**Emergency Telephone Service**

CLASSIFICATION(S): Private

GOVERNING STATUTE: Minn. Stat. §§ 13.202, subd. 6, 403.07, subd. 3 and 4

DESCRIPTION OF DATA: Names, addresses and telephone numbers provided to a 911 or other emergency system.

**Explosives or Blasting Agents**

CLASSIFICATION(S): Nonpublic

GOVERNING STATUTE: Minn. Stat. § 299F.75, subd. 4

DESCRIPTION OF DATA: Data from application submitted by applicant and data held by law enforcement indicating applicant's place and time of intended use of explosives or blasting agents and place and means of storage of the explosives or blasting agents until such use. Data may be shared with other law enforcement whose job requires access to a facility containing explosives or blasting agents. Recipients of the data are prohibited from disclosing the data to anyone not directly involved in the work.

**Hazardous Substance Emergency**

CLASSIFICATION(S): Nonpublic

GOVERNING STATUTE: Minn. Stat. § 13.6905, subd. 27, 299F.095 and 299F.096, subd. 1

DESCRIPTION OF DATA: Information contained in hazardous materials notification reports made pursuant to Minnesota Statutes Sections 299F.091 to 299F.099.

**Health Data**

CLASSIFICATION(S): Private

GOVERNING STATUTE: Minn. Stat. § 13.3805, subd. 1

DESCRIPTION OF DATA: Data on individuals created, collected, received or maintained by the city relating to the identification, description, prevention, and control of disease or as part of an epidemiologic investigation designated by the commissioner of health as necessary to analyze, describe or protect the public health.

**Investigative Detention Data**

CLASSIFICATION(S): Confidential

GOVERNING STATUTE: Minn. Stat. § 13.86

DESCRIPTION OF DATA: Data created, collected, used or maintained by a municipal correctional or detention facility that, if revealed, would identify an informant who provided

## Non-Public, Private & Confidential Data Maintained by the City of Crosslake

information about suspected illegal activities and is likely to subject the informant to physical reprisals by others.

### **Law Enforcement Data**

CLASSIFICATION(S): Private / Confidential / Public/ Non Public

GOVERNING STATUTE: Minn. Stat. §§13.82, 259.10, subd. 2

DESCRIPTION OF DATA: Certain arrest data, request for service data, and response or incident data are public data.

An audio recording of a call placed to a 911 system for the purpose of requesting service from a law enforcement, fire or medical emergency agency is private data on individuals, except that a written transcript of the audio recording is public, unless it reveals the identity of an individual otherwise protected under Minnesota Statutes Section 13.82, subdivision 17.

Criminal investigative data collected or created by a law enforcement agency in order to prepare a case against a person for the commission of a crime or other offense for which the agency has primary investigative responsibility is confidential or protected nonpublic while the investigation is still active.

Photographs that are part of inactive investigative files and that are clearly offensive to common sensibilities are classified as private or nonpublic, provided that the existence of the photographs shall be disclosed to any person requesting access to the inactive investigative file.

Data on court records relating to name changes under Minnesota Statutes Section 259.10, subdivision 2 which is held by a law enforcement agency is confidential data on an individual while an investigation is still active and is private data on an individual when the investigation becomes inactive.

Data in arrest warrant indices are classified as confidential data until the defendant has been taken into custody, served with a warrant or appears before the court, except when the law enforcement agency determines that the public purpose is served by making that information public.

Data that uniquely describe stolen, lost, confiscated or recovered property are classified as either private data on individuals or nonpublic data depending on the content.

Financial records of a program that pays rewards to informants are protected nonpublic data in the case of data not on individuals or confidential data in the case of data on individuals.

Data on registered criminal offenders are private data on individuals.

Data in missing children bulletins are public data.

Data that reflect deliberative processes or investigative techniques of law enforcement agencies are confidential data on individuals or protected nonpublic data, provided that

## Non-Public, Private & Confidential Data Maintained by the City of Crosslake

information, reports, or memoranda that have been adopted as the final opinion or justification for a decision of a law enforcement agency are public data.

Booking photographs are public data.

Data that would reveal the identity of persons who are customers of a licensed pawnbroker or secondhand goods dealer are private data on individuals.

Data describing the property in a regulated transaction with a licensed pawnbroker or secondhand goods dealer are public.

### **Peace Officer Discipline Procedures**

CLASSIFICATION(S): Confidential / Private / Public

GOVERNING STATUTE: Minn. Stat. §§ 13.871, subd. 6(p), 626.89, subd. 6 and 13.43

DESCRIPTION OF DATA: Investigative report made by a law enforcement agency in connection with a peace officer disciplinary matter; identities of confidential informants in such matters; identities of witnesses expected to testify in disciplinary hearings.

### **Peace Officer Records on Juveniles**

CLASSIFICATION(S): Private

GOVERNING STATUTE: Minn. Stat. §§ 13.875, subd. 2, 260B.171, subd. 5.

DESCRIPTION OF DATA: Peace officers' records of children who are or may be delinquent or who may be engaged in criminal acts.

### **Peace Officer Reports on Accidents**

CLASSIFICATION(S): Confidential

GOVERNING STATUTE: Minn. Stat. § 169.09, subd. 13

DESCRIPTION OF DATA: Data collected by law enforcement agencies as required for a report of an accident under Minn. Stat. § 169.09, subd. 8. Data must be disclosed to, upon written request by, individuals involved in an accident or representing the individual's estate, surviving spouse, next of kin, or an appointed trustee, or other person injured in person, property, or means of support, or who incurs other pecuniary loss by virtue of the accident.

### **Reports of Gunshot Wounds**

CLASSIFICATION(S): Confidential

GOVERNING STATUTE: Minn. Stat. §§ 13.871, subd. 6 (a), 626.53

DESCRIPTION OF DATA: A report made by a health professional concerning a wound or injury arising from or caused by discharge of a firearm or inflicted by the perpetrator of a crime using a dangerous weapon other than a firearm.

### **Safe at Home Program Data**

CLASSIFICATION(S): Private

GOVERNING STATUTE: Minn. Stat. § 5B.07, subd. 1

DESCRIPTION OF DATA: Data on Safe at Home Program participants maintained by local government in conjunction with an active investigation or inspection of health, building or fire codes, or city ordinances.

**Sex Offender HIV Tests**

CLASSIFICATION(S): Private

GOVERNING STATUTE: Minn. Stat. §§ 13.871, subd. 5(b), 611A.19, subd. 2

DESCRIPTION OF DATA: Results of HIV tests of sex offenders must be handled in accordance with Minnesota Statutes Section 611A.19.

**Sexual Assault Crime Victims**

CLASSIFICATION(S): Private

GOVERNING STATUTE: Minn. Stat. §§ 13.871, subd. 3(e), 609.3471

DESCRIPTION OF DATA: Data that identifies a victim who is a minor, in records or reports relating to petitions, complaints or indictments made for criminal sexual conduct in the first, second, third or fourth degrees.

**Videotapes of Child Abuse Victims**

CLASSIFICATION(S): Private / Confidential

GOVERNING STATUTE: Minn. Stat. §§ 13.821, 611A.90

DESCRIPTION OF DATA: Videotapes in which a child victim or alleged victim is alleging, explaining, denying, or describing an act of physical or sexual abuse.

**Vulnerable Adult Report Records**

CLASSIFICATION(S): Private / Confidential

GOVERNING STATUTE: Minn. Stat. §§ 13.871, subd. 6 (l), 626.557, subd. 12(b).

DESCRIPTION OF DATA: Reports made pursuant to Minnesota Statutes Section 626.557 of possible incidents of maltreatment of vulnerable adults; identities of individuals making such reports.

RESOLUTION NO. 09-20

CITY OF CROSSLAKE  
COUNTY OF CROW WING  
STATE OF MINNESOTA

RESOLUTION REGARDING UNPAID SEWER CHARGES

WHEREAS, Minnesota Statute Section 444.075 subd. 3 provides that municipalities may make the charges for connection to sewer facilities and the use charges for such sewer facilities a charge against the owner, lessee, occupant of the property, and may provide a covenant for certifying unpaid charges to the County Auditor with taxes against the property served for collection as other taxes are collected; and

WHEREAS, the City of Crosslake City Code, Section 11.56 and 11.70 provides that each and every sewer service charge levied by and pursuant to this Chapter is hereby made a lien upon the lot or premises served, and all such charges which are on October 15<sup>th</sup> of each year past due and delinquent, shall be certified to the County Auditor as taxes or assessments on the real estate; and

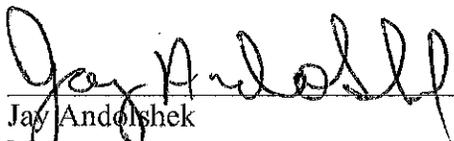
WHEREAS, as of October 15, 2009, the following sewer charges were past due and delinquent:

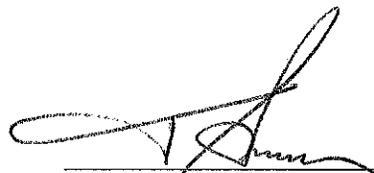
<u>TAX PAYER NAME</u>	<u>REAL ESTATE CODE</u>	<u>AMOUNT</u>
EMC Mortgage/Paul Jellison	146000002010009	2,025.24
Randall and Lara Maxfield	120163204FB0009	1,598.35
Eileen M Wahl	120163204BA0009	1,383.76
Eileen M Wahl	120163204E00009	1,099.96
Deloren E Anderson	120163204GC0889	801.90
Deloren & Marilyn Anderson	120212400AHB009	435.60
H&H Realty of Crosslake LLC	120163204KE0009	214.50
Sydney Holdings of County Rd 66 LLC	141090000080009	214.50

Total \$7,773.81

THEREFORE, BE IT RESOLVED that the City of Crosslake City Council hereby certifies as delinquent the following sewer service charges as of October 15, 2009, as taxes or assessments on the real estate identified above:

Adopted by the Crosslake City Council this 9th day of November 2009.

  
Jay Andolshek  
Mayor

  
Thomas N. Swenson  
City Administrator

# Crosslake Telephone Company

## Check Register - General Account

From September 1, 2009 through September 30, 2009

Check #	Vendor ID / Name	Date	Description	Amount
001042	INTERNAL REVENUE SERVICE	9/4/2009	FED, FICA, MEDICARE	6,069.18
001043	PERA	9/4/2009	PERA EE & ER	3,538.18
001044	MINNESOTA DEPT OF REVENUE	9/4/2009	MN INCOME TAX WITHHELD	1,050.35
001045	ING-DEFERRED COMP	9/4/2009	DEFERRED COMP	1,951.42
001046	FEDERAL COMMUNICATIONS COMMIS	9/2/2009	FCC 396 REGULATORY FEE	2,439.36
001047	CITY OF CROSSLAKE (SEWER)	9/10/2009	AUGUST SEWER	33.00
001048	INTERNAL REVENUE SERVICE	9/29/2009	SEPTEMBER EXCISE TAX	1,879.88
001049	MINNESOTA DEPT OF REVENUE	9/29/2009	SEPT SALES & USE TAX	12,986.00
001050	INTERNAL REVENUE SERVICE	9/18/2009	FED, FICA, MEDICARE	6,969.17
001051	PERA	9/18/2009	PER	3,650.12
001052	MINNESOTA DEPT OF REVENUE	9/18/2009	MN INCOME TAX WITHHELD	1,230.49
001053	ING-DEFERRED COMP	9/18/2009	DEFERRED COMP	1,951.42
001054	CROW WING POWER	9/28/2009	ELECTRIC SERVICE	4,869.76
024286	ST JOSEPH MEDICAL CENTER	9/1/2009	DOT PHYSICAL - LARRY	130.67
024287	MTA	9/1/2009	MTA HR CONF - DEBBY & CYNDI	200.00
024288	MN CHILD SUPPORT PAYMENT CTR	9/4/2009	CHILD SUPPORT WITHHELD	53.06
024289	MRS. SAYUMPORN HARTMAN	9/1/2009	PERM DISCONNECT	29.21
024290	MINNESOTA DEPT OF COMMERCE	9/11/2009	2ND QTR INDIR ASSESSMENT	690.10
024291	LARRY EVENSON	9/11/2009	CAFE PLAN REIMB.-BAL 1113.27	547.75
024292	CULLIGAN	9/11/2009	SEPT/OCT SERVICE	166.73
024293	GOPHER STATE ONE CALL	9/11/2009	LOCATES	156.60
024294	ONVOY, INC.	9/11/2009	SS7,AUG LONG DIST.,0264 &6264 PROG.	14,905.65
024295	OLSEN THIELEN CO LTD	9/11/2009	2ND QTR NECA REPORTING, MIC ACTIVITY	1,174.66
024296	POWER & TELEPHONE SUPPLY	9/11/2009	DSL FILTERS, SPLICE TRAYS, FIBER WIPES	765.64
024297	UNITED PARCEL SERVICE	9/11/2009	WKLY SERVICE & MISC SHIPPING	143.07
024298	CROSSLAKE COMMUNICATIONS	9/11/2009	SEPT PHONE SERVICE	974.16
024299	CITY OF CROSSLAKE	9/11/2009	OPERATING TRANSFER	20,833.33
024300	QWEST COMMUNICATIONS	9/11/2009	7/2 PARS MNCSLK-1	83.04
024301	CITI LITES INC	9/11/2009	LOCATES	1,517.45
024302	XCEL ENERGY	9/11/2009	AUGUST NATURAL GAS	43.40
024303	BEVCOMM	9/11/2009	ANSWERING SERVICE	105.00
024304	AMERIPRIDE LINEN & APPAREL	9/11/2009	RUG & TOWEL SERVICE	90.08
024305	LYDIA SASSE	9/11/2009	CAFE PLAN REIMB.-BAL 0	96.42
024306	MINNESOTA 9-1-1 PROGRAM	9/11/2009	911, TAP, TACIP	1,939.29
024307	MN NCPERS LIFE INSURANCE	9/11/2009	SEPT LIFE PREMIUM	48.00
024308	NATIONAL CABLE TELEVISION COOP	9/11/2009	12,000 1" CONDUIT	2,845.95
024309	TRENCHERS PLUS	9/11/2009	REPAIR MAXI SNEAKER	48.03
024310	CENTRAL TRANSPORT GROUP LLC	9/11/2009	4 EA DS1'S, 1 T3	3,708.32
024311	VOID	9/11/2009	Check voided after update	0.00
024312	ASSURANT EMPLOYEE BENEFITS	9/11/2009	SEPT LONG TERM DISABILITY	266.62
024313	PINNACLE PUBLISHING, LLC	9/11/2009	TELEPHONE DIRECTORY-1	1,681.50
024314	AVID COMMUNICATION CONST., INC	9/11/2009	CONTRACT PLOWS-MILINDA SHORES	19,833.68
024315	ROVI GUIDES	9/11/2009	AFFILIATE PAYMENT	303.81
024316	FOX SPORTS NET NORTH	9/11/2009	AFFILIATE PAYMENT	7,701.70
024317	MTV NETWORKS	9/11/2009	AFFILIATE PAYMENT	9,538.90
024318	LIFETIME	9/11/2009	AFFILIATE PAYMENT	1,040.32
024319	TV GUIDE NETWORKS INC	9/11/2009	AFFILIATE PAYMENT	465.40
024320	PAUL DAVIS	9/11/2009	PROTECTOR FOR LAPTOP	19.14
024321	7SIGMA SYSTEMS, INC	9/11/2009	AUGUST CONSULTING	2,000.00
024322	CYNTHIA PERKINS	9/11/2009	CAFE PLAN REIMBURSEMENT	75.00
024323	CROSSLAKE ACE	9/11/2009	CAR WAX, ORGANIZERS	121.45
024324	NATIONAL CABLE TEL COOP, INC	9/11/2009	AFFILIATE PAYMENT	32,132.13
024325	EQUUS COMPUTER SYSTEMS, INC	9/11/2009	HARD DRIVE FOR RESALE	100.33
024326	NATHANIEL J. PLANTE	9/11/2009	CAFE PLAN REIMB.-BAL 350.00	70.00
024327	KARE 11 TV	9/11/2009	AFFILIATE PAYMENT	863.60
024328	WASTE PARTNERS, INC.	9/11/2009	AUGUST TRASH REMOVAL	80.50
024329	DISCOVERY COMMUNICATIONS, INC.	9/11/2009	AFFILIATE PAYMENT	232.96
024330	WEATHER CENTRAL	9/11/2009	SEPT DATA SERVICE -4	195.00
024331	MAUCIERI'S CATERING	9/11/2009	FOOD FOR OPEN HOUSE	1,282.50
024332	IKON FINANCIAL SERVICES	9/11/2009	COPIER LEASE-25	327.04
024333	NATIONAL GEOGRAPHIC CHANNEL HD	9/11/2009	AFFILIATE PAYMENT	10.12
024334	STELLAR BILLING, LLC	9/11/2009	SEPTEMBER BILLING	7,810.21

Check #	Vendor ID / Name	Date	Description	Amount
024335	ZAYO BANDWIDTH	9/11/2009	BANDWIDTH BILLING & DEDICATED FACILITIES	3,149.00
024336	CHARTER COMMUNICATIONS	9/11/2009	LOCAL CHANNEL TRANSPORT	1,850.00
024337	TIGER DIRECT	9/11/2009	SYSTEMAX WORKSTATION RON/FRITZ	841.67
024338	KSTP-TV, LLC	9/11/2009	AFFILIATE PAYMENT	536.75
024339	ONLINE INFORMATION SERVICES	9/11/2009	4 EXCHANGE REPORTS	40.80
024340	DHJV COMPANY LLC	9/11/2009	AFFILIATE PAYMENT	32.00
024341	GARY VILLELLA	9/11/2009	PERM DISCONNECT	25.70
024342	DWIGHT GILLMAN	9/11/2009	PERM DISCONNECT	12.00
024343	SUE ZIEGLER	9/11/2009	PERM DISCONNECT	25.72
024344	HELEN TOWER	9/11/2009	PERM DISCONNECT	72.44
024345	RONNIE J BARGER	9/11/2009	PERM DISCONNECT	50.36
024346	ROBERT & HELEN JACOBSON	9/11/2009	PERM DISCONNECT	20.75
024347	CROSSLAKE RENTAL & LEASING	9/11/2009	PERM DISCONNECT	10.48
024348	BRUCE DALBEC	9/11/2009	PERM DISCONNECT	44.78
024349	BLAISE BOSER	9/11/2009	PERM DISCONNECT	31.10
024350	DAVID & JOANNE KNUTSON	9/11/2009	PERM DISCONNECT	31.10
024351	ROGER ADAIR	9/11/2009	PERM DISCONNECT	72.62
024352	BRUCE BERMEL	9/11/2009	DCT BOX RET'D-REFUND	340.40
024353	4M FUND F.B.O. 35373-101	9/11/2009	TO FUND DEBT SERVICE RESERVE	37,531.00
024354	IBEW LOCAL UNION 949	9/18/2009	UNION DUES WITHHELD	404.67
024355	MN CHILD SUPPORT PAYMENT CTR	9/18/2009	CHILD SUPPORT WITHHELD	53.06
024356	KOHL'S-WEELBORG	9/22/2009	2009 TRUCK LESS TRADE PLUS RUNNING BDS	22,044.98
024357	CITY OF CROSSLAKE	9/25/2009	WORK ON EASEMENTS	70.00
024358	QWEST COMMUNICATIONS	9/25/2009	9/20 ACCESS MN CSLK-20	105.49
024359	DELTA DENTAL PLAN OF MINNESOTA	9/25/2009	OCTOBER DENTAL PREMIUM	1,001.80
024360	IKON OFFICE SOLUTIONS	9/25/2009	COPIER MAINTENANCE 6/20-9/19	470.00
024361	MEDICA	9/25/2009	OCTOBER MEDICAL PREMIUM	18,576.06
024362	BADGER COMMUNICATIONS CORP	9/25/2009	EXPANSION MOD FOR NY MINT	264.30
024363	PEQUOT EYE CENTER	9/25/2009	SAFETY GLASSES - LARRY	197.38
024364	WHITEFISH AUTOMOTIVE	9/25/2009	OIL CHANGE-LARRY	40.07
024365	NEUSTAR INC.	9/25/2009	SOW & LNP CHARGES	118.64
024366	MERRILL LYNCH	9/25/2009	CORR JUNE VISA TRANSFER	420.13
024367	ASSURANT EMPLOYEE BENEFITS	9/25/2009	OCTOBER LONG TERM DISABILITY	324.54
024368	MINNESOTA LIFE INSURANCE CO	9/25/2009	OCTOBER LIFE PREMIUM	173.00
024369	PINNACLE PUBLISHING, LLC	9/25/2009	2009 DIRECTORY MISC CHARGES	7,098.72
024370	AVID COMMUNICATION CONST., INC	9/25/2009	CONTRACT PLOWS	8,849.19
024371	UNIVERSAL SERVICE ADMIN CO.	9/25/2009	SEPTEMBER FUSC	2,181.56
024372	DIGITRACE	9/25/2009	FCC SEMI ANNUAL TESTING	3,750.00
024373	VANTAGE POINT	9/25/2009	AUGUST TTP SERVICE	300.00
024374	CORNERSTONE GROUP	9/25/2009	WEBSITE COMPASS 2ND-4TH QTRS	3,283.67
024375	CYNTHIA PERKINS	9/25/2009	CAFE PLAN REIMB-BALANCE 64..69	35.00
024376	SPRINT	9/25/2009	CELL PHONES	172.58
024377	TIGER DIRECT	9/25/2009	HIGH POWER ROUTERS	2,298.04
024378	CHERI E. AYD	9/25/2009	SEPTEMBER CLEANING SERVICE	689.34
024379	CROW WING COUNTY HIGHWAY DEPT.	9/25/2009	AUG UNLEADED & DIESEL FUEL	603.58
	<b>TOTAL FOR GENERAL ACCOUNT</b>			<b><u>304,110.32</u></b>