

**CLOSED – SPECIAL COUNCIL MEETING**  
CITY OF CROSSLAKE  
MONDAY, DECEMBER 14, 2015  
5:00 P.M. – CITY HALL

The City Council will meet on Monday, December 14, 2015 at 5:00 P.M. Pursuant to Minnesota State Statute 13D.03, the meeting will be closed at 5:00 P.M. for the purpose of discussion related to negotiation strategy for upcoming Union contract bargaining.

**PUBLIC INFORMATION AND SPECIAL COUNCIL MEETING**  
CITY OF CROSSLAKE  
MONDAY, DECEMBER 14, 2015  
6:00 P.M. – CITY HALL

1. Mike Lyonais - Review Proposed 2016 Budget
  - a. Public Comments
  - b. Resolution Approving Final 2015 Tax Levy Collectible in 2016 (Motion)
  - c. Approval of 2016 City Budget (Motion)

**AGENDA**  
**REGULAR COUNCIL MEETING**  
CITY OF CROSSLAKE  
MONDAY, DECEMBER 14, 2015  
7:00 P.M. – CITY HALL

**A. CALL TO ORDER**

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

**B. 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 November 9, 2015
2. City – Month End Revenue Report dated November 2015
3. City – Month End Expenditures Report dated November 2015
4. November 2015 Budget to Actual Analysis
5. Pledged Collateral Report from Mike Lyonais
6. Memo dated December 14, 2015 from Mike Lyonais Re: Tax Increment Financing Reimbursement
7. Crosslake Communications Balance Sheet, Income Statement, and Detail of Reserve Balances dated 10/31/15
8. Crosslake Communications Check Register for 10/1/15 to 10/31/15
9. Crosslake Communications Advisory Board Meeting Minutes of November 24, 2015

10. Crosslake Communications Customer Counts
11. Retirement Notice from Crosslake Communications Employee
12. Crosslake Police Department Report – November 2015
13. Crosslake Police Department Report for Mission Township – November 2015
14. Fire Department Report – November 2015
15. North Ambulance Run Report for November 2015
16. Monthly Planning and Zoning Statistics
17. 2016 Planning and Zoning Meeting Schedule
18. Planning and Zoning Commission Meeting Minutes of October 23, 2015
19. Staff Report dated December 9, 2015 from Jon Henke Re: Program Information
20. Public Works Meeting Minutes of November 2, 2015
21. Resolution Ordering Preparation of Report on Improvement to Replace Dream Island Bridge
22. Reduction of Sewer Connections at Golden Rule Association
23. Crosslake Roll-Off Recycling Report for November 2015
24. Economic Development Authority Meeting Minutes of November 4, 2015
25. Resolution Accepting Donations
26. Memo dated December 14, 2015 from Mike Lyonais Re: Annual Updates to the City's Cafeteria Plan and Resolution Relating to the City of Crosslake Cafeteria Plan Including a Health Flexible Spending Account and Dependent Care Flexible Spending Account
27. Memo dated December 7, 2015 from City Clerk Re: Retroactive Approval of Bills for Payment
28. Draft Application for MN Design Team Community Visit
29. Bills for Approval

### **C. CRITICAL ISSUES**

1. Cindy Myogeto of Brainerd Lakes Chamber of Commerce – (Council Action-Motion)  
Approval of Winterfest Soup Fest on February 6, 2016  
Approval of St. Patrick's Day Parade Route on March 12, 2016

**D. PUBLIC FORUM - No action will be taken on any of the issues raised. If appropriate, the issues will be placed on the agenda of a future council meeting. Speaker must state their name and address. Each speaker is given a three minute time limit.**

### **E. MAYOR'S REPORT**

### **F. CITY ADMINISTRATOR'S REPORT**

1. Memo dated November 4, 2015 from City Clerk Re: Contract for Use of Banner Poles at Pine River Dam (Council Action-Motion)
2. Memo dated December 7, 2015 from City Clerk and Local Manager Re: Christmas Closing (Council Action-Motion)
3. Memo from Chip Lohmiller Re: Acceptance of Assistance to Firefighters Grant and Approval to Purchase Compressor and Washer with Funds (Council Action-Motion)
4. Updated City of Crosslake Fee Schedule Effective January 1, 2016 (Council Action-Motion)
5. Update on Employee Health Insurance

## **G. COMMISSION REPORTS**

### **1. CROSSLAKE COMMUNICATIONS**

- a. Highlights Report for November 2015 (Council Action-Motion)

### **2. PUBLIC SAFETY**

- a. Memo dated 12/14/15 from Chief Hartman Re: Purchase/Take Delivery of 2016 Squad (Council Action-Motion)

### **3. PUBLIC WORKS COMMISSION**

- a. Milinda Shores Bridge (Council Action-Motion)
  1. Letter dated December 8, 2015 from WSN Re: Milinda Shores Bridge Stabilization Recommendation for Quote Award
  2. Memo dated December 8, 2015 from City Clerk Re: WSN Agreement for Construction Observation of Milinda Shores Bridge

## **H. CITY ATTORNEY REPORT**

1. Administrative Fines (Council Direction)
  - a. Memo dated December 14, 2015 from Jon Kolstad Re: Proposed List of Administrative Fines
  - b. Draft Ordinance Relating to the Enforcement of Administrative Fines

## **I. OLD BUSINESS**

## **J. NEW BUSINESS**

**K. PUBLIC FORUM – No action will be taken on any of the issues raised. If appropriate, the issues will be placed on the agenda of a future council meeting. Speaker must state their name and address. Each speaker is given a three minute time limit.**

## **L. ADJOURN**

# **City of Crosslake**

Public Information Meeting  
2015 Tax Levy Collectible in 2016  
2016 Budget

Monday, December 14, 2015  
City Hall  
37028 County Road 66  
Crosslake, MN 56442

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RESOLUTION NO. 15-XX  
RESOLUTION APPROVING FINAL 2015 TAX LEVY  
COLLECTIBLE IN 2016

Be it resolved by the Council of the City of Crosslake, County of Crow Wing, Minnesota, that the following sums of money be levied for the current year, collectible in 2016, upon taxable property in the City of Crosslake, for the following purposes:

General Property Tax Levy	2,843,909
EDA – Operating Levy	12,500
G.O. Improvement Bonds 2006B	137,746
G.O. Refunding Bonds 2012A	344,249
G.O. Equipment Certificates 2015B	<u>10,473</u>
Total Levy	3,348,877

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

Adopted by the City Council on December 14, 2015.

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Steve Roe  
Mayor

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Michael R. Lyonais  
City Finance Director/Treasurer

**CROW WING  
COUNTY**

# Memo

**To:** CITY CLERKS / ADMINISTRATORS  
**From:** Sandy Cosert, Crow Wing County Auditor-Treasurer's Office  
**Date:** 12/2/2015  
**Re:** FINAL CITY TAXES LEVIED

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Enclosed is the FINAL CITY TAXES LEVIED form for certification of your 2016 Final City Levy. This form must be returned to the County Auditor-Treasurer's Office **by December 28, 2015**. Even if you do not change your levy from the preliminary amount, you must submit this Final Levy form.

If you have any questions, please contact me.

Thank you!

Sandy Cosert  
Auditor-Treasurer's Office  
218-824-1045



City of Crosslake 2016 Summary Budget (12/14/2015 Version)								
Description	Total - All Funds	(101)/(401) General Fund	(301) Debt Service Fund	(405) TIF Fund	(502) EDA Operating Fund	(503) EDA Revolving Loan Fund	(601) Sewer Operating Fund	(651) Sewer Restricted Sinking Fund
<b>Revenues</b>								
General Levy	2,852,038	2,839,538	-	-	-	-	-	-
D/S Levy	496,839	127,620	148,219	-	12,500	-	-	221,000
Tax Increments	12,000	-	-	12,000	-	-	-	-
Sewer Charges for Services	237,060	-	-	-	-	-	237,060	-
Special Assessments	32,393	3,874	28,519	-	-	-	-	-
County Payment Joint Facility	112,467	112,467	-	-	-	-	-	-
Crosslake Communications	-	-	-	-	-	-	-	-
Other Revenues	431,688	419,029	1,000	-	-	7,659	2,000	-
<b>Total Revenues (Estimated)</b>	<b>4,174,485</b>	<b>3,502,528</b>	<b>177,738</b>	<b>12,000</b>	<b>12,500</b>	<b>7,659</b>	<b>239,060</b>	<b>223,000</b>
<b>Expenditures</b>								
Operating Expenditures	2,951,572	2,501,347	-	11,500	12,500	1,000	425,225	-
Debt Service	591,546	215,224	174,975	-	-	-	-	201,347
Capital Outlay	903,500	629,700	-	-	-	-	273,800	-
<b>Total Expenditures (Estimated)</b>	<b>4,446,618</b>	<b>3,346,271</b>	<b>174,975</b>	<b>11,500</b>	<b>12,500</b>	<b>1,000</b>	<b>699,025</b>	<b>201,347</b>
Revenues Over (Under) Expenditures	(272,133)	156,257	2,763	500	-	6,659	(459,965)	21,653
Transfer CY Levy \$'s to Fund Sewer Improvements	-	(259,965)	-	-	-	-	259,965	-
<b>Adjustments: (For Budget Use Only)</b>								
Add:								
Depreciation Included Above	200,000	-	-	-	-	-	200,000	-
Sewer Connection Charges (Estimate)	425	-	-	-	-	-	-	425
Existing Cash on Hand (Prepaid Specials)	-	-	-	-	-	-	-	-
Use of Existing Cash From Prior Year(s)	103,708	103,708	-	-	-	-	-	-
Less:								
Net Increase in Cash	(31,999)	-	(2,763)	(500)	-	(6,659)	-	(22,078)
Existing Sewer Fund Cash on Hand - DS	-	-	-	-	-	-	-	-
Set-Aside: Assumed to be used to establish new Capital Equipment/Projects Fund	0	0	-	-	-	-	-	-
<b>Adjusted Revenues Over (Under) Expenditures</b>	<b>0</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

<b>2015 Pay 2016 Levy Assumptions:</b>	
General Levy	2,852,038
D/S Levy	496,839
Subtotal	3,348,877
Prior Year Total Levy Increase From Prior Year	2,912,000
	436,877
<b>New Items for 2016:</b>	
EDA Levy	Change From 2015
Replace Allowable Transfer From Crosslake Communications	12,500
Operating Levy Adjustment For Pay 2016 Increase From Prior Year	0.43%
	293,938
	10.09%
	130,439
	4.48%
	436,877
	15.00%

Motion:

Approve the 2016 City Revenue and Expenditure Budget as noted.

**City of Crosslake  
2016 Budget Assumptions**

**Previous Budget Meeting(s):**

*June 16, 2015* - Workshop Council Meeting - Capital Outlay Discussion

*August 6, 2015* - Workshop Council Meeting - 2016 Budget Discussion Update and 2015 Capital Outlay Update Through 2020

*September 3, 2015* - Workshop Council Meeting - 2016 Budget Discussion Update and 2015 Capital Outlay Update Through 2020

**Revenue Assumptions:****- No Transfer From Crosslake Communications**

- Cash transfer from Crosslake Communications discontinued per results of joint City Council/Crosslake Communications Advisory Board Meeting July 28, 2015. (Assumption is cash transfer will be replaced with a related increase in pay 2016 tax levy. (Represents approximately 10% increase over 2015 for this item.)

**- Levy Adjustment**

- Begins to reflect long-term capital planning goals.

**- State Aids for Roads**

- Set to \$0 as future funding not certain.

**- EDA**

- EDA Levy at \$12,500 to service Brainerd Lakes Area Development Corp. fee and other misc. charges.

**- Sewer Rate Adjustment**

- Base sewer rate increased from \$37/ 8,000 Gallons to \$45/ \$8,000 Gallons.

**Expenditure(s) Assumptions:****- Salaries/Benefits:**

- Adjustments in accordance/consistent with applicable union contract - TBD (2 open contracts).

- Health insurance rates reflect current proposal.

- Health Savings Account funded to 2015 levels for Single/Family coverages respectively. Actual Funding TBD.

**- Capital Outlay**

- Refer to separate discussion on 5-year capital outlay plan.

- Note that 2016 Road Projects have been reduced to reflect down-sized improvements and no new trails.

- Assumes projected funds not spent in 2015 are carried over to 2016 to fund capital outlay. Also assumes capital expenditures may be funded with transfers from the General Fund on an as needed basis.

- Expense side of budget reflects roof replacement at community center done early, also reflects squad car received early. Levy remains the same for these items for 2016.

**City of Crosslake**  
**2016 Budget - Impact of Revisions - All Budget Meetings**  
**12/14/2015**

**Revenue Assumptions:**

<b>Total Revenues - 8/06/2015 Budget Version</b>	<b>\$ 4,271,713</b>
<b><i>Revenue Adjustments:</i></b>	
Adjust General Fund Levy - primarily due to changes in road plan	(140,275)
Remove State Aid to Cities for Roads - 2016 Funding is not certain	(61,969)
General Fund Levy Adjustment (will remove if road aid is available)	61,969
General Fund Levy Adjustment - Estimated Change in Copier Lease	(2,700)
Adjust Debt Service Levy to County Sheet	(1,308)
Adjust Revolving Loan Interest	(3)
Adjust EDA Levy to Match Revised Budget Request	5,000
Adjust Sewer Fund User Fee Revenue for Estimated Impact of Rate Change	42,060
Adjust General Fund Levy for Changes to EDA Levy	2,500
Adjust EDA Levy to Match Revised Budget Request	(2,500)
Adjust Interest for EDA Loans Receivable Estimate	(2)
<b><i>Total Revenue Adjustments</i></b>	<b>(97,228)</b>
<b>Total Revenues - 12/14/2015 Budget Version</b>	<b>\$ 4,174,485</b>

**City of Crosslake**  
**2016 Budget - Impact of Revisions - All Budget Meetings**  
**12/14/2015**

**Expenditure(s) Assumptions:****Total Expenditures - 8/06/2015 Budget Version****\$ 4,777,400*****Expenditure Adjustments:***

Estimated Change in Copier Lease - Administration	(1,350)
Estimated Change in Copier Lease - Planning and Zoning	(1,350)
Increase Request for Fireworks from \$10k to \$14K	4,000
Increase Funding Request from Chamber from \$2.0K to \$2.2K	200
Estimated Miscellaneous Fire Equipment	50,000
Revisions to Parks and Recs Salaries and Benefits	7,525
Revisions to Manhattan Point Boulevard Project	(129,000)
Eliminate Manhattan Point Boulevard Trail	(168,000)
Revisions to South Landing Intersection	(12,000)
Revisions to Engineering Costs for Dream Island Bridge	(15,000)
Revisions to USAC Parking Lot	2,000
Adjust EDA Expenditures	5,000
Planning and Zoning - Estimated Contract Adjustment(s)	1,640
Planning and Zoning - Other Expense Adjustments	(1,640)
Police - Instruction	100
Police - Vehicle Expense	800
Police - Travel Expenses	500
Administration - Changes to Copier Leases/Maintenance Agreements	(1,052)
Planning/Zoning - Changes to Copier Leases/Maintenance Agreements	(1,052)
Police - Changes to Copier Leases/Maintenance Agreements	176
Adjust EDA Expenditures to Match Revised Budget From Patty dated 11/1/2015	(2,500)
Longevity - Police and Sewer	1,672
Health Insurance - Adjust to RTS BCBS Quote	(4,979)
H.S.A. - Adjust to 2015 Level	14,375
Fire - Adjust Wages/Withholdings	2,153
Adjust Capital Outlay for 2016 Projects Completed in 2015 - Leave in 2016 Levy:	
Police Squad for 2016 Received in December 2015	(28,000)
Community Center Roofing Project Completed in 2015	(55,000)

***Total Expenditure Adjustments*****\$ (330,782)****Total Expenditures - 12/14/2015 Budget Version****\$ 4,446,618****Revenues Over (Under) Expenditures****\$ (272,133)****Adjustments: (For Budget Use Only)***Add:*

Depreciation Included Above	200,000
Sewer Connection Charges (Estimate)	425
Use of Existing Cash From Prior Year(s)	103,708

*Less:*

Net Increase in Cash	(31,999)
Funds Available for 2017	0

**Potential Funds Available to Establish New Capital Fund****\$ 0**

**CITY OF CROSSLAKE  
REVENUES - SUMMARY  
12/14/2015**

	<b>2012 ACTUAL</b>	<b>2013 ACTUAL</b>	<b>2014 ACTUAL</b>	<b>YTD 11/30/2015</b>	<b>2015 Adopted Budget</b>	<b>2016 Preliminary Budget</b>
<b>GENERAL FUND</b>						
General Levy	1,986,374	2,056,700	2,183,466	1,323,475	2,407,616	2,839,538
Debt Service Levy:						
<i>Equipment Certificates</i>	35,459	4,371	19,438	0	22,621	4,371
<i>Emergency Services Center</i>	50,883	44,117	899	102,427	0	0
<i>2012 Series 2012 A \$2,070K</i>	0	123,909	121,388	86	124,017	123,249
Special Assessments	1,931	17,083	7,475	5,991	5,424	3,874
County Payment Joint Facility	111,575	2,015	104,198	102,513	110,983	112,467
Crosslake Communications	265,000	278,538	0	253,000	276,000	0
Other Revenues	3,286,117	704,230	960,669	1,301,458	447,829	419,029
<b>TOTAL GENERAL FUND</b>	<b><u>5,737,339</u></b>	<b><u>3,230,964</u></b>	<b><u>3,397,534</u></b>	<b><u>3,088,949</u></b>	<b><u>3,394,490</u></b>	<b><u>3,502,528</u></b>
<b>DEBT SERVICE FUND</b>						
Property Taxes:						
General Levy	20,330	24,766	801	110	0	0
<i>2001 Series A \$605K</i>	34,052	609	275	25	0	0
<i>2002 Series A \$825K</i>	24,029	419	192	17	0	0
<i>2004 Series A \$1,095K</i>	109,456	1,968	921	84	0	0
<i>2006 Series B \$1,330K</i>	133,341	134,361	136,717	74,320	136,746	137,746
<i>2012 Series A \$385K</i>	0	108,817	108,620	0	0	0
<i>2015 Series B \$561K Equip. Cert.</i>	0	0	0	0	0	10,473
Special Assessments	82,278	67,058	54,749	19,116	30,455	28,519
Penalties and Interest	7,259	5,905	4,441	116	1,000	1,000
County Joint Payment Facility	0	0	0	0	0	0
Bond Proceeds/Premium	394,951	0	0	8,632	0	0
<b>TOTAL DEBT SERVICE FUND</b>	<b><u>805,695</u></b>	<b><u>343,905</u></b>	<b><u>306,717</u></b>	<b><u>102,419</u></b>	<b><u>168,201</u></b>	<b><u>177,738</u></b>
<b>TAX INCREMENT FUND</b>						
Tax Increments	38,831	18,111	12,967	6,421	13,000	12,000
<b>TOTAL TAX INCREMENT FUND</b>	<b><u>38,831</u></b>	<b><u>18,111</u></b>	<b><u>12,967</u></b>	<b><u>6,421</u></b>	<b><u>13,000</u></b>	<b><u>12,000</u></b>
<b>ECONOMIC DEVELOPMENT FUND(S)</b>						
General Property Taxes	0	0	22,755	116	0	12,500
Lease Revenue	3,885	2,091	0	0	0	0
Revolving Loan Interest	5,146	5,589	4,758	6,872	7,483	6,359
Interest	2,469	1,899	1,833	1,319	1,300	1,300
<b>TOTAL ECONOMIC DEV. FUND(S)</b>	<b><u>11,500</u></b>	<b><u>9,580</u></b>	<b><u>29,345</u></b>	<b><u>8,307</u></b>	<b><u>8,783</u></b>	<b><u>20,159</u></b>
<b>SEWER FUND</b>						
Sewer User Fees/Penalties	202,175	207,849	208,395	191,762	195,000	237,060
D/S Levy - 2012 Series A \$1,855K	223,483	220,758	221,964	120,596	221,000	221,000
Penalties and Interest	7,988	5,639	3,876	862	2,500	2,500
Interest	4,932	12,589	878	140	500	500
Miscellaneous Revenues	14,276	1,935	3,245	1,927	1,000	1,000
Transfers	(112,351)	0	0	0	0	0
<b>TOTAL SEWER FUND</b>	<b><u>340,503</u></b>	<b><u>448,770</u></b>	<b><u>438,357</u></b>	<b><u>315,287</u></b>	<b><u>420,000</u></b>	<b><u>462,060</u></b>
<b>TOTAL REVENUES</b>	<b><u>6,933,868</u></b>	<b><u>4,051,329</u></b>	<b><u>4,184,920</u></b>	<b><u>3,521,383</u></b>	<b><u>4,004,473</u></b>	<b><u>4,174,485</u></b>

CITY OF CROSSLAKE  
EXPENDITURES - SUMMARY

	2012 ACTUAL			2013 ACTUAL			2014 ACTUAL			
	OPERATING	CAPITAL	DEBT	OPERATING	CAPITAL	DEBT	OPERATING	CAPITAL	DEBT	TOTAL
<b>GENERAL FUND</b>										
COUNCIL	29,785	0	0	33,079	0	0	31,586	0	0	31,586
ADMINISTRATION	299,539	0	1,548	243,588	1,534	1,548	232,440	1,311	1,548	235,299
ELECTIONS	3,967	0	0	0	0	0	4,684	0	0	4,684
AUDIT/LEGAL SERVICES	48,784	0	0	79,232	0	0	41,872	0	0	41,872
PLANNING AND ZONING	255,069	11,738	1,548	300,975	4,786	1,548	214,871	1,208	1,548	217,627
GENERAL GOVERNMENT	170,748	167,743	0	376,088	7,178	0	218,576	13,059	0	231,635
POLICE ADMINISTRATION	502,903	32,823	0	515,217	35,829	0	514,684	73,781	0	588,465
FIRE ADMINISTRATION	147,874	40,987	2,657,470	135,829	116,543	16,342	159,624	261,681	16,342	437,647
AMBULANCE SERVICES	13,250	0	0	73	0	0	0	0	0	0
PUBLIC WORKS	443,218	300,559	16,021	454,020	445,574	0	441,977	239,834	0	681,811
CEMETERY	1,149	2,252	0	1,514	0	0	3,621	102	0	3,722
PARKS AND RECREATION	356,582	97,126	0	363,475	187,706	0	331,305	54,285	625	386,215
LIBRARY	50,980	3,445	0	53,889	0	0	61,128	11,144	625	72,896
RECYCLING	32,340	0	0	32,340	0	0	32,340	0	0	32,340
GENERAL FUND DEBT SERVICE	0	0	0	0	0	206,303	0	0	212,903	212,903
2012 SERIES A \$ 2,070K	0	0	0	0	0	0	0	0	0	0
2015 Series B \$561K Equip. Cert.	0	0	0	0	0	0	0	0	0	0
<b>TOTAL GENERAL FUND</b>	<b>2,356,188</b>	<b>656,674</b>	<b>2,676,587</b>	<b>2,589,319</b>	<b>799,150</b>	<b>225,740</b>	<b>2,288,706</b>	<b>656,405</b>	<b>233,590</b>	<b>3,178,701</b>
<b>DEBT SERVICE FUND</b>										
2001 Series A \$605K	0	0	51,138	0	0	0	Paid off in 2011	0	0	0
2002 Series A \$825K	0	0	48,206	0	0	51,125	0	0	0	0
2004 Series A \$1,095K	0	0	515,930	0	0	0	Paid off in 2012	0	0	0
2006 Series B \$1,330K	0	0	163,921	0	0	163,690	0	0	163,230	163,230
2012 Series A \$ 385K	0	0	4,492	0	0	131,450	0	0	133,900	133,900
2015 Series B \$561K	0	0	0	0	0	0	0	0	0	0
Bond Issuances/Fiscal Agent Fees	0	0	29,763	0	0	2,025	0	0	2,025	2,025
<b>TOTAL DEBT SERVICE FUND</b>	<b>0</b>	<b>0</b>	<b>813,450</b>	<b>0</b>	<b>0</b>	<b>348,290</b>	<b>0</b>	<b>0</b>	<b>299,155</b>	<b>299,155</b>
<b>TAX INCREMENT FUND</b>										
TAX INCREMENT	36,545	0	0	14,903	0	0	16,477	0	0	16,477
<b>TOTAL TAX INCREMENT FUND</b>	<b>36,545</b>	<b>0</b>	<b>0</b>	<b>14,903</b>	<b>0</b>	<b>0</b>	<b>16,477</b>	<b>0</b>	<b>0</b>	<b>16,477</b>
<b>CAPITAL PROJECTS - AMBULANCE/FIRE BLDG</b>										
CAPITAL OUTLAY	0	88,616	0	0	123,680	0	0	0	0	0
<b>TOTAL CAPITAL PROJECTS FUND</b>	<b>0</b>	<b>88,616</b>	<b>0</b>	<b>0</b>	<b>123,680</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>ECONOMIC DEVELOPMENT FUND(S)</b>										
OPERATING	309,965	0	2,373,885	431	0	41,660	11,834	0	0	11,834
REVOLVING LOAN	10,013	0	0	8,543	0	0	0	0	0	0
<b>TOTAL ECONOMIC DEVELOPMENT</b>	<b>319,978</b>	<b>0</b>	<b>2,373,885</b>	<b>8,975</b>	<b>0</b>	<b>41,660</b>	<b>11,834</b>	<b>0</b>	<b>0</b>	<b>11,834</b>
<b>SEWER FUND</b>										
SEWER OPERATING FUND	426,851	0	0	420,245	584	0	421,682	513	0	422,195
SEWER DEBT SERVICE FUND	0	0	228,601	0	0	227,543	0	0	66,344	66,344
<b>TOTAL SEWER FUND</b>	<b>426,851</b>	<b>0</b>	<b>228,601</b>	<b>420,245</b>	<b>584</b>	<b>227,543</b>	<b>421,682</b>	<b>513</b>	<b>66,344</b>	<b>488,539</b>
<b>TOTAL EXPENDITURES</b>	<b>3,139,563</b>	<b>745,290</b>	<b>6,092,523</b>	<b>3,033,442</b>	<b>923,414</b>	<b>843,234</b>	<b>2,738,699</b>	<b>656,917</b>	<b>599,089</b>	<b>3,994,705</b>

CITY OF CROSSLAKE  
EXPENDITURES - SUMMARY

	2014 ACTUAL			2015 ADOPTED BUDGET			2016 PRELIMINARY BUDGET					
	OPERATING	CAPITAL	DEBT	TOTAL	OPERATING	CAPITAL	DEBT	TOTAL	OPERATING	CAPITAL	DEBT	TOTAL
<b>GENERAL FUND</b>												
COUNCIL	31,586	0	0	31,586	31,110	0	0	31,110	33,000	0	0	33,000
ADMINISTRATION	232,440	1,311	1,548	235,299	242,782	19,400	1,890	264,072	257,374	3,000	864	261,238
ELECTIONS	4,684	0	0	4,684	0	0	0	0	5,500	0	0	5,500
AUDIT/LEGAL SERVICES	41,872	0	0	41,872	52,000	0	0	52,000	52,000	0	0	52,000
PLANNING AND ZONING	214,871	1,208	1,548	217,627	225,382	19,400	1,890	246,672	226,619	3,000	864	230,483
GENERAL GOVERNMENT	218,576	13,059	0	231,635	161,817	113,000	0	274,817	188,849	20,000	0	208,849
POLICE ADMINISTRATION	514,684	73,781	0	588,465	537,739	51,500	0	589,239	577,739	30,200	144	608,083
FIRE ADMINISTRATION	159,624	261,681	16,342	437,647	154,545	46,902	16,767	218,214	157,058	50,000	0	207,058
AMBULANCE SERVICES	0	0	0	0	0	0	0	0	0	0	0	0
PUBLIC WORKS	441,977	239,834	0	681,811	493,752	141,667	0	635,419	506,088	485,000	0	991,088
CEMETERY	3,621	102	0	3,722	2,000	1,000	0	3,000	2,000	1,000	0	3,000
PARKS AND RECREATION	331,305	54,285	625	386,215	367,358	69,250	1,250	437,857	398,160	34,500	1,250	433,910
LIBRARY	61,128	11,144	625	72,896	58,135	500	1,250	59,885	62,180	3,000	1,250	66,430
RECYCLING	32,340	0	0	32,340	34,780	0	0	34,780	34,780	0	0	34,780
GENERAL FUND DEBT SERVICE	0	0	212,903	212,903	0	0	209,403	209,403	0	0	210,853	210,853
2012 SERIES A \$2,070K	0	0	0	0	0	0	0	0	0	0	0	0
2015 Series B \$561K Equip. Cert.	0	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL GENERAL FUND</b>	<b>2,288,706</b>	<b>656,405</b>	<b>233,590</b>	<b>3,178,701</b>	<b>2,361,400</b>	<b>462,619</b>	<b>232,449</b>	<b>3,056,468</b>	<b>2,501,347</b>	<b>629,700</b>	<b>215,224</b>	<b>3,346,270.99</b>
<b>DEBT SERVICE FUND</b>												
2001 Series A \$605K	Paid off in 2011	0	0	0	Paid off in 2011	0	0	0	N/A	N/A	N/A	0
2002 Series A \$825K	0	0	0	0	0	0	0	0	N/A	N/A	N/A	0
2004 Series A \$1,095K	Paid off in 2012	0	0	0	Paid off in 2012	0	0	0	N/A	N/A	N/A	0
2006 Series B \$1,330K	0	0	163,230	163,230	0	0	162,430	162,430	0	0	161,355	161,355
2012 Series A \$385K	0	0	133,900	133,900	0	0	131,300	131,300	0	0	0	0
2015 Series B \$561K	0	0	2,025	2,025	0	0	2,400	2,400	0	0	11,220	11,220
Bond Issuances/Fiscal Agent Fees	0	0	299,155	299,155	0	0	296,130	296,130	0	0	2,400	2,400
<b>TOTAL DEBT SERVICE FUND</b>	<b>0</b>	<b>0</b>	<b>299,155</b>	<b>299,155</b>	<b>0</b>	<b>0</b>	<b>296,130</b>	<b>296,130</b>	<b>0</b>	<b>0</b>	<b>174,975</b>	<b>174,975</b>
<b>TAX INCREMENT FUND</b>												
TAX INCREMENT	16,477	0	0	16,477	13,000	0	0	13,000	11,500	0	0	11,500
<b>TOTAL TAX INCREMENT FUND</b>	<b>16,477</b>	<b>0</b>	<b>0</b>	<b>16,477</b>	<b>13,000</b>	<b>0</b>	<b>0</b>	<b>13,000</b>	<b>11,500</b>	<b>0</b>	<b>0</b>	<b>11,500</b>
<b>CAPITAL PROJECTS - AMBULANCE/FIRE BLDG</b>												
CAPITAL OUTLAY	0	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL CAPITAL PROJECTS FUND</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>ECONOMIC DEVELOPMENT FUND(S)</b>												
OPERATING	11,834	0	0	11,834	10,000	0	0	10,000	12,500	0	0	12,500
REVOLVING LOAN	0	0	0	0	1,000	0	0	1,000	1,000	0	0	1,000
<b>TOTAL ECONOMIC DEVELOPMENT</b>	<b>11,834</b>	<b>0</b>	<b>0</b>	<b>11,834</b>	<b>11,000</b>	<b>0</b>	<b>0</b>	<b>11,000</b>	<b>13,500</b>	<b>0</b>	<b>0</b>	<b>13,500</b>
<b>SEWER FUND</b>												
SEWER OPERATING FUND	421,682	513	0	422,195	419,760	72,302	0	492,063	425,225	273,800	0	699,025
SEWER DEBT SERVICE FUND	0	0	66,344	66,344	0	0	221,591	221,591	0	0	201,347	201,347
<b>TOTAL SEWER FUND</b>	<b>421,682</b>	<b>513</b>	<b>66,344</b>	<b>488,539</b>	<b>419,760</b>	<b>72,302</b>	<b>221,591</b>	<b>713,654</b>	<b>425,225</b>	<b>273,800</b>	<b>201,347</b>	<b>900,372</b>
<b>TOTAL EXPENDITURES</b>	<b>2,738,699</b>	<b>656,917</b>	<b>599,089</b>	<b>3,994,705</b>	<b>2,805,161</b>	<b>534,922</b>	<b>750,170</b>	<b>4,090,252</b>	<b>2,951,572</b>	<b>903,500</b>	<b>591,546</b>	<b>4,446,618</b>

City of Crosslake  
 Capital Outlay - Budget vs Actual (Updated Through 11/30/2015)

2.50%

Next 5 Years

	2015 Budget	Total Cap-Ex. To Date	Over (Under) Budget to Date	2016	2017	2018	2019	2020
<b>DEPT 41110 Council</b>								
None	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0
<b>DEPT 41400 Administration</b>								
Computer Equipment	2,500	0	(2,500)	2,500	2,563	2,627	2,692	2,760
Other Equipment	500	0	(500)	500	513	525	538	552
Replace Server/New Wiring	2,000	2,764	764	0	0	0	0	0
upgrades for new equipment (1/3 Share)								
Replace/Renew Copier Lease at Expiration Date with Color Copier - Split with P/Z	14,400	4,057	(10,343)	0	0	0	0	15,120
	<b>19,400</b>	<b>6,821</b>	<b>(12,579)</b>	<b>3,000</b>	<b>3,075</b>	<b>3,152</b>	<b>3,231</b>	<b>18,431</b>
<b>DEPT 41410 Elections</b>								
None	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0
<b>DEPT 41600 Audit/Legal Services</b>								
None	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0
<b>DEPT 41910 Planning and Zoning</b>								
Computer Equipment	2,500	2,716	216	2,500	2,563	2,627	2,692	2,760
Other Equipment	500	0	(500)	500	513	525	538	552
Replace Server/New Wiring	2,000	2,764	764	0	0	0	0	0
upgrades for new equipment (1/3 Share)								
Replace/Renew Copier Lease at Expiration Date with Color Copier - Split with Admin.	14,400	4,057	(10,343)	0	0	0	0	15,120
	<b>19,400</b>	<b>9,537</b>	<b>(9,863)</b>	<b>3,000</b>	<b>3,075</b>	<b>3,152</b>	<b>3,231</b>	<b>18,431</b>
<b>DEPT 41940 General Government</b>								
EMS Repairs/Replacements	20,000	0	(20,000)	20,000	0	0	0	0
General Building Repairs	8,000	5,041	(2,959)	0	0	0	0	0
Siding/Roofing/Landscaping	35,000	13,421	(21,579)	0	0	0	0	0
Parking Lot Repairs	50,000	0	(50,000)	0	0	0	0	0
	<b>113,000</b>	<b>18,462</b>	<b>(94,538)</b>	<b>20,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>DEPT 42110 Police Administration</b>								
Office Computers	2,000	3,346	1,346	2,500	2,563	2,627	2,692	2,760
Squad Equipment - Guns	0	0	0	3,000	2,500	0	0	0
Squad Equipment - Other Items	3,600	6,448	2,848	3,800	0	0	0	0
Squad Vehicles	45,000	44,372	(628)	20,000	20,500	21,013	21,538	22,076
Protective Vests	900	4,274	3,374	900	923	946	969	993
	<b>51,500</b>	<b>58,440</b>	<b>6,940</b>	<b>30,200</b>	<b>26,485</b>	<b>24,585</b>	<b>25,199</b>	<b>25,829</b>

City of Crosslake  
Capital Outlay - Budget vs Actual (Updated Through 11/30/2015)

2.50%

Next 5 Years

	2015 Budget	Total Cap- Ex. To Date	Over (Under) Budget to Date	Next 5 Years				
				2016	2017	2018	2019	2020
<b>DEPT 42280 Fire Administration</b>								
New Well	26,902	0	(26,902)	0	0	0	0	0
Miscellaneous Minor Equipment	20,000	30,111	10,111	50,000	0	0	0	0
Replace Engine #1	0	3,677	3,677	0	0	0	0	0
Rescue 1 - '94 Chevy	0	0	0	0	0	0	100,000	0
Equipment - E1 Apparatus	0	0	0	0	150,000	0	0	0
PPE	0	0	0	0	5,000	0	5,000	0
Boots	0	0	0	0	2,000	0	0	0
Helmets	0	0	0	0	2,000	0	2,000	0
	<b>46,902</b>	<b>33,787</b>	<b>(13,115)</b>	<b>50,000</b>	<b>159,000</b>	<b>0</b>	<b>107,000</b>	<b>0</b>
<b>DEPT 42500 Ambulance Services</b>								
NA - Not Used	0	0	0	0	0	0	0	0
	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>DEPT 43000 Public Works (General)</b>								
<b>Vehicles and Equipment</b>								
Diamond LBM-C-DD 23ft wheel loader boom mower	47,852	0	(47,852)	0	0	0	0	0
Diamond DBF050-H 50" boom flail head	9,926	5,149	(4,777)	0	0	0	0	0
John Deere 997 Commercial L Diesel Max-Frame Z-Trak with 60 in rear discharge deck	14,889	13,718	(1,171)	0	0	0	0	0
	<b>10,000</b>	<b>0</b>	<b>(10,000)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Husler Super Z 60" Mower	34,000	40,848	6,848	0	0	0	0	0
3/4 Ton Truck to replace Ted's truck, move old truck to parks	0	0	0	0	0	0	0	0
Replace 2008 Ford 1 Ton Dump Truck/Plow	0	0	0	0	0	0	0	0
Replace 2007 Cat 930B Wheel Loader With New Loader (2014 Value \$75K)	0	381	381	0	0	0	0	0
Replace 2000 T200 Bobcat with new Bobcat (\$50k) and add Blower (\$30k)	0	0	0	0	0	40,000	0	0
Replace 2009 John Deere 3720 Tractor	0	0	0	0	0	0	50,000	0
Replace Sweeper	0	0	0	0	0	0	0	0
1/2 Computer(Sewer)	0	611	611	0	0	0	0	0
Replace Quick Attach on Cat Bucket	0	748	748	0	0	0	0	0
Replace Pickup Plate	0	1,170	1,170	0	0	0	0	0
Welding - New loader	0	1,040	1,040	0	0	0	0	0
Hook - New Loader	0	910	910	0	0	0	0	0
Truck/Crane Truck	0	0	0	80,000	0	0	0	0
Skid-Steer Attachments	0	0	0	7,500	0	0	0	0
Sprayer/Fertilizer	0	0	0	7,500	0	0	0	0
Pickup	0	0	0	0	35,000	0	0	0
Dirt Screen	0	0	0	0	15,000	0	0	0
Replace 2006 MAC Dump Truck and Attachments	0	0	0	0	0	0	0	250,000
Replace Trailers	0	8,387	8,387	0	0	0	0	0
	<b>116,667</b>	<b>72,962</b>	<b>(43,705)</b>	<b>95,000</b>	<b>50,000</b>	<b>40,000</b>	<b>50,000</b>	<b>250,000</b>
<b>Crack Filling and Repairs</b>								
	25,000	55,370	30,370	50,000	50,000	50,000	50,000	50,000
	<b>25,000</b>	<b>55,370</b>	<b>30,370</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>

2.50%

City of Crosslake  
Capital Outlay - Budget vs Actual (Updated Through 11/30/2015)

Next 5 Years

	2015 Budget	Total Cap-Ex. To Date	Over (Under) Budget to Date	Next 5 Years				
				2016	2017	2018	2019	2020
<b>Roads/Trails</b>								
Manhattan Point Boulevard	0	0	0	222,000	0	0	0	0
Reclaim/Repave Whitefish Avenue to CSAH 66								
Manhattan Point Boulevard Trail	0	0	0	0	0	0	0	0
Construct New Trail - Whitefish Avenue to CSAH 66 (Canceled)								
Revise with Manhattan Point Boulevard Design Only	0	0	0	16,000	0	0	0	0
Dream Island Bridge	0	0	0	25,000	0	0	0	0
Dream Island Bridge	0	0	0	0	200,000	0	0	0
Dream Island Bridge	0	0	0	0	156,000	0	0	0
Dream Island Bridge	0	0	0	0	0	0	0	0
Estimated cost of upgrades from box culvert Resurface	0	0	0	77,000	0	0	0	0
USACE Parking Lot	0	0	0	0	0	0	0	0
Forest Lodge Road	0	0	0	0	39,000	0	0	0
South Landing Road	0	0	0	0	67,000	0	0	0
Urbans Point Road	0	0	0	0	108,000	0	0	0
Reclaim/Repave	0	0	0	0	0	0	0	0
CSAH 66 Trail from Existing Trail	0	0	0	0	0	0	0	0
Endpoint to Manhattan Boulevard/CSAH 66 Intersection								
Anchor Point Road	0	0	0	0	0	509,000	0	0
Reclaim/Repave								
Anchor Point Trail	0	0	0	0	0	0	0	0
Extend Shoulder/Trail (Canceled)								
Manhattan Point Boulevard	0	0	0	0	0	535,000	0	0
Boulevard - Reclaim/Repave Whitefish Avenue to the 2010 Project								
Reclaim/Extend Sanitary Sewer/Repave	0	0	0	0	0	0	50,000	0
Extend Sanitary Sewer/New Pavement (Assessed)	0	0	0	0	0	0	70,000	0
Brook Street	0	0	0	0	0	0	67,000	0
Reclaim/Extend Sanitary Sewer/Lift Station/Repave								
Kimball Road	0	0	0	0	0	0	99,000	0
Reclaim/Extend Sanitary Sewer/Repave								
Sewer - Norway Trail, Brook Street, Kimbal Road	0	0	0	0	0	0	967,800	0
Sanitary Sewer Cost Minus Above Road Costs From 2010 Sanitary Sewer Extension Study - Total Project Estimate \$1,050,000 Plus 3% Inflation Increase Per Year To Date								
Lake Street	0	0	0	0	0	0	0	55,000
Perkins Road	0	0	0	0	0	0	0	78,000
Melinda Shores Bridge								
Replace the Melinda Shores Bridge - (Participating)	0	0	0	0	0	0	0	0
Melinda Shores Bridge								
Replace the Melinda Shores Bridge - (Non-Participating)	0	0	0	0	255,000	0	0	0
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>340,000</b>	<b>825,000</b>	<b>1,044,000</b>	<b>1,253,800</b>	<b>133,000</b>

City of Crosslake  
 Capital Outlay - Budget vs Actual (Updated Through 11/30/2015)

2.50%

Next 5 Years

	2015 Budget	Total Cap-Ex. To Date	Over (Under) Budget to Date	2016	2017	2018	2019	2020
<b>DEPT 43100 Cemetery</b>								
Irrigation System	1,000	1,534	534	1,000	1,000	1,000	1,000	1,000
	<u>1,000</u>	<u>1,534</u>	<u>534</u>	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>
<b>DEPT 45100 Park and Recreation</b>								
HVAC Replacement	10,000	0	(10,000)	10,000	10,000	10,000	10,000	10,000
Tennis Court Replacement	5,000	0	(5,000)	5,000	5,000	5,000	5,000	5,000
South Bay Park/ #103 Park	17,000	0	(17,000)	17,000	17,000	17,000	17,000	17,000
East Garage Roof Replacement	5,000	1,312	(3,688)	0	0	0	0	0
Signage for Community Center	10,000	0	(10,000)	0	0	0	0	0
Indoor Outdoor Surveillance Cameras	5,000	115	(4,885)	0	0	0	0	7,500
Community Center Septic Improvements	7,250	4,157	(3,093)	0	0	0	0	0
Picnic Shelter	0	63,600	63,600	0	0	0	0	0
Community Center	5,000	0	(5,000)	2,500	2,563	2,627	2,692	2,760
Computer Equipment	0	0	0	0	0	0	0	0
Replace Mower and Deck	0	0	0	0	5,000	0	0	35,000
Infield Improvements	0	0	0	0	10,000	0	0	0
Replace Carpet	0	0	0	0	0	0	0	0
Senior Meals NSF Equipment	0	0	0	0	0	7,000	0	0
Fridge/Freezer	0	0	0	0	0	0	0	0
New Playground Surface	0	0	0	0	0	20,000	0	0
Community Center	0	0	0	0	0	8,000	0	0
Irrigation Pumps & Related Improvements	0	0	0	0	0	0	5,000	0
Replace Copiers	0	0	0	0	0	0	8,000	0
Big Ass Solutions	0	3,246	3,246	0	0	0	0	0
River Rock Climber, Park	0	993	993	0	0	0	0	0
	<u>69,250</u>	<u>73,422</u>	<u>4,172</u>	<u>34,500</u>	<u>49,563</u>	<u>69,627</u>	<u>47,692</u>	<u>77,260</u>
<b>DEPT 45500 Library</b>								
Miscellaneous	500	28	(472)	500	500	500	500	500
Big Ass Solutions	0	2,164	2,164	0	0	0	0	0
Computers/Software	0	0	0	2,500	2,563	2,627	2,692	2,760
	<u>500</u>	<u>2,192</u>	<u>1,692</u>	<u>3,000</u>	<u>3,063</u>	<u>3,127</u>	<u>3,192</u>	<u>3,260</u>
<b>Total General Fund</b>	<b>462,619</b>	<b>332,529</b>	<b>(130,091)</b>	<b>629,700</b>	<b>1,170,260</b>	<b>1,238,642</b>	<b>1,544,345</b>	<b>577,211</b>

City of Crosslake  
 Capital Outlay - Budget vs Actual (Updated Through 11/30/2015) 2.50% Next 5 Years

	2015 Budget	Total Cap-Ex. To Date	Over (Under) Budget to Date	2016	2017	2018	2019	2020
<b>DEPT 43200 Sewer</b>								
New Well	26,902	0	(26,902)	0	0	0	0	0
Replace Server/New Wiring	2,000	2,764	764	0	0	0	0	0
50% Share with Sewer Fund								
Replace 10-year server and related wiring upgrades for new equipment (1/3 Share)	0	611	611	0	0	0	0	0
1/2 Computer (Public Works)	0	0	0	0	0	0	0	0
	<b>28,902</b>	<b>3,375</b>	<b>(25,527)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Sewer Treatment Plant Improvements</b>								
Filter Controllers	0	21,553	21,553	0	0	0	0	0
1 Mobilization	2,800	0	(2,800)	0	12,800	0	0	0
2 Replace Grit Pump	0	0	0	0	0	0	0	0
3 Upsize Piping	0	0	0	25,000	0	0	0	0
4 Flow Pace Ferric Chloride	15,000	4,801	(10,199)	0	0	0	0	0
5 RAS/WAS Pumping Automation	0	3,950	3,950	35,000	0	0	0	0
6 Filter Backwash Automation	0	0	0	60,000	0	0	0	0
7 Chlorination System	0	0	0	0	0	0	0	0
8 Filter Flow Splitting Modifications	0	0	0	0	60,000	0	0	0
9 Bio solids Aeration Piping Modifications	20,000	0	(20,000)	0	0	0	0	0
10 Bio solid Pump Modifications	0	0	0	30,000	0	0	0	0
11 Upgrade Emergency Power System	0	0	0	100,000	0	0	0	0
12 Electric and Controls	0	0	0	75,000	0	0	0	0
<b>Subtotal</b>	<b>655,000</b>	<b>0</b>	<b>0</b>	<b>75,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
13 Engineering	5,600	0	(5,600)	48,800	27,200	0	0	0
<b>Total</b>	<b>735,000</b>	<b>0</b>	<b>0</b>	<b>48,800</b>	<b>27,200</b>	<b>0</b>	<b>0</b>	<b>0</b>
Remove Chlorination as N/A	0	0	0	0	0	0	0	0
Other System Related Wrap up items to be identified as necessary	0	0	0	0	0	100,000	0	0
2019/2020 - Depends on Permit Modifications	0	0	0	0	0	0	125,000	125,000
	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0
<b>Revised Total</b>	<b>43,400</b>	<b>30,304</b>	<b>(13,096)</b>	<b>273,800</b>	<b>200,000</b>	<b>100,000</b>	<b>125,000</b>	<b>125,000</b>
<b>Total For Sewer Fund</b>	<b>72,302</b>	<b>33,679</b>	<b>(38,623)</b>	<b>273,800</b>	<b>200,000</b>	<b>100,000</b>	<b>125,000</b>	<b>125,000</b>
<b>Total For City</b>	<b>534,922</b>	<b>366,208</b>	<b>(168,714)</b>	<b>903,500</b>	<b>1,370,260</b>	<b>1,338,642</b>	<b>1,669,345</b>	<b>702,211</b>
<b>Items Purchased with Proceeds of Equipment Certificates (Per Details Below)</b>	<b>549,868</b>	<b>549,868</b>	<b>0</b>					
<b>Cash From Sales of Equipment to 3rd Parties Applied to new Equipment</b>	<b>164,311</b>	<b>164,311</b>	<b>0</b>					
<b>Change Orders - Fire Truck (Funded with excess proceeds from sale and donations)</b>	<b>60,178</b>	<b>60,178</b>	<b>0</b>					
<b>Revised Total For City</b>	<b>1,309,279</b>	<b>1,140,565</b>	<b>(168,714)</b>					

City of Crosslake Capital Outlay - Budget vs Actual (Updated Through 11/30/2015)		Next 5 Years					
		2.50%	2016	2017	2018	2019	2020
		2015 Budget	Total Cap- Ex. To Date	Over (Under) Budget to Date			
<b>Items Approved after Budget Adoption - Funded with Equipment Certificates:</b>							
\$561,000 Series 2015B Equipment Certificates: Gross Proceeds 561,000 Less: Capitalized Interest (8,632) Issuance Costs (2,500) Net Cash Available <b>549,868</b>							
Deposit on Fire Truck	434,000	250,000	(184,000)				
Skid Steer, Payment made net of used equipment	(a) 74,061	74,061	0				
Front End Loader	(b) 18,349	18,349	(0)				
John Deere Tractor	(c) 23,458	23,458	0				
<b>Trade-In Allowance on New Purchases</b>							
Front End Loader	77,790	77,790	0				
John Deere Mower	9,500	9,500	0				
	<b>87,290</b>	<b>87,290</b>	<b>0</b>				
<b>Cash Received for Sales of Equipment to 3rd Parties</b>							
Sale of Fire Truck - Portion of Proceeds applied to new truck	35,000	0	(35,000)				
Sale of Bobcat	(a) 23,600	23,600	0				
Sale of Other Equipment - Proceeds applied towards loader	(b) 105,711	105,711	0				
	<b>164,311</b>	<b>129,311</b>	<b>(35,000)</b>				
<b>Change Orders On Fire Truck</b>							
Change Order #1	30,280						
Change Order #2	14,615						
Additional Fire Department Equipment	14,000						
Other - Title Transfer	224						
Install Equipment	1,059						
	<b>60,178</b>						
<b>Cap-Ex Reported on "Detail Purchases Tab"</b>							
	(a) 97,661	97,661	-				
	(b) 124,060	124,060	-				
	(c) 23,458	23,458	-				

SRC Descr	2012 Actual	2013 Actual	2014 Actual	YTD 11/30/2015	2015 Adopted Budget	2016 Preliminary Budget
<b>FUND 101 GENERAL FUND</b>						
General Property Taxes	2,023,692	2,061,071	2,202,904	1,323,475	2,430,237	2,843,909
County Payment Joint Facility	0	0	103,258	102,427	110,983	112,467
Emergency Services Levy	50,955	44,117	899	78	0	0
2003 Joint Facility Levy	111,575	2,015	940	86	0	0
2012 Series A Levy - New	0	123,909	121,388	67,512	124,017	123,249
Other Taxes	466	2,118	1,259	1,950	1,500	1,500
Penalties and Interest DelTax	1,739	5,279	2,315	1,450	1,000	1,000
Alcoholic Beverages	12,300	18,259	16,000	15,900	16,000	16,000
Club Liquor License	500	500	300	500	500	500
Beer and Wine License	1,395	275	100	100	1,000	1,000
Other Licenses/Permits	150	200	327	150	200	200
State Grants and Aids	25,746	1,900	500	31,029	500	500
Local Government Aid	0	0	0	0	0	0
Homestead Credit	0	0	182	0	0	0
Mobile Home Homestead Credit	184	0	0	0	0	0
Taconite Homestead Credit	0	0	279	0	0	0
Police Training Reimbursement	1,993	1,709	1,609	1,666	2,000	2,000
Police State Aid	32,363	36,192	38,080	39,878	33,000	33,000
Fire State Aid	38,034	45,455	39,879	40,524	28,000	28,000
Fire Training Reimbursement	0	0	10,410	5,143	0	0
Insurance Premium Reimburse	27,064	20,961	12,329	4,533	0	0
PERA State Aid	2,979	2,979	2,979	1,490	2,979	2,979
Insurance Claim Reimbursement	32,919	4,420	2,795	0	0	0
State Transportation Aid	0	0	0	0	0	0
Recycling Grant	30,000	30,000	30,000	29,200	29,200	29,200
Charges for Services	304	315	323	190	200	200
Sale of Maps and Publications	120	115	80	40	30	30
Candidate Filing Fees	18	0	20	0	20	20
Zoning Permits	49,255	38,620	54,195	45,135	28,000	28,000
Plat Check Fee/Subdivision Fee	2,800	1,350	1,200	6,050	1,000	1,000
Variances and CUPS/IUPS	14,550	11,600	14,000	7,500	8,800	8,800
Sign Permits	450	1,050	225	100	500	500
Assessment Search Fees	1,464	1,230	935	825	800	800
Zoning Misc/Penalties	2,996	750	1,300	290	1,000	1,000
Zoning Reimb Eng/Legal/Survey	6,530	11,718	-75	-1,405	2,500	2,500
TIF/JOBZ Pre Application Fee	0	0	0	0	0	0
Driveway Permits	900	1,325	0	0	0	0
Septic Permits	5,900	5,825	7,375	4,950	4,000	4,000
Landscape License Fee	2,200	2,200	0	0	0	0
Zoning Map/Ordinance Amendment	950	0	0	0	0	0
Fire Department Donations	200	59,133	3,100	40,486	200	200
Fire Protection and Calls	32,065	35,208	28,465	28,196	31,250	31,250
Animal Control Fees	0	0	0	0	0	0
House Burning Fee	3,200	0	1,450	0	1,500	1,500
Police Contracts	48,000	50,000	48,000	36,000	48,000	48,000
Police Donations	100	10,100	26,000	0	0	0
Police Receipts	8,114	7,620	7,689	5,702	5,000	5,000

**CITY OF CROSSLAKE  
REVENUES - Detail**

<b>SRC Descr</b>	<b>2012 Actual</b>	<b>2013 Actual</b>	<b>2014 Actual</b>	<b>YTD 11/30/2015</b>	<b>2015 Adopted Budget</b>	<b>2016 Preliminary Budget</b>
Tac Team Donations	0	0	0	0	0	0
Pass Thru Donations	0	9,000	5,000	4,000	0	0
E911 Signs	2,060	1,600	1,900	1,600	1,000	1,000
Park & Rec Donation	418	301	400	282	300	300
Halloween Donations	500	0	0	0	0	0
Taxable Merchandise/Rentals	105	150	568	310	200	200
Park Concessions	557	596	538	504	500	500
Gen Gov t Concessions	266	145	164	392	100	100
Park Concessions - Food	0	0	0	0	0	0
Public Works Concessions	69	0	0	0	0	0
Fire Department Concessions	23	80	130	0	0	0
CCC/Park User Fee	4,582	4,153	3,894	4,362	3,800	3,800
Shelter/Beer/Wine Fees	297	424	343	343	300	300
Library Cards	1,872	1,654	1,415	1,218	1,300	1,300
Library Donations	1,172	2,111	1,579	323	500	500
Library Copies	513	302	315	362	300	300
Library Events (Book Sale - August)	5,756	5,910	4,326	5,175	1,000	1,000
Library Miscellaneous	1,084	110	40	0	50	50
Summer Reading Program	425	365	215	112	300	300
Library Luncheon	0	0	0	0	0	0
New York Times Best Seller Pro	0	0	0	0	0	0
PAL Foundation - Library	1,944	2,585	0	768	1,000	1,000
PAL Foundation - Park	6,867	11,389	21,583	29,679	6,000	6,000
Silver Sneakers	3,990	14,466	6,913	7,647	6,000	6,000
Park Dedication Fees	3,000	7,500	3,000	21,000	1,000	1,000
Tennis Fees	1,218	30	1,840	1,922	1,100	1,100
Recreational-Program	1,574	2,325	3,034	3,243	3,000	3,000
Softball/Baseball Fees	2,056	1,185	1,255	0	1,300	1,300
Recreation-Misc. Receipts	114	2,170	1,512	5,501	1,200	1,200
Aerobics Fees	4,438	3,918	0	0	0	0
Weight Room Fees	31,191	27,422	32,042	36,967	30,000	30,000

**CITY OF CROSSLAKE**  
**REVENUES - Detail**

<b>SRC Descr</b>	<b>2012 Actual</b>	<b>2013 Actual</b>	<b>2014 Actual</b>	<b>YTD 11/30/2015</b>	<b>2015 Adopted Budget</b>	<b>2016 Preliminary Budget</b>
Volleyball Fees	628	854	698	799	500	500
Silver Sneakers (Silver and Fit)	0	1,068	9,867	13,390	10,000	10,000
Soccer Fees	2,701	2,045	1,912	1,610	500	500
Transit Revenue	0	0	0	0	0	0
Cemetery Lots	1,250	4,650	4,750	4,250	3,000	3,000
Cemetery Openings	2,625	6,450	5,300	2,750	3,500	3,500
Cemetery Other	400	550	400	450	450	450
Public Works Revenue	2,071	3,009	28,074	109,668	1,500	1,500
County Joint Facility Payments	147,426	103,169	46,149	40,916	45,000	45,000
Recycling Revenues	49	0	44	0	50	50
Court Fines	15,512	10,917	9,177	12,451	10,000	10,000
Library Fines	520	862	926	657	600	600
Restitution Receipts	7,777	10,278	6,515	1,735	1,000	1,000
Miscellaneous Revenues	6,486	29,228	55,254	76,047	500	500
Misc Reimbursements	50,775	3,127	4,156	8,770	0	0
Library Grants	0	0	5,000	5,000	5,000	5,000
Interest Earnings	7,220	3,962	3,493	3,279	3,000	3,000
Contributions and Donations	15,000	0	5,000	0	0	0
Sp Assess Prin-Sunrise Isl 11	9,165	15,029	6,432	5,533	4,121	3,062
Sp Assess Int-Sunrise Isl 11	1,931	2,055	1,043	457	1,302	812
Telephone Fees	0	277,238	0	253,000	276,000	0
Telephone True-Up	0	0	0	0	0	0
Telephone Miscellaneous Rev	762	13,655	27,827	19,596	25,000	25,000
Sales of General Fixed Assets	5,401	0	0	0	0	0
Operating Transfers	407,835	240,514	287,373	0	0	0
Transfer Frm Needs Assess Fund	0	0	0	0	0	0
Proceeds - 2006 Series B Bonds	2,070,000	0	0	0	0	0
Proceeds from Capital Lease	0	0	12,497	552,368	28,800	0
Bond Premium	37,335	0	0	8,790	0	0
Capital Contrib from CU	309,233	0	0	0	0	0
<b>Total General Fund</b>	<b>5,752,358</b>	<b>3,468,068</b>	<b>3,396,906</b>	<b>3,088,374</b>	<b>3,393,990</b>	<b>3,502,028</b>

CITY OF CROSSLAKE  
REVENUES - Detail

SRC Descr	2012 Actual	2013 Actual	2014 Actual	YTD 11/30/2015	2015 Adopted Budget	2016 Preliminary Budget
<b>FUND 301 DEBT SERVICE FUND</b>						
General Property Taxes	19,656	24,145	581	50	0	0
REA Loan Payment	0	0	0	0	0	0
County Payment Joint Facility	0	0	0	0	0	0
Community Ctr Levy Refund 2002	379	276	93	8	0	0
Emergency Services Levy	0	0	0	0	0	0
1999 Series A Levy	47	65	23	20	0	0
1999 Series B Levy	248	281	104	32	0	0
2001 Series A Levy	34,052	609	275	25	0	0
2002 Series A Levy	24,029	419	192	17	0	0
2003 Joint Facility Levy	0	0	0	0	0	0
2003 Disposal System Levy	0	0	0	0	0	0
2004 Series A Levy	109,456	1,968	921	84	0	0
2006 Series B Levy	133,048	134,139	136,641	74,314	136,746	137,746
2006 Series C Levy	293	222	76	6	0	0
2012 Series A Levy	0	108,817	108,620	0	0	0
2015 Equipment Certificates	0	0	0	0	0	10,473
Penalties and Interest DelTax	1,739	5,905	4,441	116	500	500
Homestead Credit	0	0	0	0	0	0
Penalty & Interest	0	0	0	0	0	0
Sp Assess Prin Ox Lake 99	0	0	0	0	0	0
Sp Assess Int Ox Lake 99	0	0	0	0	0	0
Sp Assess Prin Jason/Staley 99	516	0	0	0	0	0
Sp Assess Int Jason/Staley 99	0	0	0	0	0	0
Sp Assess Prin Lakeshore/Pk 99	208	0	0	0	0	0
Sp Assess Int Lakeshore/Pk 99	42	0	0	0	0	0
Sp Assess Prin Miller/Mary 99	0	0	456	181	0	0
Sp Assess Int Miller/Mary 99	0	0	0	0	0	0
Sp Assess Prin Sugar Loaf 99	0	0	0	0	0	0
Sp Assess Int Sugar Loaf 99	0	0	0	0	0	0
Sp Assess Prin Kimberly 99	0	0	0	0	0	0
Sp Assess Int Kimberly 99	0	0	0	0	0	0
Sp Assess Prin Shamrock 99	0	0	0	0	0	0
Sp Assess Int Shamrock 99	0	0	0	0	0	0
Sp Assess Prin Sleepy Val 99	0	0	0	0	0	0
Sp Assess Int Sleepy Val 99	0	0	0	0	0	0
Sp Assess Prin Tamarack 99	0	0	0	0	0	0
Sp Assess Int Tamarack 99	0	0	0	0	0	0
Sp Assess Prin Red Pine 99	0	84	191	163	0	0
Sp Assess Int Red Pine 99	0	62	0	0	0	0
Sp Assess Prin Cross Ave 99	0	0	0	0	0	0
Sp Assess Int Cross Ave 99	0	0	0	0	0	0
Sp Assess Prin Wilderness 99	0	0	0	0	0	0
Sp Assess Int Wilderness 99	0	0	0	0	0	0
Sp Assess Prin Kimberly/00	0	0	0	0	0	0
Sp Assess Int Kimberly/00	0	0	0	0	0	0
Sp Assess Prin Waterwood/00	0	0	272	0	0	0
Sp Assess Int Waterwood/00	0	0	44	0	0	0
Sp Assess Prin Shores Dr/00	0	0	0	0	0	0
Sp Assess Int Shores Dr/00	0	0	0	0	0	0
Sp Assess Prin Backdahl Rd/00	0	0	0	0	0	0
Sp Assess Int Backdahl Rd/00	0	0	0	0	0	0
Sp Assess Prin Daggett Lane/00	0	0	0	0	0	0

CITY OF CROSSLAKE  
REVENUES - Detail

SRC Descr	2012 Actual	2013 Actual	2014 Actual	YTD 11/30/2015	2015 Adopted Budget	2016 Preliminary Budget
Sp Assess Int Daggett Lane/00	0	0	0	0	0	0
Sp Assess Prin Deer Rg/Ridg/00	0	0	0	0	0	0
Sp Assess Int Deer Rg/Ridg/00	0	0	0	0	0	0
Sp Assess Prin Log Ldg/Timb/00	0	0	0	0	0	0
Sp Assess Int Log Ldg/Timb/00	0	0	0	0	0	0
Sp Assess Prin Velvet Ln/00	0	0	0	0	0	0
Sp Assess Int Velvet Ln/00	0	0	0	0	0	0
Sp Assess Prin Rabbit Ln/00	0	0	0	0	0	0
Sp Assess Int Rabbit Ln/00	0	0	0	0	0	0
Sp Assess Prin PineBay/Wolf 00	0	0	0	0	0	0
Sp Assess Int Pine Bay/Wolf 00	0	0	48	0	0	0
Sp Assess Prin White Oak Dr/01	0	0	0	0	0	0
Sp Assess Int White Oak Dr/01	0	0	0	0	0	0
Sp Assess Prin Red Oak Cir/01	137	0	0	0	0	0
Sp Assess Int Red Oak Cir/01	9	0	0	0	0	0
Sp Assess Prin Summit Ave/01	0	0	0	0	0	0
Sp Assess Int Summit Ave/01	0	0	0	0	0	0
Sp Assess Prin Gale Ln/01	491	0	0	0	0	0
Sp Assess Int Gale Ln/01	0	0	0	0	0	0
Sp Assess Prin Rush Ln/01	65	0	0	0	0	0
Sp Assess Int Rush Ln/01	9	0	0	0	0	0
Sp Assess Prin Gins/Twin/An/01	0	0	0	0	0	0
Sp Assess Int Gins/Twin/An/01	1	0	0	0	0	0
Sp Assess Prin Anchor Pt Tr/01	0	0	0	0	0	0
Sp Assess Int Anchor Pt Tr/01	0	0	0	0	0	0
Sp Assess Prin Ivy Ln/Tr/01	0	0	0	0	0	0
Sp Assess Int Ivy Ln/Tr/01	0	0	0	0	0	0
Sp Assess Prin 1st/2nd/2nd/01	45	0	0	0	0	0
Sp Assess Int 1st/2nd/2nd/01	6	0	0	0	0	0
Sp Assess Prin Anderson Ct/01	0	0	0	0	0	0
Sp Assess Int Anderson Ct/01	69	0	0	0	0	0
Sp Assess Prin Eagle St/01	0	0	0	0	0	0
Sp Assess Int Eagle St/01	0	0	0	0	0	0
Sp Assess Prin Wolf Tr/Ct/02	9,428	4	126	0	0	0
Sp Assess Int Wolf Tr/Ct/02	476	0	17	0	0	0
Sp Assess Prin Willwood/02	2,305	244	0	0	0	0
Sp Assess Int Willwood/02	134	12	0	0	0	0
Sp Assess Prin Shafer Rd/02	1,642	300	528	0	0	0
Sp Assess Int Shafer Rd/02	90	15	101	0	0	0
Sp Assess Prin Sandra Rd/02	1,754	161	0	0	0	0
Sp Assess Int Sandra Rd/02	175	21	0	0	0	0
Sp Assess Prin Lake Tr/02	1,095	0	0	0	0	0
Sp Assess Int Lake Tr/02	75	0	0	0	0	0
Sp Assess Prin Happy Cove/02	1,624	365	0	0	0	0
Sp Assess Int Happy Cove/02	88	37	0	0	0	0
Sp Assess Prin Bay Shores/02	1,078	9	0	0	0	0
Sp Assess Int Bay Shores/02	63	0	0	0	0	0
Sp Assess Prin Woodland Dr/02	857	0	0	0	0	0
Sp Assess Int Woodland Dr/02	43	0	0	0	0	0
Sp Assess Prin Pine Pt/02	394	0	0	0	0	0
Sp Assess Int Pine Pt/02	20	0	0	0	0	0
Sp Assess Prin ABC Dr 03	3,987	4,491	4,237	260	0	0
SpAssess Int ABC Drive	795	544	281	23	0	0
SpAssess Prin Wildwood/White B	6,377	6,487	5,937	172	0	0

SRC Descr	2012 Actual	2013 Actual	2014 Actual	YTD 11/30/2015	2015 Adopted Budget	2016 Preliminary Budget
SpAssess Int Wildwood/White B	1,258	836	362	66	0	0
SpAssess Prin Greer Lake Rd 03	2,908	2,951	3,133	0	0	0
Miscellaneous Revenues	4,442	0	0	0	0	0
Interest Earnings	364	0	0	0	500	500
SpAssess Int Greer Lake Rd 03	587	381	196	0	0	0
SpAssess Prin East Shore 2004	1,362	1,357	1,532	0	0	0
SpAssess Int East Shore 2004	272	175	102	0	0	0
SpAssess Prin Margaret 2004	1,094	1,162	1,235	0	0	0
SpAssess Int Margaret 2004	218	150	77	0	0	0
SpAssess Prin Edgewater 2004	1,690	1,795	1,907	0	0	0
SpAssess Int Edgewater 2004	337	231	119	0	0	0
SpAssess Prin Gendreau 2004	2,018	2,391	2,335	0	0	0
SpAssess Int Gendreau 2004	434	317	165	0	0	0
Sp Assess Prin - Duck Lane	1,971	2,226	2,273	1,332	2,398	2,530
Sp Assess Int - Duck Lane	605	536	396	151	271	139
Sp Assess Prin - Sunset Drive	3,905	2,548	2,685	1,640	2,833	2,989
Sp Assess Int - Sunset Drive	740	609	468	185	320	164
Sp Assess Prin - Maroda Drive	892	941	993	524	1,048	1,105
Sp Assess Int - Maroda Drive	274	225	173	59	118	61
Sp Assess Prin - Johnie/Rober	4,152	3,726	4,024	2,874	4,245	4,270
Sp Assess Int - Johnie/Robert	1,156	911	651	278	480	235
Sp Assess Prin - Brita/Pinevie	17,752	23,407	16,854	10,241	16,865	16,137
Sp Assess Int - Brita/Pineview	4,556	7,347	2,831	966	1,876	888
Sp Assess Prin-Sunrise Isl 11	0	0	0	0	0	0
Sp Assess Int-Sunrise Isl 11	0	0	0	0	0	0
Telephone Miscellaneous Rev	714	0	0	0	0	0
Operating Transfers	0	0	0	0	0	0
Proceeds - 2006 Series B Bonds	0	0	0	8,632	0	0
Proceeds-Wilderness GO Bonds	0	0	0	0	0	0
Proceeds-2001 Bond Proceeds	0	0	0	0	0	0
Proceeds-2002 Bond Proceeds	0	0	0	0	0	0
Proceeds--2004 ESC Refunding	385,000	0	0	0	0	0
Proceeds-2004 Impr Bonds	9,951	0	0	0	0	0
02 Series A	0	0	0	0	0	0
<b>Total Debt Service Fund</b>	<b>805,695</b>	<b>343,905</b>	<b>306,717</b>	<b>102,419</b>	<b>168,201</b>	<b>177,738</b>

SRC Descr	2012 Actual	2013 Actual	2014 Actual	YTD 11/30/2015	2015 Adopted Budget	2016 Preliminary Budget
<b>FUND 401 GENERAL CAPITAL PROJECTS (PART OF GENERAL FUND)</b>						
General Property Taxes	0	0	0	0	0	0
Insurance Premium Reimburse	0	0	0	0	0	0
Park Dedication Fees	0	0	0	0	0	0
Interest Earnings	3,256	2,110	627	576	500	500
Contributions and Donations	0	0	0	0	0	0
Sales of General Fixed Assets	0	0	0	0	0	0
Sale of City Hall	0	0	0	0	0	0
Sale of Fire Hall	0	0	0	0	0	0
Sale of Lots-Gendreau Addn.	0	0	0	0	0	0
Operating Transfers	(18,275)	0	0	0	0	0
Proceeds-2006 Series C Bonds	0	0	0	0	0	0
<b>Total Gen. Cap. Proj. Fund</b>	<b>(15,019)</b>	<b>2,110</b>	<b>627</b>	<b>576</b>	<b>500</b>	<b>500</b>
<b>FUND 405 TAX INCREMENT FINANCE PROJECTS</b>						
General Property Taxes	0	0	0	0	0	0
Tax Increments LeRever	0	0	0	0	0	0
Tax Increments Daggett Brook	0	0	0	0	0	0
Tax Increments Reeds	0	0	0	0	0	0
Tax Increments - Ace Hardware	0	0	0	0	0	0
Tax Increment - Crosswoods	0	0	0	0	0	0
Tax Incr 1-8 Crosswoods Dev	23,753	3,774	0	0	0	0
Tax Increment 1-9 C&J Develop	15,078	14,337	12,967	6,421	13,000	12,000
Mobile Home Homestead Credit	0	0	0	0	0	0
Penalty & Interest	0	0	0	0	0	0
Misc Reimbursements	0	0	0	0	0	0
Interest Earnings	0	0	0	0	0	0
Operating Transfers	0	0	0	0	0	0
<b>Total TIF Fund</b>	<b>38,831</b>	<b>18,111</b>	<b>12,967</b>	<b>6,421</b>	<b>13,000</b>	<b>12,000</b>
<b>FUND 415 AMBULANCE PROJCT FUND</b>						
Operating Transfers	0	212,297	0	0	0	0
<b>Total Ambulance Project Fund</b>	<b>0</b>	<b>212,297</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>FUND 432 SEWER PROJECT (Not Used)</b>						
Miscellaneous Revenues	0	0	33	0	0	0
Interest Earnings	9	3	2	0	0	0
Operating Transfers	(1,990)	0	0	0	0	0
Transfer Frm Needs Assess Fund	0	0	0	0	0	0
Proceeds-2003 Series A Bonds	0	0	0	0	0	0
Proceeds-2003 Series B Bonds	0	0	0	0	0	0
<b>Total Sewer Project</b>	<b>(1,981)</b>	<b>3</b>	<b>35</b>	<b>0</b>	<b>0</b>	<b>0</b>

SRC Descr	2012 Actual	2013 Actual	2014 Actual	YTD 11/30/2015	2015 Adopted Budget	2016 Preliminary Budget
<b>FUND 502 ECONOMIC DEVELOPMENT FUND</b>						
General Tax Levy - <i>New Account</i>	0	0	22,755	116	0	12,500
County Payment Joint Facility	0	2,091	0	0	0	0
Emergency Services Levy	0	0	0	0	0	0
2003 Joint Facility Levy	0	0	0	0	0	0
EDA Tax Receipts	0	0	0	0	0	0
City Hall User Revenue	0	0	0	0	0	0
Rev Loan Principal Pymts	0	0	0	0	0	0
Miscellaneous Revenues	0	0	0	0	0	0
Interest Earnings	0	0	0	0	0	0
Restricted Interest Income	127	0	0	0	0	0
Lease Revenue	3,885	0	0	0	0	0
Operating Transfers	0	0	0	0	0	0
Proceeds-2004 Impr Bonds	0	0	0	0	0	0
<b>Total EDA FUND</b>	<b>4,012</b>	<b>2,091</b>	<b>22,755</b>	<b>116</b>	<b>0</b>	<b>12,500</b>
<b>FUND 503 EDA (REVOLVING LOAN)</b>						
Rev Loan Principal Pymts	0	0	0	0	0	0
Interest Earnings	2,342	1,899	1,833	1,319	1,300	1,300
Revolving Loan Interest	5,146	5,589	4,758	6,872	7,483	6,359
Operating Transfers	0	0	0	0	0	0
<b>Total Revolving Loan</b>	<b>7,488</b>	<b>7,489</b>	<b>6,591</b>	<b>8,191</b>	<b>8,783</b>	<b>7,659</b>
<b>FUND 601 SEWER OPERATING FUND</b>						
Insurance Claim Reimbursement	12,351	0	0	0	0	0
Unallocated Reserves	11	1,403	(1,300)	291	0	0
Penalty & Interest	1,559	1,430	1,970	835	1,000	1,000
Miscellaneous Revenues	1,905	1,932	3,211	1,927	1,000	1,000
Misc Reimbursements	0	0	0	0	0	0
Interest Earnings	0	0	0	1	0	0
User Fee	202,175	206,446	201,696	191,470	195,000	237,060
Sewer Connection Payments	0	0	8,000	0	0	0
Capital Contribution	0	0	0	0	0	0
Operating Transfers	96,881	0	0	0	0	0
Transfer Frm Needs Assess Fund	0	0	0	0	0	0
<b>Total Sewer Operating</b>	<b>314,882</b>	<b>211,211</b>	<b>213,576</b>	<b>194,524</b>	<b>197,000</b>	<b>239,060</b>
<b>FUND 651 SEWER RESTRICTED SINKING FUND</b>						
2003 Disposal System Levy	223,483	220,758	221,964	120,596	221,000	221,000
Homestead Credit	0	0	0	0	0	0
Penalty & Interest	6,429	4,208	1,906	27	1,500	1,500
Miscellaneous Revenues	0	0	0	0	0	0
Misc Reimbursements	0	0	0	0	0	0
Interest Earnings	4,932	12,589	877	139	500	500
Sewer Connection Payments	1	0	0	0	0	0
Operating Transfers	(207,242)	0	0	0	0	0
<b>Total Sewer Restricted Fund</b>	<b>27,603</b>	<b>237,556</b>	<b>224,746</b>	<b>120,762</b>	<b>223,000</b>	<b>223,000</b>
<b>TOTAL REVENUE</b>	<b>6,933,868</b>	<b>4,502,840</b>	<b>4,184,920</b>	<b>3,521,383</b>	<b>4,004,473</b>	<b>4,174,485</b>

CITY OF CROSSLAKE  
EXPENDITURES - Detail

	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	YTD 11/30/2015	2013 Adopted Budget	2014 Adopted Budget	2015 Adopted Budget	2016 Preliminary Budget Estimate
<b>COUNCIL</b>								
Wages and Salaries Dept Head	26,200	26,640	26,600	23,070	27,000	27,000	27,000	27,000
FICA	2,005	2,040	2,038	1,787	2,066	2,066	2,066	2,066
Workers Comp Insurance	0	0	0	0	0	0	109	78
Instruction Fees	585	1,452	1,317	315	600	600	600	1,500
Communications-Cellular	0	0	0	0	0	0	0	0
Travel Expenses	636	2,837	1,572	502	900	900	1,000	1,500
Advertising	0	0	0	0	0	0	0	0
Insurance	58	81	45	65	60	60	100	150
Miscellaneous	271	0	14	200	150	150	236	706
Dues and Subscriptions	30	30	0	0	0	0	0	0
<b>Total Council</b>	<b>29,785</b>	<b>33,079</b>	<b>31,586</b>	<b>25,939</b>	<b>30,776</b>	<b>30,776</b>	<b>31,110</b>	<b>33,000</b>
<b>ADMINISTRATION</b>								
Wages	176,841	156,920	144,019	135,503	177,450	159,337	160,207	170,348
PERA	17,837	8,437	9,195	9,215	18,003	9,181	10,402	10,826
FICA	12,759	10,831	9,477	8,808	13,575	9,774	10,724	11,043
Employer Paid Health	61,920	49,800	53,441	22,810	65,735	53,185	24,884	27,926
Employer Paid Disability	1,121	612	949	1,060	1,851	817	1,038	1,184
Employer Paid Dental	3,234	2,156	2,709	1,906	3,234	2,502	2,231	2,233
Employer Paid Life	898	177	134	123	944	130	134	134
Deferred Compensation	2,650	752	1,300	1,150	2,650	1,300	1,300	1,300
Workers Comp Insurance	1,664	1,523	229	1,242	1,478	1,600	1,312	1,496
Health Savings Account	0	0	0	12,000	0	0	12,000	12,000
Office Supplies	2,093	2,186	1,099	1,836	1,800	1,800	1,800	1,800
Instruction Fees	1,307	0	780	815	2,000	2,000	2,000	2,000
Operating Supplies	1,726	1,833	1,222	386	1,500	1,500	1,500	1,500
Repair/Maint Supply - Equip	1,653	1,704	2,271	3,259	1,900	1,500	3,500	3,834
Auditing and Acct g Services	0	0	0	0	0	0	0	0
Communications	5,283	3,485	3,157	2,422	5,200	5,200	4,000	4,000
Postage	578	750	499	405	900	900	1,000	1,000
Travel Expenses	1,095	31	286	678	2,000	2,000	1,500	1,500
Vehicle Expense	4,800	0	0	0	4,800	0	0	0
Advertising	0	0	133	0	0	0	0	0
Newsletter Expenditures	0	0	0	0	0	0	0	0
Legal Notices Publishing	264	1,269	792	446	250	1,000	1,000	1,000
Office Equipment Rental/Repair	1,076	1,020	0	725	952	952	1,000	1,000
Miscellaneous	159	38	0	128	50	500	500	500
Dues and Subscriptions	570	40	746	757	450	500	650	650
Sales Tax	11	26	0	0	25	100	100	100
Capital Outlay	0	1,534	1,311	6,821	1,000	3,000	19,400	3,000
Principal - Copier Lease	1,548	1,548	1,548	1,354	1,548	1,548	1,890	775
Interest	0	0	0	8	0	0	0	89
<b>Total Administration</b>	<b>301,087</b>	<b>246,670</b>	<b>235,299</b>	<b>213,857</b>	<b>309,295</b>	<b>260,326</b>	<b>264,072</b>	<b>261,238</b>
<b>ELECTIONS</b>								
Services	3,485	0	3,980	0	0	3,500	0	4,200
FICA	0	0	0	0	0	0	0	321
Operating Supplies	9	0	50	10	0	0	0	100
Legal Notices Publishing	88	0	46	0	0	500	0	100
Office Equipment Rental/Repair	0	0	0	0	0	0	0	0
Miscellaneous	385	0	608	0	250	500	0	779
Capital Outlay	0	0	0	0	0	0	0	0
<b>Total Elections</b>	<b>3,967</b>	<b>0</b>	<b>4,684</b>	<b>10</b>	<b>250</b>	<b>4,500</b>	<b>0</b>	<b>5,500</b>
<b>AUDIT/LEGAL SERVICES</b>								
Auditing and Acct g Services	25,411	31,887	26,350	27,436	27,000	32,000	28,000	28,000
Legal Fees (Civil)	20,307	10,262	9,520	5,706	15,000	15,000	10,000	10,000
Legal Fees (Labor)	3,067	37,083	6,003	1,418	3,000	3,000	14,000	14,000
<b>Total Audit/Legal Services</b>	<b>48,784</b>	<b>79,232</b>	<b>41,872</b>	<b>34,559</b>	<b>45,000</b>	<b>50,000</b>	<b>52,000</b>	<b>52,000</b>

**CITY OF CROSSLAKE  
EXPENDITURES - Detail**

	2012	2013		YTD	2013	2014	2015	2016
	ACTUAL	ACTUAL	2014 ACTUAL	11/30/2015	Adopted Budget	Adopted Budget	Adopted Budget	Preliminary Budget Estimate
<b>PLANNING AND ZONING</b>								
Wages	142,925	151,369	0	0	153,230	0	0	0
PERA	10,297	7,876	0	0	11,109	0	0	0
FICA	10,470	11,758	0	0	11,722	0	0	0
Employer Paid Health	39,745	36,992	0	0	46,738	0	0	0
Employer Paid Disability	853	641	0	0	963	0	0	0
Employer Paid Dental	1,939	1,352	0	0	3,003	0	0	0
Employer Paid Life	173	125	0	0	195	0	0	0
Deferred Compensation	650	575	0	0	650	0	0	0
Unemployment	0	2,440	5,654	0	0	0	4,000	0
Workers Comp Insurance	1,015	1,321	(211)	104	1,276	0	82	125
Office Supplies	617	580	874	868	0	0	0	0
Instruction Fees	2,130	(927)	0	500	1,500	0	600	600
Operating Supplies	1,808	1,568	900	43	1,250	0	1,500	1,500
Motor Fuels	1,091	608	0	0	1,000	0	0	0
Repair/Maint Supply - Equip	406	0	165	1,584	750	0	2,500	3,834
Repair/Maint Vehicles	1,126	529	32	0	1,200	0	100	100
Engineering Fees	3,626	1,084	236	630	5,000	5,000	2,500	2,500
Legal Fees (Civil)	11,762	11,320	5,406	5,060	14,000	14,000	5,000	5,000
Legal/Eng - Developer/Criminal	9,688	7,444	0	0	5,000	5,000	1,500	1,500
Surveyor	0	0	0	0	1,000	0	1,000	1,000
Communications	4,967	4,741	3,189	1,998	4,600	4,600	3,500	3,500
Postage	578	750	506	365	900	0	500	500
Travel Expenses	360	150	20	0	1,500	0	500	500
Travel Expense- P&Z Comm	2,435	1,512	1,450	875	2,500	2,500	1,500	1,500
Advertising	520	0	0	0	100	0	100	100
Legal Notices Publishing	2,818	1,938	1,551	968	2,000	0	2,000	2,000
Filing Fees	506	2,668	1,106	848	1,518	1,518	1,500	1,500
Mapping	0	0	0	0	750	0	0	0
Insurance	733	588	96	116	850	0	500	500
Office Equipment Rental/Repair	1,076	1,020	792	725	852	952	2,500	860
Miscellaneous	56	91	121	31	150	0	500	500
Dues and Subscriptions	0	0	0	0	150	0	0	0
Enhanced 911	0	0	0	0	0	0	0	0
Sales Tax	109	43	1	0	25	0	0	0
Refund	592	300	2,975	0	0	0	500	500
Consultant Fees	0	50,518	190,008	177,650	0	190,000	193,000	198,500
Capital Outlay	11,738	4,786	1,208	9,537	2,000	0	19,400	3,000
Principal - Copier Lease	1,548	1,548	1,548	1,354	1,548	1,548	1,890	774
Interest	0	0	0	8	0	0	0	89
<b>Total Planning and Zoning</b>	<b>268,355</b>	<b>307,309</b>	<b>217,627</b>	<b>203,265</b>	<b>279,029</b>	<b>225,118</b>	<b>246,672</b>	<b>230,483</b>

CITY OF CROSSLAKE  
EXPENDITURES - Detail

	2012	2013		YTD	2013	2014	2015	2016
	ACTUAL	ACTUAL	2014 ACTUAL	11/30/2015	Adopted Budget	Adopted Budget	Adopted Budget	Preliminary Budget Estimate
<b>GENERAL GOVERNMENT</b>								
Health Insurance - Retirees	0	0	0	16,981	0	0	10,049	18,108
Dental Insurance - Retirees	0	0	0	0	0	0	118	391
Workers Comp Insurance	0	2,500	0	0	0	0	0	0
Health Savings Account	0	0	0	3,000	0	0	3,750	5,250
Operating Supplies	1,054	1,982	2,814	2,693	1,500	1,500	2,500	2,500
Repair/Maint Supply - Equip	0	0	0	0	0	0	0	0
Bldg Repair Suppl/Maintenance	9,050	10,478	4,193	5,302	4,500	4,500	4,000	4,000
Signs	1,266	2,200	0	0	500	500	500	500
Concessions - Pop	248	6	71	290	300	300	300	300
Architects Fees	0	0	0	0	250	250	250	250
Engineering Fees	0	0	0	0	750	750	750	750
Security Monitoring	737	1,192	691	691	800	800	800	800
Background Checks	0	0	0	0	0	0	0	0
Newsletter Expenditures	11,728	0	12,210	0	0	0	0	13,000
Legal Notices Publishing	0	270	282	153	0	0	250	250
Ordinance Codification	13,866	10,288	13,130	1,411	2,000	25,000	15,000	15,000
Insurance	18,539	21,208	37,558	22,901	26,500	26,500	26,500	26,500
Electric Utilities	13,055	12,960	13,368	10,775	14,500	14,500	14,500	14,500
Gas Utilities	2,616	3,457	4,299	2,152	4,500	4,500	4,500	4,500
Refuse/Garbage Disposal	459	455	558	475	500	500	500	500
Sewer Utility	860	444	444	407	600	600	600	600
Generator Expense	0	0	0	0	1,500	1,500	1,500	1,500
Cleaning Services	9,074	9,114	8,873	7,783	9,600	9,600	9,600	9,600
Miscellaneous	7,957	3,173	1,762	1,027	2,500	2,500	2,500	2,500
Dues and Subscriptions	3,438	3,988	3,950	4,063	3,500	3,500	3,500	3,500
Brainerd Lakes Area Dev Corp - (See EI	0	0	0	0	0	0	0	0
Initiative Foundation - (See Request Lett	1,100	1,100	1,500	1,500	1,100	1,500	1,500	1,500
Emergency Mgmt Expense	47,800	21,179	1,070	260	2,000	2,000	2,000	2,000
Telephone Co Reimb Expense	178	29,017	27,975	21,503	21,000	25,000	25,000	25,000
Enhanced 911	425	50	0	0	300	300	300	300
Safety Prog/Equipment	6,842	6,828	6,654	6,833	8,400	8,500	8,500	8,500
Sales Tax	0	31	10	133	50	50	50	50
Transportation Plan	0	0	0	0	0	0	0	0
Animal Control	0	0	0	0	500	500	500	500
Cobra Payments	0	0	0	0	0	0	0	0
Health Comm Program Expense	0	0	0	0	0	0	0	0
Refund	0	600	0	0	0	0	0	0
Fireworks	10,000	5,000	9,000	14,000	5,000	5,000	10,000	14,000
Fines/Fees Reimburse	7,756	5,072	3,810	4,298	7,500	7,500	6,000	6,000
Consultant Fees	0	0	53,657	0	0	0	2,500	2,500
Donations to Civic Org s	2,700	2,200	2,200	2,200	2,950	3,651	3,500	3,700
Pass Thru Donations	0	9,000	8,495	0	0	0	0	0
Capital Outlay	15,995	3,787	13,059	18,462	1,500	2,000	113,000	20,000
Capital Outlay-Building	0	0	0	0	55,057	5,000	0	0
Capital Outlay-Land	151,747	3,392	0	0	20,000	0	0	0
Operating Transfers	0	212,297	0	0	0	0	0	0
<b>Total General Government</b>	<b>338,490</b>	<b>383,267</b>	<b>231,635</b>	<b>149,292</b>	<b>199,657</b>	<b>158,301</b>	<b>274,817</b>	<b>208,849</b>

CITY OF CROSSLAKE  
EXPENDITURES - Detail

	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	YTD 11/30/2015	2013 Adopted Budget	2014 Adopted Budget	2015 Adopted Budget	2016 Preliminary Budget Estimate
<b>POLICE ADMINISTRATON</b>								
Wages	292,543	305,567	302,483	287,331	293,030	303,487	313,236	338,934
PERA	41,915	45,365	46,185	46,983	42,196	46,434	50,744	54,907
FICA	4,020	4,349	4,160	3,875	4,249	4,173	4,542	4,915
Employer Paid Health	81,295	75,110	79,720	51,538	81,598	74,213	56,199	63,096
Employer Paid Disability	1,651	1,962	2,176	2,255	1,842	1,946	2,225	2,536
Employer Paid Dental	4,515	4,515	5,251	3,998	4,515	4,891	4,841	4,884
Employer Paid Life	324	328	336	308	325	324	336	336
Deferred Compensation	1,300	1,350	1,300	1,150	1,300	1,300	1,300	1,300
Unemployment	72	704	742	0	0	1,000	1,000	1,000
Workers Comp Insurance	10,499	10,593	7,616	11,251	10,525	11,000	12,966	13,550
Health Savings Account	0	0	0	27,000	0	0	27,000	27,000
Office Supplies	324	189	85	55	450	450	300	300
Instruction Fees	2,520	1,331	3,292	1,183	3,000	3,000	3,400	3,500
Physicals	0	0	528	0	0	0	0	0
Operating Supplies	1,362	362	183	317	1,300	1,300	1,300	1,300
Motor Fuels	19,230	18,372	16,318	9,224	18,000	18,000	18,000	18,000
Repairs Maintenance - Vehicles	6,919	8,807	5,556	11,459	5,650	5,900	5,700	6,500
Repair/Maint Supply - Equip	9,093	8,602	11,233	10,746	5,500	5,500	5,500	5,532
Uniform Allowances	3,674	3,239	4,168	3,248	3,000	3,250	3,000	3,500
Tactical Team	0	0	0	0	0	0	0	0
Restitution Expenditures	405	340	0	0	0	0	500	500
Forfeiture Expenditures	8,256	2,577	1,643	996	0	900	1,000	1,000
Legal Fees (Civil)	0	188	25	0	0	0	0	0
Donation Expenditures	0	0	0	0	0	0	0	0
Communications	2,445	2,751	4,254	2,539	2,800	2,800	2,800	2,800
Communications-Cellular	4,973	4,533	4,187	2,987	5,400	5,400	5,400	5,400
Postage	86	42	58	50	125	200	200	200
Travel Expenses	944	975	1,750	2,156	1,500	1,200	1,200	1,700
Advertising	0	0	0	0	0	0	0	0
Legal Notices Publishing	112	0	0	0	0	0	0	0
Insurance	2,587	12,111	10,603	16,137	3,200	5,000	14,000	14,000
Office Equipment Rental/Repair	596	360	360	300	400	400	400	400
Miscellaneous	947	321	196	270	200	200	200	200
Dues and Subscriptions	180	240	240	240	250	250	250	250
Sales Tax	116	37	34	0	200	200	200	200
Undercover Supplies	0	0	0	0	0	0	0	0
Fines/Fees Reimburse	0	0	0	0	0	0	0	0
Capital Outlay	0	30,904	36,914	14,068	6,000	5,000	6,500	10,200
Capital Outlay - Vehicles	32,823	4,926	36,867	44,372	15,000	40,000	45,000	20,000
Principal - Copier Lease	0	0	0	11	0	0	0	129
Interest	0	0	0	1	0	0	0	15
<b>Total Police Administration</b>	<b>535,726</b>	<b>551,046</b>	<b>588,465</b>	<b>556,049</b>	<b>511,555</b>	<b>547,718</b>	<b>589,239</b>	<b>608,083</b>

CITY OF CROSSLAKE  
EXPENDITURES - Detail

	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	YTD 11/30/2015	2013 Adopted Budget	2014 Adopted Budget	2015 Adopted Budget	2016 Preliminary Budget Estimate
<b>FIRE ADMINISTRATION</b>								
Wages	33,610	30,865	32,735	6,875	32,300	35,300	52,800	54,800
FICA	2,571	2,361	2,451	579	2,471	2,700	4,039	4,192
Workers Comp Insurance	3,243	4,125	1,858	3,811	2,896	2,896	4,231	4,590
Office Supplies	0	0	0	36	100	100	100	100
Fire Prevention	0	4,825	21,134	11,979	5,000	7,000	7,000	7,000
Instruction Fees - Training	15,715	490	2,762	3,145	1,000	1,500	500	500
Physicals	2,364	6,514	8,189	5,792	2,500	2,500	3,000	3,000
Operating Supplies	4,808	618	1,039	390	250	250	500	500
Motor Fuels	382	2,210	2,032	740	2,500	2,500	2,500	2,500
Diesel Fuel	3,365	2,572	6,161	4,033	2,000	3,000	3,000	3,000
Repair/Maint Supply - Equip	4,015	8,277	8,077	7,743	9,000	9,000	9,000	9,000
Repair/Maint Vehicles	14,247	0	0	0	500	500	500	500
Tires	0	1,962	525	4,870	750	750	1,000	1,000
Bldg Repair Suppl/Maintenance	2,048	0	2,208	2,396	0	1,000	2,000	2,000
Small Tools and Minor Equip	4,344	3,198	4,976	1,818	850	850	1,500	1,500
Donation Expenditures (Capital Outlay)	26,709	25,183	0	0	0	0	0	0
Communications	1,100	1,507	2,173	2,411	1,100	1,100	1,200	1,200
Postage	13	1	0	9	25	25	25	25
Travel Expenses	2,573	2,277	4,100	4,129	2,000	1,500	2,500	2,500
Advertising	0	0	66	18	0	150	200	200
Legal Notices Publishing	32	0	0	0	0	0	0	0
Insurance	6,814	5,065	4,085	6,239	7,200	7,200	7,000	7,000
Miscellaneous	1,262	1,394	105	6,615	150	150	150	150
Dues and Subscriptions	591	1,201	1,239	1,377	700	1,000	1,200	1,200
Sales Tax	89	303	32	0	100	100	100	100
Permits	10	0	0	0	10	10	0	0
House Burn	1,150	0	0	0	1,500	1,500	1,500	1,500
FDRA City Contribution	15,437	14,463	14,246	0	18,750	14,300	21,000	21,000
FDRA State Aid	28,090	41,600	39,431	0	29,000	28,000	28,000	28,000
Capital Outlay	14,278	33,137	32,577	44,111	9,400	10,000	46,902	50,000
Capital Outlay - Vehicles	0	33,189	229,104	518,855	25,000	146,771	0	0
Capital Outlay-Building	0	25,034	0	0	0	0	0	0
Principal	2,383,578	14,222	14,896	15,602	14,222	14,896	15,602	0
Interest	11,385	2,120	1,446	741	2,120	1,446	740	0
Issuance Costs (Other Financin	42,697	0	0	0	0	0	0	0
Fiscal Agent s Fees	219,810	0	0	0	425	425	425	0
Operating Transfers	0	0	0	0	0	0	0	0
<b>Total Fire Administration</b>	<b>2,846,332</b>	<b>268,713</b>	<b>437,647</b>	<b>654,313</b>	<b>173,819</b>	<b>298,419</b>	<b>218,214</b>	<b>207,058</b>
<b>AMBULANCE SERVICES</b>								
Bldg Repair Suppl/Maintenance	14	73	0	0	500	0	0	0
Ambulance Subsidy	13,236	0	0	0	13,236	0	0	0
<b>Total Ambulance Services</b>	<b>13,250</b>	<b>73</b>	<b>0</b>	<b>0</b>	<b>13,736</b>	<b>0</b>	<b>0</b>	<b>0</b>

CITY OF CROSSLAKE  
EXPENDITURES - Detail

	2012	2013		YTD	2013	2014	2015	2016
	ACTUAL	ACTUAL	2014 ACTUAL	11/30/2015	Adopted Budget	Adopted Budget	Adopted Budget	Preliminary Budget Estimate
<b>PUBLIC WORKS</b>								
Wages and Salaries Dept Head	131,373	139,794	139,448	125,354	146,800	148,988	148,150	154,623
PERA	9,459	10,471	9,848	9,086	10,643	10,802	11,111	11,597
FICA	9,105	10,276	9,447	9,164	11,230	11,287	11,333	11,829
Employer Paid Health	40,256	45,847	56,249	29,270	51,220	46,136	31,315	35,170
Employer Paid Disability	675	870	912	912	923	864	929	1,030
Employer Paid Dental	994	1,642	2,002	2,219	1,071	1,774	2,610	2,651
Employer Paid Life	178	198	209	192	195	194	202	202
Deferred Compensation	0	0	0	0	0	0	0	0
Unemployment	0	0	0	0	0	0	0	0
Workers Comp Insurance	15,928	12,339	16,770	13,483	12,058	12,000	15,352	16,238
Health Savings Account	0	0	0	16,500	0	0	15,000	15,000
Office Supplies	268	238	212	150	450	124	450	450
Instruction Fees	20	100	45	849	200	1,000	1,000	1,000
Operating Supplies	808	3,740	1,690	1,010	1,200	1,200	1,200	1,200
Motor Fuels	8,592	9,622	7,568	4,983	7,000	8,000	8,000	8,000
Diesel Fuel	14,308	16,589	14,353	6,530	14,500	15,000	15,000	15,000
Shop Supplies	3,728	1,755	2,304	1,327	2,750	2,750	2,750	2,750
Repair/Maint Supply - Equip	30,653	22,031	32,464	20,466	8,500	12,000	18,000	18,000
Repair/Maint Vehicles	12,117	15,742	10,979	7,410	7,500	15,000	15,000	15,000
Tires	915	3,791	527	1,719	1,200	1,200	1,500	1,500
Bldg Repair Suppl/Maintenance	8,037	6,071	7,464	13,192	4,500	4,500	4,500	4,500
Street Maint Materials (Materials Source	14,071	16,510	12,975	14,008	15,000	20,000	20,000	20,000
New Roads Materials	0	0	0	0	0	0	0	0
Bridge Materials	123	589	881	32,769	5,000	5,000	25,000	25,000
Street Lighting	0	0	0	0	0	0	0	0
Striping	8,703	6,123	10,559	8,005	8,000	8,000	8,000	8,000
Signs	7,107	1,846	4,739	983	4,000	3,000	3,000	3,000
Small Tools and Minor Equip	2,341	2,608	5,433	6,300	2,000	2,000	2,500	2,500
Concessions - Pop	0	0	0	0	100	100	0	0
Uniform Allowance	997	862	400	803	900	900	900	900
Engineering Fees	26,772	36,307	9,278	6,837	23,000	25,000	25,000	25,000
Legal Fees (Civil)	0	100	438	210	1,000	1,000	1,000	1,000
Surveyor	0	0	0	0	100	100	100	100
Security Monitoring	181	136	85	169	200	200	200	200
Communications	1,480	1,439	1,473	1,271	1,600	1,600	1,600	1,600
Postage	10	0	6	0	25	50	50	50
Travel Expenses	12	28	15	265	300	1,000	1,000	1,000
Advertising	480	0	160	0	75	100	100	100
Legal Notices Publishing	324	463	20	55	25	100	100	100
Insurance	23,739	24,823	20,132	24,865	24,000	25,000	27,000	27,000
Electric Utilities	10,370	12,698	12,367	9,059	13,000	14,000	14,000	14,000
Gas Utilities	1,337	3,097	6,020	2,443	2,500	2,500	6,000	6,000
Refuse/Garbage Disposal	875	1,124	1,347	1,120	900	1,000	1,000	1,000
Sewer Utility	439	400	383	348	400	400	400	400
Cleaning Services	3,653	3,689	3,591	2,452	4,000	4,000	3,700	3,700
Office Equipment Rental/Repair	0	39	0	0	50	100	100	100
Equipment Rental	10,405	0	1,990	0	1,500	2,500	2,500	2,500
Miscellaneous	2,139	1,862	1,609	7,199	2,000	2,000	1,000	1,000
Dues and Subscriptions	0	65	25	0	0	0	0	0
Safety Prog/Equipment	784	1,899	660	981	1,000	1,000	1,000	1,000
Sales Tax	16	0	104	6,710	100	100	100	100
Permits	36	0	0	0	0	0	0	0
Joint Facility County Expense	39,408	36,196	34,797	43,744	45,000	45,000	45,000	45,000
Capital Outlay	131,724	3,152	7,469	34,723	15,700	15,000	141,667	95,000
Capital Outlay - Vehicles	0	139,287	0	259,960	0	130,000	0	0
Capital Outlay-Building	0	0	0	0	0	0	0	0
Capital Outlay-Land	0	0	0	0	0	0	0	0
Capital Outlay -Seal Coat	0	0	0	0	0	0	0	0
Capital Outlay - Crackfill	5,389	2,056	20,226	55,370	25,000	25,000	0	50,000
Capital Outlay - Overlays	0	0	0	0	285,000	169,194	0	340,000
Capital Outlay - Road Const	163,447	301,080	212,138	0	0	0	0	0
Principal	15,328	0	0	0	0	0	0	0
Interest	693	0	0	0	0	0	0	0
Fiscal Agent s Fees	0	0	0	0	0	0	0	0
Operating Transfers	0	0	0	0	0	0	0	0
<b>Total Public Works</b>	<b>759,799</b>	<b>899,594</b>	<b>681,811</b>	<b>784,467</b>	<b>763,415</b>	<b>797,763</b>	<b>635,419</b>	<b>991,088</b>

CITY OF CROSSLAKE  
EXPENDITURES - Detail

	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	YTD 11/30/2015	2013 Adopted Budget	2014 Adopted Budget	2015 Adopted Budget	2016 Preliminary Budget Estimate
<b>CEMETERY</b>								
Operating Supplies	626	570	227	355	1,000	940	940	940
Repair/Maint Supply - Equip	33	179	295	698	250	250	250	250
Insurance	60	61	49	65	60	60	60	60
Electric Utilities	371	428	372	289	350	350	350	350
Miscellaneous	59	126	2,352	34	400	400	400	400
Refund	0	150	325	900	0	0	0	0
Capital Outlay	2,252	0	102	1,534	1,000	1,000	1,000	1,000
Principal	0	0	0	0	0	0	0	0
Interest	0	0	0	0	0	0	0	0
<b>Total Cemetery</b>	<b>3,401</b>	<b>1,514</b>	<b>3,722</b>	<b>3,876</b>	<b>3,060</b>	<b>3,000</b>	<b>3,000</b>	<b>3,000</b>

CITY OF CROSSLAKE  
EXPENDITURES - Detail

	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	YTD 11/30/2015	2013 Adopted Budget	2014 Adopted Budget	2015 Adopted Budget	2016 Preliminary Budget Estimate
<b>PARKS AND RECREATION</b>								
Wages	175,442	179,468	170,320	162,127	180,230	178,187	182,372	204,680
PERA	12,221	12,961	10,985	10,393	12,680	12,528	12,665	15,351
FICA	12,468	13,252	12,337	11,774	13,788	13,464	13,951	15,658
Employer Paid Health	43,430	47,649	31,662	17,272	51,185	54,637	31,315	35,170
Employer Paid Disability	1,150	1,364	1,291	1,259	1,133	1,353	1,624	1,507
Employer Paid Dental	3,805	3,901	3,890	3,067	3,717	4,891	4,104	3,767
Employer Paid Life	324	327	267	245	325	324	336	274
Deferred Compensation	650	675	650	575	650	650	650	650
Unemployment	0	0	0	0	0	0	0	0
Workers Comp Insurance	4,914	5,791	4,012	6,252	5,155	5,800	6,565	7,330
Health Savings Account	0	0	0	9,000	0	0	15,000	15,000
Office Supplies	190	208	63	250	200	200	200	200
Instruction Fees	482	126	271	233	500	500	500	500
Operating Supplies	1,684	1,142	1,499	1,095	1,600	1,600	1,600	1,600
Motor Fuels	2,293	2,565	2,454	1,255	2,000	2,000	2,000	2,000
Diesel Fuel	1,610	1,389	781	353	1,200	1,200	1,500	1,500
Repair/Maint Supply - Equip	1,175	1,653	2,745	2,118	1,500	1,500	3,000	3,000
Repair/Maint Vehicles	66	1,088	577	1,212	1,300	1,300	2,000	2,000
Bldg Repair Suppl/Maintenance	15,603	14,782	12,182	12,101	8,000	9,500	10,000	10,000
Chemicals	2,545	0	2,170	0	2,600	2,600	3,000	3,000
Signs	0	254	94	0	400	400	400	400
Concessions - Pop	380	515	498	470	300	300	300	300
Concessions - Food	0	0	0	0	0	0	0	0
Uniforms	837	831	852	598	825	825	825	825
Legal Fees (Civil)	36	213	375	0	0	250	250	250
Instructors Fees	0	0	0	0	0	0	0	0
Tennis	120	65	735	270	300	300	1,600	1,600
Program Supplies	811	1,570	1,420	1,693	300	300	1,000	1,000
Softball/Baseball	1,795	778	508	0	1,000	1,000	1,000	1,000
Aerobic Instruction	3,479	3,102	276	0	4,000	4,500	0	0
Warm House/Garage Exp	1,630	1,239	1,119	909	1,000	1,000	1,000	1,000
Security Monitoring	827	751	705	1,074	700	700	700	700
Soccer/Skating	3,445	1,446	1,369	668	1,200	2,000	1,500	1,500
Garage (North)	874	2,914	2,931	1,752	1,500	2,000	3,000	3,000
Donation Expenditures	632	520	0	0	0	0	0	0
Communications	3,982	3,470	3,937	3,336	3,600	3,600	3,500	3,500
Postage	136	129	53	55	250	250	150	150
Garage (East)	231	1,074	575	396	100	500	800	800
Disc Golf Expenses	0	0	0	0	200	200	100	100
Travel Expenses	304	77	298	614	500	500	700	700
Background Checks	75	45	60	15	100	200	150	150
Advertising	318	0	0	449	200	200	500	500
Legal Notices Publishing	0	0	33	34	0	0	0	0
Insurance	14,070	13,512	10,208	13,260	15,000	15,000	15,000	15,000
Electric Utilities	14,020	15,359	14,588	13,163	13,500	14,000	13,000	13,000
Gas Utilities	4,167	5,190	6,490	3,874	6,500	6,500	7,500	7,500
Refuse/Garbage Disposal	807	809	859	715	800	800	800	800
Improvements Other Than Bldgs	2,365	0	1,148	2,633	500	2,800	3,800	3,800
Office Equipment Rental/Repair	658	903	389	15	700	700	700	700
Equipment Rental	0	0	0	0	500	500	500	500
Miscellaneous	1,584	1,343	1,161	884	500	500	800	800
Dues and Subscriptions	150	385	700	165	400	400	500	500
Safety Prog/Equipment	0	1,619	373	62	300	1,600	1,500	1,500
Sales Tax	3,062	3,031	3,450	3,669	3,500	3,500	3,200	3,200
Sr Meals Expense	59	285	530	6	400	400	400	400
Weight Room Ins Reimbur	143	122	128	132	100	100	150	150
Permits	335	0	25	0	200	200	0	0
Refund	754	530	185	457	100	100	150	150
80 Acre Development Expense	25	1,600	0	0	3,500	0	1,000	1,000
Weight Room Expenses	3,097	1,740	1,292	1,832	3,000	300	500	500
PAL Foundation Expenditures	6,635	5,792	10,337	27,763	0	1,800	3,000	3,000
Silver Sneakers	778	3,923	5,451	5,313	0	2,500	5,000	5,000
Park Master Plan	3,910	0	0	0	0	0	0	0
Capital Outlay	752	56,341	54,285	96,880	15,000	15,000	69,250	34,500
Capital Outlay-Building	0	0	0	0	0	0	0	0
Capital Outlay-Land	82,401	0	0	0	20,000	0	0	0
Capital Outlay - Tennis Courts	13,974	131,365	0	0	0	0	0	0
Principal	0	0	625	1,146	0	0	1,250	1,250
Interest	0	0	0	0	0	0	0	0
<b>Total Parks and Recreation</b>	<b>453,708</b>	<b>551,181</b>	<b>386,215</b>	<b>424,884</b>	<b>388,738</b>	<b>377,959</b>	<b>437,857</b>	<b>433,910</b>

CITY OF CROSSLAKE  
EXPENDITURES - Detail

	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	YTD 11/30/2015	2013 Adopted Budget	2014 Adopted Budget	2015 Adopted Budget	2016 Preliminary Budget Estimate
<b>LIBRARY</b>								
Assistant	23,959	25,138	26,589	24,551	24,920	24,606	27,872	30,037
PERA	1,728	1,881	1,920	1,864	1,807	1,784	2,090	2,253
FICA	1,512	1,674	1,694	1,666	1,906	1,818	2,132	2,298
Employer Paid Health	15,422	15,346	16,242	11,405	16,792	15,362	12,442	13,963
Employer Paid Disability	146	172	198	218	157	171	216	246
Employer Paid Dental	924	924	1,084	914	924	1,001	1,116	1,117
Employer Paid Life	65	66	67	62	65	65	67	67
Employer Paid Other	0	0	0	0	0	0	0	0
Unemployment	0	0	0	0	0	0	0	0
Workers Comp Insurance	0	0	0	0	208	200	200	200
Health Savings Account	0	0	0	6,000	0	0	6,000	6,000
Library Operating Supplies	2,285	1,226	3,821	1,171	0	750	2,000	2,000
Library Subscriptions	523	808	1,060	1,043	0	500	500	500
Library Books	0	442	5,548	7,719	0	500	500	500
Children s Program Expense	2,131	1,442	98	9	0	250	150	150
Library Luncheon Expense	0	0	0	0	0	0	0	0
NY Times Best Seller Program	0	0	0	0	0	0	0	0
Golf Fundraiser Expense	0	0	0	0	0	0	0	0
Donation Expenditures	0	433	0	0	0	0	0	0
Communications	723	845	654	593	1,000	1,000	1,000	1,000
Postage	87	17	19	0	0	0	50	50
Insurance	0	0	0	0	0	0	0	0
Office Equipment Rental/Repair	637	795	(188)	1,015	0	1,000	500	500
Miscellaneous	386	1,646	938	88	0	1,000	1,000	1,000
Sales Tax	39	20	21	356	0	0	0	0
Refund	14	6	20	0	0	0	50	50
PAL Foundation Expenditures	400	1,010	1,342	2,262	0	250	250	250
Capital Outlay	3,445	0	11,144	2,192	0	500	500	3,000
Principal	0	0	625	1,146	0	0	1,250	1,250
Interest	0	0	0	0	0	0	0	0
<b>Total Library</b>	<b>54,425</b>	<b>53,889</b>	<b>72,896</b>	<b>64,274</b>	<b>47,779</b>	<b>50,757</b>	<b>59,885</b>	<b>66,430</b>
<b>RECYCLING</b>								
Refuse/Garbage Disposal	30,000	30,000	30,000	26,763	30,000	30,000	32,340	32,340
Recycling Expenses	0	0	0	50	100	100	100	100
Miscellaneous	2,340	2,340	2,340	2,882	2,340	2,340	2,340	2,340
<b>Total Recycling</b>	<b>32,340</b>	<b>32,340</b>	<b>32,340</b>	<b>29,695</b>	<b>32,440</b>	<b>32,440</b>	<b>34,780</b>	<b>34,780</b>
<b>GENERAL FUND DEBT SERVICE</b>								
<i>Series 2012A Bonds</i>								
Principal	0	165,000	175,000	175,000	0	175,000	175,000	180,000
Interest	0	41,303	37,903	34,403	0	37,903	34,403	30,853
Fiscal Agent s Fees	0	0	0	183	0	0	0	0
<b>Total Series 2012A Bonds</b>	<b>0</b>	<b>206,303</b>	<b>212,903</b>	<b>209,586</b>	<b>0</b>	<b>212,903</b>	<b>209,403</b>	<b>210,853</b>
<i>Series 2015B Certificates</i>								
Principal	0	0	0	0	0	0	0	0
Interest	0	0	0	0	0	0	0	0
Issuance Costs	0	0	0	2,500	0	0	0	0
Fiscal Agent s Fees	0	0	0	0	0	0	0	0
<b>Total Series 2015B Certificates</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,500</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL GENERAL FUND</b>	<b>5,689,449</b>	<b>3,614,209</b>	<b>3,178,701</b>	<b>3,356,564</b>	<b>2,798,549</b>	<b>3,049,980</b>	<b>3,056,468</b>	<b>3,346,271</b>

CITY OF CROSSLAKE  
EXPENDITURES - Detail

	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	YTD 11/30/2015	2013 Adopted Budget	2014 Adopted Budget	2015 Adopted Budget	2016 Preliminary Budget Estimate
<b>DEBT SERVICE FUND</b>								
<i>2001 Series A \$605K</i>								
Principal	50,000	0	0	0	0	0	0	0
Interest	1,138	0	0	0	0	0	0	0
<i>2002 Series A \$825K</i>								
Principal	45,000	50,000	0	0	50,000	0	0	0
Interest	3,206	1,125	0	0	1,125	0	0	0
<i>2004 Series A \$1,095K</i>								
Principal	500,000	0	0	0	0	0	0	0
Interest	15,930	0	0	0	0	0	0	0
<i>2006 Series B \$1,330K</i>								
Principal	135,000	140,000	145,000	150,000	140,000	145,000	150,000	155,000
Interest	28,921	23,690	18,230	12,430	23,690	18,230	12,430	6,355
<i>2012 Series A \$385K</i>								
Principal	0	125,000	130,000	130,000	290,000	130,000	130,000	0
Interest	4,492	6,450	3,900	1,300	47,753	3,900	1,300	0
<i>Series 2015B Certificates</i>								
Principal								0
Interest								11,220
Bond Issuance Costs	7,941	0	0	0	0	0	0	0
Fiscal Charges	21,822	2,025	2,025	2,959	1,318	0	2,400	2,400
<b>TOTAL DEBT SERVICE FUND</b>	<b>813,450</b>	<b>348,290</b>	<b>299,155</b>	<b>296,689</b>	<b>553,886</b>	<b>297,130</b>	<b>296,130</b>	<b>174,975</b>
<b>TAX INCREMENT FUND</b>								
Administrative Fees	38	1,300	0	0	0	0	0	1,300
Developer Reimbursements	36,507	13,603	16,477	5,939	15,000	14,000	13,000	10,200
<b>TOTAL TAX INCREMENT FUND</b>	<b>36,545</b>	<b>14,903</b>	<b>16,477</b>	<b>5,939</b>	<b>15,000</b>	<b>14,000</b>	<b>13,000</b>	<b>11,500</b>
<b>CAPITAL PROJ. FUND - AMBULANCE/FIRE BLDG</b>								
Capital Outlay	88,616	123,680	0	0	0	0	0	0
<b>TOTAL CAPITAL PROJECTS FUND</b>	<b>88,616</b>	<b>123,680</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>ECONOMIC DEVELOPMENT FUND(S)</b>								
Operating	732	431	6,834	7,337	0	23,000	10,000	12,500
Transfer To General Fund	309,233	0	5,000	0	0	0	0	0
Debt Service - Principal	2,370,000	40,000	0	0	40,000	0	0	0
Debt Service - Int. & Fiscal Charge	3,885	1,660	0	0	2,085	0	0	0
Revolving Loan Fund	10,013	8,543	0	0	0	1,000	1,000	1,000
<b>TOTAL ECONOMIC DEV. FUND(S)</b>	<b>2,693,863</b>	<b>50,635</b>	<b>11,834</b>	<b>7,337</b>	<b>42,085</b>	<b>24,000</b>	<b>11,000</b>	<b>13,500</b>
<b>SEWER FUND</b>								
Operating	226,386	219,603	225,856	209,250	187,396	217,357	219,760	225,225
Depreciation	200,466	200,642	195,826	0	0	200,000	200,000	200,000
Capital Outlay	0	584	513	33,679	7,500	10,000	72,302	273,800
Debt Service:								
2003 Series A Disposal Bonds - P	120,000	0	0	0	125,000	1,905,000	170,000	170,000
2003 Series A Disposal Bonds - I	85,440	227,543	66,344	34,175	83,040	118,690	51,591	31,347
2012 Series A - P	0	0	0	0	0	0	0	0
2012 Series A - I	23,161	0	0	0	0	0	0	0
<b>TOTAL SEWER FUND</b>	<b>655,452</b>	<b>648,372</b>	<b>488,539</b>	<b>277,105</b>	<b>402,936</b>	<b>2,451,047</b>	<b>713,654</b>	<b>900,372</b>
<b>TOTAL EXPENDITURES</b>	<b>9,977,376</b>	<b>4,800,090</b>	<b>3,994,705</b>	<b>3,943,634</b>	<b>3,812,456</b>	<b>5,836,157</b>	<b>4,090,252</b>	<b>4,446,618</b>

CITY OF CROSSLAKE

CITY CALCULATIONS

CITY OF CROSSLAKE  
\*\* PROPOSED RATES

09-Nov-15

PREV TIF: 21,760  
PREV FD CONT: 14,556

Population: 2,193

INITIAL TAX CAPACITY: 12,184,866  
less TIF Value: 21,548  
less FD Contrib Value: 14,770  
TAXABLE TAX CAPACITY: 12,148,548

PAYABLE 2016

LGA Relief: 0  
Rate: 0.000%

Max. EDA Levy = .01813% of Prev. Yr. Estimated MV (469,106)  
0.01813% 204,955.00

TOTAL 204,955.00

PREV EMV: 1,130,473,700 2.2%  
PREV TAXABLE MV: (FULLY TAXABLE) 1,116,323,800 2.3%  
PREV TC: 11,876,526 2.3%  
PREV NTC LEVY: 2,912,000 15.0%  
PREV FD DIST: 21 -4.3%  
PREV FINAL LEVY: 2,911,979 15.0%

REF MV: 399,102,200  
TAX MV: 1,141,588,300  
EST MV: 1,155,213,600  
NEW CONST: 7,712,800

PREV RATE: 24.518%  
3.048%

TYPE FUND NAME	TOTAL LEVY REQUEST	TACONITE AID	TIF EXCESS	ADJUSTED LEVY	FISC DISP DISTRIB	FINAL LEVY	SPREAD LEVY	GENERAL RATE
10 CITY REVENUE	2,844,409		0	2,844,409	20.10	2,844,389	2,844,339.54	23.413%
83 EDA	12,000		0	12,000	0.00	12,000	12,027.06	0.099%
195 G.O. IMP BONDS, 2006B	137,746		0	137,746	0.00	137,746	137,764.53	1.134%
322 G.O. REFUNDING BONDS, 2012A	344,249		0	344,249	0.00	344,249	344,289.85	2.834%
335 G.O. EQUIPMENT CERT. 2015B	10,473		0	10,473	0.00	10,473	10,447.75	0.086%
TOTAL	3,348,877		0	3,348,877	20.10	3,348,857	3,348,868.73	27.566%

REQUIRED DEBT LEVY: \$604,748.00  
(Diff. covered by County Lease Pmt) Check Debt Levy

CITY OF CROSSLAKE



**CROW WING COUNTY TAX RATES FOR TAXES PAYABLE IN THE YEAR 2016**

05-Nov-15 (Print Date)

\*\*\* 2016 PROPOSED TAX RATES

Page 2

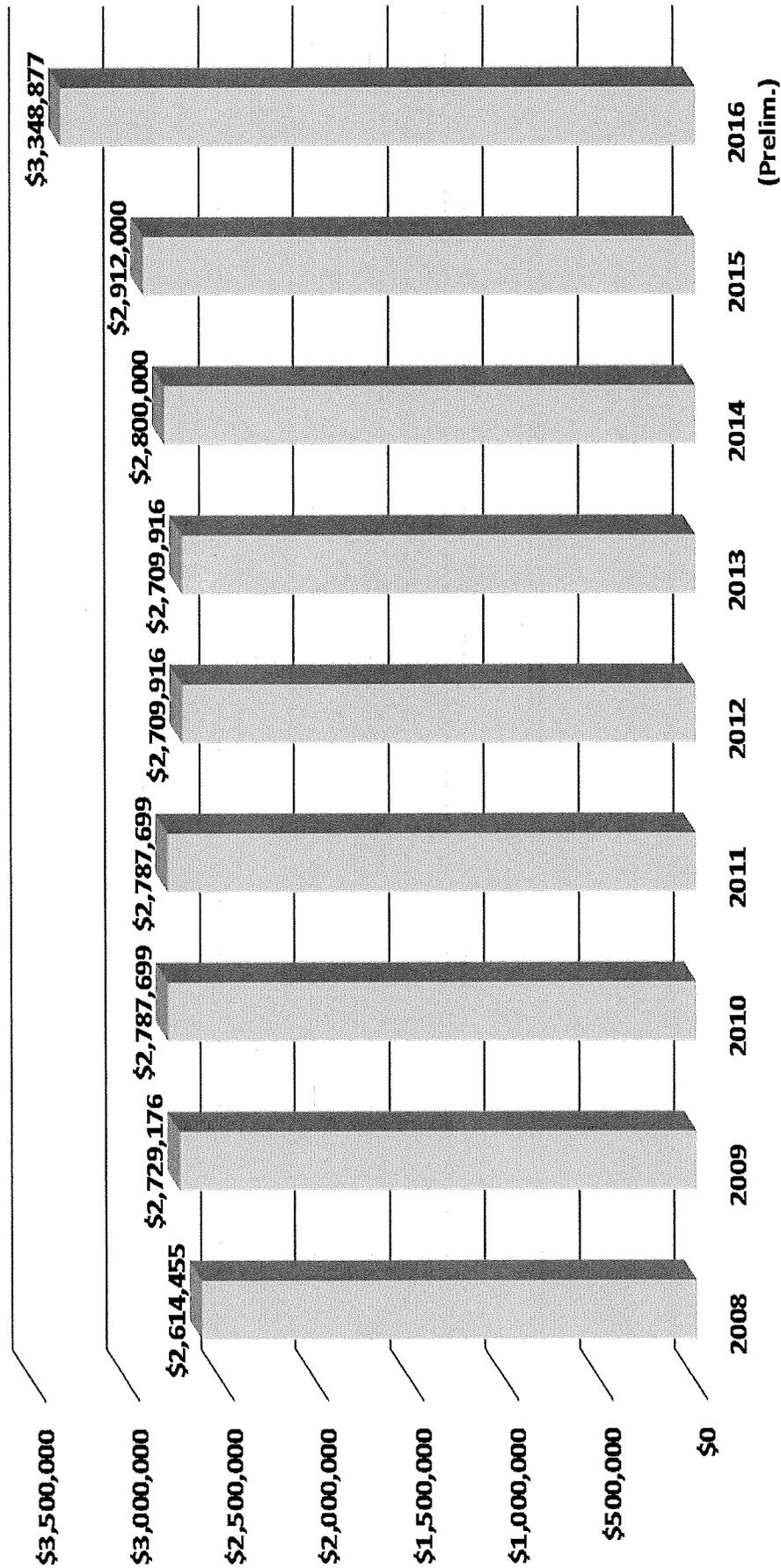
COUNTY RATES:	SCHOOL DISTRICT RATES:	NTC RATES	MKT VAL RATES	TOWNSHIP RATES:
Generally	ISD 181 general	25.400%	0.13932%	Bay lake Fire Dist 1
City of Baxter	ISD 181, JOBZ general	16.831%	0.00000%	Bay lake Fire Dist 2
City of Brainerd general	ISD 181, in Brainerd general	25.208%	0.13932%	Center
Brainerd Rural Service Dist	ISD 181, in Brainerd RSD	25.360%	0.13932%	Crow Wing
City of Crosby	ISD 181, JOBZ in Brainerd gen	16.704%	0.00000%	Daggett Brook
City of Deerwood	ISD 182 general	15.033%	0.09254%	JOBZ Daggett Brook
City of Ironton	ISD 182, in Crosby only	14.517%	0.09254%	Deerwood
JOBZ Generally	ISD 182, JOBZ general	11.987%	0.00000%	Fairfield
JOBZ Brainerd	ISD 182, JOBZ in Crosby	11.576%	0.00000%	Fort Ripley
JOBZ Crosby	ISD 182, in Deerwood City only	14.938%	0.09254%	Gail Lake
<b>CITY RATES:</b>	ISD 182, in Ironton only	13.926%	0.09254%	Garrison
Baxter	ISD 186	14.558%	0.10743%	Ideal
JOBZ Baxter	ISD 001	4.600%	0.06896%	Irondale
Brainerd Generally	ISD 2174	6.551%	0.13668%	Jenkins
Brainerd Rural Service Dist	ISD 480	19.822%	0.07295%	Lake Edward
JOBZ Brainerd Generally	ISD 482	14.547%	0.16028%	Little Pine
Breezy Point	ISD 484	18.659%	0.11635%	Long Lake
Crosby				Maple Grove
JOBZ Crosby				Mission
Crosslake	<b>SPECIAL TAXING DISTRICT (STD) RATES:</b>			Nokay Lake
Cuyuna	Region 5 (countywide)		0.131%	Oak Lawn
Deerwood	County HRA (applies to all ex. Brainerd, Crosby, Pequot)		0.061%	Pelican
Emily	Cuyuna Hospital Dist (HD)		1.139%	Perry Lake
Fifty Lakes	30 Lks Watershed (WS)		0.000%	Platte Lake
Fort Ripley	City of Brainerd HRA		1.667%	Rabbit Lake
Garrison	City of Pequot Lakes HRA		1.413%	Roosevelt
Ironton	Garrison-Kathio-West Mille Lacs Sewer Dist. (SD)		22.862%	Ross Lake
Jenkins				St. Mathias
Manhattan Beach	<b>Areawide Rate Iron Range Fiscal Disparities:</b>		159.436%	Timothy
Nisswa				Wolford
Pequot Lakes	<b>Homestead Credit - Repealed for payable 2012 taxes and replaced with a homestead market value exclusion.</b>			Unorganized - Dean lake
Riverton				Unorganized - 1st Assmt
Trommald	<b>Agricultural Credit:</b>			
	Eligibility: Ag Homestead classification	0.3%		
	First \$115,000 Ag MV	0.1%		
	Ag MV over \$115,000	\$490		
	Maximum Ag Credit Allowed			
	(Max Ag Credit reached at \$260,000 Ag MV)			
<b>State General Tax Rate:</b>				
Applied to Comm Ind		49.000%		
Applied to Seas Rec Res/Seas Com		22.000%		

**COMPONENTS OF TOTAL RATES EXAMPLE:**

City of Brainerd general =  
 32.795% + .87.770% + 25.208% + .131% + 1.667% = 147.571%

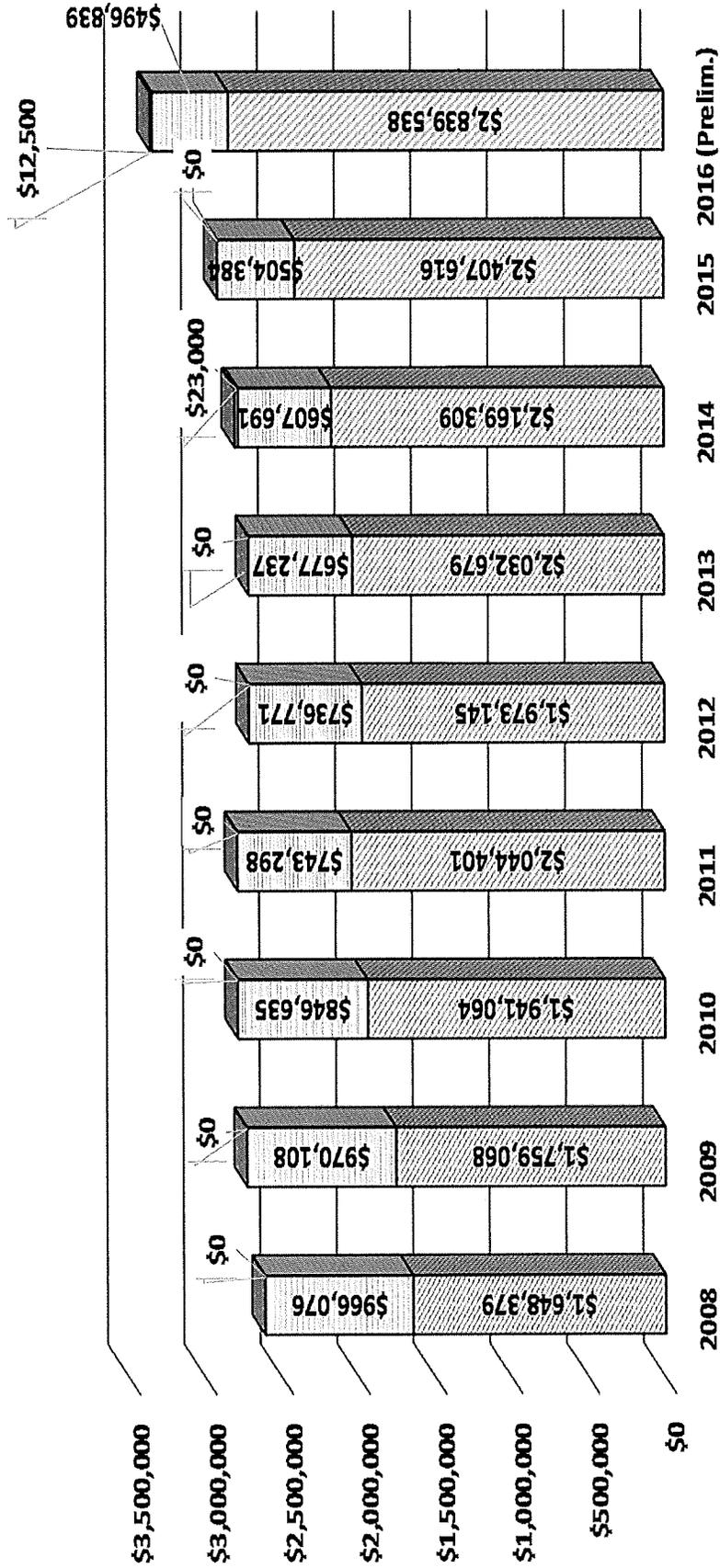
**TOTAL RATES BY DISTRICT ON REVERSE SIDE**

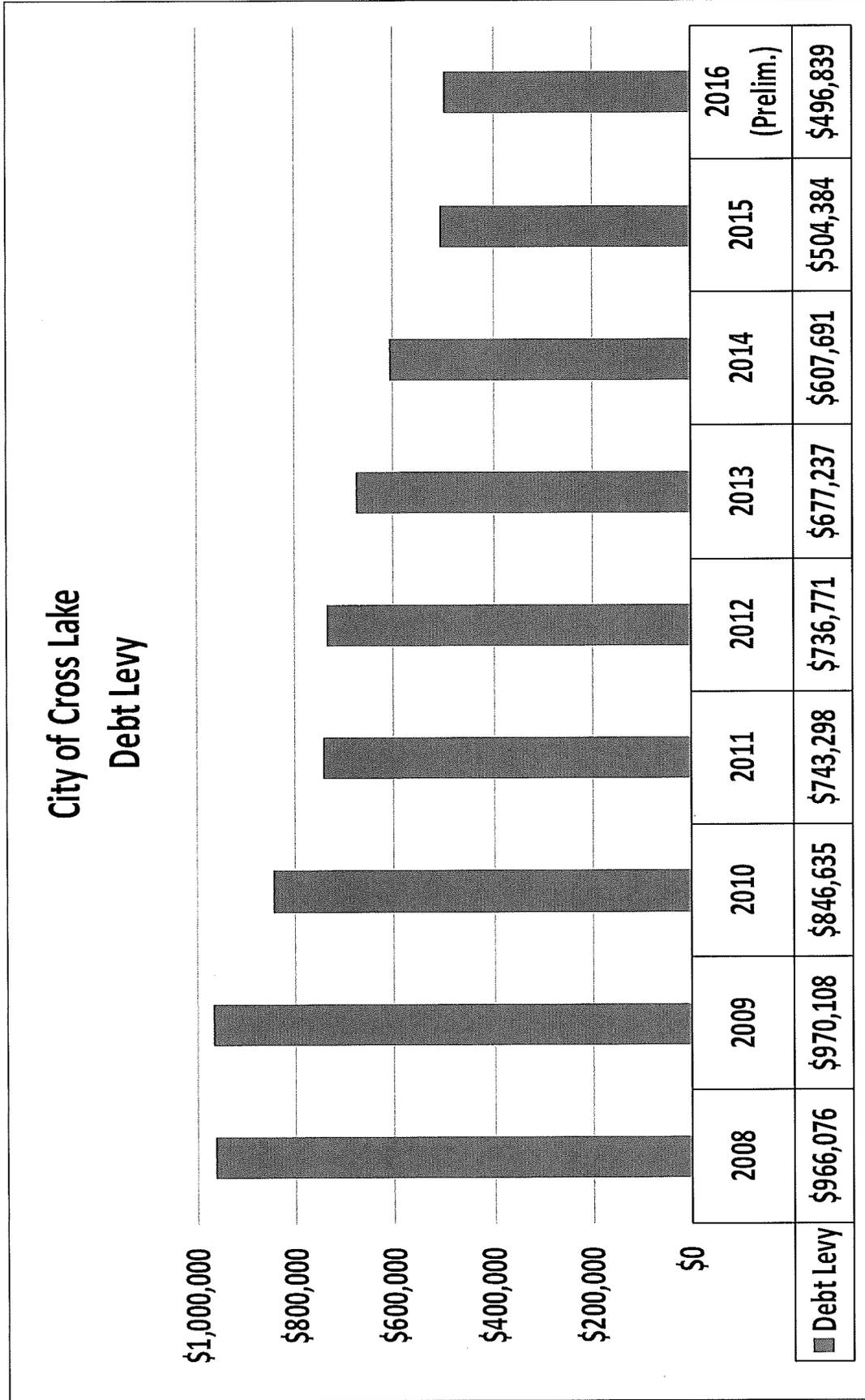
### City of Crosslake Total Overall Tax Levy

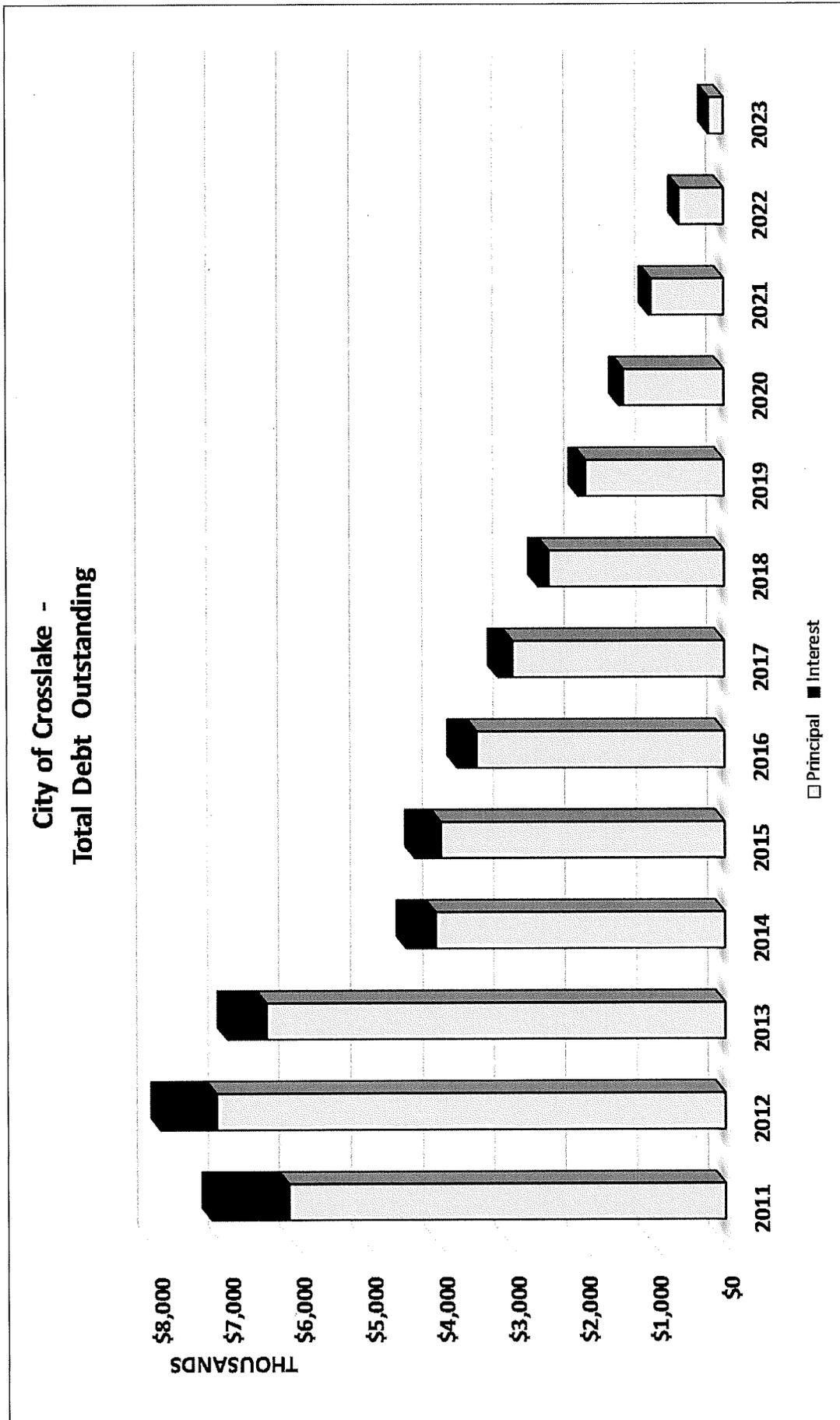


### City of Crosslake Levy History

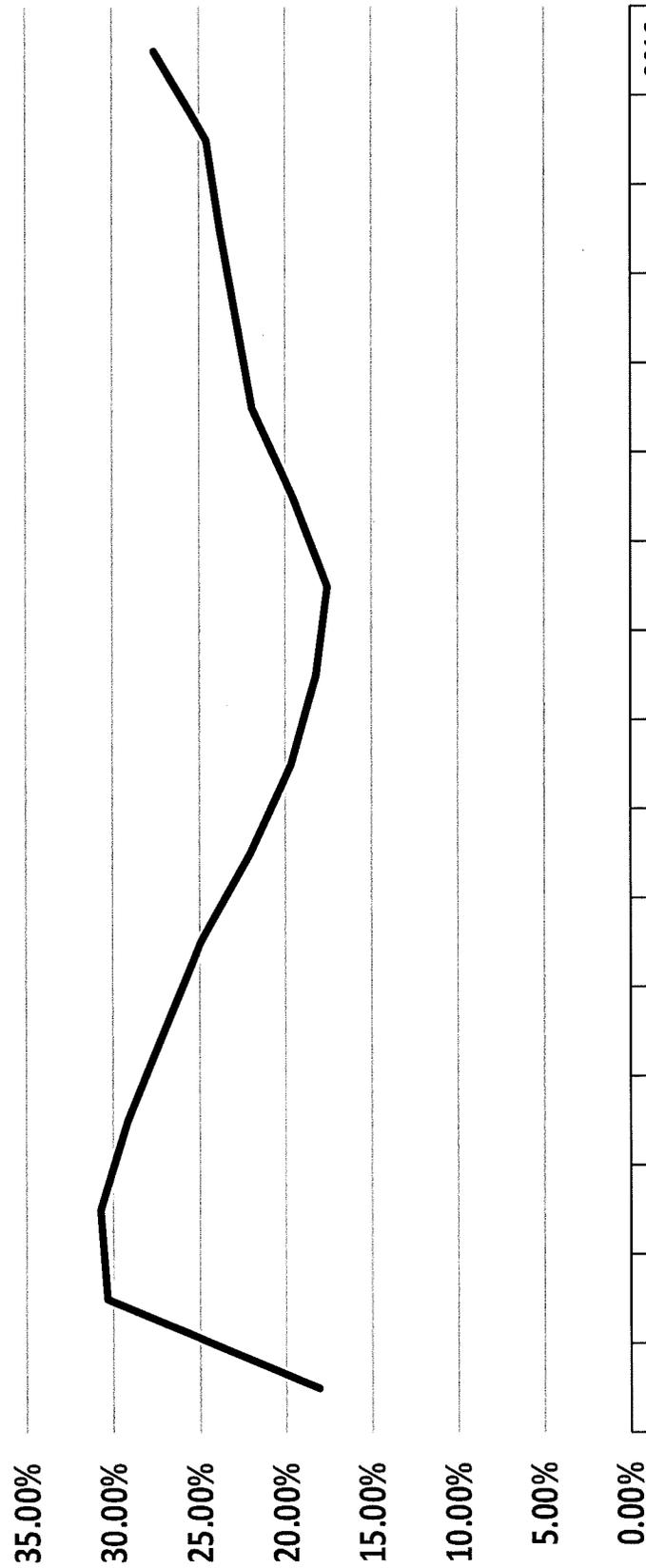
GENERAL FUND LEVY  
  Debt Levy  
  EDA LEVY



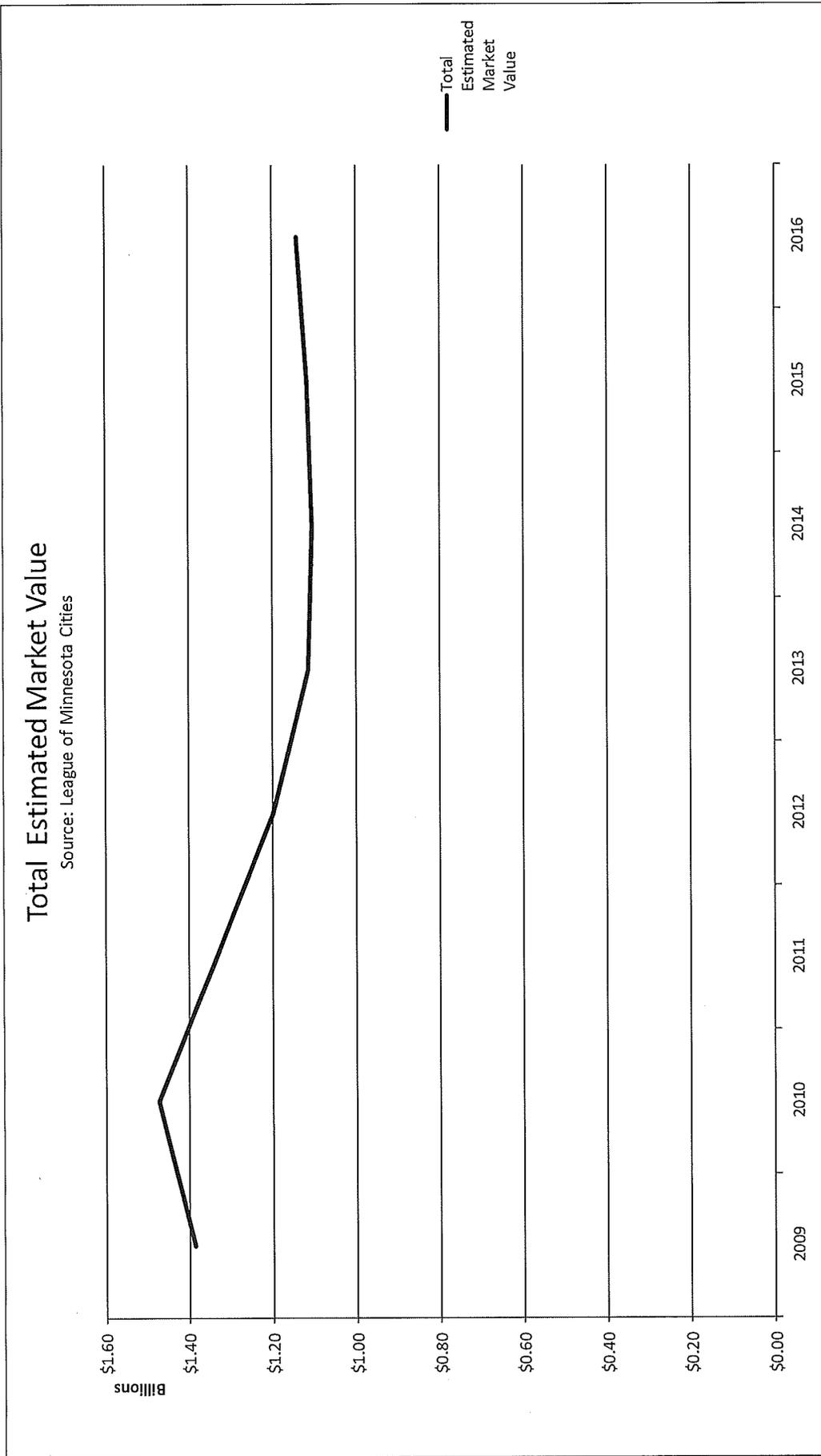




### City of Crosslake Average City Tax Rate

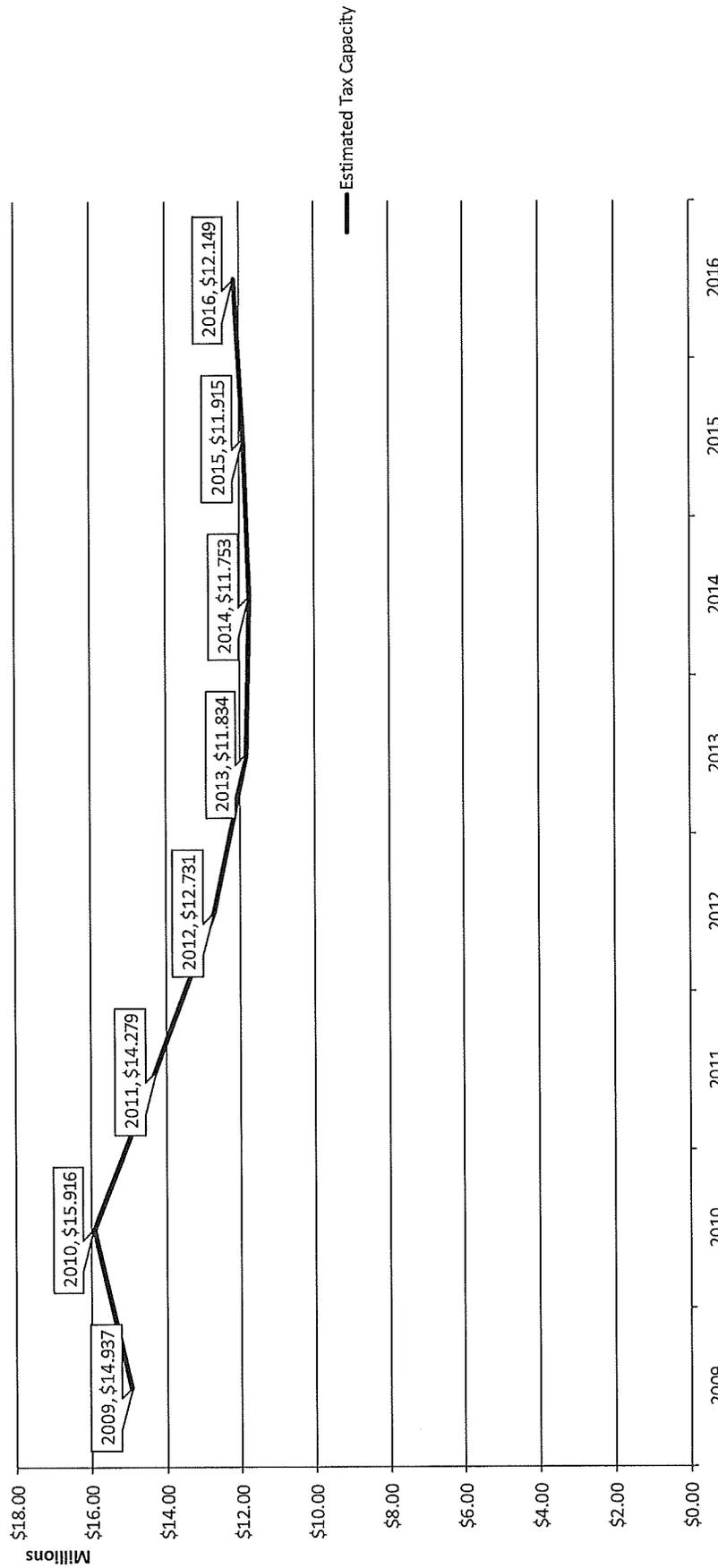


Year	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016 Est.
General City Tax Rate	18.05%	30.38%	30.73%	29.10%	27.00%	24.93%	22.09%	19.63%	18.27%	17.52%	19.50%	21.87%	22.90%	23.82%	24.51%	27.57%

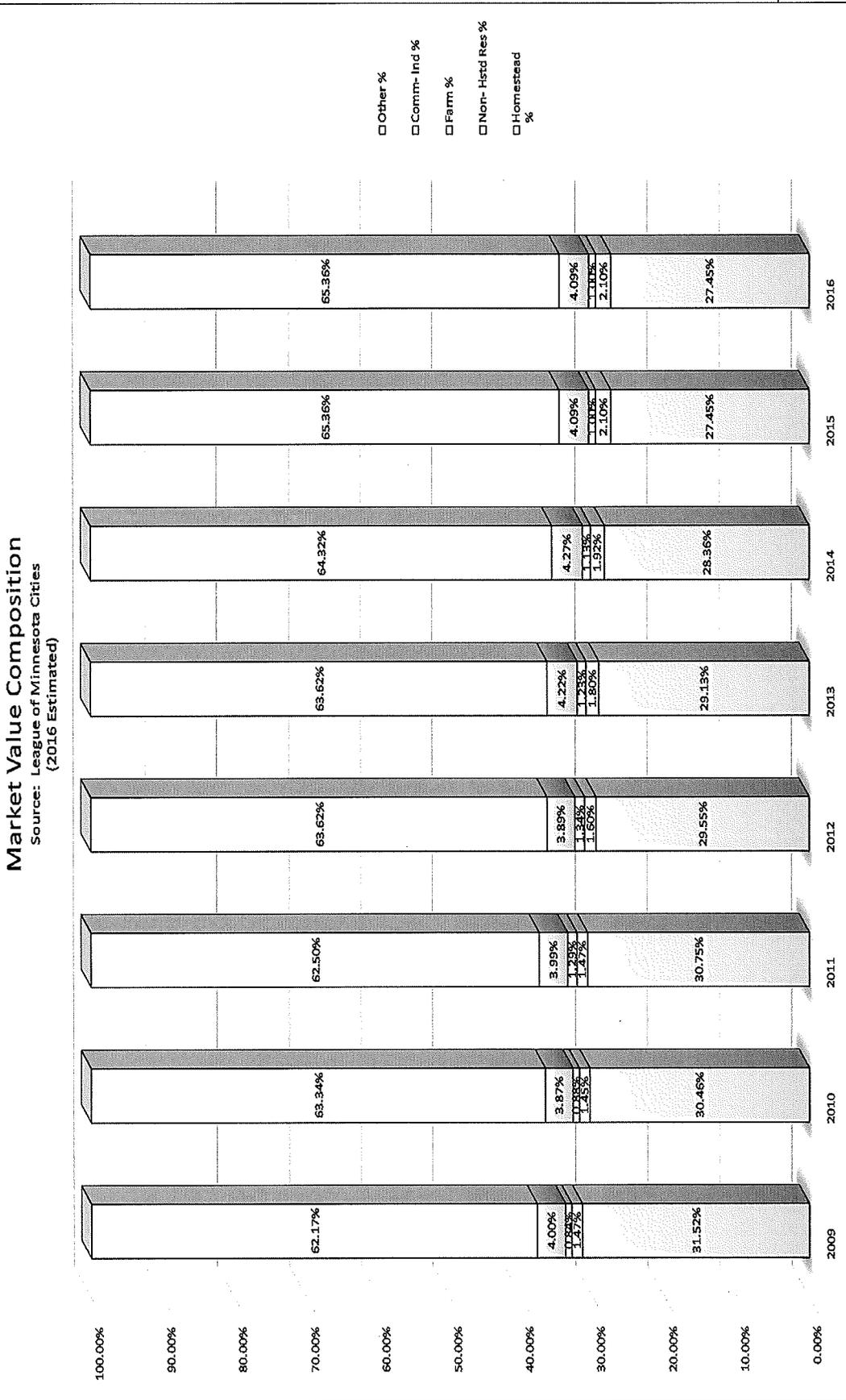


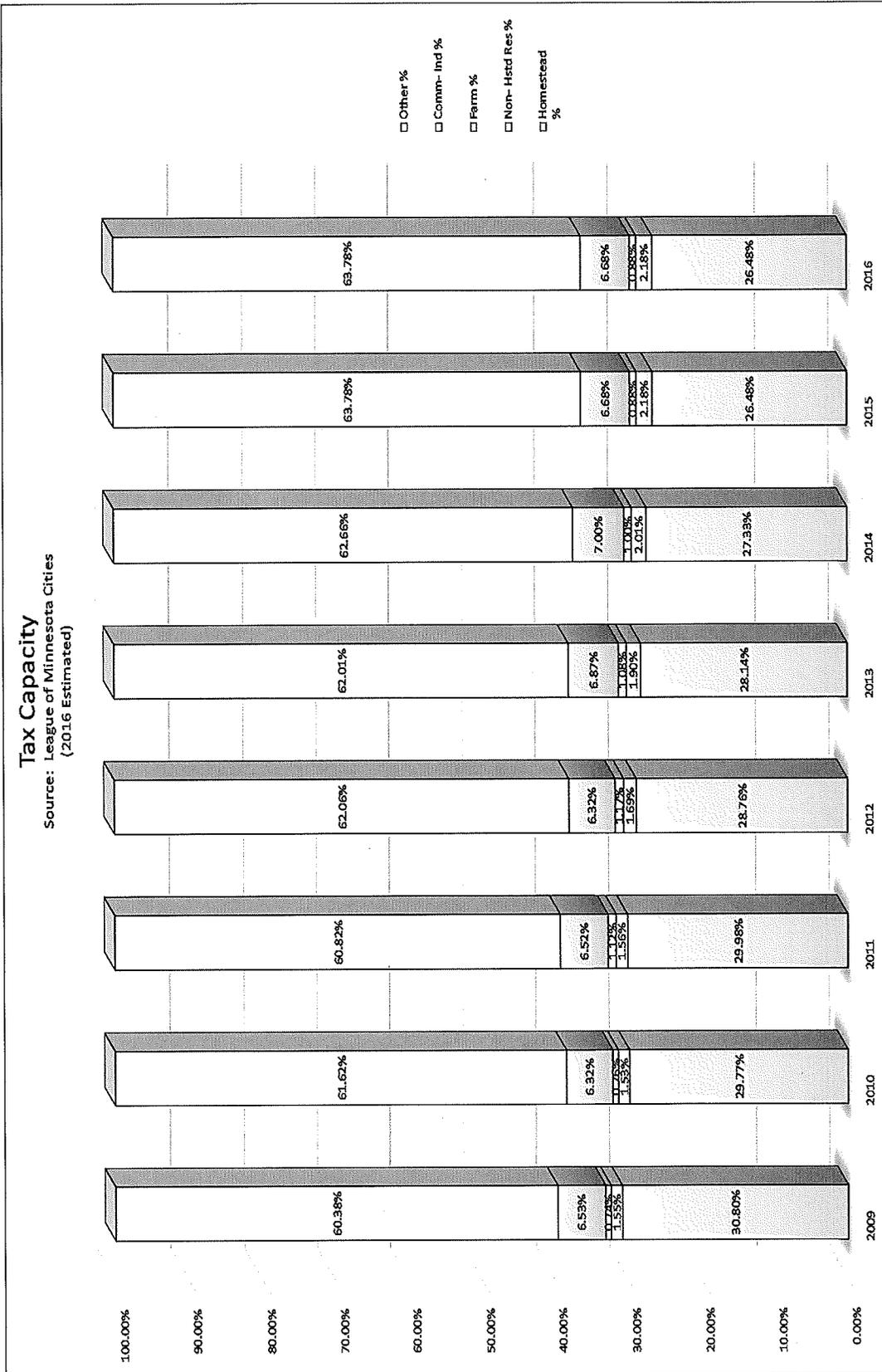
### Estimated Tax Capacity

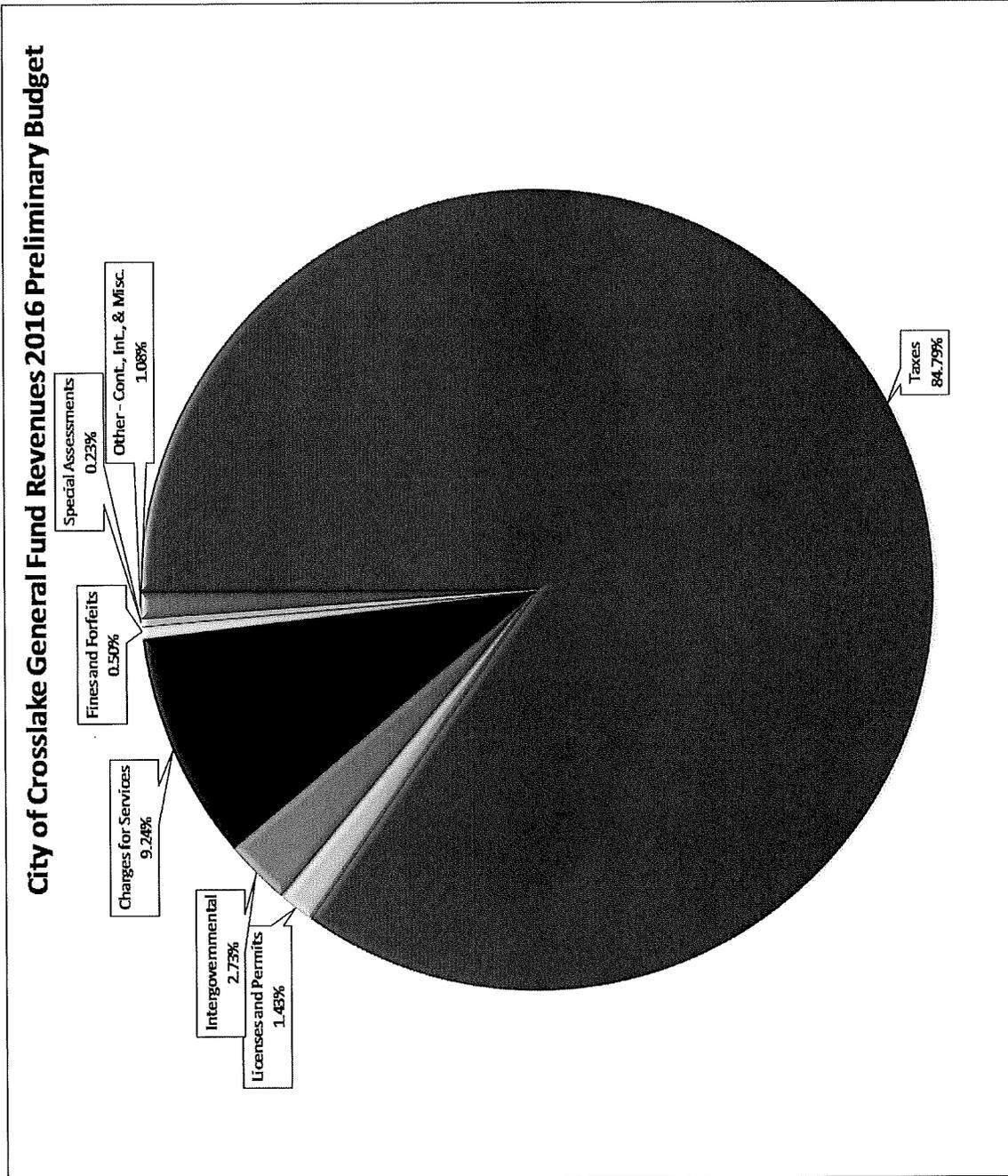
Source: City Calculations from Crow Wing County

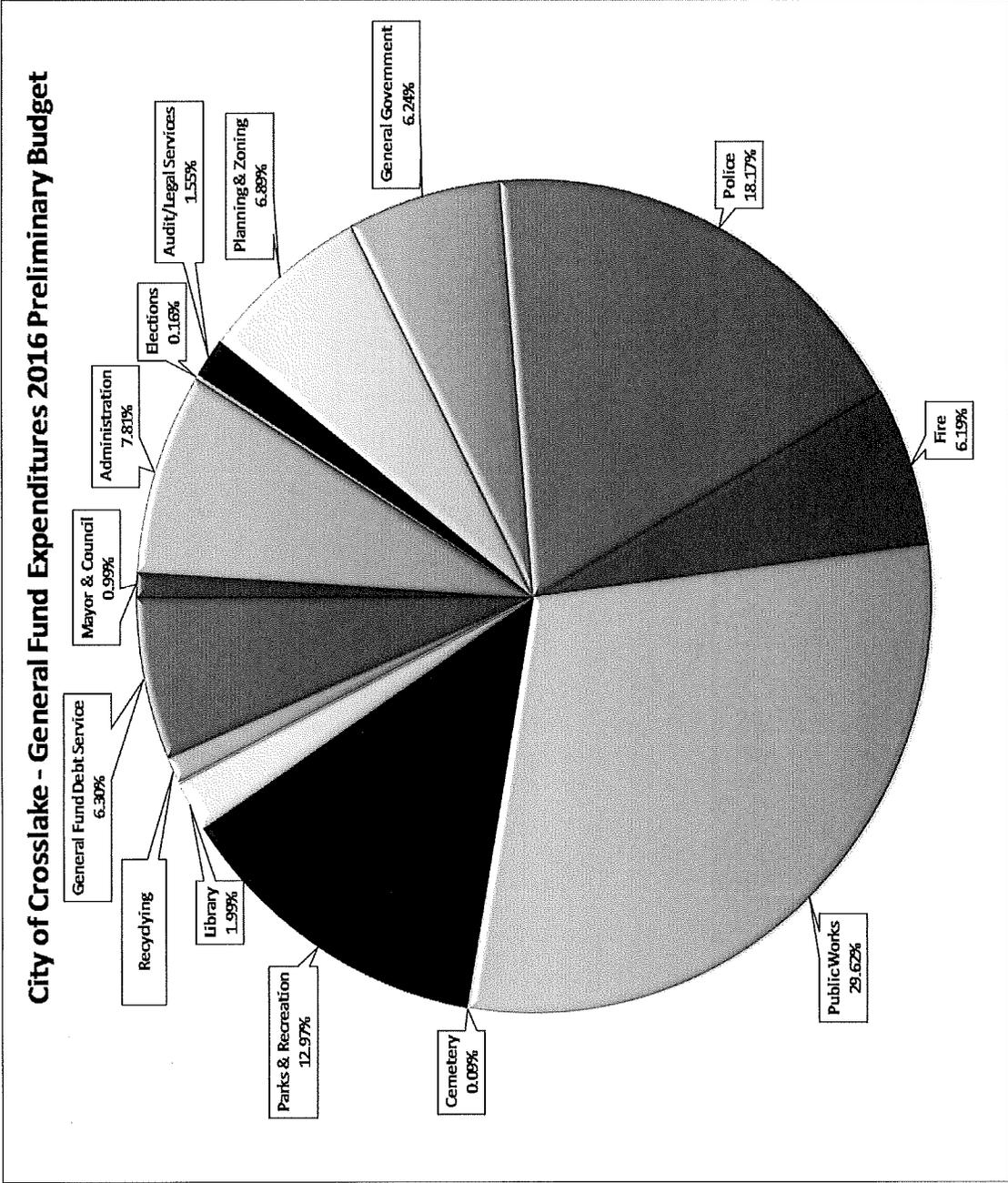


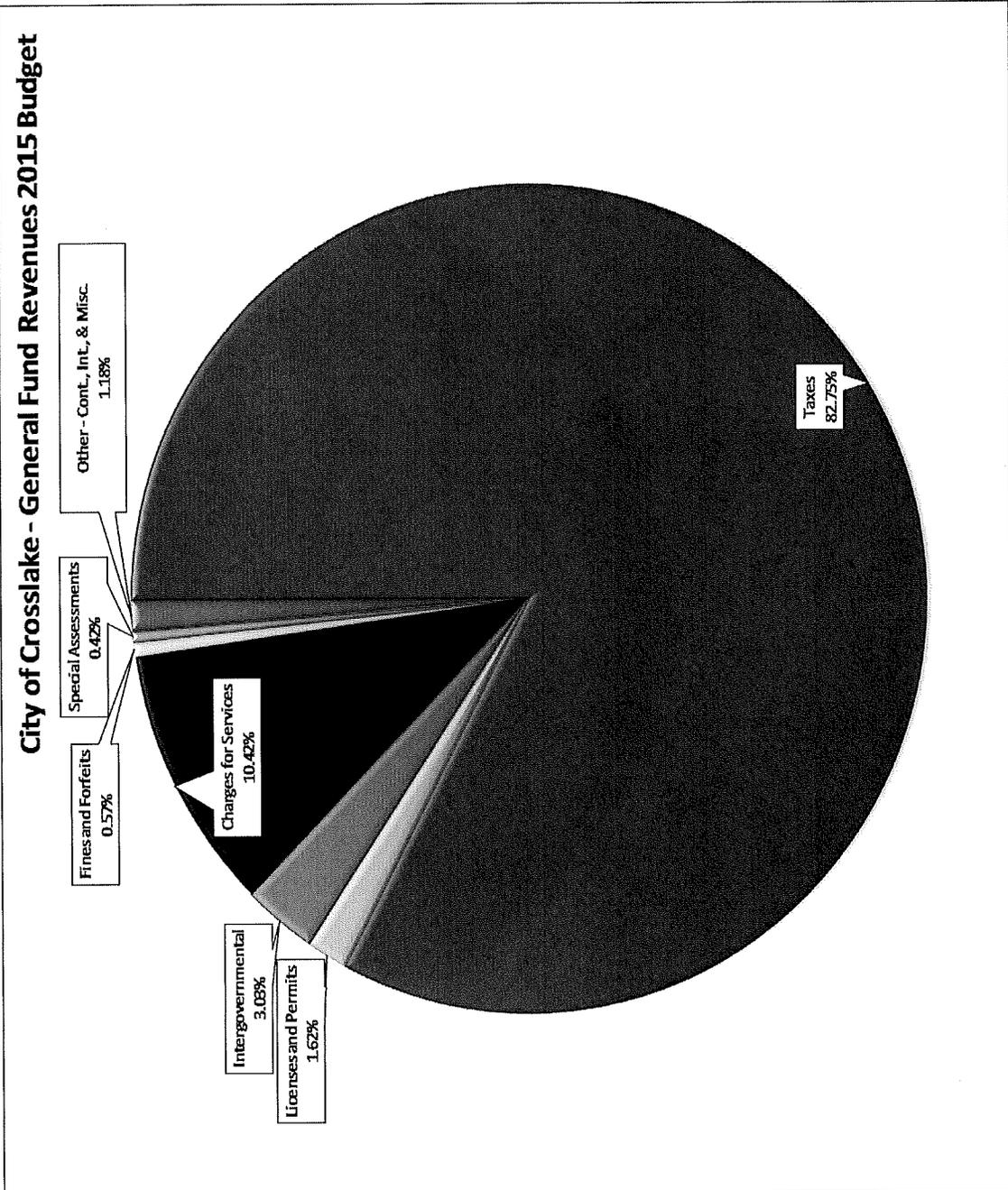
Estimated Tax Capacity

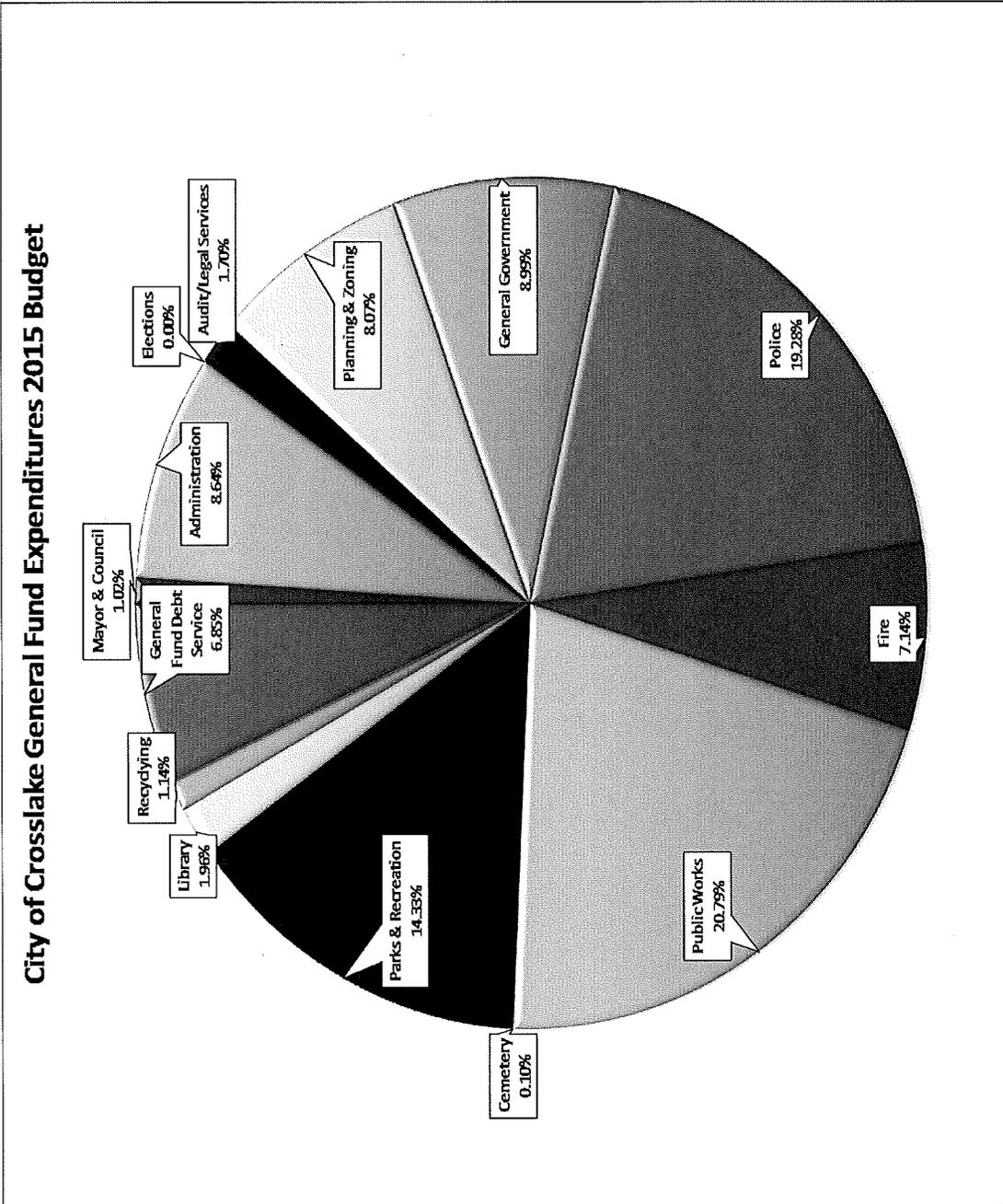


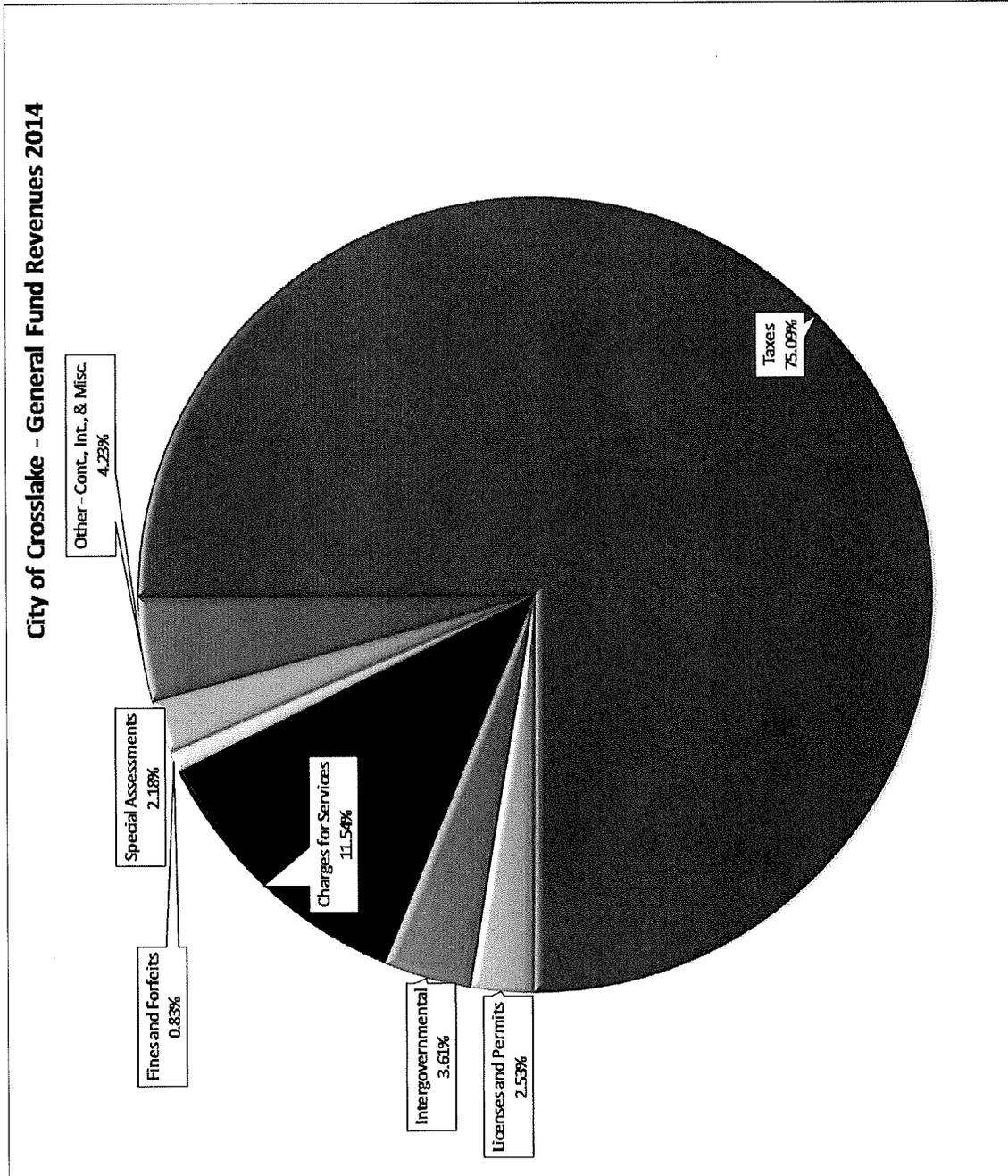


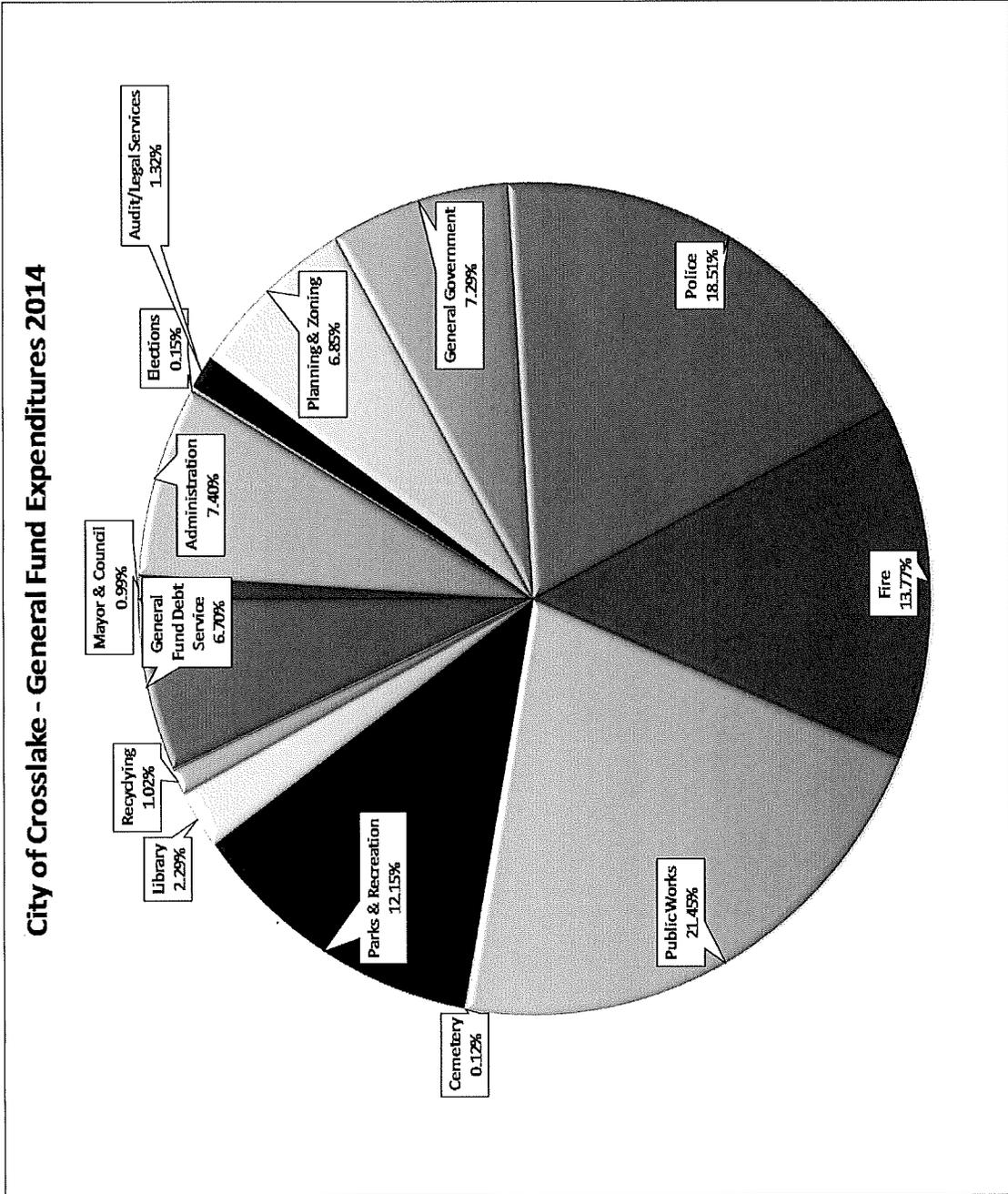


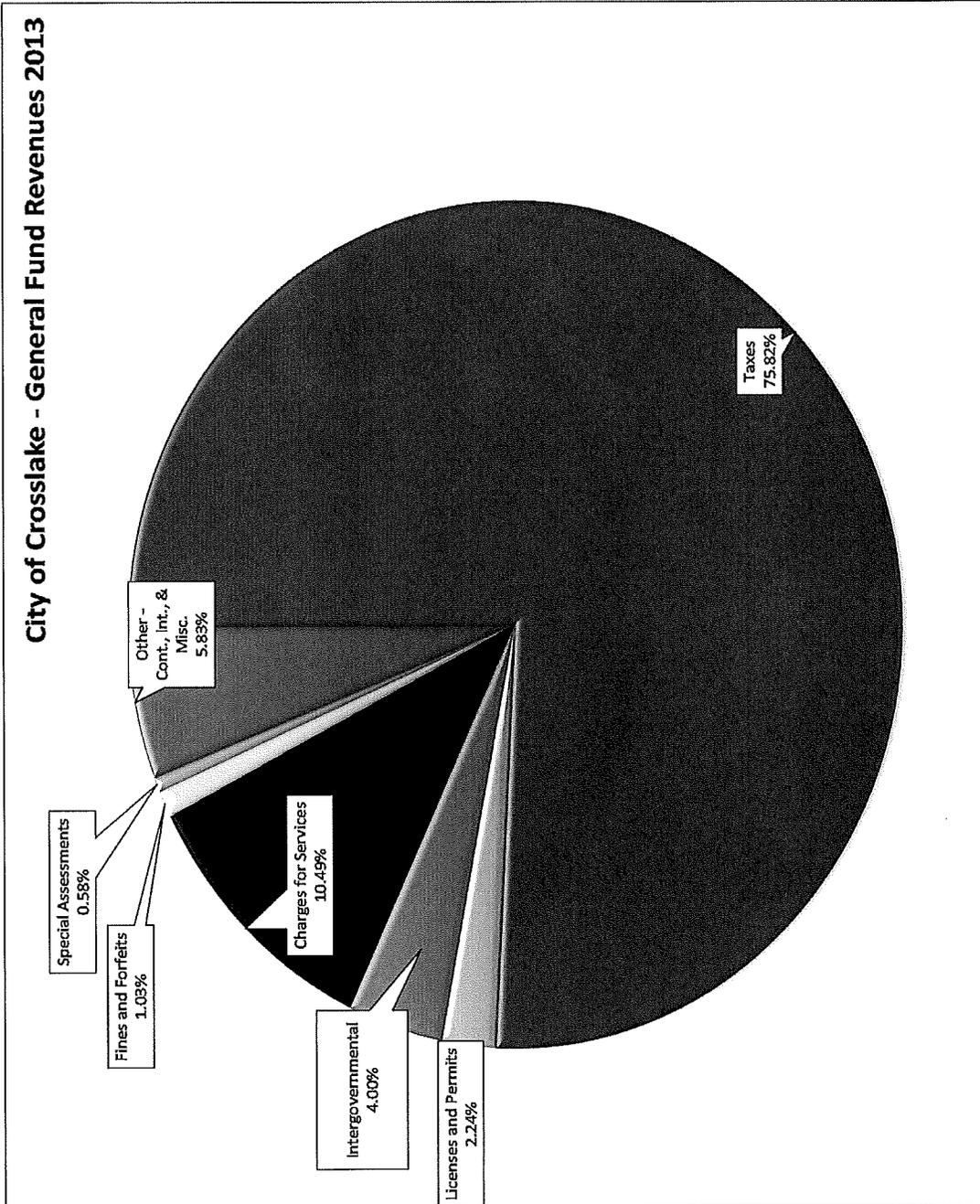




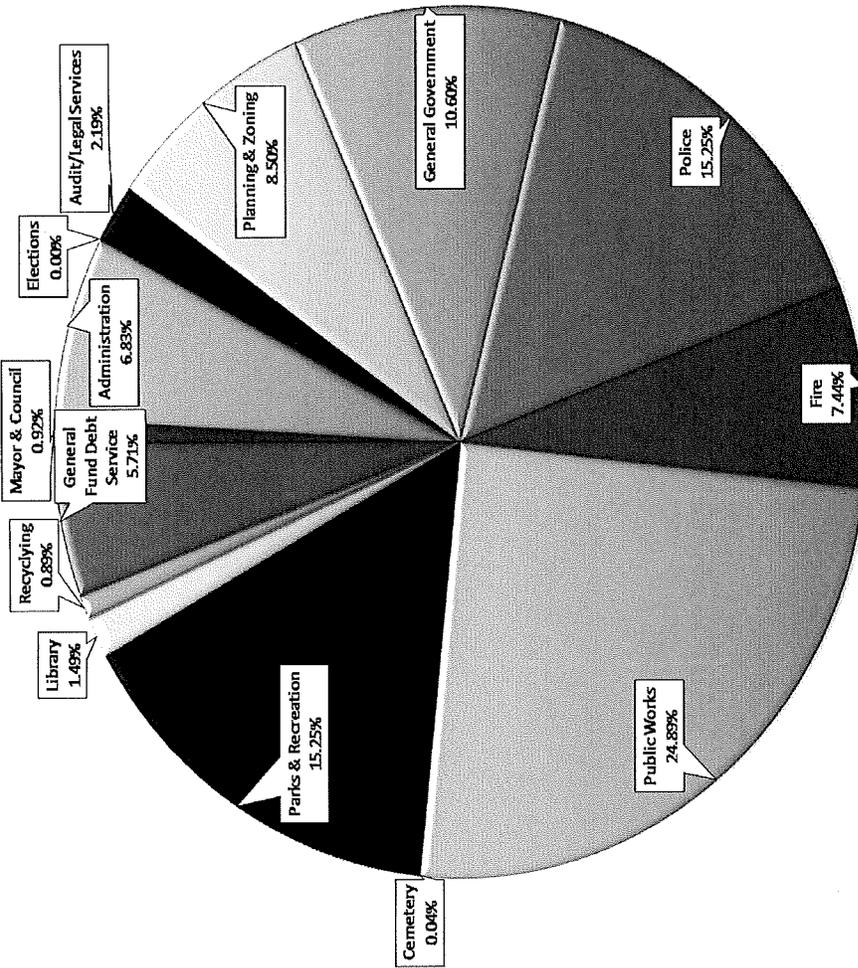








### City of Crosslake - General Fund Expenditures 2013



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B. 1.

**REGULAR COUNCIL MEETING  
CITY OF CROSSLAKE  
MONDAY, NOVEMBER 9, 2015  
7:00 P.M. – CITY HALL**

The Crosslake City Council met in the Council Chambers of City Hall on Monday, November 9, 2015. The following Council Members were present: Mayor Steve Roe, Gary Heacox, Mark Wessels, and Dave Schrupp. Brad Nelson was absent. Also present were City Administrator/Consultant Dan Vogt, City Clerk Char Nelson, Public Works Director Ted Strand, Police Chief Bob Hartman, Crosslake Communications General Manager Kevin Larson, Crow Wing County Land Service Supervisor Chris Pence, Crow Wing County Land Service Specialist Jon Kolstad, City Attorney Brad Person, City Engineer Dave Reese, Northland Press Reporter Kate Perkins, and Echo Publishing Reporter Dan Determan. There were two people in the audience.

- A. **CALL TO ORDER** – Mayor Roe called the Regular Council Meeting to order at 7:00 P.M. The Pledge of Allegiance was recited. MOTION 11R-01-15 WAS MADE BY DAVE SCHRUPP AND SECONDED BY GARY HEACOX TO APPROVE THE ADDITIONS TO THE AGENDA. MOTION CARRIED WITH ALL AYES.
  
- B. **CONSENT CALENDAR** – MOTION 11R-02-15 WAS MADE BY MARK WESSELS AND SECONDED BY STEVE ROE TO APPROVE THE FOLLOWING ITEMS LISTED ON THE CONSENT CALENDAR:
  - 1. SPECIAL COUNCIL MEETING MINUTES OF OCTOBER 12, 2015
  - 2. REGULAR COUNCIL MEETING MINUTES OF OCTOBER 12, 2015
  - 3. SPECIAL COUNCIL MEETING MINUTES OF OCTOBER 26, 2015
  - 4. CITY – MONTH END REVENUE REPORT DATED OCTOBER 2015
  - 5. CITY – MONTH END EXPENDITURES REPORT DATED OCTOBER 2015
  - 6. OCTOBER 2015 BUDGET TO ACTUAL ANALYSIS
  - 7. PLEDGED COLLATERAL REPORT FROM MIKE LYONAI
  - 8. 2015 AUDIT AGREEMENT WITH CLIFTON LARSON ALLEN DATED OCTOBER 29, 2015
  - 9. CROSSLAKE COMMUNICATIONS BALANCE SHEET, INCOME STATEMENT, STATEMENT OF CASH FLOWS AND DETAIL OF RESERVE BALANCES DATED 9/30/15
  - 10. CROSSLAKE COMMUNICATIONS CHECK REGISTER FOR 9/1/15 TO 9/30/15 IN THE AMOUNT OF \$324,161.41
  - 11. CROSSLAKE COMMUNICATIONS ADVISORY BOARD MEETING MINUTES OF OCTOBER 20, 2015
  - 12. CROSSLAKE COMMUNICATIONS CUSTOMER COUNTS
  - 13. CROSSLAKE POLICE DEPARTMENT REPORT – OCTOBER 2015
  - 14. CROSSLAKE POLICE DEPARTMENT REPORT FOR MISSION TOWNSHIP – OCTOBER 2015
  - 15. FIRE DEPARTMENT REPORT – OCTOBER 2015
  - 16. NORTH AMBULANCE RUN REPORT FOR SEPTEMBER 2015
  - 17. MONTHLY PLANNING AND ZONING STATISTICS

18. PLANNING AND ZONING COMMISSION MEETING MINUTES OF SEPTEMBER 25, 2015
19. STAFF REPORT DATED NOVEMBER 2, 2015 FROM JON HENKE RE: PROGRAM INFORMATION
20. CROSSLAKE ROLL-OFF RECYCLING REPORT FOR OCTOBER 2015
21. WASTE PARTNERS RECYCLING REPORTS FOR JULY, AUGUST, AND SEPTEMBER 2015
22. ECONOMIC DEVELOPMENT AUTHORITY MEETING MINUTES OF OCTOBER 7, 2015
23. LETTER DATED OCTOBER 15, 2015 FROM CROW WING POWER RE: MUNICIPAL METER RELIEF PROGRAM
24. LETTER DATED OCTOBER 28, 2015 FROM CROW WING POWER RE: VEGETATION MANAGEMENT PROJECT
25. RESOLUTION REGARDING UNPAID SEWER CHARGES
26. RESOLUTION NO. 15-20 ACCEPTING DONATIONS
27. BILLS FOR APPROVAL IN THE AMOUNT OF \$96,518.15
28. ADDITIONAL BILLS FOR APPROVAL IN THE AMOUNT OF \$8,850.03
29. REVISED RESOLUTION NO. 15-21 REGARDING UNPAID SEWER CHARGES AND
30. NORTH MEMORIAL AMBULANCE RUN REPORT FOR OCTOBER 2015 MOTION CARRIED WITH ALL AYES.

- C. CRITICAL ISSUES** – Cindy Myogeto of the Brainerd Lakes Chamber of Commerce reported that Crow Wing Energize donated numerous bicycle racks throughout Crow Wing County. Four racks were donated to the City of Crosslake. Locations of the racks will be determined in the spring. A thank you letter will be sent to Crow Wing Energize.

Cindy Myogeto presented a resolution to the Council requesting support of the “Lakes Proud” campaign. The “Lakes Proud” project is to grow the regional economy by creating an understanding that it matters where consumer and business dollars are spent. The Chamber is asking that the City encourage its staff, family and friends to identify, compare, pursue and consider local options when purchasing products and services. Research and statistics were gathered by the Small Business Development Center at St. Cloud State University and Central Lakes College. They learned that communities which participate in some type of “buy local” program earn higher revenues. Ms. Myogeto emphasized that local includes the surrounding communities. Online sales bring little to zero dollars to the community. MOTION 11R-03-15 WAS MADE BY STEVE ROE AND SECONDED BY MARK WESSELS TO APPROVE RESOLUTION NO. 15-22 SUPPORTING THE “LAKES PROUD” CAMPAIGN. MOTION CARRIED WITH ALL AYES.

- D. PUBLIC FORUM** – Pat Netko of Lake Country Crafts and Cones addressed the Council and stated that she recently purchased a neon sign. Although the sign was available online, a Brainerd business owner offered the same product. Ms. Netko encouraged the community to support “Lakes Proud”.

- E. MAYOR'S REPORT** – Mayor Roe reported that the Heartland Symphony Orchestra would perform on December 4<sup>th</sup> at 7:30 PM at the Crosslake Lutheran Church and the Holiday at the Dam would be celebrated on December 5<sup>th</sup>.

MOTION 11R-04-15 WAS MADE BY MARK WESSELS AND SECONDED BY GARY HEACOX TO APPOINT JO SMITH TO THE ECONOMIC DEVELOPMENT AUTHORITY WITH A TERM ENDING 1/31/17. MOTION CARRIED WITH ALL AYES.

**F. CITY ADMINISTRATOR'S REPORT**

1. A 5-year contract with the Army Corps of Engineers expired 10/21/15 for the use of banner poles near the dam at a cost of \$300. Staff recommended that the Council not renew the agreement because there have been problems with the banners ripping while hanging on the poles. Neither the City nor the chamber has used the poles in several years. MOTION 11R-05-15 WAS MADE BY MARK WESSELS AND SECONDED BY STEVE ROE TO TABLE A DECISION UNTIL THE REGULAR DECEMBER MEETING SO THAT THE COMMUNITY CAN GIVE INPUT ON THE MATTER. MOTION CARRIED WITH ALL AYES.

Dan Vogt reminded the Council that a Public Hearing regarding the 2016 Budget and Levy is scheduled for December 14<sup>th</sup> at 6:00 P.M., prior to the regular Council meeting.

Dan Vogt reported that staff is waiting for information regarding health insurance rates. It may be necessary for the Council to meet in a special session before the December regular meeting.

**G. COMMISSION REPORTS**

**1. PLANNING AND ZONING**

- a. Jon Kolstad presented proposed changes to Chapter 26, Article 33 Signs, of the Land Use Ordinance. At their meeting of October 12<sup>th</sup>, the City Council asked the Planning Commission to reassess proposed changes to Multi-Business Pylon Signs. The current revisions include: 1) maximum sign size shall not exceed 200 square feet, 2) maximum sign height shall not exceed 24 feet, 3) there shall be 8 feet of ground clearance, 4) maximum sign width shall not exceed 16 feet, and 5) maximum area not to exceed 32 square feet per business. The Council was favorable to the proposed changes. Steve Roe asked that there be clarification that the sign must be “on” or “near” the business property. The proposed changes will be posted on the City’s website and brought before the Planning Commission on December 23<sup>rd</sup> and to the Council for final approval on January 11, 2016.

**2. CROSSLAKE COMMUNICATIONS**

- a. Kevin Larson reported that staff has completed 166 installations at customer’s homes on Phase 1 of conversions for the new electronics in the fiber area. The Communications Vision Sub-Committee met in early November and reviewed the 5-year profit and loss projections. The Council will meet in a joint session with the Vision Sub-Committee on Thursday, December 10<sup>th</sup> at 10:00 AM. in City Hall. Mr.

Larson reported that complaints have been received regarding the blacked out Timberwolves games. The Advisory Board had determined that the cost to air all of the games was too high. Steve Roe suggested that there be better communication with the customers so that they are aware before the airing of the game that it will not be shown. Internet Help Desk position remains open and advertising continues. CTC staff is filling the position until a replacement is hired. A holiday open house is planned for December 9<sup>th</sup> from 1:00 pm to 4:00 pm. Food shelf donations will be collected that day.

### **3. PUBLIC WORKS COMMISSION**

- a. Ted Strand reported that the Public Works Commission met on November 2<sup>nd</sup> and discussed sewer plant upgrades that are in the 5-Year Capital Plan. Many upgrades require excavation from point to point to install new and replacement parts. Ted Strand stated that the digging and pipe laying could be redundant if the upgrades are done over several years as compared to doing them at one time. At the Commission's request, WSN has provided a proposal to study the improvements required and to put together a timeline for completion. The estimated cost to complete all of the upgrades in the capital plan is \$750,000. MOTION 11R-06-15 WAS MADE BY STEVE ROE AND SECONDED BY DAVE SCHRUPP TO APPROVE THE PROPOSAL FOR PROFESSIONAL ENGINEERING SERVICES DATED NOVEMBER 4, 2015 FROM WSN FOR A PROGRAMMING STUDY FOR WASTEWATER TREATMENT FACILITY CAPITAL IMPROVEMENTS AT A COST OF \$9,500. No work is scheduled at this time. The Commission would like a more comprehensive plan. Dan Vogt stated that one bond issue is ending soon and that \$150,000 bond payment could be carried over to future budgets for future bond payment on new projects. MOTION CARRIED WITH ALL AYES.
- b. Ted Strand reported that the Public Works Commission would like to have a joint meeting in January with the Council to discuss Dream Island Bridge. Steve Roe thought the meeting should take place earlier than January. Dave Schrupp stated that there is no rush at this time. Legislature is still working on bridge funding for 2016. MOTION 11R-07-15 WAS MADE BY MARK WESSELS AND SECONDED BY DAVE SCHRUPP TO SCHEDULE A SPECIAL MEETING ON JANUARY 4, 2016 AT 4:00 P.M. IN CITY HALL TO MEET WITH THE PUBLIC WORKS COMMISSION TO DISCUSS THE DREAM ISLAND BRIDGE PROJECT. MOTION CARRIED WITH ALL AYES.

**H. OLD BUSINESS** – None.

**I. NEW BUSINESS** – None.

**J. PUBLIC FORUM** – None.

### **K. CITY ATTORNEY**

1. MOTION 11R-08-15 WAS MADE BY MARK WESSELS AND SECONDED BY DAVE SCHRUPP TO MOVE TO CLOSED SESSION AT 7:55 P.M. PURSUANT TO M.S. 13D.05, SUBD. 3b SUBJECT TO ATTORNEY CLIENT PRIVILEGE TO

DISCUSS PENDING LITIGATION REGARDING THE JERRY BILSKI ROAD VACATION. MOTION CARRIED WITH ALL AYES.

The Council resumed the open session at 8:15 P.M. Attorney Person gave a brief summary of the agreement with Jerry Bilski. MOTION 11R-09-15 WAS MADE BY DAVE SCHRUPP AND SECONDED BY GARY HEACOX TO APPROVE THE SETTLEMENT AGREEMENT BETWEEN THE CITY OF CROSSLAKE AND GERALD AND SANDRA BILSKI. MOTION CARRIED WITH ALL AYES.

**L. ADJOURN – MOTION 11R-10-15 WAS MADE BY MARK WESSELS AND SECONDED BY DAVE SCHRUPP TO ADJOURN THE MEETING AT 8:20 P.M. MOTION CARRIED WITH ALL AYES.**

Respectfully submitted by,

Charlene Nelson  
City Clerk  
City Clerk/Minutes/11-9-15

DRAFT

B. 2

# CITY OF CROSS LAKE

## Month-End Revenue Current Period: NOVEMBER 2015

SRC	SRC Descr	2015 Budget	NOVEMBER 2015 Amt	2015 YTD Amt	2015 YTD Balance	2015 % of Budget
<b>FUND 101 GENERAL FUND</b>						
31000	General Property Taxes	\$2,430,237.00	\$0.00	\$1,323,474.95	\$1,106,762.05	54.46%
31055	Tax Incr 1-8 Crosswoods Dev	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31101	County Payment Joint Facility	\$110,983.00	\$0.00	\$102,427.40	\$8,555.60	92.29%
31300	Emergency Services Levy	\$0.00	\$0.00	\$77.71	-\$77.71	0.00%
31305	2003 Joint Facility Levy	\$0.00	\$0.00	\$85.63	-\$85.63	0.00%
31310	2012 Series A Levy	\$124,017.00	\$0.00	\$67,511.56	\$56,505.44	54.44%
31800	Other Taxes	\$1,500.00	\$160.65	\$1,949.64	-\$449.64	129.98%
31900	Penalties and Interest DelTax	\$1,000.00	\$0.00	\$1,450.28	-\$450.28	145.03%
32110	Alcoholic Beverages	\$16,000.00	\$0.00	\$15,900.00	\$100.00	99.38%
32111	Club Liquor License	\$500.00	\$0.00	\$500.00	\$0.00	100.00%
32112	Beer and Wine License	\$1,000.00	\$0.00	\$100.00	\$900.00	10.00%
32180	Other Licenses/Permits	\$200.00	\$0.00	\$150.00	\$50.00	75.00%
33400	State Grants and Aids	\$500.00	\$0.00	\$31,028.50	-\$30,528.50	6205.70%
33401	Local Government Aid	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
33402	Homestead Credit	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
33403	Mobile Home Homestead Credit	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
33406	Taconite Homestead Credit	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
33416	Police Training Reimbursement	\$2,000.00	\$0.00	\$1,665.90	\$334.10	83.30%
33417	Police State Aid	\$33,000.00	\$0.00	\$39,878.03	-\$6,878.03	120.84%
33418	Fire State Aid	\$28,000.00	\$38,024.04	\$40,524.04	-\$12,524.04	144.73%
33419	Fire Training Reimbursement	\$0.00	\$450.00	\$5,143.09	-\$5,143.09	0.00%
33420	Insurance Premium Reimburse	\$0.00	\$0.00	\$4,533.18	-\$4,533.18	0.00%
33422	PERA State Aid	\$2,979.00	\$0.00	\$1,489.50	\$1,489.50	50.00%
33423	Insurance Claim Reimbursement	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
33650	Recycling Grant	\$29,200.00	\$0.00	\$29,200.00	\$0.00	100.00%
34000	Charges for Services	\$200.00	\$0.00	\$190.00	\$10.00	95.00%
34010	Sale of Maps and Publications	\$30.00	\$10.00	\$40.00	-\$10.00	133.33%
34050	Candidate Filing Fees	\$20.00	\$0.00	\$0.00	\$20.00	0.00%
34103	Zoning Permits	\$28,000.00	\$4,725.00	\$45,135.00	-\$17,135.00	161.20%
34104	Plat Check Fee/Subdivision Fee	\$1,000.00	\$425.00	\$6,050.00	-\$5,050.00	605.00%
34105	Variances and CUPS/IUPS	\$8,800.00	\$0.00	\$7,500.00	\$1,300.00	85.23%
34106	Sign Permits	\$500.00	\$0.00	\$100.00	\$400.00	20.00%
34107	Assessment Search Fees	\$800.00	\$70.00	\$825.00	-\$25.00	103.13%
34108	Zoning Misc/Penalties	\$1,000.00	\$0.00	\$290.00	\$710.00	29.00%
34109	Zoning Reimb Eng/Legal/Survey	\$2,500.00	\$0.00	-\$1,404.88	\$3,904.88	-56.20%
34110	TIF/JOBZ Pre Application Fee	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34111	Driveway Permits	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34112	Septic Permits	\$4,000.00	\$450.00	\$4,950.00	-\$950.00	123.75%
34113	Landscape License Fee	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34114	Zoning Map/Ordinance Amendment	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34201	Fire Department Donations	\$200.00	\$0.00	\$40,486.00	-\$40,286.00	20243.00%
34202	Fire Protection and Calls	\$31,250.00	\$0.00	\$28,196.08	\$3,053.92	90.23%
34206	Animal Control Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34207	House Burning Fee	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.00%
34210	Police Contracts	\$48,000.00	\$0.00	\$36,000.00	\$12,000.00	75.00%
34211	Police Donations	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34213	Police Receipts	\$5,000.00	\$0.00	\$5,702.42	-\$702.42	114.05%
34214	Tac Team Donations	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34215	Pass Thru Donations	\$0.00	\$0.00	\$4,000.00	-\$4,000.00	0.00%
34300	E911 Signs	\$1,000.00	\$400.00	\$1,600.00	-\$600.00	160.00%
34700	Park & Rec Donation	\$300.00	\$0.00	\$282.00	\$18.00	94.00%

## Month-End Revenue

Current Period: NOVEMBER 2015

SRC	SRC Descr	2015 Budget	NOVEMBER 2015 Amt	2015 YTD Amt	2015 YTD Balance	2015 % of Budget
34701	Halloween Donations	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34711	Taxable Merchandise/Rentals	\$200.00	\$0.00	\$310.00	-\$110.00	155.00%
34740	Park Concessions	\$500.00	\$10.00	\$504.00	-\$4.00	100.80%
34741	Gen Gov t Concessions	\$100.00	\$22.80	\$392.11	-\$292.11	392.11%
34742	Park Concessions - Food	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34743	Public Works Concessions	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34744	Fire Department Concessions	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34750	CCC/Park User Fee	\$3,800.00	\$599.00	\$4,361.75	-\$561.75	114.78%
34751	Shelter/Beer/Wine Fees	\$300.00	\$0.00	\$343.00	-\$43.00	114.33%
34760	Library Cards	\$1,300.00	\$95.00	\$1,218.00	\$82.00	93.69%
34761	Library Donations	\$500.00	\$0.00	\$323.11	\$176.89	64.62%
34762	Library Copies	\$300.00	\$25.90	\$361.95	-\$61.95	120.65%
34763	Library Events	\$1,000.00	\$0.00	\$5,174.70	-\$4,174.70	517.47%
34764	Library Miscellaneous	\$50.00	\$0.00	\$0.00	\$50.00	0.00%
34765	Summer Reading Program	\$300.00	\$0.00	\$112.00	\$188.00	37.33%
34766	Library Luncheon	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34767	New York Times Best Seller Pro	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34768	PAL Foundation - Library	\$1,000.00	\$0.00	\$768.33	\$231.67	76.83%
34769	PAL Foundation - Park	\$6,000.00	\$2,767.99	\$29,679.36	-\$23,679.36	494.66%
34770	Silver Sneakers	\$6,000.00	\$577.00	\$7,646.50	-\$1,646.50	127.44%
34790	Park Dedication Fees	\$1,000.00	\$0.00	\$21,000.00	-\$20,000.00	2100.00%
34800	Tennis Fees	\$1,100.00	\$0.00	\$1,922.00	-\$822.00	174.73%
34801	Recreational-Program	\$3,000.00	\$170.00	\$3,243.00	-\$243.00	108.10%
34802	Softball/Baseball Fees	\$1,300.00	\$0.00	\$0.00	\$1,300.00	0.00%
34803	Recreation-Misc. Receipts	\$1,200.00	\$42.00	\$5,501.16	-\$4,301.16	458.43%
34805	Aerobics Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34806	Weight Room Fees	\$30,000.00	\$2,650.00	\$36,966.50	-\$6,966.50	123.22%
34807	Volleyball Fees	\$500.00	\$181.00	\$799.00	-\$299.00	159.80%
34808	Silver and Fit	\$10,000.00	\$1,050.00	\$13,390.00	-\$3,390.00	133.90%
34809	Soccer Fees	\$500.00	\$0.00	\$1,610.00	-\$1,110.00	322.00%
34910	Transit Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34940	Cemetery Lots	\$3,000.00	\$500.00	\$4,250.00	-\$1,250.00	141.67%
34941	Cemetery Openings	\$3,500.00	\$0.00	\$2,750.00	\$750.00	78.57%
34942	Cemetery Other	\$450.00	\$100.00	\$450.00	\$0.00	100.00%
34950	Public Works Revenue	\$1,500.00	\$120.00	\$109,668.15	-\$108,168.15	7311.21%
34952	County Joint Facility Payments	\$45,000.00	\$0.00	\$40,915.99	\$4,084.01	90.92%
34953	Recycling Revenues	\$50.00	\$0.00	\$0.00	\$50.00	0.00%
35100	Court Fines	\$10,000.00	\$646.72	\$12,451.21	-\$2,451.21	124.51%
35103	Library Fines	\$600.00	\$76.00	\$656.50	-\$56.50	109.42%
35105	Restitution Receipts	\$1,000.00	\$122.50	\$1,734.68	-\$734.68	173.47%
36200	Miscellaneous Revenues	\$500.00	\$7,834.21	\$76,046.72	-\$75,546.72	15209.34%
36201	Misc Reimbursements	\$0.00	\$1,329.90	\$8,769.68	-\$8,769.68	0.00%
36202	LIBRARY GRANTS	\$5,000.00	\$0.00	\$5,000.00	\$0.00	100.00%
36210	Interest Earnings	\$3,000.00	\$300.71	\$3,278.90	-\$278.90	109.30%
36230	Contributions and Donations	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36254	Sp Assess Prin-Sunrise Isl 11	\$4,121.00	\$0.00	\$5,533.49	-\$1,412.49	134.28%
36255	Sp Assess Int-Sunrise Isl 11	\$1,302.00	\$0.00	\$457.28	\$844.72	35.12%
38050	Telephone Fees	\$276,000.00	\$23,000.00	\$253,000.00	\$23,000.00	91.67%
38051	Telephone True-Up	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
38052	Telephone Miscellaneous Rev	\$25,000.00	\$0.00	\$19,595.53	\$5,404.47	78.38%
39101	Sales of General Fixed Assets	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39200	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39204	Transfer Frm Needs Assess Fund	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

CITY OF CROSS LAKE

Month-End Revenue

Current Period: NOVEMBER 2015

SRC	SRC Descr	2015 Budget	NOVEMBER 2015 Amt	2015 YTD Amt	2015 YTD Balance	2015 % of Budget
39230	Proceeds - 2006 Series B Bonds	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39300	Proceeds-Gen Long-term Debt	\$0.00	\$0.00	\$552,368.00	-\$552,368.00	0.00%
39330	Proceeds from Capital Lease	\$28,800.00	\$0.00	\$8,790.04	\$20,009.96	30.52%
39400	Bond Premium	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39700	Capital Contrib from CU	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 101 GENERAL FUND		\$3,393,989.00	\$86,935.42	\$3,088,373.67	\$305,615.33	91.00%
FUND 301 DEBT SERVICE FUND						
31000	General Property Taxes	\$0.00	\$0.00	\$50.07	-\$50.07	0.00%
31100	REA Loan Payment	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31101	County Payment Joint Facility	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31200	Community Ctr Levy Refund 2002	\$0.00	\$0.00	\$7.51	-\$7.51	0.00%
31300	Emergency Services Levy	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31301	1999 Series A Levy	\$0.00	\$0.00	\$20.42	-\$20.42	0.00%
31302	1999 Series B Levy	\$0.00	\$0.00	\$31.90	-\$31.90	0.00%
31303	2001 Series A Levy	\$0.00	\$0.00	\$24.64	-\$24.64	0.00%
31304	2002 Series A Levy	\$0.00	\$0.00	\$17.41	-\$17.41	0.00%
31305	2003 Joint Facility Levy	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31306	2003 Disposal System Levy	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31307	2004 Series A Levy	\$0.00	\$0.00	\$83.62	-\$83.62	0.00%
31308	2006 Series B Levy	\$136,746.00	\$0.00	\$74,313.67	\$62,432.33	54.34%
31309	2006 Series C Levy	\$0.00	\$0.00	\$5.97	-\$5.97	0.00%
31310	2012 Series A Levy	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31900	Penalties and Interest DelTax	\$500.00	\$0.00	\$115.62	\$384.38	23.12%
33402	Homestead Credit	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36104	Penalty & Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36105	Sp Asses Prin Ox Lake 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36106	Sp Asses Int Ox Lake 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36107	Sp Assess Prin Jason/Staley 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36108	Sp Assess Int Jason/Staley 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36109	Sp Assess Prin Lakeshore/Pk 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36110	Sp Assess Int Lakeshore/Pk 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36111	Sp Assess Prin Miller/Mary 99	\$0.00	\$0.00	\$181.31	-\$181.31	0.00%
36112	Sp Assess Int Miller/Mary 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36113	Sp Assess Prin Sugar Loaf 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36114	Sp Assess Int Sugar Loaf 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36115	Sp Assess Prin Kimberly 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36116	Sp Assess Int Kimberly 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36117	Sp Assess Prin Shamrock 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36118	Sp Assess Int Shamrock 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36119	Sp Assess Prin Sleepy Val 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36120	Sp Assess Int Sleepy Val 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36121	Sp Assess Prin Tamarack 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36122	Sp Assess Int Tamarack 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36123	Sp Assess Prin Red Pine 99	\$0.00	\$0.00	\$163.49	-\$163.49	0.00%
36124	Sp Assess Int Red Pine 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36125	Sp Assess Prin Cross Ave 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36126	Sp Assess Int Cross Ave 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36127	Sp Assess Prin Wilderness 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36128	Sp Assess Int Wilderness 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36129	Sp Assess Prin Kimberly/00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36130	Sp Assess Int Kimberly/00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36131	Sp Assess Prin Waterwood/00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

CITY OF CROSS LAKE

Month-End Revenue

Current Period: NOVEMBER 2015

SRC	SRC Descr	2015 Budget	NOVEMBER 2015 Amt	2015 YTD Amt	2015 YTD Balance	2015 % of Budget
36132	Sp Assess Int Waterwood/00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36133	Sp Assess Prin Shores Dr/00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36134	Sp Assess Int Shores Dr/00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36135	Sp Assess Prin Backdahl Rd/00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36136	Sp Assess Int Backdahl Rd/00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36137	Sp Assess Prin Daggett Lane/00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36138	Sp Assess Int Daggett Lane/00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36139	Sp Assess Prin Deer Rg/Ridg/00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36140	Sp Assess Int Deer Rg/Ridg/00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36141	Sp Assess Prin Log Ldg/Timb/00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36142	Sp Assess Int Log Ldg/Timb/00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36143	Sp Assess Prin Velvet Ln/00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36144	Sp Assess Int Velvet Ln/00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36145	Sp Assess Prin Rabbit Ln/00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36146	Sp Assess Int Rabbit Ln/00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36147	Sp Assess Prin PineBay/Wolf 00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36148	Sp Assess Int Pine Bay/Wolf 00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36149	Sp Assess Prin White Oak Dr/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36150	Sp Assess Int White Oak Dr/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36151	Sp Assess Prin Red Oak Cir/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36152	Sp Assess Int Red Oak Cir/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36153	Sp Assess Prin Summit Ave/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36154	Sp Assess Int Summit Ave/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36155	Sp Assess Prin Gale Ln/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36156	Sp Assess Int Gale Ln/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36157	Sp Assess Prin Rush Ln/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36158	Sp Assess Int Rush Ln/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36159	Sp Assess Prin Gins/Twin/An/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36160	Sp Assess Int Gins/Twin/An/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36161	Sp Assess Prin Anchor Pt Tr/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36162	Sp Assess Int Anchor Pt Tr/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36163	Sp Assess Prin Ivy Ln/Tr/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36164	Sp Assess Int Ivy Ln/Tr/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36165	Sp Assess Prin 1st/2nd/2nd/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36166	Sp Assess Int 1st/2nd/2nd/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36167	Sp Assess Prin Anderson Ct/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36168	Sp Assess Int Anderson Ct/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36169	Sp Assess Prin Cool Haven/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36170	Sp Assess Int Cool Haven/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36171	Sp Assess Prin Pinedale/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36172	Sp Assess Int Pinedale/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36173	Sp Assess Prin Manhattan Dr/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36174	Sp Assess Int Manhattan Dr/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36175	Sp Assess Prin Eagle St/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36176	Sp Assess Int Eagle St/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36177	Sp Assess Prin Wolf Tr/Ct/02	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36178	Sp Assess Int Wolf Tr/Ct/02	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36179	Sp Assess Prin Willwood/02	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36180	Sp Assess Int Willwood/02	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36181	Sp Assess Prin Shafer Rd/02	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36182	Sp Assess Int Shafer Rd/02	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36183	Sp Assess Prin Sandra Rd/02	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36184	Sp Assess Int Sandra Rd/02	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

CITY OF CROSS LAKE

Month-End Revenue

Current Period: NOVEMBER 2015

SRC	SRC Descr	2015 Budget	NOVEMBER 2015 Amt	2015 YTD Amt	2015 YTD Balance	2015 % of Budget
36185	Sp Assess Prin Lake Tr/02	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36186	Sp Assess Int Lake Tr/02	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36187	Sp Assess Prin Happy Cove/02	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36188	Sp Assess Int Happy Cove/02	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36189	Sp Assess Prin Bay Shores/02	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36190	Sp Assess Int Bay Shores/02	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36191	Sp Assess Prin Woodland Dr/02	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36192	Sp Assess Int Woodland Dr/02	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36193	Sp Assess Prin Pine Pt/02	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36194	Sp Assess Int Pine Pt/02	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36195	Sp Assess Prin ABC Dr 03	\$0.00	\$0.00	\$259.60	-\$259.60	0.00%
36196	SpAssess Int ABC Drive	\$0.00	\$0.00	\$23.44	-\$23.44	0.00%
36197	SpAssess Prin Wildwood/White B	\$0.00	\$0.00	\$171.53	-\$171.53	0.00%
36198	SpAssess Int Wildwood/White B	\$0.00	\$0.00	\$66.40	-\$66.40	0.00%
36199	SpAssess Prin Greer Lake Rd 03	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36200	Miscellaneous Revenues	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36210	Interest Earnings	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
36235	SpAssess Int Greer Lake Rd 03	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36236	SpAssess Prin East Shore 2004	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36237	SpAssess Int East Shore 2004	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36238	SpAssess Prin Margaret 2004	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36239	SpAssess Int Margaret 2004	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36240	SpAssess Prin Edgewater 2004	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36241	SpAssess Int Edgewater 2004	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36242	SpAssess Prin Gendreau 2004	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36243	SpAssess Int Gendreau 2004	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36244	Sp Assess Prin - Duck Lane	\$2,398.00	\$0.00	\$1,332.25	\$1,065.75	55.56%
36245	Sp Assess Int - Duck Lane	\$271.00	\$0.00	\$150.52	\$120.48	55.54%
36246	Sp Assess Prin - Sunset Drive	\$2,833.00	\$0.00	\$1,640.10	\$1,192.90	57.89%
36247	Sp Assess Int - Sunset Drive	\$320.00	\$0.00	\$185.35	\$134.65	57.92%
36248	Sp Assess Prin - Maroda Drive	\$1,048.00	\$0.00	\$523.92	\$524.08	49.99%
36249	Sp Assess Int - Maroda Drive	\$119.00	\$0.00	\$59.21	\$59.79	49.76%
36250	Sp Assess Prin - Johnie/Rober	\$4,245.00	\$0.00	\$2,873.96	\$1,371.04	67.70%
36251	Sp Assess Int - Johnie/Robert	\$480.00	\$0.00	\$278.13	\$201.87	57.94%
36252	Sp Assess Prin - Brita/Pinevie	\$16,865.00	\$0.00	\$10,240.61	\$6,624.39	60.72%
36253	Sp Assess Int - Brita/Pineview	\$1,876.00	\$0.00	\$965.95	\$910.05	51.49%
36254	Sp Assess Prin-Sunrise Isl 11	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36255	Sp Assess Int-Sunrise Isl 11	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
38052	Telephone Miscellaneous Rev	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39200	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39230	Proceeds - 2006 Series B Bonds	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39300	Proceeds-Gen Long-term Debt	\$0.00	\$0.00	\$8,632.00	-\$8,632.00	0.00%
39311	Proceeds-Wilderness GO Bonds	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39314	Proceeds-2001 Bond Proceeds	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39315	Proceeds-2002 Bond Proceeds	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39318	Proceeds--2004 ESC Refunding	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39319	Proceeds-2004 Impr Bonds	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39900	02 Series A	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 301 DEBT SERVICE FUND		\$168,201.00	\$0.00	\$102,418.60	\$65,782.40	60.89%
FUND 401 GENERAL CAPITAL PROJECTS						
31000	General Property Taxes	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
33420	Insurance Premium Reimburse	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

CITY OF CROSS LAKE

Month-End Revenue

Current Period: NOVEMBER 2015

SRC	SRC Descr	2015 Budget	NOVEMBER 2015 Amt	2015 YTD Amt	2015 YTD Balance	2015 % of Budget
34790	Park Dedication Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36210	Interest Earnings	\$500.00	\$53.51	\$575.77	-\$75.77	115.15%
36230	Contributions and Donations	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39101	Sales of General Fixed Assets	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39102	Sale of City Hall	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39103	Sale of Fire Hall	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39104	Sale of Lots-Gendreau Addn.	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39200	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39231	Proceeds-2006 Series C Bonds	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 401 GENERAL CAPITAL PROJECTS		\$500.00	\$53.51	\$575.77	-\$75.77	115.15%
FUND 404 JOBZ						
31000	General Property Taxes	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34110	TIF/JOBZ Pre Application Fee	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34204	JOBZ Recipient Deposit	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34208	JOBZ Annual Fee	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 404 JOBZ		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 405 TAX INCREMENT FINANCE PROJECTS						
31000	General Property Taxes	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31050	Tax Increments LeRever	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31051	Tax Increments Daggett Brook	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31052	Tax Increments Reeds	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31053	Tax Increments - Ace Hardware	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31054	Tax Increment - Crosswoods	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31055	Tax Incr 1-8 Crosswoods Dev	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31056	Tax Increment 1-9 C&J Develop	\$13,000.00	\$0.00	\$6,421.38	\$6,578.62	49.40%
33403	Mobile Home Homestead Credit	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36104	Penalty & Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36201	Misc Reimbursements	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36210	Interest Earnings	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39200	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 405 TAX INCREMENT FINANCE PROJE		\$13,000.00	\$0.00	\$6,421.38	\$6,578.62	49.40%
FUND 408 WEST SHORE DRIVE						
39200	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39310	Proceeds-Gen Obligation Bond	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39318	Proceeds--2004 ESC Refunding	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 408 WEST SHORE DRIVE		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 412 DUCK LANE						
36200	Miscellaneous Revenues	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39200	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39310	Proceeds-Gen Obligation Bond	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 412 DUCK LANE		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 414 SUNRISE ISLAND BRIDGE PROJECT						
33400	State Grants and Aids	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36200	Miscellaneous Revenues	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39200	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 414 SUNRISE ISLAND BRIDGE PROJEC		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 415 AMBULANCE PROJECT						
39200	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

CITY OF CROSS LAKE

Month-End Revenue

Current Period: NOVEMBER 2015

SRC	SRC Descr	2015 Budget	NOVEMBER 2015 Amt	2015 YTD Amt	2015 YTD Balance	2015 % of Budget
FUND 415 AMBULANCE PROJECT						
		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 420 LIBRARY PROJECT						
31000	General Property Taxes	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36200	Miscellaneous Revenues	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36210	Interest Earnings	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36230	Contributions and Donations	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39200	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39310	Proceeds-Gen Obligation Bond	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 420 LIBRARY PROJECT						
		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 432 SEWER PROJECT						
36200	Miscellaneous Revenues	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36210	Interest Earnings	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39200	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39204	Transfer Frm Needs Assess Fund	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39316	Proceeds-2003 Series A Bonds	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39317	Proceeds-2003 Series B Bonds	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 432 SEWER PROJECT						
		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 502 ECONOMIC DEVELOPMENT FUND						
31000	General Property Taxes	\$0.00	\$0.00	\$115.90	-\$115.90	0.00%
31101	County Payment Joint Facility	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31300	Emergency Services Levy	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31305	2003 Joint Facility Levy	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31802	EDA Tax Receipts	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34101	City Hall User Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34951	Rev Loan Principal Pymts	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36200	Miscellaneous Revenues	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36210	Interest Earnings	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36212	Restricted Interest Income	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36220	Lease Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39200	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39319	Proceeds-2004 Impr Bonds	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 502 ECONOMIC DEVELOPMENT FUND						
		\$0.00	\$0.00	\$115.90	-\$115.90	0.00%
FUND 503 EDA (REVOLVING LOAN)						
34951	Rev Loan Principal Pymts	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36210	Interest Earnings	\$1,300.00	\$129.05	\$1,318.72	-\$18.72	101.44%
36211	Revolving Loan Interest	\$7,483.00	\$252.14	\$6,872.40	\$610.60	91.84%
39200	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 503 EDA (REVOLVING LOAN)						
		\$8,783.00	\$381.19	\$8,191.12	\$591.88	93.26%
FUND 601 SEWER OPERATING FUND						
33423	Insurance Claim Reimbursement	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34410	Unallocated Reserves	\$0.00	-\$183.79	\$291.13	-\$291.13	0.00%
36104	Penalty & Interest	\$1,000.00	\$72.29	\$834.74	\$165.26	83.47%
36200	Miscellaneous Revenues	\$1,000.00	\$0.00	\$1,926.86	-\$926.86	192.69%
36201	Misc Reimbursements	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36210	Interest Earnings	\$0.00	\$0.00	\$1.20	-\$1.20	0.00%
37200	User Fee	\$195,000.00	\$16,791.36	\$191,470.45	\$3,529.55	98.19%
37250	Sewer Connection Payments	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
37500	Capital Contribution	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39200	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

CITY OF CROSS LAKE

Month-End Revenue

Current Period: NOVEMBER 2015

SRC	SRC Descr	2015 Budget	NOVEMBER 2015 Amt	2015 YTD Amt	2015 YTD Balance	2015 % of Budget
39204	Transfer Frm Needs Assess Fund	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 601	SEWER OPERATING FUND	\$197,000.00	\$16,679.86	\$194,524.38	\$2,475.62	98.74%
FUND 651	SEWER RESTRICTED SINKING FUND					
31306	2003 Disposal System Levy	\$221,000.00	\$0.00	\$120,595.88	\$100,404.12	54.57%
33402	Homestead Credit	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36104	Penalty & Interest	\$1,500.00	\$0.00	\$27.43	\$1,472.57	1.83%
36200	Miscellaneous Revenues	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36201	Misc Reimbursements	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36210	Interest Earnings	\$500.00	\$12.94	\$139.05	\$360.95	27.81%
37250	Sewer Connection Payments	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39200	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 651	SEWER RESTRICTED SINKING FU	\$223,000.00	\$12.94	\$120,762.36	\$102,237.64	54.15%
		\$4,004,473.00	\$104,062.92	\$3,521,383.18	\$483,089.82	87.94%

CITY OF CROSS LAKE
Month End Expenditures
Current Period: NOVEMBER 2015

Table with columns: OBJ, OBJ Descr, 2015 Budget, NOVEMBER 2015 Amt, 2015 YTD Amt, 2015 YTD Balance, %YTD Budget. Rows include FUND 101 GENERAL FUND, DEPT 41110 Council, DEPT 41400 Administration, and DEPT 41410 Elections.

OBJ	OBJ Descr	2015 Budget	NOVEMBER 2015 Amt	2015 YTD Amt	2015 YTD Balance	%YTD Budget
351	Legal Notices Publishing	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
413	Office Equipment Rental/Repair	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
430	Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
500	Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 41410 Elections		\$0.00	\$0.00	\$10.00	-\$10.00	0.00%
DEPT 41600 Audit/Legal Services						
301	Auditing and Acct g Services	\$28,000.00	\$0.00	\$27,435.50	\$564.50	97.98%
304	Legal Fees (Civil)	\$10,000.00	\$0.00	\$5,706.00	\$4,294.00	57.06%
307	Legal Fees (Labor)	\$14,000.00	\$0.00	\$1,417.50	\$12,582.50	10.13%
DEPT 41600 Audit/Legal Services		\$52,000.00	\$0.00	\$34,559.00	\$17,441.00	66.46%
DEPT 41910 Planning and Zoning						
100	Wages and Salaries Dept Head	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
101	Assistant	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
102	Consultant	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
103	Tech 1	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
104	Tech 2	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
105	Part-time	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
121	PERA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
122	FICA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
131	Employer Paid Health	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
132	Employer Paid Disability	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
133	Employer Paid Dental	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
134	Employer Paid Life	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
136	Deferred Compensation	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
140	Unemployment	\$4,000.00	\$0.00	\$0.00	\$4,000.00	0.00%
151	Workers Comp Insurance	\$82.00	\$0.00	\$104.00	-\$22.00	126.83%
200	Office Supplies	\$0.00	\$4.74	\$867.68	-\$867.68	0.00%
208	Instruction Fees	\$600.00	\$0.00	\$500.00	\$100.00	83.33%
210	Operating Supplies	\$1,500.00	\$0.00	\$43.25	\$1,456.75	2.88%
212	Motor Fuels	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
220	Repair/Maint Supply - Equip	\$2,500.00	\$166.67	\$1,583.85	\$916.15	63.35%
221	Repair/Maint Vehicles	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
303	Engineering Fees	\$2,500.00	\$0.00	\$630.00	\$1,870.00	25.20%
304	Legal Fees (Civil)	\$5,000.00	\$0.00	\$5,060.00	-\$60.00	101.20%
305	Legal/Eng - Developer/Criminal	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.00%
314	Surveyor	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
320	Communications	\$3,500.00	\$207.91	\$1,998.30	\$1,501.70	57.09%
322	Postage	\$500.00	\$0.00	\$365.00	\$135.00	73.00%
331	Travel Expenses	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
332	Travel Expense- P&Z Comm	\$1,500.00	\$0.00	\$875.00	\$625.00	58.33%
340	Advertising	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
351	Legal Notices Publishing	\$2,000.00	\$225.25	\$968.10	\$1,031.90	48.41%
352	Filing Fees	\$1,500.00	\$0.00	\$848.00	\$652.00	56.53%
356	Mapping	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
360	Insurance	\$500.00	\$0.00	\$116.25	\$383.75	23.25%
413	Office Equipment Rental/Repair	\$2,500.00	\$0.00	\$725.00	\$1,775.00	29.00%
430	Miscellaneous	\$500.00	\$0.00	\$31.44	\$468.56	6.29%
433	Dues and Subscriptions	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
441	Enhanced 911	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
443	Sales Tax	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
452	Refund	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
470	Consultant Fees	\$193,000.00	\$16,150.00	\$177,650.00	\$15,350.00	92.05%
500	Capital Outlay	\$19,400.00	\$0.00	\$9,536.94	\$9,863.06	49.16%
600	Principal	\$1,890.00	\$63.55	\$1,353.55	\$536.45	71.62%

OBJ	OBJ Descr	2015 Budget	NOVEMBER 2015 Amt	2015 YTD Amt	2015 YTD Balance	%YTD Budget
610	Interest	\$0.00	\$8.45	\$8.45	-\$8.45	0.00%
DEPT 41910	Planning and Zoning	\$246,672.00	\$16,826.57	\$203,264.81	\$43,407.19	82.40%
DEPT 41940 General Government						
131	Employer Paid Health	\$10,049.00	\$2,087.24	\$16,980.76	-\$6,931.76	168.98%
133	Employer Paid Dental	\$118.00	\$0.00	\$0.00	\$118.00	0.00%
151	Workers Comp Insurance	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
152	Health Savings Account Contrib	\$3,750.00	\$0.00	\$3,000.00	\$750.00	80.00%
210	Operating Supplies	\$2,500.00	\$171.59	\$2,693.04	-\$193.04	107.72%
220	Repair/Maint Supply - Equip	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
223	Bldg Repair Suppl/Maintenance	\$4,000.00	\$47.58	\$5,302.07	-\$1,302.07	132.55%
235	Signs	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
254	Concessions - Pop	\$300.00	\$0.00	\$290.15	\$9.85	96.72%
302	Architects Fees	\$250.00	\$0.00	\$0.00	\$250.00	0.00%
303	Engineering Fees	\$750.00	\$0.00	\$0.00	\$750.00	0.00%
316	Security Monitoring	\$800.00	\$0.00	\$691.28	\$108.72	86.41%
335	Background Checks	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
341	Newsletter Expenditures	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
351	Legal Notices Publishing	\$250.00	\$0.00	\$153.00	\$97.00	61.20%
354	Ordinance Codification	\$15,000.00	\$1,410.70	\$1,410.70	\$13,589.30	9.40%
360	Insurance	\$26,500.00	\$0.00	\$22,900.51	\$3,599.49	86.42%
381	Electric Utilities	\$14,500.00	\$895.00	\$10,775.00	\$3,725.00	74.31%
383	Gas Utilities	\$4,500.00	\$28.03	\$2,152.32	\$2,347.68	47.83%
384	Refuse/Garbage Disposal	\$500.00	\$47.40	\$475.00	\$25.00	95.00%
385	Sewer Utility	\$600.00	\$37.00	\$407.00	\$193.00	67.83%
389	Generator Expense	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.00%
405	Cleaning Services	\$9,600.00	\$707.50	\$7,782.50	\$1,817.50	81.07%
430	Miscellaneous	\$2,500.00	\$0.00	\$1,026.75	\$1,473.25	41.07%
433	Dues and Subscriptions	\$3,500.00	\$0.00	\$4,063.40	-\$563.40	116.10%
437	Brainerd Lakes Area Dev Corp	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
438	Initiative Foundation	\$1,500.00	\$0.00	\$1,500.00	\$0.00	100.00%
439	Emergency Mgmt Expense	\$2,000.00	\$0.00	\$260.00	\$1,740.00	13.00%
440	Telephone Co Reimb Expense	\$25,000.00	\$0.00	\$21,502.85	\$3,497.15	86.01%
441	Enhanced 911	\$300.00	\$0.00	\$0.00	\$300.00	0.00%
442	Safety Prog/Equipment	\$8,500.00	\$0.00	\$6,832.67	\$1,667.33	80.38%
443	Sales Tax	\$50.00	\$0.00	\$133.00	-\$83.00	266.00%
444	Transportation Plan	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
446	Animal Control	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
449	Cobra Payments	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
451	Health Comm Program Expense	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
452	Refund	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
456	Fireworks	\$10,000.00	\$0.00	\$14,000.00	-\$4,000.00	140.00%
460	Fines/Fees Reimburse	\$6,000.00	\$0.00	\$4,298.00	\$1,702.00	71.63%
470	Consultant Fees	\$2,500.00	\$0.00	\$0.00	\$2,500.00	0.00%
490	Donations to Civic Org s	\$3,500.00	\$0.00	\$2,200.00	\$1,300.00	62.86%
493	Pass Thru Donations	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
500	Capital Outlay	\$113,000.00	\$892.44	\$18,462.36	\$94,537.64	16.34%
551	Capital Outlay-Building	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
552	Capital Outlay-Land	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
720	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 41940	General Government	\$274,817.00	\$6,324.48	\$149,292.36	\$125,524.64	54.32%
DEPT 42110 Police Administration						
100	Wages and Salaries Dept Head	\$73,658.00	\$5,738.70	\$64,922.65	\$8,735.35	88.14%
101	Assistant	\$62,323.00	\$5,304.48	\$58,084.11	\$4,238.89	93.20%
103	Tech 1	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

OBJ	OBJ Descr	2015 Budget	NOVEMBER 2015 Amt	2015 YTD Amt	2015 YTD Balance	%YTD Budget
108	Tech 3	\$17,000.00	\$2,205.63	\$22,179.90	-\$5,179.90	130.47%
110	Tech 4	\$53,230.00	\$4,023.60	\$47,197.65	\$6,032.35	88.67%
112	Tech 5	\$53,730.00	\$4,493.29	\$47,831.83	\$5,898.17	89.02%
113	Tech 6	\$53,295.00	\$3,863.40	\$47,114.49	\$6,180.51	88.40%
121	PERA	\$50,744.00	\$4,151.93	\$46,982.84	\$3,761.16	92.59%
122	FICA	\$4,542.00	\$339.41	\$3,875.38	\$666.62	85.32%
131	Employer Paid Health	\$56,199.00	\$4,683.23	\$51,537.53	\$4,661.47	91.71%
132	Employer Paid Disability	\$2,225.00	\$215.05	\$2,255.23	-\$30.23	101.36%
133	Employer Paid Dental	\$4,841.00	\$354.61	\$3,998.29	\$842.71	82.59%
134	Employer Paid Life	\$336.00	\$28.00	\$308.00	\$28.00	91.67%
136	Deferred Compensation	\$1,300.00	\$100.00	\$1,150.00	\$150.00	88.46%
140	Unemployment	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
151	Workers Comp Insurance	\$12,966.00	\$0.00	\$11,251.00	\$1,715.00	86.77%
152	Health Savings Account Contrib	\$27,000.00	\$0.00	\$27,000.00	\$0.00	100.00%
200	Office Supplies	\$300.00	\$0.00	\$54.68	\$245.32	18.23%
208	Instruction Fees	\$3,400.00	\$0.00	\$1,183.42	\$2,216.58	34.81%
209	Physicals	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
210	Operating Supplies	\$1,300.00	\$5.00	\$316.76	\$983.24	24.37%
212	Motor Fuels	\$18,000.00	\$997.03	\$9,223.50	\$8,776.50	51.24%
214	Auto Expense- 08 Ford	\$1,700.00	\$584.60	\$2,881.60	-\$1,181.60	169.51%
216	Auto Expense- 09 Ford	\$800.00	\$127.93	\$1,083.83	-\$283.83	135.48%
217	Auto Expense- 10 Ford	\$800.00	\$30.07	\$1,324.47	-\$524.47	165.56%
218	Auto Expense- 11 Ford	\$1,200.00	\$0.00	\$2,186.92	-\$986.92	182.24%
219	Auto Expense- 12 Dodge	\$1,200.00	\$0.00	\$3,980.19	-\$2,780.19	331.68%
220	Repair/Maint Supply - Equip	\$5,500.00	\$341.99	\$10,746.37	-\$5,246.37	195.39%
221	Repair/Maint Vehicles	\$0.00	\$0.00	\$2.24	-\$2.24	0.00%
258	Unif Bob/Ted/Gerald	\$600.00	\$0.00	\$671.92	-\$71.92	111.99%
259	Unif Erik/Joe	\$600.00	\$52.19	\$572.83	\$27.17	95.47%
260	Unif Eric & Nate	\$600.00	\$2.99	\$250.00	\$350.00	41.67%
261	Unif Jake/Jon/Leigh	\$600.00	\$0.00	\$606.65	-\$6.65	101.11%
264	Unif Bobby/Ron	\$600.00	\$33.16	\$675.00	-\$75.00	112.50%
265	Unif & P/T Expense	\$0.00	\$0.00	\$471.36	-\$471.36	0.00%
281	Tactical Team	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
282	Restitution Expenditures	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
283	Forfeiture Expenditures	\$1,000.00	\$0.00	\$996.20	\$3.80	99.62%
304	Legal Fees (Civil)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
319	Donation Expenditures	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
320	Communications	\$2,800.00	\$258.22	\$2,538.77	\$261.23	90.67%
321	Communications-Cellular	\$5,400.00	\$302.47	\$2,987.49	\$2,412.51	55.32%
322	Postage	\$200.00	\$0.00	\$49.71	\$150.29	24.86%
331	Travel Expenses	\$1,200.00	\$531.83	\$2,156.28	-\$956.28	179.69%
340	Advertising	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
351	Legal Notices Publishing	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
360	Insurance	\$14,000.00	\$0.00	\$16,137.43	-\$2,137.43	115.27%
413	Office Equipment Rental/Repair	\$400.00	\$0.00	\$300.00	\$100.00	75.00%
430	Miscellaneous	\$200.00	\$0.00	\$269.75	-\$69.75	134.88%
433	Dues and Subscriptions	\$250.00	\$0.00	\$240.00	\$10.00	96.00%
443	Sales Tax	\$200.00	\$0.00	\$0.00	\$200.00	0.00%
458	Undercover Supplies	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
460	Fines/Fees Reimburse	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
500	Capital Outlay	\$6,500.00	\$1,966.00	\$14,068.05	-\$7,568.05	216.43%
550	Capital Outlay - Vehicles	\$45,000.00	\$0.00	\$44,372.35	\$627.65	98.61%
600	Principal	\$0.00	\$10.59	\$10.59	-\$10.59	0.00%
610	Interest	\$0.00	\$1.41	\$1.41	-\$1.41	0.00%
DEPT 42110 Police Administration		\$589,239.00	\$40,746.81	\$556,048.67	\$33,190.33	94.37%

OBJ	OBJ Descr	2015 Budget	NOVEMBER 2015 Amt	2015 YTD Amt	2015 YTD Balance	%YTD Budget
DEPT 42280 Fire Administration						
100	Wages and Salaries Dept Head	\$6,000.00	\$500.00	\$5,000.00	\$1,000.00	83.33%
101	Assistant	\$1,200.00	\$100.00	\$975.00	\$225.00	81.25%
106	Training	\$2,100.00	\$75.00	\$1,000.00	\$1,100.00	47.62%
107	Services	\$43,500.00	\$0.00	-\$100.00	\$43,600.00	-0.23%
122	FICA	\$4,039.00	\$51.63	\$579.39	\$3,459.61	14.34%
151	Workers Comp Insurance	\$4,231.00	\$0.00	\$3,811.00	\$420.00	90.07%
200	Office Supplies	\$100.00	\$0.00	\$35.90	\$64.10	35.90%
208	Instruction Fees	\$7,000.00	\$800.00	\$11,978.81	-\$4,978.81	171.13%
209	Physicals	\$500.00	\$819.00	\$3,145.00	-\$2,645.00	629.00%
210	Operating Supplies	\$3,000.00	\$422.77	\$5,791.59	-\$2,791.59	193.05%
212	Motor Fuels	\$500.00	\$60.36	\$390.07	\$109.93	78.01%
213	Diesel Fuel	\$2,500.00	\$109.68	\$739.88	\$1,760.12	29.60%
220	Repair/Maint Supply - Equip	\$3,000.00	\$54.47	\$4,032.92	-\$1,032.92	134.43%
221	Repair/Maint Vehicles	\$9,000.00	\$686.00	\$7,742.60	\$1,257.40	86.03%
222	Tires	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
223	Bldg Repair Suppl/Maintenance	\$1,000.00	\$0.00	\$4,869.70	-\$3,869.70	486.97%
233	FIRE PREVENTION	\$2,000.00	\$0.00	\$2,395.72	-\$395.72	119.79%
240	Small Tools and Minor Equip	\$1,500.00	\$60.00	\$1,817.93	-\$317.93	121.20%
319	Donation Expenditures	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
320	Communications	\$1,200.00	\$279.30	\$2,411.30	-\$1,211.30	200.94%
322	Postage	\$25.00	\$0.00	\$8.95	\$16.05	35.80%
331	Travel Expenses	\$2,500.00	\$594.42	\$4,128.94	-\$1,628.94	165.16%
340	Advertising	\$200.00	\$0.00	\$18.00	\$182.00	9.00%
351	Legal Notices Publishing	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
360	Insurance	\$7,000.00	\$0.00	\$6,239.03	\$760.97	89.13%
430	Miscellaneous	\$150.00	\$0.00	\$6,615.30	-\$6,465.30	4410.20%
433	Dues and Subscriptions	\$1,200.00	\$135.00	\$1,377.00	-\$177.00	114.75%
443	Sales Tax	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
450	Permits	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
455	House Burn	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.00%
491	FDRA City Contribution	\$21,000.00	\$0.00	\$0.00	\$21,000.00	0.00%
492	FDRA State Aid	\$28,000.00	\$0.00	\$0.00	\$28,000.00	0.00%
500	Capital Outlay	\$46,902.00	\$5,116.08	\$44,110.78	\$2,791.22	94.05%
550	Capital Outlay - Vehicles	\$0.00	\$0.00	\$518,854.98	-\$518,854.98	0.00%
551	Capital Outlay-Building	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
600	Principal	\$15,602.00	\$0.00	\$15,602.32	-\$0.32	100.00%
610	Interest	\$740.00	\$0.00	\$740.61	-\$0.61	100.08%
615	Issuance Costs (Other Financin	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
620	Fiscal Agent s Fees	\$425.00	\$0.00	\$0.00	\$425.00	0.00%
720	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 42280 Fire Administration		\$218,214.00	\$9,863.71	\$654,312.72	-\$436,098.72	299.85%
DEPT 42500 Ambulance Services						
223	Bldg Repair Suppl/Maintenance	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
306	Ambulance Subsidy	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 42500 Ambulance Services		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 43000 Public Works (GENERAL)						
100	Wages and Salaries Dept Head	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
103	Tech 1	\$45,712.00	\$3,582.46	\$37,380.64	\$8,331.36	81.77%
104	Tech 2	\$49,631.00	\$3,163.27	\$47,963.29	\$1,667.71	96.64%
105	Part-time	\$0.00	\$112.16	\$472.64	-\$472.64	0.00%
108	Tech 3	\$52,808.00	\$3,319.40	\$39,537.89	\$13,270.11	74.87%
121	PERA	\$11,110.00	\$763.31	\$9,086.00	\$2,024.00	81.78%
122	FICA	\$11,333.00	\$715.24	\$9,164.40	\$2,168.60	80.86%

OBJ	OBJ Descr	2015 Budget	NOVEMBER 2015 Amt	2015 YTD Amt	2015 YTD Balance	%YTD Budget
131	Employer Paid Health	\$31,315.00	\$2,638.31	\$29,270.16	\$2,044.84	93.47%
132	Employer Paid Disability	\$929.00	\$86.41	\$912.05	\$16.95	98.18%
133	Employer Paid Dental	\$2,610.00	\$194.45	\$2,218.71	\$391.29	85.01%
134	Employer Paid Life	\$202.00	\$16.80	\$192.26	\$9.74	95.18%
136	Deferred Compensation	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
140	Unemployment	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
151	Workers Comp Insurance	\$15,352.00	\$0.00	\$13,483.00	\$1,869.00	87.83%
152	Health Savings Account Contrib	\$15,000.00	\$0.00	\$16,500.00	-\$1,500.00	110.00%
200	Office Supplies	\$450.00	\$86.64	\$149.67	\$300.33	33.26%
208	Instruction Fees	\$1,000.00	\$0.00	\$849.22	\$150.78	84.92%
210	Operating Supplies	\$1,200.00	\$469.07	\$1,009.56	\$190.44	84.13%
212	Motor Fuels	\$8,000.00	\$651.99	\$4,982.85	\$3,017.15	62.29%
213	Diesel Fuel	\$15,000.00	\$519.17	\$6,529.84	\$8,470.16	43.53%
215	Shop Supplies	\$2,750.00	\$12.48	\$1,327.43	\$1,422.57	48.27%
220	Repair/Maint Supply - Equip	\$18,000.00	\$2,482.50	\$20,466.49	-\$2,466.49	113.70%
221	Repair/Maint Vehicles	\$15,000.00	\$393.11	\$7,409.95	\$7,590.05	49.40%
222	Tires	\$1,500.00	\$0.00	\$1,719.14	-\$219.14	114.61%
223	Bldg Repair Suppl/Maintenance	\$4,500.00	\$2,731.85	\$13,192.30	-\$8,692.30	293.16%
224	Street Maint Materials	\$20,000.00	\$3,020.00	\$14,007.60	\$5,992.40	70.04%
225	New Roads Materials	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
226	Bridge Materials	\$25,000.00	\$7,917.00	\$32,768.75	-\$7,768.75	131.08%
228	Street Lighting	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
232	Striping	\$8,000.00	\$0.00	\$8,005.00	-\$5.00	100.06%
235	Signs	\$3,000.00	\$195.62	\$983.27	\$2,016.73	32.78%
240	Small Tools and Minor Equip	\$2,500.00	\$602.57	\$6,299.57	-\$3,799.57	251.98%
254	Concessions - Pop	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
259	Unif Erik/Joe	\$300.00	\$0.00	\$202.90	\$97.10	67.63%
260	Unif Eric & Nate	\$300.00	\$0.00	\$300.00	\$0.00	100.00%
261	Unif Jake/Jon/Leigh	\$300.00	\$0.00	\$300.00	\$0.00	100.00%
303	Engineering Fees	\$25,000.00	\$524.50	\$6,837.00	\$18,163.00	27.35%
304	Legal Fees (Civil)	\$1,000.00	\$0.00	\$210.00	\$790.00	21.00%
314	Surveyor	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
316	Security Monitoring	\$200.00	\$0.00	\$169.20	\$30.80	84.60%
320	Communications	\$1,600.00	\$69.97	\$1,271.14	\$328.86	79.45%
322	Postage	\$50.00	\$0.00	\$0.00	\$50.00	0.00%
331	Travel Expenses	\$1,000.00	\$11.65	\$265.27	\$734.73	26.53%
340	Advertising	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
351	Legal Notices Publishing	\$100.00	\$0.00	\$55.25	\$44.75	55.25%
360	Insurance	\$27,000.00	\$0.00	\$24,865.00	\$2,135.00	92.09%
381	Electric Utilities	\$14,000.00	\$671.59	\$9,059.14	\$4,940.86	64.71%
383	Gas Utilities	\$6,000.00	\$63.83	\$2,443.23	\$3,556.77	40.72%
384	Refuse/Garbage Disposal	\$1,000.00	\$56.64	\$1,120.43	-\$120.43	112.04%
385	Sewer Utility	\$400.00	\$34.78	\$347.80	\$52.20	86.95%
405	Cleaning Services	\$3,700.00	\$176.25	\$2,452.30	\$1,247.70	66.28%
413	Office Equipment Rental/Repair	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
415	Equipment Rental	\$2,500.00	\$0.00	\$0.00	\$2,500.00	0.00%
430	Miscellaneous	\$1,000.00	\$6,550.00	\$7,199.31	-\$6,199.31	719.93%
433	Dues and Subscriptions	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
442	Safety Prog/Equipment	\$1,000.00	\$0.00	\$981.11	\$18.89	98.11%
443	Sales Tax	\$100.00	\$0.00	\$6,710.00	-\$6,610.00	6710.00%
450	Permits	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
454	Joint Facility County Expense	\$45,000.00	\$3,571.70	\$43,743.57	\$1,256.43	97.21%
500	Capital Outlay	\$141,667.00	\$0.00	\$34,722.98	\$106,944.02	24.51%
550	Capital Outlay - Vehicles	\$0.00	\$592.35	\$259,960.11	-\$259,960.11	0.00%
551	Capital Outlay-Building	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

OBJ	OBJ Descr	2015 Budget	NOVEMBER 2015 Amt	2015 YTD Amt	2015 YTD Balance	%YTD Budget
552	Capital Outlay-Land	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
581	Capital Outlay -Seal Coat	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
582	Capital Outlay - Crackfill	\$0.00	\$0.00	\$55,370.00	-\$55,370.00	0.00%
583	Capital Outlay - Overlays	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
584	Capital Outlay - Road Const	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
600	Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
610	Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
620	Fiscal Agent s Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
720	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 43000 Public Works (GENERAL)		\$635,419.00	\$45,997.07	\$784,467.42	-\$149,048.42	123.46%
DEPT 43100 Cemetery						
210	Operating Supplies	\$940.00	\$44.97	\$354.74	\$585.26	37.74%
220	Repair/Maint Supply - Equip	\$250.00	\$0.00	\$698.07	-\$448.07	279.23%
360	Insurance	\$60.00	\$0.00	\$65.42	-\$5.42	109.03%
381	Electric Utilities	\$350.00	\$25.51	\$289.38	\$60.62	82.68%
430	Miscellaneous	\$400.00	\$0.00	\$34.00	\$366.00	8.50%
452	Refund	\$0.00	\$0.00	\$900.00	-\$900.00	0.00%
500	Capital Outlay	\$1,000.00	\$0.00	\$1,533.98	-\$533.98	153.40%
600	Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
610	Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 43100 Cemetery		\$3,000.00	\$70.48	\$3,875.59	-\$875.59	129.19%
DEPT 45100 Park and Recreation (GENERAL)						
100	Wages and Salaries Dept Head	\$66,107.00	\$5,131.18	\$58,259.12	\$7,847.88	88.13%
101	Assistant	\$27,406.00	\$2,235.31	\$24,005.71	\$3,400.29	87.59%
103	Tech 1	\$37,232.00	\$2,177.18	\$29,396.50	\$7,835.50	78.95%
104	Tech 2	\$12,750.00	\$0.00	\$0.00	\$12,750.00	0.00%
105	Part-time	\$13,500.00	\$2,812.50	\$25,450.88	-\$11,950.88	188.53%
108	Tech 3	\$25,376.00	\$2,655.01	\$25,014.63	\$361.37	98.58%
121	PERA	\$12,666.00	\$914.92	\$10,393.40	\$2,272.60	82.06%
122	FICA	\$13,951.00	\$1,073.99	\$11,773.98	\$2,177.02	84.40%
131	Employer Paid Health	\$31,315.00	\$1,544.05	\$17,271.75	\$14,043.25	55.15%
132	Employer Paid Disability	\$1,624.00	\$115.26	\$1,258.90	\$365.10	77.52%
133	Employer Paid Dental	\$4,104.00	\$272.04	\$3,067.10	\$1,036.90	74.73%
134	Employer Paid Life	\$336.00	\$22.40	\$244.54	\$91.46	72.78%
136	Deferred Compensation	\$650.00	\$50.00	\$575.00	\$75.00	88.46%
140	Unemployment	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
151	Workers Comp Insurance	\$6,565.00	\$0.00	\$6,252.00	\$313.00	95.23%
152	Health Savings Account Contrib	\$15,000.00	\$0.00	\$9,000.00	\$6,000.00	60.00%
200	Office Supplies	\$200.00	\$0.00	\$250.15	-\$50.15	125.08%
208	Instruction Fees	\$500.00	\$0.00	\$233.31	\$266.69	46.66%
210	Operating Supplies	\$1,600.00	\$0.00	\$1,094.68	\$505.32	68.42%
212	Motor Fuels	\$2,000.00	\$268.85	\$1,254.88	\$745.12	62.74%
213	Diesel Fuel	\$1,500.00	\$0.00	\$352.74	\$1,147.26	23.52%
220	Repair/Maint Supply - Equip	\$3,000.00	\$24.99	\$2,118.35	\$881.65	70.61%
221	Repair/Maint Vehicles	\$2,000.00	\$156.20	\$1,211.99	\$788.01	60.60%
223	Bldg Repair Suppl/Maintenance	\$10,000.00	\$1,629.30	\$12,100.85	-\$2,100.85	121.01%
231	Chemicals	\$3,000.00	\$0.00	\$0.00	\$3,000.00	0.00%
235	Signs	\$400.00	\$0.00	\$0.00	\$400.00	0.00%
254	Concessions - Pop	\$300.00	\$0.00	\$469.80	-\$169.80	156.60%
255	Concessions - Food	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
258	Unif Bob/Ted/Gerald	\$300.00	\$0.00	\$300.00	\$0.00	100.00%
261	Unif Jake/Jon/Leigh	\$300.00	\$0.00	\$0.00	\$300.00	0.00%
264	Unif Bobby/Ron	\$225.00	\$0.00	\$298.14	-\$73.14	132.51%
304	Legal Fees (Civil)	\$250.00	\$0.00	\$0.00	\$250.00	0.00%

OBJ	OBJ Descr	2015 Budget	NOVEMBER 2015 Amt	2015 YTD Amt	2015 YTD Balance	%YTD Budget
308	Instructors Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
309	Tennis	\$1,600.00	\$0.00	\$270.41	\$1,329.59	16.90%
310	Program Supplies	\$1,000.00	\$0.00	\$1,693.45	-\$693.45	169.35%
311	Softball/Baseball	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
312	Aerobic Instruction	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
315	Warm House/Garage Exp	\$1,000.00	\$54.42	\$909.17	\$90.83	90.92%
316	Security Monitoring	\$700.00	\$251.88	\$1,073.76	-\$373.76	153.39%
317	Soccer/Skating	\$1,500.00	\$140.00	\$667.93	\$832.07	44.53%
318	Garage (North)	\$3,000.00	\$1.15	\$1,752.13	\$1,247.87	58.40%
319	Donation Expenditures	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
320	Communications	\$3,500.00	\$497.41	\$3,335.99	\$164.01	95.31%
322	Postage	\$150.00	\$0.00	\$55.08	\$94.92	36.72%
323	Garage (East)	\$800.00	\$83.00	\$396.05	\$403.95	49.51%
324	Disc Golf Expenses	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
331	Travel Expenses	\$700.00	\$41.39	\$614.10	\$85.90	87.73%
335	Background Checks	\$150.00	\$0.00	\$15.00	\$135.00	10.00%
340	Advertising	\$500.00	\$0.00	\$449.20	\$50.80	89.84%
351	Legal Notices Publishing	\$0.00	\$0.00	\$34.00	-\$34.00	0.00%
360	Insurance	\$15,000.00	\$0.00	\$13,260.26	\$1,739.74	88.40%
381	Electric Utilities	\$13,000.00	\$1,161.22	\$13,162.57	-\$162.57	101.25%
383	Gas Utilities	\$7,500.00	\$128.61	\$3,874.00	\$3,626.00	51.65%
384	Refuse/Garbage Disposal	\$800.00	\$71.36	\$715.10	\$84.90	89.39%
403	Improvements Other Than Bldgs	\$3,800.00	\$0.00	\$2,633.00	\$1,167.00	69.29%
413	Office Equipment Rental/Repair	\$700.00	\$0.00	\$15.00	\$685.00	2.14%
415	Equipment Rental	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
430	Miscellaneous	\$800.00	\$150.00	\$884.42	-\$84.42	110.55%
433	Dues and Subscriptions	\$500.00	\$0.00	\$165.00	\$335.00	33.00%
442	Safety Prog/Equipment	\$1,500.00	\$0.00	\$62.07	\$1,437.93	4.14%
443	Sales Tax	\$3,200.00	\$0.00	\$3,669.00	-\$469.00	114.66%
445	Sr Meals Expense	\$400.00	\$0.00	\$6.40	\$393.60	1.60%
448	Weight Room Ins Reimbur	\$150.00	\$8.75	\$131.50	\$18.50	87.67%
450	Permits	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
452	Refund	\$150.00	\$35.00	\$456.57	-\$306.57	304.38%
453	80 Acre Development Expense	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
457	Weight Room Expenses	\$500.00	\$0.00	\$1,832.05	-\$1,332.05	366.41%
459	PAL Foundation Expenditures	\$3,000.00	\$3,763.53	\$27,763.11	-\$24,763.11	925.44%
461	Silver Sneakers	\$5,000.00	\$552.00	\$5,313.00	-\$313.00	106.26%
481	Park Master Plan	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
500	Capital Outlay	\$69,250.00	\$16,359.41	\$96,880.48	-\$27,630.48	139.90%
551	Capital Outlay-Building	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
552	Capital Outlay-Land	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
557	Capital Outlay - Tennis Courts	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
600	Principal	\$1,250.00	\$104.14	\$1,145.54	\$104.46	91.64%
610	Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 45100 Park and Recreation (GENERA		\$437,857.00	\$44,486.45	\$424,883.74	\$12,973.26	97.04%
DEPT 45500 Library						
101	Assistant	\$27,872.00	\$2,160.00	\$24,550.60	\$3,321.40	88.08%
121	PERA	\$2,090.00	\$162.00	\$1,864.06	\$225.94	89.19%
122	FICA	\$2,132.00	\$143.86	\$1,665.71	\$466.29	78.13%
131	Employer Paid Health	\$12,442.00	\$1,036.82	\$11,405.02	\$1,036.98	91.67%
132	Employer Paid Disability	\$216.00	\$20.67	\$218.17	-\$2.17	101.00%
133	Employer Paid Dental	\$1,116.00	\$80.91	\$914.11	\$201.89	81.91%
134	Employer Paid Life	\$67.00	\$5.60	\$61.60	\$5.40	91.94%
135	Employer Paid Other	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
140	Unemployment	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

OBJ	OBJ Descr	2015 Budget	NOVEMBER 2015 Amt	2015 YTD Amt	2015 YTD Balance	%YTD Budget
151	Workers Comp Insurance	\$200.00	\$0.00	\$0.00	\$200.00	0.00%
152	Health Savings Account Contrib	\$6,000.00	\$0.00	\$6,000.00	\$0.00	100.00%
201	Library Operating Supplies	\$2,000.00	\$0.00	\$1,171.08	\$828.92	58.55%
202	Library Subscriptions	\$500.00	\$0.00	\$1,043.01	-\$543.01	208.60%
203	Library Books	\$500.00	\$1,407.35	\$7,719.36	-\$7,219.36	1543.87%
204	Children s Program Expense	\$150.00	\$0.00	\$8.75	\$141.25	5.83%
205	Library Luncheon Expense	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
206	NY Times Best Seller Program	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
207	Golf Fundraiser Expense	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
319	Donation Expenditures	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
320	Communications	\$1,000.00	\$58.39	\$593.29	\$406.71	59.33%
322	Postage	\$50.00	\$0.00	\$0.00	\$50.00	0.00%
360	Insurance	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
413	Office Equipment Rental/Repair	\$500.00	\$0.00	\$1,015.00	-\$515.00	203.00%
430	Miscellaneous	\$1,000.00	\$0.00	\$88.38	\$911.62	8.84%
443	Sales Tax	\$0.00	\$0.00	\$356.00	-\$356.00	0.00%
452	Refund	\$50.00	\$0.00	\$0.00	\$50.00	0.00%
459	PAL Foundation Expenditures	\$250.00	\$0.00	\$2,262.09	-\$2,012.09	904.84%
500	Capital Outlay	\$500.00	\$0.00	\$2,191.88	-\$1,691.88	438.38%
600	Principal	\$1,250.00	\$104.14	\$1,145.54	\$104.46	91.64%
DEPT 45500 Library		\$59,885.00	\$5,179.74	\$64,273.65	-\$4,388.65	107.33%
DEPT 47014 2012 Series A						
600	Principal	\$175,000.00	\$0.00	\$175,000.00	\$0.00	100.00%
610	Interest	\$34,403.00	\$0.00	\$34,402.50	\$0.50	100.00%
620	Fiscal Agent s Fees	\$0.00	\$0.00	\$183.00	-\$183.00	0.00%
DEPT 47014 2012 Series A		\$209,403.00	\$0.00	\$209,585.50	-\$182.50	100.09%
DEPT 47015 47015 Series 2015B						
600	Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
610	Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
615	Issuance Costs (Other Financin	\$0.00	\$0.00	\$2,500.00	-\$2,500.00	0.00%
620	Fiscal Agent s Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47015 47015 Series 2015B		\$0.00	\$0.00	\$2,500.00	-\$2,500.00	0.00%
DEPT 48000 Recycling						
384	Refuse/Garbage Disposal	\$32,340.00	\$2,433.00	\$26,763.00	\$5,577.00	82.76%
388	Recycling Expenses	\$100.00	\$50.00	\$50.00	\$50.00	50.00%
430	Miscellaneous	\$2,340.00	\$262.00	\$2,882.00	-\$542.00	123.16%
DEPT 48000 Recycling		\$34,780.00	\$2,745.00	\$29,695.00	\$5,085.00	85.38%
FUND 101 GENERAL FUND		\$3,056,468.00	\$192,131.10	\$3,356,564.33	-\$300,096.33	109.82%
FUND 301 DEBT SERVICE FUND						
DEPT 47000 Emer Svcs Ctr Refunding 2004						
551	Capital Outlay-Building	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
600	Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
602	REA Loan Payment	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
610	Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
620	Fiscal Agent s Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47000 Emer Svcs Ctr Refunding 200		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47001 Community Ctr Refunding 2002						
600	Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
610	Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
620	Fiscal Agent s Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47001 Community Ctr Refunding 200		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47002 G.O. Improve-Wilderness						

OBJ	OBJ Descr	2015 Budget	NOVEMBER 2015 Amt	2015 YTD Amt	2015 YTD Balance	%YTD Budget
600	Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
610	Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47002 G.O. Improve-Wilderness		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47003 1999 Series A Improvement Bond						
600	Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
610	Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47003 1999 Series A Improvement B		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47004 1999 Series B Improvement Bond						
600	Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
610	Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
620	Fiscal Agent s Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47004 1999 Series B Improvement B		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47005 2001 Series A Improvement Bond						
600	Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
610	Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
620	Fiscal Agent s Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47005 2001 Series A Improvement B		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47006 2002 Series A Improvement Bond						
600	Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
610	Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
620	Fiscal Agent s Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47006 2002 Series A Improvement B		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47007 2003 Series A Disposal						
600	Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
610	Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
620	Fiscal Agent s Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47007 2003 Series A Disposal		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47008 2003 Series B Sewer						
600	Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
610	Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
620	Fiscal Agent s Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47008 2003 Series B Sewer		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47009 2003 Joint Facility						
430	Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
600	Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
610	Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
620	Fiscal Agent s Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47009 2003 Joint Facility		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47010 2004 Series A						
600	Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
610	Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
620	Fiscal Agent s Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47010 2004 Series A		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47011 2006 Series B Improvement Bond						
600	Principal	\$150,000.00	\$0.00	\$150,000.00	\$0.00	100.00%
610	Interest	\$12,430.00	\$0.00	\$12,430.00	\$0.00	100.00%
615	Issuance Costs (Other Financin	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
616	Bond Discount	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47011 2006 Series B Improvement B		\$162,430.00	\$0.00	\$162,430.00	\$0.00	100.00%
DEPT 47012 2006 Series C Equipment Cert						

OBJ	OBJ Descr	2015 Budget	NOVEMBER 2015 Amt	2015 YTD Amt	2015 YTD Balance	%YTD Budget
600	Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
610	Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
620	Fiscal Agent s Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47012 2006 Series C Equipment Cert		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47013 Bond Disclosure						
440	Telephone Co Reimb Expense	\$1,200.00	\$0.00	\$1,412.50	-\$212.50	117.71%
621	Continung Disclosure Expene	\$1,200.00	\$0.00	\$1,412.50	-\$212.50	117.71%
DEPT 47013 Bond Disclosure		\$2,400.00	\$0.00	\$2,825.00	-\$425.00	117.71%
DEPT 47014 2012 Series A						
430	Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
600	Principal	\$130,000.00	\$0.00	\$130,000.00	\$0.00	100.00%
610	Interest	\$1,300.00	\$0.00	\$1,300.00	\$0.00	100.00%
620	Fiscal Agent s Fees	\$0.00	\$0.00	\$134.00	-\$134.00	0.00%
DEPT 47014 2012 Series A		\$131,300.00	\$0.00	\$131,434.00	-\$134.00	100.10%
DEPT 47015 47015 Series 2015B						
600	Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
610	Interest	\$0.00	\$7,885.17	\$7,885.17	-\$7,885.17	0.00%
DEPT 47015 47015 Series 2015B		\$0.00	\$7,885.17	\$7,885.17	-\$7,885.17	0.00%
FUND 301 DEBT SERVICE FUND		\$296,130.00	\$7,885.17	\$304,574.17	-\$8,444.17	102.85%
FUND 401 GENERAL CAPITAL PROJECTS						
DEPT 44000 Capital Projects						
430	Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 44000 Capital Projects		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47012 2006 Series C Equipment Cert						
615	Issuance Costs (Other Financin	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
616	Bond Discount	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47012 2006 Series C Equipment Cert		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 49300 Other Finanacing Uses						
720	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 49300 Other Finanacing Uses		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 401 GENERAL CAPITAL PROJECTS		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 404 JOBZ						
DEPT 46002 JOBZ - Crosstech Mfg						
304	Legal Fees (Civil)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
351	Legal Notices Publishing	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
430	Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
720	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 46002 JOBZ - Crosstech Mfg		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 404 JOBZ		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 405 TAX INCREMENT FINANCE PROJECTS						
DEPT 46000 Tax Increment Financing						
351	Legal Notices Publishing	\$650.00	\$0.00	\$59.50	\$590.50	9.15%
640	Tax Increment 1	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
641	Tax Increment 2	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
642	Tax Increment 3	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
643	Tax Increment 6	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
644	Tax Increment 7 - Stone #1	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
645	Tax Increment 8 - Crosswoods	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
646	TaxIncrement 9-C&J Dev	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

OBJ	OBJ Descr	2015 Budget	NOVEMBER 2015 Amt	2015 YTD Amt	2015 YTD Balance	%YTD Budget
650	Administrative Costs	\$650.00	\$0.00	\$100.00	\$550.00	15.38%
720	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 46000 Tax Increment Financing		\$1,300.00	\$0.00	\$159.50	\$1,140.50	12.27%
DEPT 46001 TIF 1-9 MidWest Asst Living						
646	TaxIncrement 9-C&J Dev	\$11,700.00	\$0.00	\$5,779.24	\$5,920.76	49.40%
DEPT 46001 TIF 1-9 MidWest Asst Living		\$11,700.00	\$0.00	\$5,779.24	\$5,920.76	49.40%
FUND 405 TAX INCREMENT FINANCE PROJEC		\$13,000.00	\$0.00	\$5,938.74	\$7,061.26	45.68%
FUND 408 WEST SHORE DRIVE						
DEPT 43000 Public Works (GENERAL)						
303	Engineering Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
304	Legal Fees (Civil)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
430	Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
500	Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
615	Issuance Costs (Other Financin	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
616	Bond Discount	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 43000 Public Works (GENERAL)		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 408 WEST SHORE DRIVE		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 409 JOHNIE/ROBERT STREET						
DEPT 43000 Public Works (GENERAL)						
303	Engineering Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 43000 Public Works (GENERAL)		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 409 JOHNIE/ROBERT STREET		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 410 MARODA DRIVE						
DEPT 43000 Public Works (GENERAL)						
303	Engineering Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 43000 Public Works (GENERAL)		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 410 MARODA DRIVE		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 411 SUNSET DRIVE						
DEPT 43000 Public Works (GENERAL)						
303	Engineering Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 43000 Public Works (GENERAL)		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 411 SUNSET DRIVE		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 412 DUCK LANE						
DEPT 43000 Public Works (GENERAL)						
303	Engineering Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
304	Legal Fees (Civil)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
430	Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
500	Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 43000 Public Works (GENERAL)		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 412 DUCK LANE		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 413 FAWN LAKE ROAD						
DEPT 43000 Public Works (GENERAL)						
303	Engineering Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
304	Legal Fees (Civil)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
500	Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 43000 Public Works (GENERAL)		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 413 FAWN LAKE ROAD		\$0.00	\$0.00	\$0.00	\$0.00	0.00%

OBJ	OBJ Descr	2015 Budget	NOVEMBER 2015 Amt	2015 YTD Amt	2015 YTD Balance	%YTD Budget
FUND 414 SUNRISE ISLAND BRIDGE PROJECT						
DEPT 43000 Public Works (GENERAL)						
226	Bridge Materials	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
303	Engineering Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
304	Legal Fees (Civil)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
430	Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
500	Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 43000 Public Works (GENERAL)		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 414 SUNRISE ISLAND BRIDGE PROJEC		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 415 AMBULANCE PROJECT						
DEPT 43000 Public Works (GENERAL)						
303	Engineering Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
304	Legal Fees (Civil)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
430	Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
500	Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
551	Capital Outlay-Building	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
720	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 43000 Public Works (GENERAL)		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 415 AMBULANCE PROJECT		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 420 LIBRARY PROJECT						
DEPT 45500 Library						
302	Architects Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
430	Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
500	Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
720	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 45500 Library		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 420 LIBRARY PROJECT		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 432 SEWER PROJECT						
DEPT 43200 Sewer						
303	Engineering Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
304	Legal Fees (Civil)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
430	Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
443	Sales Tax	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
500	Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
720	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 43200 Sewer		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 49300 Other Finanacing Uses						
720	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 49300 Other Finanacing Uses		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 432 SEWER PROJECT		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 463 BRITA LN/PINE VIEW LN						
DEPT 43000 Public Works (GENERAL)						
303	Engineering Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
304	Legal Fees (Civil)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
430	Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
500	Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 43000 Public Works (GENERAL)		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 463 BRITA LN/PINE VIEW LN		\$0.00	\$0.00	\$0.00	\$0.00	0.00%

OBJ	OBJ Descr	2015 Budget	NOVEMBER 2015 Amt	2015 YTD Amt	2015 YTD Balance	%YTD Budget
FUND 502 ECONOMIC DEVELOPMENT FUND						
DEPT 41940 General Government						
720	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 41940 General Government						
		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 46500 Economic Develop mt (GENERAL)						
304	Legal Fees (Civil)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
351	Legal Notices Publishing	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
600	Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
610	Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
720	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 46500 Economic Develop mt (GENER)						
		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47000 Emer Svcs Ctr Refunding 2004						
600	Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
610	Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
615	Issuance Costs (Other Financin	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
616	Bond Discount	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
620	Fiscal Agent s Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47000 Emer Svcs Ctr Refunding 200						
		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47009 2003 Joint Facility						
430	Miscellaneous	\$10,000.00	\$3,429.90	\$7,337.40	\$2,662.60	73.37%
600	Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
610	Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
620	Fiscal Agent s Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47009 2003 Joint Facility						
		\$10,000.00	\$3,429.90	\$7,337.40	\$2,662.60	73.37%
FUND 502 ECONOMIC DEVELOPMENT FUND						
		\$10,000.00	\$3,429.90	\$7,337.40	\$2,662.60	73.37%
FUND 503 EDA (REVOLVING LOAN)						
DEPT 46500 Economic Develop mt (GENERAL)						
304	Legal Fees (Civil)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
430	Miscellaneous	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
447	Loan Disbursements	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 46500 Economic Develop mt (GENER)						
		\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
FUND 503 EDA (REVOLVING LOAN)						
		\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
FUND 601 SEWER OPERATING FUND						
DEPT 43200 Sewer						
100	Wages and Salaries Dept Head	\$70,847.00	\$5,520.26	\$62,151.45	\$8,695.55	87.73%
101	Assistant	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
103	Tech 1	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
104	Tech 2	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
108	Tech 3	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
121	PERA	\$5,314.00	\$414.02	\$4,719.83	\$594.17	88.82%
122	FICA	\$5,420.00	\$397.10	\$4,536.40	\$883.60	83.70%
131	Employer Paid Health	\$12,442.00	\$1,036.82	\$11,405.02	\$1,036.98	91.67%
132	Employer Paid Disability	\$531.00	\$52.58	\$542.22	-\$11.22	102.11%
133	Employer Paid Dental	\$1,116.00	\$80.91	\$914.11	\$201.89	81.91%
134	Employer Paid Life	\$67.00	\$5.60	\$61.60	\$5.40	91.94%
136	Deferred Compensation	\$650.00	\$50.00	\$575.00	\$75.00	88.46%
151	Workers Comp Insurance	\$3,674.00	\$0.00	\$3,553.00	\$121.00	96.71%
152	Health Savings Account Contrib	\$6,000.00	\$0.00	\$6,000.00	\$0.00	100.00%
200	Office Supplies	\$250.00	\$0.00	\$699.26	-\$449.26	279.70%
208	Instruction Fees	\$2,000.00	\$0.00	\$2,313.21	-\$313.21	115.66%
210	Operating Supplies	\$1,500.00	\$45.87	\$1,788.49	-\$288.49	119.23%

OBJ	OBJ Descr	2015 Budget	NOVEMBER 2015 Amt	2015 YTD Amt	2015 YTD Balance	%YTD Budget
212	Motor Fuels	\$2,000.00	\$0.00	\$0.00	\$2,000.00	0.00%
213	Diesel Fuel	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
220	Repair/Maint Supply - Equip	\$7,000.00	\$166.67	\$15,757.60	-\$8,757.60	225.11%
221	Repair/Maint Vehicles	\$1,500.00	\$0.00	\$139.17	\$1,360.83	9.28%
222	Tires	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
223	Bldg Repair Suppl/Maintenance	\$1,500.00	\$0.00	\$5,159.54	-\$3,659.54	343.97%
229	Oper/Maint - Lift Station	\$12,000.00	\$189.38	\$4,002.84	\$7,997.16	33.36%
230	Repair/Maint - Collection Syst	\$7,000.00	\$36.98	\$4,307.21	\$2,692.79	61.53%
231	Chemicals	\$10,000.00	\$1,668.90	\$16,403.01	-\$6,403.01	164.03%
258	Unif Bob/Ted/Gerald	\$300.00	\$0.00	\$0.00	\$300.00	0.00%
303	Engineering Fees	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
304	Legal Fees (Civil)	\$250.00	\$0.00	\$0.00	\$250.00	0.00%
320	Communications	\$600.00	\$47.75	\$474.91	\$125.09	79.15%
321	Communications-Cellular	\$1,400.00	\$427.02	\$1,667.84	-\$267.84	119.13%
322	Postage	\$800.00	\$0.00	\$623.93	\$176.07	77.99%
331	Travel Expenses	\$2,000.00	\$0.00	\$2,553.33	-\$553.33	127.67%
340	Advertising	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
351	Legal Notices Publishing	\$200.00	\$0.00	\$119.00	\$81.00	59.50%
360	Insurance	\$7,500.00	\$0.00	\$7,845.51	-\$345.51	104.61%
381	Electric Utilities	\$26,000.00	\$2,230.27	\$23,591.43	\$2,408.57	90.74%
383	Gas Utilities	\$3,000.00	\$37.65	\$2,837.74	\$162.26	94.59%
384	Refuse/Garbage Disposal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
406	Lab Testing	\$10,000.00	\$1,327.50	\$9,978.71	\$21.29	99.79%
407	Sludge Disposal	\$12,000.00	\$0.00	\$12,325.00	-\$325.00	102.71%
420	Depreciation Expense	\$200,000.00	\$0.00	\$0.00	\$200,000.00	0.00%
430	Miscellaneous	\$100.00	\$0.00	\$104.99	-\$4.99	104.99%
433	Dues and Subscriptions	\$300.00	\$0.00	\$505.00	-\$205.00	168.33%
442	Safety Prog/Equipment	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.00%
443	Sales Tax	\$200.00	\$0.00	\$0.00	\$200.00	0.00%
450	Permits	\$200.00	\$0.00	\$1,450.00	-\$1,250.00	725.00%
452	Refund	\$100.00	\$0.00	\$144.00	-\$44.00	144.00%
500	Capital Outlay	\$72,302.00	\$0.00	\$12,126.03	\$60,175.97	16.77%
553	Capital Outlay - Sewer Filters	\$0.00	\$0.00	\$21,553.00	-\$21,553.00	0.00%
554	Capital Outlay - Ox Ditch Bldg	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
555	Capital Outlay - Sewer Biosol	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
556	Capital Outlay - Sewer Exten	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 43200 Sewer		\$492,063.00	\$13,735.28	\$242,929.38	\$249,133.62	49.37%
FUND 601 SEWER OPERATING FUND		\$492,063.00	\$13,735.28	\$242,929.38	\$249,133.62	49.37%
FUND 651 SEWER RESTRICTED SINKING FUND						
DEPT 43200 Sewer						
220	Repair/Maint Supply - Equip	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
223	Bldg Repair Suppl/Maintenance	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
303	Engineering Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
430	Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
500	Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 43200 Sewer		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47007 2003 Series A Disposal						
600	Principal	\$170,000.00	\$0.00	\$0.00	\$170,000.00	0.00%
610	Interest	\$36,591.00	\$0.00	\$33,997.23	\$2,593.77	92.91%
615	Issuance Costs (Other Financin	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
620	Fiscal Agent s Fees	\$15,000.00	\$0.00	\$178.00	\$14,822.00	1.19%
DEPT 47007 2003 Series A Disposal		\$221,591.00	\$0.00	\$34,175.23	\$187,415.77	15.42%
DEPT 47008 2003 Series B Sewer						

OBJ	OBJ Descr	2015 Budget	NOVEMBER 2015 Amt	2015 YTD Amt	2015 YTD Balance	%YTD Budget
452	Refund	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
600	Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
610	Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
615	Issuance Costs (Other Financin	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47008 2003 Series B Sewer		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 651 SEWER RESTRICTED SINKING FUN		\$221,591.00	\$0.00	\$34,175.23	\$187,415.77	15.42%
FUND 652 WASTEWATER MGMT DISTRICT						
DEPT 41910 Planning and Zoning						
430	Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 41910 Planning and Zoning		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 652 WASTEWATER MGMT DISTRICT		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$4,090,252.00	\$217,181.45	\$3,951,519.25	\$138,732.75	96.61%

B.4.

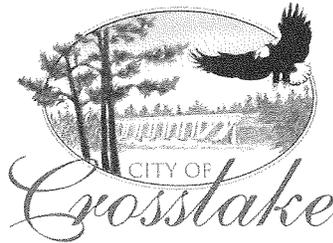
City of Crosslake					
11/30/2015 Budget to Actual Analysis (Remove Debt Service, Capital Outlay and Operating Transfers)					
Description	2015 Budget	30-Nov	2015 YTD Amount	2015 YTD Balance	2015 %YTD Budget
<b>Total Expense (From Month End Report For November 30, 2015)</b>	<b>\$ 4,090,252</b>	<b>\$ 217,181</b>	<b>\$ 3,951,519</b>	<b>\$ 138,733</b>	<b>96.61%</b>
<b>Adjustments:</b>					
<u>Less: All DS Issues</u>					
(101-41400-600) Administration: Copier Lease	(1,890)	(72)	(1,362)	(528)	72.06%
(101-41910-600) Planning and Zoning: Copier Lease	(1,890)	(72)	(1,362)	(528)	72.06%
(101-42110-600) Police: Copier Lease	-	(12)	(12)	12	0.00%
(101-42280-600) Fire Administration - Principal	(15,602)	0	(15,602)	0	100.00%
(101-42280-600) Fire Administration - Interest	(740)	0	(741)	1	100.08%
(101-42280-620) Fire Administration - Fiscal Agent Fees	(425)	0	0	(425)	0.00%
(101-45100-600) Parks and Rec.: Copier Lease	(1,250)	(104)	(1,146)	(104)	91.64%
(101-45500-600) Library: Copier Lease	(1,250)	(104)	(1,146)	(104)	91.64%
(101-47014-600) 2012 Series A - Principal	(175,000)	0	(175,000)	0	100.00%
(101-47014-610) 2012 Series A - Interest	(34,403)	0	(34,403)	0	100.00%
(101-47014-620) 2012 Series A - Fiscal Agent Fees	0	0	(183)	183	0.00%
(101-47015-615) Series 2015B Equip. Cert. Issuance Costs	0	0	(2,500)	2,500	0.00%
(301-47011-600) 2006 Series B - Principal	(150,000)	0	(150,000)	0	100.00%
(301-47011-610) 2006 Series B - Interest	(12,430)	0	(12,430)	0	100.00%
(301-47014-600) 2012 Series A - Principal	(130,000)	0	(130,000)	0	100.00%
(301-47014-610) 2012 Series A - Interest	(1,300)	0	(1,300)	0	100.00%
(301-47014-621) Fiscal Agent Fees	0	0	(134)	134	0.00%
(301-47013-440/621) Fiscal Agent Fees	(2,400)	(800)	(2,825)	425	0.00%
(301-47015-610) 2015 Series B - Interest	0	(7,885)	(7,885)	7,885	0.00%
(651-47007-600) 2012 Series A Disposal - Prin.. ( Reported on B/S)	(170,000)	0	0	(170,000)	0.00%
(651-47007-610) 2012 Series A Disposal -Interest	(36,590)	0	(33,997)	(2,593)	92.91%
(651-47007-620) 2012 Series A Disposal - Fiscal Agent Fees	(15,000)	0	(178)	(14,822)	1.19%
<i>Total Debt Service</i>	<u>(750,170)</u>	<u>(9,049)</u>	<u>(572,205)</u>	<u>(177,965)</u>	76.28%
<u>Less - All Capital Outlay Accounts:</u>					
(101-41400-600) Administration	(19,400)	0	(6,821)	(12,579)	35.16%
(101-41910-500) Planning and Zoning	(19,400)	0	(9,537)	(9,863)	49.16%
(101-41940-500) General Government Capital Outlay	(113,000)	(892)	(18,462)	(94,538)	16.34%
(101-42110-500) Police Administration Capital Outlay	(6,500)	(1,966)	(14,068)	7,568	216.43%
(101-42110-550) Police Administration Capital Outlay - Vehicles	(45,000)	0	(44,372)	(628)	98.61%
(101-42280-500) Fire Administration - Capital Outlay	(46,902)	(5,116)	(44,111)	(2,791)	94.05%
(101-42280-550) Fire Administration - Capital Outlay - Vehicles	0	0	(518,855)	518,855	0.00%
(101-43000-500) Public Works - Capital Outlay	(141,668)	(592)	(350,053)	208,385	247.09%
(101-43100-500) Cemetery - Capital Outlay	(1,000)	0	(1,534)	534	153.40%
(101-45100-500) Parks and Recreation - Capital Outlay	(69,250)	(16,359)	(96,880)	27,630	139.90%
(101-45500-500) Library	(500)	0	(2,192)	1,692	0.00%
(601-43200-500) Sewer - Capital Outlay	(72,302)	0	(33,679)	(38,623)	46.58%
<i>Total Capital Outlay</i>	<u>(534,922)</u>	<u>(24,926)</u>	<u>(1,140,565)</u>	<u>605,643</u>	213.22%
<u>Less: Operating Transfers Between Funds:</u>					
N/A	0	0	0	0	0%
N/A	0	0	0	0	0%
<i>Total Operating Transfers Between Funds</i>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	0%
<u>Less: Depreciation/Amortization</u>					
(601) Depreciation	(200,000)	0	0	(200,000)	0.00%
<b>Adjusted Expenditures</b>	<b>\$ 2,605,161</b>	<b>\$ 183,206</b>	<b>\$ 2,238,749</b>	<b>\$ 366,411</b>	<b>85.94%</b>
<b>Linear Assumption (11 Month/12 Months) = 91.67%</b>					
	<b>91.67%</b>	<b>\$ 3,749,398</b>			<b>-5.73%</b>

City of Crosslake  
November 30, 2015

Depository	Percent of Total Bank Balance		Amount of Collateral Required (110% of Deposits Requiring Collateral)				Market Value of Collateral Provided	Sufficient (Insufficient) Collateral Coverage	Collateral Description	Expiration Date
	Bank Balance	Less: Insurance FDIC/NCUA	Deposits Requiring Collateral	Deposits Requiring Collateral	Deposits Requiring Collateral	Deposits Requiring Collateral				
Riverwood Bank	9.0%	\$ 199,873	\$ 250,000	\$ 0	\$ 0	\$ 0	\$ 0			
First National Bank	15.0%	\$ 332,200	\$ 250,000	\$ 82,200	\$ 90,420	\$ 200,000	\$ 109,580	Letter of Credit #2552-16		11/14/2016
BlackRidge Bank	35.1%	\$ 775,634	\$ 250,000	\$ 525,634	\$ 578,197	\$ 1,000,000	\$ 421,803	Letter of Credit 4072-161		2/27/2016
Frandsen Bank and Trust	40.8%	\$ 902,219	\$ 250,000	\$ 652,219	\$ 717,441	\$ 1,580,574	\$ 863,133	3622A2JV5 GNMA; 3128MDTJ2 FHLMC		04/15/2026; 08/01/2028
<b>Totals</b>	<b>100.0%</b>	<b>\$ 2,209,926</b>	<b>\$ 1,260,053</b>	<b>\$ 1,386,058</b>	<b>\$ 2,780,574</b>	<b>\$ 1,394,516</b>				

B. 5.

City Hall: 218-692-2688  
Planning & Zoning: 218-692-2689  
Fax: 218-692-2687



B.6.  
37028 County Road 66  
Crosslake, Minnesota 56442  
<http://crosslake.govoffice.com>

MEMO TO: City Council

FROM: Michael R. Lyonais *ML*  
Finance Director/Treasurer

DATE: December 14, 2015

SUBJECT: Tax Increment Financing Reimbursement

I am requesting approval to reimburse 90% of the incremental tax revenue received from the Assisted Living Facility TIF District 1-9, Midwest Properties, for the second half tax payment paid the City in December 2015 from Crow Wing County. The amount received, the amount being retained for administrative costs and the amount to be released is listed below.

<u>Developer</u>	<u>City Taxes Paid</u>	<u>10% Administrative Fee</u>	<u>Amount Due Developer</u>
Assisted Living	\$ 6,421.38	\$ 642.14	\$ 5,779.24

A motion is required to release this payment subject to receipt of compliance certificate.  
(Council Action – Motion)

B.7.

11/18/2015 1:48:34 pm

## Crosslake Communications Balance Sheet

For The Ten Months Ending October 31, 2015

	<u>YTD Amount</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
Cash in Checking and Savings Accounts	452,016.67
Temporary Cash Investments	844,855.37
Restricted Cash Investments	802,097.91
Due From Customers	24,964.86
Other Accounts Receivable	79,085.96
Interest Receivable	4,831.10
Material - Regulated	73,036.96
Materials - Deregulated	8,230.78
Prepayments and Other	56,731.99
<b>Total Current Assets</b>	<u><u>2,345,851.60</u></u>
<b>Noncurrent Assets</b>	
Other Investments	54,022.21
Nonreg Plant and Equipment	272,517.20
Deferred Charges	96,554.87
<b>Total Noncurrent Assets</b>	<u><u>423,094.28</u></u>
<b>Plant, Property and Equipment - Telephone</b>	
Telecommunications Plant in Service	12,318,289.01
Plant Under Construction	411,486.39
Less Accumulated Depreciation - Telephone	(7,742,920.81)
<b>Net Plant - Telephone</b>	<u><u>4,986,854.59</u></u>
<b>Plant, Property and Equipment - Cable</b>	
Cable Plant in Service	2,856,244.77
Less Accumulated Depreciation - Cable	(2,590,990.97)
<b>Net Plant - Cable</b>	<u><u>265,253.80</u></u>
<b>Total Assets</b>	<u><u>\$ 8,021,054.27</u></u>
<b>LIABILITIES</b>	
<b>Current Liabilities</b>	
Accounts Payable	139,338.95
Advance Billings and Prepayment	20,197.38
Customer Deposits	61,661.81
Accrued Interest	22,474.09
Other Current Liabilities	43,072.86
<b>Total Current Liabilities</b>	<u><u>286,745.09</u></u>
<b>Long-Term Debt</b>	
Utility Revenue Bond	2,485,000.00
<b>Total Long-Term Debt</b>	<u><u>2,485,000.00</u></u>
<b>Other Liabilities and Deferred Credits</b>	
Other Long-Term Liabilities	126,175.00
Other Deferred Credits	0.00
<b>Total Other Liabilities and Credits</b>	<u><u>126,175.00</u></u>
<b>EQUITY</b>	
Income Balance	22,568.99
Fund Equity	5,100,565.19
<b>Total Equity</b>	<u><u>5,123,134.18</u></u>
<b>Total Liabilities and Equity</b>	<u><u>\$ 8,021,054.27</u></u>

## Crosslake Communications Income Statement

For The Ten Months Ending October 31, 2015

	<u>PTD Amount</u>	<u>LYPTD Amount</u>	<u>YTD Amount</u>	<u>LYTD Amount</u>
<b>Revenues</b>				
Local Network Service	35,166.80	36,458.75	354,790.04	368,012.96
Network Access Service Revenue	71,893.95	69,315.93	706,720.88	700,992.21
Directory and Other Misc. Reg Revenue	3,826.80	4,203.23	39,658.87	41,801.67
Internet, Computer Sales	83,493.29	73,750.75	781,523.52	732,942.17
Uncollectible Revenue	65.83	0.00	76.30	(25.70)
Cable Revenue	107,879.97	102,938.67	1,027,572.18	996,400.23
Tower, Rent and Ad Revenue	9,645.49	10,220.21	135,141.30	133,865.29
Other Sales, Lease and Install Revenue	14,525.86	13,321.73	138,329.01	141,262.65
<b>Total Operating Revenue</b>	<u>326,497.99</u>	<u>310,209.27</u>	<u>3,183,812.10</u>	<u>3,115,251.48</u>
<b>Operating Expenses</b>				
Plant Specific Operations Expense	36,081.23	45,521.28	341,869.45	384,953.51
Plant Nonspecific Operations Expense	28,359.68	20,084.85	259,098.41	276,674.83
Depreciation Expense	73,170.64	68,634.37	702,455.40	656,058.81
Customer Operations Expense	27,830.88	24,949.48	280,802.14	271,746.34
Corporate Operations Expense	23,908.80	23,484.64	302,630.14	335,354.93
Internet, Computer Sales Expense	30,710.34	23,690.30	280,923.00	268,599.16
Other Non Reg Expenses	1,551.33	908.26	15,966.15	14,542.71
Signal Purchases	69,333.67	63,332.99	688,844.10	615,710.17
Operating Transfers to City	24,065.53	23,145.68	240,620.63	231,423.87
<b>Total Operating Expenses</b>	<u>315,012.10</u>	<u>293,751.85</u>	<u>3,113,209.42</u>	<u>3,055,064.33</u>
<b>Total Operating Income (Loss)</b>	<b>11,485.89</b>	<b>16,457.42</b>	<b>70,602.68</b>	<b>60,187.15</b>
<b>Total Operating Ratio</b>	<b>96.48 %</b>	<b>94.69 %</b>	<b>97.78 %</b>	<b>98.07 %</b>
<b>Other Income (Expense)</b>				
Investment Income	1,323.90	1,670.14	18,549.61	16,387.34
Revenue Bond/Co Bank Interest	(4,475.91)	(11,700.83)	(54,182.11)	(117,008.30)
Amortize Debt Expense	(1,321.16)	(781.70)	(12,672.14)	(7,817.00)
Gain/(Loss) on Investments	0.00	(36.61)	275.22	(41.71)
Miscellaneous	(0.49)	(0.20)	(4.27)	(1.24)
<b>Total Other Income (Expense)</b>	<u>(4,473.66)</u>	<u>(10,849.20)</u>	<u>(48,033.69)</u>	<u>(108,480.91)</u>
<b>Total Net Income (Loss)</b>	<u><u>7,012.23</u></u>	<u><u>5,608.22</u></u>	<u><u>22,568.99</u></u>	<u><u>(48,293.76)</u></u>

**Crosslake Communications**  
**Detail of Reserve Balances**  
10/31/2015

<b><i>Restricted and Designated Investments</i></b>	
<i>Revenue Bond Reserve</i>	\$248,500.00
<i>Bond Payment Account</i>	\$0.00
<i>Cable Operations &amp; Maintenance Reserve</i>	\$32,911.69
<i>Reserve for BiAnnual Debt Payments</i>	382,512.71
<i>New Central Office Reserve (Switch)</i>	0.00
<i>Heavy Equipment Reserve</i>	60,666.76
<i>Vehicle Reserve</i>	17,955.02
<i>Building Maintenance Reserve</i>	0.00
<i>New Technology Reserve</i>	59,551.73
<b><i>Total Restricted and Designated Investments</i></b>	<b>\$802,097.91</b>
<i>Unrestricted Investments</i>	844,855.37
<b><i>Total Investments</i></b>	<b>\$1,646,953.28</b>
 <i>Unposted Market Value Allow</i>	 (\$243.41)
<i>Wells Fargo</i>	1,269,982.86
<i>Riverwood Bank</i>	199,847.89
<i>4M Fund</i>	176,879.12
<b><i>Total Per Statements</i></b>	<b>1,646,709.87</b>

B.8.

CROSSLAKE COMMUNICATIONS  
Accounts Payable  
Check Register  
10/01/2015 To 10/31/2015

Bank Account: GENERAL ACCOUNT

Check No.	Date	Vendor Name	Reference	Amount
2069	10/07/2015	FRANDSEN BANK AND TRUST	VISA CHARGES	1,611.51
2079	10/09/2015	INTERNAL REVENUE SERVICE	FEDERAL, FICA, MEDICARE	3,939.93
2080	10/09/2015	PERA	PERA EE & ER	2,465.49
2081	10/09/2015	MINNESOTA DEPT OF REVENUE	MINNESOTA WITHHOLDING	618.96
2082	10/09/2015	DEFERRED COMP	DEFERRED COMP.	1,950.00
2083	10/12/2015	CITY OF CROSSLAKE (SEWER)	SEPTEMBER SEWER	37.00
2092	10/23/2015	INTERNAL REVENUE SERVICE	FEDERAL, FICA, MEDICARE	4,706.34
2093	10/23/2015	PERA	PERA EE & ER	2,492.39
2094	10/23/2015	MINNESOTA DEPT OF REVENUE	MINNESOTA WITHHOLDING	775.34
2095	10/23/2015	DEFERRED COMP	DEFERRED COMP.	1,950.00
2096	10/26/2015	CROW WING POWER	SEPTEMBER ELECTRIC SERVICE	4,799.61
2097	10/30/2015	MINNESOTA DEPT OF REVENUE	OCTOBER SALES & USE TAX	12,734.00
31622	10/08/2015	PAUL BUNYAN COMMUNICATIONS	OCTOBER LOCAL CHANNEL TRANSPORT	800.00
31623	10/08/2015	BRAINERD DAILY DISPATCH	CROSSLAKE DAYS AD	241.88
31624	10/08/2015	CROSSLAKE ROLLOFF	SEPT/OCT DIRECTORY RECYCLE	110.00
31625	10/08/2015	GOPHER STATE ONE CALL	LOCATES	159.50
31626	10/08/2015	ONVOY VOICE SERVICES	6264 PROGRAM	203.24
31627	10/08/2015	UNITED PARCEL SERVICE	WEEKLY SERVICE & MISC SHIPPING	178.38
31628	10/08/2015	CROSSLAKE COMMUNICATIONS	PHONE SERVICE, COMM. CTR VOICE MAIL	679.69
31629	10/08/2015	CITY OF CROSSLAKE	4TH QUARTER SAFETY TRAINING & OPR TRANSFER	23,850.00
31630	10/08/2015	CONSOLIDATED TELEPHONE	MANAGEMENT SERVICE & OTHER SERVICES REC'D	34,070.13
31631	10/08/2015	CITI LITES INC	LOCATES	650.65
31632	10/08/2015	THE OFFICE SHOP INC.	2ND QTR COPIER MAINTENANCE	401.53
31633	10/08/2015	XCEL ENERGY	METER CHARGES - SUNRISE & 16	108.57
31634	10/08/2015	MINNESOTA 9-1-1 PROGRAM	911, TAP, & TAM	1,383.18
31635	10/08/2015	NCPERS MINNESOTA	OCTOBER LIFE PREMIUM	32.00
31636	10/08/2015	NATIONAL CABLE TELEVISION COOP	WIRING DUCT, 3000' 1" CONDUIT	940.15
31637	10/08/2015	CENTRAL TRANSPORT GROUP LLC	4 EA DS1'S	2,332.32
31638	10/08/2015	ASSURANT EMPLOYEE BENEFITS	OCTOBER LONG TERM DISABILITY	306.82
31639	10/08/2015	PURCHASE POWER	POSTAGE METER LEASE 10/16-1/15 & FILL	138.21
31640	10/08/2015	PINNACLE	TELEPHONE DIRECTORY-2	1,613.98
31641	10/08/2015	AVID COMMUNICATION CONST. INC	CONTRACT PLOWS	5,534.56
31642	10/08/2015	ROVI GUIDES	AFFILIATE PAYMENT	881.56
31643	10/08/2015	SHOWTIME NETWORKS INC	AFFILIATE PAYMENT	329.40
31644	10/08/2015	FOX SPORTS NET NORTH	AFFILIATE PAYMENT	10,177.94
31645	10/08/2015	TOWER DISTRIBUTION COMPANY	AFFILIATE PAYMENT	387.03
31646	10/08/2015	D F COUNTRYMAN CO INC	OPTICAL CABLES FOR WDM	165.31
31647	10/08/2015	HBI RADIO BRAINERD	CROSSLAKE DAYS AD	100.00
31648	10/08/2015	AT&T - DALLAS TX	PARS - SEPT 2015- BAN 1499	267.26
31649	10/08/2015	CROW WING COUNTY HIGHWAY DEPT.	UNLEADED FUEL-AUGUST	508.29
31650	10/08/2015	7SIGMA SYSTEMS INC	SEPTEMBER CONSULTING	4,000.00
31651	10/08/2015	CYNTHIA PERKINS	REIMBURSE FOR XMAS WREATH	40.00
31652	10/08/2015	CROSSLAKE ACE	BATTERIES, CONDUIT, TORCH, COFFEE POT	246.24
31653	10/08/2015	NATIONAL CABLE TEL COOP INC	AFFILIATE PAYMENT	51,541.19
31654	10/08/2015	CLEARFIELD INC.	4 EA RACK MOUNT SPLITTER TRAYS	4,446.46
31655	10/08/2015	CALIX NETWORKS INC	5 EA 760 ONT ENCLOSURES, 2 EA 766GX RACK MOUNTS	6,094.85
31656	10/08/2015	WASTE PARTNERS INC.	SEPTEMBER TRASH REMOVAL	78.00
31657	10/08/2015	NORTHLAND PRESS	HELP DESK AD	57.60
31658	10/08/2015	CHARTER BUSINESS	MONTH 15 OF 36 OCTOBER INTERNET FEED	3,000.00
31659	10/08/2015	4M FUND F.B.O. 35373-101	FUND DEBT SERVICE RESERVE	20,882.00
31660	10/08/2015	ONLINE INFORMATION SERVICES	13 EXCHANGE REPORTS	65.10
31661	10/08/2015	ONLINE COLLECTIONS	COLLECTION COMMISSION	26.78
31662	10/08/2015	BIG 10	AFFILIATE PAYMENT	2,647.68
31663	10/08/2015	COOPERATIVE NETWORK SERV LLC	SEPTEMBER LOCAL CHANNEL TRANSPORT	500.00

31664	10/08/2015	VERIZON WIRELESS	CELL PHONES	202.08
31665	10/08/2015	NISC	SEPTEMBER LICENSE FEES	2,430.34
31666	10/08/2015	FOX TELEVISION STATIONS, INC.	AFFILIATE PAYMENT	2,987.25
31667	10/08/2015	CBS TELEVISION STATIONS	AFFILIATE PAYMENT	2,645.85
31668	10/08/2015	JOBSHQ	HELP DESK ADS AUG-SEPT	926.40
31669	10/08/2015	CANON FINANCIAL SERVICES, INC.	COPIER LEASE 7 OF 60 4/20-10/19/15	158.93
31670	10/08/2015	RAMSTAD TECHNOLOGIES, LLC	SPLICING ON 36	7,840.00
31671	10/08/2015	CITRUS COMMUNICATIONS, INC.	4 EA SBG901 CABLE MODEMS	95.21
31672	10/08/2015	DONA LARSON	CREDIT REFUND	117.67
31673	10/08/2015	THOMAS LEONARD	CREDIT REFUND	176.85
31674	10/08/2015	DUANE PREW	CREDIT REFUND	118.83
31675	10/08/2015	DICK WILSON	CREDIT REFUND	58.02
31676	10/08/2015	RON SLEITER	CREDIT REFUND	74.09
31677	10/08/2015	BILL BOYD	CREDIT REFUND	100.91
31678	10/08/2015	CHARLES FIELDS	CREDIT REFUND	36.08
31679	10/08/2015	JEROME HEMANN	CREDIT REFUND	118.93
31680	10/08/2015	MICHAEL HAUER	CREDIT REFUND	20.04
31681	10/08/2015	ELLEN ENGER	CREDIT REFUND	12.87
31682	10/08/2015	DAVID MATZEK	CREDIT REFUND	201.42
31683	10/08/2015	JOHN WIDMARK	CREDIT REFUND	28.10
31684	10/08/2015	MELISSA MCCARTHY	CREDIT REFUND	28.51
31686	10/23/2015	IBEW LOCAL UNION 949	UNION DUES	364.73
31687	10/23/2015	CROW WING POWER	2015 POLE ATTACHMENT FEE	7.12
31688	10/23/2015	ONVOY VOICE SERVICES	SS7 SERVICE, OPR SERV, LAKES LD, ANSW SERV	8,807.78
31689	10/23/2015	OLSEN THIELEN CO LTD	STRATEGIC ANALYSIS, REG ASSIST, NECA	2,180.00
31690	10/23/2015	POWER & TELEPHONE SUPPLY	75' FIBER JUMPERS, 12V BATTERY BACKUPS	1,433.45
31691	10/23/2015	CITY OF CROSSLAKE	2014 YEAR-END CONTINUING DISCLOSURE	400.00
31692	10/23/2015	CONSOLIDATED TELEPHONE	150M INTERNET SERVICE	900.00
31693	10/23/2015	CITI LITES INC	LOCATES	788.55
31694	10/23/2015	AMERIPRIDE LINEN & APPAREL	RUG & TOWEL SERVICE	151.63
31695	10/23/2015	NATIONAL CABLE TELEVISION COOP	WIRING DUCT, 2500' .750 COAX	3,119.96
31696	10/23/2015	NEUSTAR INC.	SOW & LNP CHARGES	196.14
31697	10/23/2015	GRAYBAR ELECTRIC COMPANY INC	6 EA CLICK CLEANERS	398.44
31698	10/23/2015	FISHER SIGNS	REPLACE LOGOS ON VEHICLES & FRONT DOOR	1,000.00
31699	10/23/2015	MINNESOTA LIFE INSURANCE CO	NOVEMBER LIFE PREMIUM	95.00
31700	10/23/2015	AVID COMMUNICATION CONST. INC	CONTRACT PLOWS	249.03
31701	10/23/2015	AZAR COMPUTER SOFTWARE SERVICES	SOFTWARE UPGRADE TO DIGITAL INTERFACE	500.00
31702	10/23/2015	POP MEDIA NETWORKS, LLC	AFFILIATE PAYMENT	623.67
31703	10/23/2015	VANTAGE POINT	SEPTEMBER TTP SERVICE	210.00
31704	10/23/2015	CROW WING COUNTY HIGHWAY DEPT.	SEPTEMBER UNLEADED FUEL	434.28
31705	10/23/2015	CORNERSTONE PUBL GROUP INC.	NOVEMBER NEWSLETTER	1,909.87
31706	10/23/2015	TEGNA	AFFILIATE PAYMENT	2,645.85
31707	10/23/2015	TIGER DIRECT	HP PRINTER FOR JOANIE	193.90
31708	10/23/2015	CHERI E. AYD	OCTOBER OFFICE CLEANING	748.13
31709	10/23/2015	HUBBARD BROADCASTING, INC.	AFFILIATE PAYMENT	2,828.00
31710	10/23/2015	COOPERATIVE NETWORK SERV LLC	SERVICE OFFERING FLYER SHEET	558.13
31711	10/23/2015	AQUARIUS WATER CONDITIONING INC.	OCTOBER SOFTENER RENTAL	44.89
31712	10/23/2015	NTCA GROUP HEALTH PLAN	NOVEMBER HEALTH PREMIUM	10,569.80
31713	10/23/2015	NISC	OCTOBER BILLING-A	4,130.22
31714	10/23/2015	INTELLIWEATHER, INC	OCTOBER WEATHER FEED	349.00
31715	10/23/2015	DEPARTMENT OF EMPLOYMENT AND	3RD QTR UNEMP - HOGE - ACCT NO 07982127	1,040.00
31716	10/23/2015	RAMSTAD TECHNOLOGIES, LLC	VELVET SPLICING	1,858.00
31717	10/23/2015	VANCE KURITZ	CREDIT REFUND	89.56
31718	10/23/2015	LINDA ADNEY	CREDIT REFUND	42.51
31719	10/26/2015	UNIVERSAL SERVICE ADMIN CO.	SEPTEMBER FUSC	5,863.33
			<b>Total for General Account</b>	<b><u>\$291,367.40</u></b>

B.9.

## CROSSLAKE COMMUNICATIONS

Regular Meeting, November 24, 2015

The Regular Meeting of the Crosslake Communications Advisory Board was called to order at 8:00 am by Chair Mike Winkels. Members present: Mike Winkels, Mike Myogeto, Dave Fischer, Ann Schrupp, Jim Talbott, and Doug Benzer. Members absent: Steve Kollmann. Also present were General Manager Kevin Larson, Local Manager Debby Floerchinger, Accountant Cyndi Perkins, Finance Director Mike Lyonais, Council Member Dave Schrupp, Helen Fraser and Mayor Steve Roe.

### **Actions Taken:**

- 1. The Crosslake Communications Advisory Board recommends to the City Council approval of the 2016 Operations and Capital Budget.**
- 2. The Crosslake Communications Advisory Board recommends to the City Council that a joint meeting be held with the Advisory Board and City Council on December 10, 2015 at 10:00 am to review the progress of the Subcommittee.**
- 3. The Crosslake Communications Advisory Board recommends to the City Council that we pursue merging with another coop.**

The Minutes of the October 20, 2015 meeting were reviewed. Ann Schrupp moved to approve the Minutes as presented. Second by Jim Talbott. All in favor, motion carried.

## COMMUNICATIONS

The October 2015 Financial Statements were reviewed. Mike Myogeto moved to approve the October 2015 Financial Statements. Second by Dave Fischer. All in favor, motion carried.

The October 2015 Check Disbursements were reviewed. Ann Schrupp moved to approve the October 2015 Check Disbursements. Second by Mike Myogeto. All in favor, motion carried.

1. Operations Report.
  - Debby reported that we now have 187 total customers converted over to the new Electronic Equipment for our fiber plant.
  - Our contractor has completed plowing in fiber to the Boyd Lodge Townhouses. Our splicers are scheduled for this week.
  - The CSRs have been busy with late seasonal disconnects and various projects. We have then working on maps to determine footages to customer homes on the AFC sites along with inputting plant information that the techs have been collecting during their installs.
  - We are hosting a chamber meeting on December 3<sup>rd</sup>. Andy and Paulette from CTC will be assisting with that meeting.

- We have our holiday open house scheduled for December 9<sup>th</sup> from 1-4 pm. We have included donations to the food shelf this year.
  - We have training on the new VFax service today with our CSRs.
2. AMC Programming Renewal. Debby reported that we are in negotiations with AMC through the NCTC. AMC is demanding \$2.00 per sub (on all subs – even those not receiving AMC) along with the addition of 4 channels (BBC World, BBC America, Sundance and WE tv). They currently charge about 43 cents on our expanded basic and digital customer counts and 37 cents on our digital subscribers. Our total expense is currently about \$7,500. With their new agreement, our annual cost would be \$34,000 annually. Negotiations will continue as the contract expires December 31, 2015. We have put a bill insert in the customer's bills and prepared a survey for our customers. The link to our survey is on our website. We need to find out from our customers what their interest is in the channels before we can make a decision. Debby encouraged the Advisory Board members to help spread the word.
  3. 2016 Budget. Cyndi presented the Operations Budget for 2016 in depth to the Advisory Board along with the Capital Budget totaling \$691,000. Some of the items included in the Capital Budget was a new generator (which includes removal of the oil tank buried in the ground), continuation of the E-7 conversions, 2 shelves of VDSL to improve customer speeds in the non-fiber AFC sites, some test equipment, a sprinkler system for the lawn out front of the building, an allowance for connecting our fire suppression system to our alarm system and a software upgrade for our billing system. Kevin noted that with the volume pricing they are receiving, we may be able to get more equipment for the E-7 conversion with the same budgeted dollars. The decrease in cash would be covered first by operating cash if available and second by Unrestricted Reserves. Dave Fischer moved to recommend to the City Council approval of the 2016 Operations and Capital Budget. Second by Mike Myogeto. All in favor, motion carried.
  4. Subcommittee Report. Debby made a presentation to the Advisory Board recapping the work of the Subcommittee. She reviewed each of the meetings held along with the four scenarios the committee proposed. From there, she reviewed the Pros and Cons of each of the scenarios. Cyndi explained what she took into account for the 5 year projections. Dave Fischer moved to recommend that the Advisory Board and City Council have a joint meeting on December 10<sup>th</sup> at 10:00 am. Second by Mike Myogeto. All in favor, motion carried. Mike Myogeto moved to recommend to the City Council that we pursue merging with another coop. Second by Doug Benzer. All in favor, motion carried. Steve Roe left the meeting at 9:15 am.

## PERSONNEL

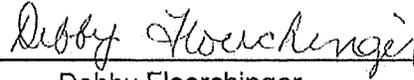
5. Internet Help Desk position. Debby reported that we are looking into a service for support and hoping to have more information and a recommendation at the December meeting.

There will be a joint meeting of the Advisory Board and City Council on December 10<sup>th</sup> at 10:00 am at Crosslake City Hall.

The next regular meeting will be held on Tuesday, December 29, 2015 at 8:00 am.

Mike Winkels moved to adjourn the meeting at 9:50 am.

Cc: Steve Kollmann  
Mike Myogeto  
Ann Schrupp  
Jim Talbott  
Mike Winkels  
Doug Benzer  
Dave Fischer  
Steve Roe, Mayor  
Gary Heacox  
Brad Nelson  
Dave Schrupp  
Mark Wessels



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Debby Floerchinger  
Recording Secretary and Local Manager

B. 10.

CROSSLAKE COMMUNICATIONS  
CUSTOMER COUNTS

	Nov-14	Dec-14	Jan-15	Feb-15	Mar-15	Apr-15	May-15	Jun-15	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15
<b>Telephone Service</b>													
Telephone Lines	1620	1618	1613	1607	1601	1591	1574	1575	1572	1561	1550	1537	1530
Telephone Vacation Disconnected	131	153	158	156	117	37	21	19	20	22	40	104	123
Percentage of Telephone Customers Disconnected	8%	9%	10%	10%	7%	2%	1%	1%	1%	1%	3%	7%	8%
Extended Calling/Pequot	295	271	288	285	280	279	280	278	278	278	277	271	268
Expanded Calling/CTC,Emily	43	40	42	41	41	41	40	42	42	42	42	42	42
<b>Cable TV Service</b>													
Basic	269	270	272	273	270	266	252	246	251	243	248	244	250
Expanded Basic	1349	1342	1334	1330	1333	1327	1347	1344	1339	1339	1327	1277	1261
Digital TV	259	261	250	260	256	259	257	257	256	255	252	249	251
Total Crosslake Customers	1877	1873	1856	1863	1859	1852	1856	1847	1846	1837	1827	1770	1762
<b>Total Cable Customers</b>													
Cable Vacation Disconnected	674	714	751	765	677	302	50	21	22	39	211	491	598
Percentage of Cable Customers Disconnected	36%	38%	40%	41%	36%	16%	3%	1%	1%	2%	12%	28%	34%
<b>Premium Channels</b>													
HBO Pkg	62	63	60	64	63	58	57	58	57	57	55	57	57
Cinemax	37	38	38	37	36	34	33	31	32	31	30	31	31
Showtime Pkg	35	36	38	36	34	33	32	33	33	34	33	35	35
Starz/Encore Pkg	43	44	45	43	44	42	41	43	43	43	42	42	43
HD TV	286	287	290	293	302	309	325	322	327	329	326	326	321
DVR and 2nd HD boxes	216	218	220	222	225	226	257	262	272	273	272	269	274
1st Box No Charge	195	197	195	193	187	184	180	181	179	177	177	174	175
<b>Internet Service</b>													
Dial Up Internet	13	13	13	12	11	11	12	12	10	10	10	9	8
<b>High Speed Internet</b>													
High Speed	1336	1342	1343	1339	1355	1375	1401	1431	1449	1460	1465	1452	1438
High Speed Plus	122	121	127	128	124	124	120	120	118	115	120	117	116
High Speed Super	17	21	20	24	23	26	28	27	29	30	30	30	30
<b>High Speed Internet Totals</b>	<b>1475</b>	<b>1484</b>	<b>1490</b>	<b>1491</b>	<b>1502</b>	<b>1525</b>	<b>1549</b>	<b>1578</b>	<b>1596</b>	<b>1605</b>	<b>1615</b>	<b>1599</b>	<b>1584</b>
High Speed Vacation Disconnected	316	320	369	374	331	151	23	12	12	21	88	221	273
Percentage of High Speed Customers Disconnected	21%	22%	25%	25%	22%	10%	1%	1%	1%	1%	5%	14%	17%
Mail Box Only	201	208	215	213	206	183	180	180	181	180	183	191	196

NOV 30 2015

B. 11.

Crosslake Communications

I Larry Evenson am going to

Retire effective date 12.31.15

Thanks

Larry Evenson

B.  
12.



# CROSSLAKE POLICE DEPARTMENT

## MONTHLY REPORT

November

2015

**Crosslake Police Department  
Monthly Report  
November 2015**

Agency Assist	15
Alarm	18
Animal Complaint	3
Civil Problem	3
Disturbance	3
Domestic	1
Driving Complaint	1
Ems	21
Found Property	1
Gun Permits	2
Harass Comm	1
Hazard In Road	1
Housewatch	3
Information	12
Internet Crime	2
Parking Complaint	1
Personal In Accident	1
Probation Violation	1
Property Damage Acc	2
Public Assist	2
Suicidal Person	2
Suspicious Activity	2
Theft	1
Traffic Arrest	1
Traffic Citations	5
Traffic Warnings	37
Trespass	1
Warrant Oth Cnty	1
Welfare Check	3

**Total      147**

B.  
13.



# CROSSLAKE POLICE DEPARTMENT

MISSION  
MONTHLY REPORT

November

2015

**Crosslake Police Department  
Mission Monthly Report  
November 2015**

Agency Assist	3
Alarm	1
Animal Complaint	1
Civil Problem	1
Hazard In Road	2
Housewatch	1
Property Damage Acc	1
Traffic Citations	3
Traffic Warnings	30
<b>Total</b>	<b>43</b>

B.14  
Calls

# Crosslake Fire Department

Date: November 2015

Description of Incident	Calls	YTD
<b>3 - Rescue &amp; Emergency Medical Services</b>		
311 - Medical Assist - Assist EMS Crew	16	228
300 - Rescue, EMS Incident		1
322 - Motor Vehicle Accident with Injuries		7
324 - Motor Vehicle Accident with No Injuries		1
340 - Search for Lost Person		
362 - Ice Rescue		
326 - Snowmobile Accident With Injuries		
<b>Total Medical:</b>	16	237
<b>1 - Fire</b>		
111 - Building Fire		1
111 - Building Fire (Mutual Aid)		5
114 - Chimney Fire		1
143 - Grass Fire/Wildland Fire	1	7
131 - Automobile Fire		1
<b>Total Fire:</b>	1	15
<b>4 - Hazardous Condition (No Fire)</b>		
411 - Gasoline or other Flammable Liquid Spill		1
412 - Gas Leak (Natural Gas or LPG)		5
424 - Carbon Monoxide Alarm		
444 - Power Line Down/Trees on Road		4
<b>Total Hazardous Condition:</b>	0	10
<b>6 - Good Intent Call</b>		
611 - Dispatched and Cancelled en route	1	16
609 - Smoke scare, Odor of smoke		2
<b>Total Good Intent:</b>	1	18
<b>7 - False Alarm &amp; False Call</b>		
743 - Smoke Detector Activation - No Fire		13
733 - Smoke Detector Activation due to Malfunction		
746 - Carbon Monoxide Detector Activation - No CO		2
731 - Sprinkler Activation due to Malfunction		
<b>Total False Alarms:</b>	0	15

**Total Incidents:**

18	295
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**NORTH AMBULANCE  
CROSSLAKE**

**NOVEMBER 2015 RUN REPORT**

TOTAL CALLOUTS: 47  
NIGHT: 14 DAY: 33

No Loads: 08  
Cancels: 04  
Fire Standbys: 00  
Police Standbys: 00  
Transported Patients: 35

CROSSLAKE: 27 (5 No Load, 1 Cancel)  
BREEZY POINT: 04 (1 No Load, 1 Cancel)  
IDEAL: 00  
MISSION: 00  
FIFTY LAKES: 01  
MANHATTAN BEACH: 00  
CENTER: 01  
TIMOTHY: 00

MUTUAL AID TO:  
PINE RIVER: 07 (2 No Load, 1 Cancel)  
BRAINERD: 04 (1 Cancel)

BLS TRANSFERS: 00  
ALS TRANSFERS: 03

ALS INTERCEPTS (ADVANCED LIFE SUPPORT):  
BRAINERD: 00  
PINE RIVER: 00  
AIRCARE: 00

B.16.

## MONTHLY PLANNING & ZONING STATISTICS - CROSSLAKE

PERMITS	November-2015	Year-to-Date 2015	November-2014	Year-to-Date 2014
New Construction (Dwellings)	3	29	1	36
Septic - New	3	10	2	27
Septic Upgrades	0	20	2	24
Porch / Deck	3	24	4	37
Additions	2	19	3	34
Landscape Alterations	1	54	1	46
Access. Structures	2	36	1	41
Demo/Move	0	2	0	13
Signs	1	4	2	3
Fences	0	5	0	10
E911 Addresses Assigned	3	18	0	10
<b>Total Permits</b>	<b>18</b>	<b>221</b>	<b>16</b>	<b>281</b>

ENFORCEMENT / COMPLAINTS	YTD 2015	YTD Closed 2015	YTD 2014	YTD Closed 2014
Enforcement	15	12	13	13

CUSTOMER SERVICE STATISTICS	November-2015	Year-to-Date 2015	November-2014	Year-to-Date 2014
Counter Visits	54	1033	46	1167
Phone Calls	77	1452	118	1871
Email	24	499	47	744
<b>Total</b>	<b>155</b>	<b>2984</b>	<b>211</b>	<b>3782</b>

Call For Service	7	95	2	94
Shoreland Rapid Assessment Completed (Buffer)	2	26	1	18
Stormwater Plans Submitted	5	64	3	34
Site Visits	42	622	18	368

COMPLIANCE SEPTIC STATISTICS	Year-To-Date Received 2015	Year-To-Date Failed 2015	Year-To-Date Received 2014	Year-To-Date Failed 2014
Septic Compliance Inspections	137	3	161	3
Passing Septic Compliance Percentage		97.8%		98.1%

PUBLIC HEARINGS	November-2015	Year-to-Date 2015	November-2014	Year-to-Date 2014
DRT	4	26	1	28
Variance	3	15	1	20
CUP/IUP	0	1	0	3
Land Use Map Amendments	0	0	0	1
Subdivisions (Metes & Bounds; Preliminary; Final)	0	7	0	2

Consolidations/Lot Line Adjustments	0	10	Not Available	Not Available
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B.17.

**CITY OF CROSSLAKE 2016 SCHEDULE**

**Development Review Team, Planning Commission/Board of Adjustment & City Council**  
**Meeting Dates & Submittal Deadlines**

<b>DRT Complete Application Submittal Deadlines</b>	<b>DRT Meeting Dates 9:00 AM</b>	<b>Public Hearing Complete Application Submittal Deadlines</b>	<b>PC/BOA On-Site * Dates 9:00 AM</b>	<b>PC/BOA Meeting Dates 9:00 AM</b>	<b>City Council Meeting Dates 7:00 PM</b>
Nov. 03, 2015	Nov. 10, 2015	Nov. 24, 2015	Dec. 22, 2015	Dec. 23, 2015	Jan. 11, 2016
Dec. 01, 2015	Dec. 08, 2015	Dec. 22, 2015	Jan. 21, 2016	Jan. 22, 2016	Feb. 08, 2016
Jan. 05, 2016	Jan. 12, 2016	Jan. 21, 2016	Feb. 25, 2016	Feb. 26, 2016	Mar. 14, 2016
Feb. 02, 2016	Feb. 09, 2016	Feb. 18, 2016	Mar. 24, 2016	Mar. 25, 2016	Apr. 11, 2016
Mar. 01, 2016	Mar. 08, 2016	Mar. 17, 2016	Apr. 21, 2016	Apr. 22, 2016	May 09, 2016
Apr. 05, 2016	Apr. 12, 2016	Apr. 21, 2016	May 26, 2016	May 27, 2016	June 13, 2016
May 03, 2016	May 10, 2016	May 19, 2016	June 23, 2016	June 24, 2016	July 11, 2016
June 07, 2016	June 14, 2016	June 23, 2016	July 21, 2016	July 22, 2016	Aug. 08, 2016
July 05, 2016	July 12, 2016	July 21, 2016	Aug. 25, 2016	Aug. 26, 2016	Sept. 12, 2016
Aug. 02, 2016	Aug. 09, 2016	Aug. 18, 2016	Sept. 22, 2016	Sept. 23, 2016	Oct. 10, 2016
Sept. 06, 2016	Sept. 13, 2016	Sept. 22, 2016	Oct. 27, 2016	Oct. 28, 2016	Nov. 14, 2016
Oct. 04, 2016	Oct. 11, 2016	Oct. 20, 2016	Nov. 22, 2016	Nov. 23, 2016	Dec. 12, 2016
Nov. 01, 2016	Nov. 08, 2016	Nov. 16, 2016	Dec. 22, 2016	Dec. 23, 2016	Jan. 09, 2017
Dec. 06, 2016	Dec. 13, 2016	Dec. 22, 2016	Jan. 26, 2017	Jan. 27, 2017	Feb. 13, 2017

**NOTE:** All Public Hearings are approved by the City Council except a Variance and CUP which is approved by the PC/BOA  
 Lot Line Adjustment & Lot Consolidation is approved by the Administrator

**\* On-Site dates are subject to change**



B.  
18.

STATED MINUTES

City of Crosslake  
Planning Commission/Board of Adjustment

October 23, 2015  
9:00 A.M.

Crosslake City Hall  
37028 County Road 66  
Crosslake, MN 56442

1. Present: Aaron Herzog, Chair; Dave Nevin, Vice-Chair; Joel Knippel; Mark Lafon; Matt Kuker and Council Member Gary Heacox
2. Absent: None
3. Staff: Chris Pence, Crow Wing County Land Services Supervisor; Jon Kolstad, Crosslake Land Services Specialist and Cheryl Stuckmayer, Technical/Administration Specialist
4. 9-25-15 Minutes & Findings – **Motion by Nevin; supported by Lafon to approve the minutes & findings as written. All members voting “Aye”, Motion carried.**
5. Old Business
  - 5.1 None
6. New Business
  - 6.1 Jeffrey P & Jolene Trippe – Variance for a lake setback
  - 6.2 Dennis L Corwin & Nancy A Johnson – Variance for a lake and road setback
  - 6.3 Paul D Schmelz – Variance for a time extension, a lake and bluff setback
7. Agenda Amendment
  - 7.1 Temporary structures - Bordsen Judgment
  - 7.2 Ordinance Update - City Council decision and request
  - 7.3 Nuisance Ordinance
8. Adjournment

**Jeffrey P & Jolene Trippe  
14151000011A009 & 14151000011B009**

Herzog invited Anick to the podium as Trippe's representative. Kolstad read the variance request, history of the parcel and the surrounding parcel history into the record. Herzog asked for clarification as to the addition to the structure. October 22, 2015 planning commission/board of adjustment on-site showed neighboring parcels to have similar use or distance from lake. Anick stated the history of the existing structure and that it was built with the intention of completing the project as proposed in the variance request. Nevin commented on the existing screen porch and patio as to the close proximity to the lake. Herzog asked if a stormwater plan had been submitted. Kolstad replied that it was not submitted with the application, but it could be included in the conditions of the variance. Anick commented that there would be no land alternation on the lakeside and that he is planning on working with Kolstad on the stormwater plan to direct run-off from the lake with gutters, depressions and rain gardens on the sides of the dwelling. Trippe stepped up and specified that his plan is to leave both sides of the lake shore in a natural state and to implement rain gardens. Herzog opened the public hearing with no response, so the public hearing was closed. Herzog asked if any of the commissioners had additional questions, but none were forthcoming. Herzog proceeded by requesting Kolstad to initiate the findings of fact procedure with the board members deliberating and responding to each question. Pence stated that the owner provided his own Findings of Fact for the packet.

**October 23, 2015 Action:**

**Motion by Kuker; supported by Nevin to approve the variance for:**

1. Lake setback of 32 feet where 75 feet is required to proposed upper screen porch
2. Lake setback of 42 feet where 75 feet is required to proposed upper addition
3. Lake setback of 32 feet where 75 feet is required to proposed deck
4. Lake setback of 70 feet where 75 feet is required to proposed covered entry

**To construct:**

- 200 square foot upper screen porch
- 1160 square foot upper addition
- 314 square foot deck
- 90 square foot covered entry

**Per the findings of fact as discussed, the on-sites conducted on 10-22-15 and as shown on the certificate of survey received at the Planning & Zoning office dated 9-29-15 located at 36130 Robert Street, Crosslake, MN 56442**

**Conditions:**

1. Work with staff to implement a stormwater plan according to the ordinance, including temporary erosion control during construction

**Findings: See attached**

October 23, 2015 Planning & Zoning Commission Meeting  
All members voting "Aye", Motion carried.

**Dennis L Corwin & Nancy A Johnson**  
**141780000200009**

Herzog invited Hicks to the podium as the owner's representative. Kolstad read the variance request, history of the parcel and the surrounding parcel history into the record. Kolstad stated that the parcel has a very small building envelope. Nevin asked for clarification that the variance request would all be constructed on posts. Hicks responded with an affirmative answer. Kolstad stated that the stormwater plan was submitted with the variance proposed gutters, depressions and berms. Herzog questioned the erosion on the lake side. Pence suggested that the erosion on the lake side be considered as a condition if approved. Herzog opened the public hearing with no response, so the public hearing was closed. Herzog asked if any of the commissioners had additional questions, but none were forthcoming. Herzog proceeded by requesting Kolstad to initiate the findings of fact procedure with the board members deliberating and responding to each question.

**October 23, 2015 Action:**

**Motion by Nevin; supported by Knippel to approve the variance for:**

1. Lake setback of 62.4 feet where 75 feet is required to proposed deck
2. Lake setback of 68.2 feet where 75 feet is required to proposed screen porch
3. Road setback of 30.6 feet where 35 feet is required to proposed screen porch

**To construct:**

- 156 square foot deck
- 168 square foot screen porch

Per the findings of fact as discussed, the on-sites conducted on 10-22-15 and as shown on the certificate of survey received at the Planning & Zoning office dated 9-21-15-15 located at 36235 Tamarack Lane, Crosslake, MN 56442

**Conditions:**

1. Implement the submitted stormwater plan including temporary erosion control during construction
2. Staff to work with the landowner on the erosion issues on the site

**Findings: See attached**

All members voting "Aye", Motion carried.

**Paul D Schmelz  
141230000020009**

Nevin has stepped down and will be a representative for the Schmelz variance request.

Herzog invited Nevin to the podium as the representative for the Schmelz variance request. Kolstad read the proposed construction of the variance request, history of the parcel and the surrounding parcel history into the record. Herzog questioned Nevin as to the exact construction procedure that will be needed for the proposed variance request. Kolstad stated that no comments were received from the public. Herzog opened and closed the public hearing due to no audience attendance. Herzog asked if any of the commissioners had additional questions. Kuker stated as clarification that the rubber membrane was to be installed under the larger part of the deck only, not under the walkway section. Herzog requested Kolstad to initiate the findings of fact procedure with the board members deliberating and responding to each question.

**October 23, 2015 Action:**

**Motion by Kuker; supported by Knippel to approve the variance for:**

- 1. Bluff setback of 0 feet where 30 feet is required to proposed deck addition**
- 2. Bluff setback of 2 feet where 30 feet is required to proposed deck extension**
- 3. Bluff setback of 3 feet where 30 feet is required to proposed screen porch**
- 4. Substantial completion of five years where 2 years is required for proposed screen porch**

**To construct:**

- 77 square foot deck addition**
- 48 square foot deck extension**
- 448 square foot screen porch**

**Per the findings of fact as discussed, the on-sites conducted on 10-22-15 and as shown on the certificate of survey received at the Planning & Zoning office dated 9-29-15 located at 37465 County Road 66, Crosslake, MN 56442**

**Conditions:**

- 1. Implement the submitted stormwater plan including temporary erosion control during construction**
- 2. Five year window applies only to the screen porch per submitted**

**Findings: See attached**

**All members voting "Aye", Motion carried.**

**Donald Bordsen  
Temporary Structures  
District Court Entry of Judgment**

Kolstad read into the record the Bordsen judgment from the district court pertaining to temporary structures. Kolstad stated that the Bordsens were ordered by the district court to comply with the current Crosslake City Code. Pence stated that there is a 60 day window for a court appeal.

**October 23, 2015 Action:  
No motion required.**

**Ordinance Update  
Articles 11, 12, 33, 36 and 43**

Kolstad read into the record the City Council October 12, 2015 approval pertaining to the recommendations by the Planning Commission/Board of Adjustment September 25, 2015 meeting on the Land Use Ordinance Article 11, 12 and 36. Kolstad also stated that the City Council at the same meeting denied the Planning Commission/Board of Adjustments recommendation for Article 33 and 43 with the request to have these two articles re-evaluated. Discussion pursued with the Commissioners, Pence and Kolstad as to the re-evaluation of Articles 33 and 43 pertaining to size and height restrictions as a CUP permit with the option of a variance to alter the approved ordinance. Herzog requested Kolstad to put together an email for feedback from the city council proposing the sign ordinance update to read as; CUP permit with maximum height of 24 feet, width of 16 feet, sign per business of 32 square feet, size of sign space of 200 square feet and a minimum clearance height of 8 feet.

**October 23, 2015 Action:  
Motion by Nevin; supported by Lafon to recommend the Crosslake City Council to begin the published 30 day comment period on Article 33 and 43 as presented per email noted above per staff recommendations.**

**City of Crosslake Nuisance Issue**

Kolstad stated city council agreed with the commissioners' recommendation from the September 25, 2015 Planning Commission/Board of Adjustment meeting. Kolstad explained and handed out the examples of the research he obtained from different government entities as to fine amounts for various offenses. Discussion pursued with the Commissioners, Pence and Kolstad per the city councils request on the violation requirements according to certain Land Use Ordinance activity. Kolstad will put a draft together to present to the city council.

**October 23, 2015 Action:**  
**No motion required.**

**Matters not on the Agenda:**

1. There were no matters not on the agenda

**Motion by Lafon; supported by Nevin to adjourn at 10:55 A.M.**

**All members voting "Aye", Motion carried.**

Respectfully yours,

*Cheryl Stuckmayer*

Cheryl Stuckmayer  
Technical/Administrative Specialist

B.19.

**Staff Report - Crosslake Parks, Recreation & Library**

**Date: December 9, 2015**

**To: Crosslake City Council**

**From: Jon Henke, Director of Parks, Recreation & Library** J.H.

**1. Senior Nutrition Program**

Meals are offered at the Community Center Monday - Friday at 11:30 am. Interested participants can call (692-4271) to make a reservation by 4:00 p.m the day before their scheduled meal.

**2. Fitness Room**

The Community Center offers an array of fitness equipment. A certified personal trainer is available to walk you through all of the different equipment free of charge when you sign up for a membership. We also offer fitness incentive programs from a variety of insurance providers and very affordable rates. The Silver Sneakers program is also available to those that are 65 or older and have a qualifying plan. Our new Silver and Fit Program is also available for those that qualify. Take advantage of these great programs and enjoy free use of the fitness room and a range of fitness classes.

**3. Silver Sneakers classes offered**

Come join instructor Donna Keiffer on Monday's and Wednesday's at 9:30 for the Silver Sneaker Yoga Class. We will also hold the Classic Silver Sneakers exercise class at 10:30. On Tuesday and Thursday join us for the Cardio Circuit class at 9:30. This class is one step up from the Classic class. Take the first step towards a healthy lifestyle.

**4. Yoga**

Yoga is offered at the Community Center on Tuesday mornings at 10:00 a.m.

**5. Community Center Schedule**

The Community Center will be closing at 3:00 on December 24<sup>th</sup> and 31<sup>st</sup>. The facility will be closed December 25<sup>th</sup> and January 1<sup>st</sup>.

**6. AAA**

The next AAA senior driving class will be held January 6<sup>th</sup> from 9-1 at the Community Center. Please call AAA to register at 888-234-1294.

**7. Christmas Tree Disposal**

Waste Partners will once again be sponsoring free Christmas Tree disposal at the Crosslake Community Center this year.

**8. Gift Certificates**

Don't forget that the Community Center does offer gift certificates for our silver sneakers classes or fitness room memberships. Contact us if you are interested.



B. 20.

Public Works Meeting Notes  
November 2, 2015

Members Present: Gary Olson, Darrell Shannon, Tim Berg, Dale Melberg, Doug Vierzba

Others Present: Dave Schrupp, Ted Strand, Dan Vogt

Members not present: John Pribyl

Visitors: Dave Reese (WSN) and 10 Residents from the Dream Island/Moen Beach Road vicinity.

1. **Call to order** - Meeting was called to order at 4:00 pm.
2. **Approval of October 5<sup>th</sup> Meeting Minutes.** Motion to approve by Shannon, Second by Melberg, all in favor (except Vierzba as he was not at the meeting). One change was requested for item 3d. Dave Reese asked to add: September 1- May 1, subject to permit requests.
3. **Dream Island Bridge Update.** Dave Reese recapped recent activities. A meeting was held with the MNDot District State Aid Engineer and a County representative to discuss the 3 bridge options being considered. We explained our need to obtain input from them regarding our bridge project before we continued on to complete our study. Given the DNR unofficially would not approve the box culvert design; the consensus at the meeting was that option B (50' span design) was a reasonable design and would be allowed. Option C would require more local share cost participation than option B. Dave indicated we are hoping to get feedback from the state on what they may approve, which would allow the city to move forward with the next steps. Changes have been made at the State level to the bridge funding for cities of our size, cities with population less than 5,000. We are waiting on verification that we would be included and if so, it would mean the local cost share to City would be limited to \$10,000 for engineering and \$10,000 for construction related costs, assuming we do not go overboard on approach work and other changes to make it more of a road project vs. a bridge project.

Several emails have been received from residents discussing items such as navigability, future flow of water beneath the bridge, water depth and clearance. Dave indicated he has published some information in response to the resident's requests to help clarify, most of which is opinion based at this time. This is due to the fact that the questions are very difficult to answer. Dave was hoping to have a joint meeting with the City Council and the PW group sometime in November/December to discuss the project; depending on the timing of the States response.

Gary Olson commented that we have had 7 Public Works meetings that involved bridge discussions and we had a noticed Public Information Meeting on July 17<sup>th</sup> with good input from residents during the meeting and since. Some residents want the nicest bridge possible, others favor no change. He indicated there is no way to conclude who is right with their choice. He reiterated the discussions relating to water depth, water flow, and overhead clearance, none of which had definitive answers. 3 design alternatives were developed with the help of WSN to help understand what could be done along with related limitations. A DNR Hydrologist attended one of our meetings to discuss the project and we learned the DNR does not like box culvert bridge designs as well as

designs that require dredging and maintenance. He also touched on a recent meeting attended by WSN, Gary Olson, Ted Strand, State and County representatives to discuss the project in an effort to find out what we could do. We learned at the meeting and in an email that Option B was as much as they might approve. We are waiting on their official written response before we move further. He felt the Public Works Commission has learned a lot and has completed the necessary research regarding a replacement. He stated that if he was asked to make a decision, he would favor option B.

**Comments, Trish Doede, resident Moen Beach Trail.** Trish asked if we typically get several options for a project like this and if we had 3 options for the Sunrise Island bridge project. Gary indicated that we do not typically have 3 options. She wanted to know why this seems to be less valuable than the Sunrise bridge project and why would we not go for the biggest option first. She asked if we had considered contacting our legislators for assistance, is this something the council does? Trish indicated the residents of Moen Beach trail would consider contributing to a bridge that would substantially changes what we currently have and that option B would not substantially change we have now. She felt the commission was not acknowledging the information that she he presented and that the commission was not making a significant contribution to fix the wrongs that were done many years ago. She was wondering if we had exhausted all the funding sources, such as the DNR. Ted Strand indicated we started with a replacement bridge the same size and due to resident requests, we looked at other options. She felt we would go in with one option and ratchet down if not approved. Dave Schrupp reviewed the approval process, Commission, then Council and that funding was a key limiting element. Dave Reese indicated the state would always start with a basic bridge design, subject to DNR permitting.

**Comments, Rich Hoppe, Dream Island Resident.** He indicated he has exchanged information regarding the future bridge with several Dream Island residents and 2 from Moen Beach. He wondered whether the new bridge would improve navigation, would it allow a pontoon through the new bridge and would a wider bridge improve water flow to reduce vegetation on the west side of the bridge. He indicated many residents have differing opinions on these items and he recommended that the Commission decide if navigation, water depth, improved flow and dredging are part of the project. A position on these items by the commission would answer resident's question/requests. He also asked if a bridge shorter than 50 feet can be considered.

Dave Reese indicated that the 50 ft option was the maximum span of a single span bridge.

**Comments, Darrell Swanson, Dream Island Resident.** Darrell asked if Option B would require more road work than what we currently have. His concern was the impact to residents on each side of the bridge approach. He indicated he was not interested in allowing any easements on his property for bridge construction related activities. He indicated his neighbor across the street felt the same. He felt we needed to work on a design that would not require additional easements to avoid impacting surrounding property owners by devaluing their property due to changes required for construction. Dave Reese responded that the state will require the city to have right of way for the project. If none exists now, we would anticipate the need to obtain ROW to be able to obtain the funding. Dave Reese indicated the project has not moved far enough to determine what ROW exists today. Darrell stated the consensus on the island was to replace the bridge with something similar in size to avoid impact to the surrounding landscapes. He asked if the bridge would be left the way it is with repairs. Ted indicated he did not know but was told we had about 5 years of life with the recent repairs.

**Comments, Karen Friederich, Moen Beach Resident for 36 years.** Karen summarized changes over the years to the bridge. She stated the existing bridge was arched at one time which allowed travel beneath with all their watercraft. She felt it was time to invest in the surrounding area of Dream Island and Moen Beach trail to allow navigation beneath the bridge and improve the Little Pine lake area of the chain.

**Comments, Trish Doede, resident Moen Beach Trail.** Trish stated the Dream Island residents pay more in taxes than the Sunrise Island residents according to her research on the county website, by approximately \$1,000. She stated the developer in 1960 broke the law when he put in a 200 ft causeway with a small bridge and the residents have been living with this small opening since. She said if the island was to be developed today; the causeway would have an opening much larger than what we have today.

**Comments, Diane Driscoll.** She felt the commission was not doing a good job of listening to the comments from the residents and wished the commission would be more respectful to the people who were paying for the project. She commented that the commission was made up of children of the 60's, all the same gender and race and all the same people meeting after meeting and they were controlling the future and it should not be that way.

**Comments, Trish Doede, resident Moen Beach Trail.** Asked about next steps. Dave Reese stated all the meetings we have had are not as formal as a public hearing. The public hearing meeting testimony is recorded by the council and before we have a public hearing meeting, we need a feasibility study and to complete this study, we need a response from the state. The state response would allow us to determine what the local share of the costs will be and the potential assessments for all the local property owners. The study will contain all the options but only one will be passed on to the council for a decision. No date has been set for this meeting but it was tentatively planned to have one late November or early December, maybe the next Public Works meeting. Darrell Swanson asked if there was a rush to make a decision since many local residents would not be at a meeting this time of year. Dave Reese indicated delaying would push out the project submission to the state. Darrell indicated the bridge may last up to 5 years and no need to rush.

Tim Berg commented that the commission has been in the process of trying to find a solution that will appeal to all. Dave Reese indicated the process of submitting your design is really the time you submit your best choice, one that you can support. Dave Schrupp asked for input of selecting option B or something shorter. Ted Strand requested that the citizens remain civil toward each other as we are all neighbors. Darrell Swanson asked that we do a good job of bringing the council up to date on the project and take the time necessary to gain all the input to do a good job.

Dave Schrupp asked about next steps and Gary Olson indicated we needed input from the state (pending), a joint meeting with the council, and another meeting with the public to state their position so that the council is aware of all the factors that may impact the final decision.

Dave Schrupp questioned if it would be worth writing a letter to the DNR or others to see if the causeway can be repaired/restored to what it was many years ago. He suggested a letter from the council requesting funding to help restore the area to the way it was in the 1950s-60s, scope to be determined. Removing the entire causeway would have a negative impact on a future causeway/bridge and the interface to resident's properties would be negatively impacted. Eminent domain was discussed briefly and Darrell Swanson stated it was only allowed to take the least amount of the public's land for a project, not the most, all for the public good.

Darrell Shannon made a motion to hold a Joint meeting with the Council in January 2016. Second by Tim Berg, all in favor.

Note: The attached letter was received from Paul and Barb Dagnon, 37939 Dream Island Road. They are in favor of a replacement bridge of the same size.

4. **Melinda Shores Bridge Update.** Dave Reese indicated they council approved WSN to work on the design which included the use of Gabion baskets. WSN was hoping to move fast enough be able to complete the design, find a contractor and do the work yet this fall while the lake level is at its lowest level. The commission requested that Wood Rub rails be added to the design. Existing width of the channel is 12 feet and will remain the same after the repair.
5. **Draft Road assessment Policy for resurfacing existing paved streets.** Motion by Shannon, second by Melberg to move the discussion to December. All in favor.
6. **Sewer System Update-** Ted expressed a concern that implementing upgrades over several years would result in added costs/reduced efficiencies from such things as digging the same areas up over and over and running pipe and conduit in the same path in a similar manner. Dave Schrupp stated we needed a project plan/schedule/cost estimate that would outline 100% of the upgrades and allow one to evaluate what needed to be done and the timing of same. Motion by Darrell Shannon to authorize WSN to create a project plan/schedule/cost estimate with council approval, \$10,000 or less. WSN to provide a cost estimate to create same before the next council meeting. Second by Tim Berg, all in favor.
7. **Public Works Operations Update.** Ted indicated they are preparing for the winter months at this time.
8. **Other Business.** Dave Reese presented some drawings relating to future road connectivity projects within Crosslake. He discussed the current road standards and talked to the possibility/risks of compromising the road standards as we move forward, as in the case of Manhattan Point Blvd.
9. **Adjourn** Motion by Shannon to adjourn the meeting at 5:50, second by Melberg, all in favor.

Footnotes: 1 – Added underlined added November 2, 2015 to #3, D.

Attachment: Paul and Barb Dagnon letter, no date.

## Dream Island Bridge Project

Attn: Public Works - City of Crosslake

To who It May Concern,

We have recently learned that the current bridge going over to Dream Island will have to be replaced. It has been brought to our attention that there are several alternative bridge designs. These designs range in cost from \$400,000.00 to \$750,000.00 as stated in informational flyers (not official, we have not been able to find detailed minutes on City of Crosslake's web site). We have concerns about the estimated costs, effects on the environment, the selection process and the future costs to be assessed per Dream Island Land owners.

As a Dream Island home owner we are in favor of a replacement bridge the size of the current bridge. The bridge's function is to provide an access to the island for the property/home owners. It has been implied in the flyers that a longer span bridge would help to keep the channel cleaner and help with weed control. We disagree with this assumption! If you check with the hydrologist about flow of a liquid through a narrow area versus a wide area you will learn that the velocity will be greater in the narrower area. Thus, the greater water velocity will keep the channel cleaner.

It has been brought to our attention that Moen Beach property owners will pay "their fair share"! We would like to know what "their fair share" is and how it would be collected from all of the Moen Beach property owners. We believe their fair share should be the difference between a replacement bridge versus and expanded bridge. Do they have a signed document from all the Moen Beach property owners?

We are in favor of a like replacement bridge with an approximate cost of \$400,000.00 because of the above stated concerns!

Regards,

Paul and Barb Dagnon 37939 Dream Island Road

B. 21.

RESOLUTION NO. 15-\_\_\_\_\_

CITY OF CROSSLAKE  
COUNTY OF CROW WING  
STATE OF MINNESOTA

RESOLUTION ORDERING PREPARATION OF REPORT ON IMPROVEMENT

WHEREAS, it is proposed to replace the Dream Island Bridge (L6376) spanning a channel connection parts of Little Pine Lake and providing roadway access to Dream Island, including portions of Dream Island Road comprising the bridge approaches, and to assess the benefited property for all or a portion of the cost of the improvements, pursuant to Minnesota Statutes, Chapter 429,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF CROSSLAKE, MINNESOTA:

That the proposed improvement be referred to David Reese of Widseth Smith Nolting, the City's Engineer, for study and that he is instructed to report to the Council with all convenient speed advising the Council in a preliminary way as to whether the proposed improvement is necessary, cost-effective, and feasible; whether it should best be made as proposed or in connection with some other improvement; the estimated cost of the improvement as recommended; and a description of the methodology used to calculate individual assessments for affected parcels.

Adopted by the Crosslake City Council this 14th day of December, 2015.

\_\_\_\_\_  
Steve Roe  
Mayor

\_\_\_\_\_  
Charlene Nelson  
City Clerk

B. 22

**Ted Strand**

---

**From:** Marc Johnson <marc.johnson1@hotmail.com>  
**Sent:** Tuesday, November 24, 2015 10:29 AM  
**To:** Publicwk@crosslake.net  
**Subject:** Golden Rule Unit Reduction  
**Attachments:** Golden Rule Combined Shares 001.jpg; Golden Rule Purchase Agreement 001.jpg

Ted,  
Attached is the detail for the reduction from 49 units to 48 units in Golden Rule Association .  
One of the members Craig Boline bought out his neighbors Steve Guertin for more space October 4, 2013.  
The trailer was removed and stock certificates were combined. Please reduce our sewer changes to 48 units.  
Thanks for your help,

Let me know that you received this email.

Marc Johnson 651-341-8536  
Golden Rule Association President

# CERTIFICATE

No. 40-41-438

For 3048.775 Shares

Issued to

Craig I. Boline

Denise A. Boline

Dated Oct 4 2013 //

FROM WHOM TRANSFERRED

40 owned 1219.51  
41-438 Steve Guertin 1829.265

Dated //

	No. ORIGINAL CERTIFICATE	No. ORIGINAL SHARES	No. OF SHARES TRANSFERRED
6-21-63	40	1219.51	
6-10-12	41-438	1829.265	1829.26

Received CERTIFICATE No. 41

For 1829.265 Shares

this 4 day of Oct # 2013

Assignment of Stock Certificate(s)

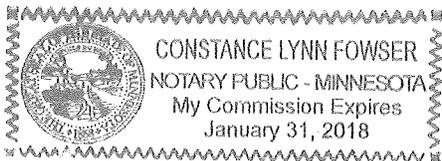
For value received, I, Steve Guertin assign to Craig and Denise Boline, assignee all shares of stock of Golden Rule Estates Owners Association which share stand in my name, or partially in my name, on the books of such corporation and are represented by certificate number 41-43 B. I warrant that the assigned certificate is genuine and, to my knowledge, valid, and that I have the legal right to transfer it.

I appoint assignee my attorney in fact to effect a transfer of the assigned shares on the books of Golden Rule Estates Owners Association with the full power of substitution in the premises.

Assigner (print name)	Assigner Signature	Date
<u>STEVE GUERTIN</u>		<u>10/4/13</u>

Assignee (print name)	Assignee Signature	Date
<u>Craig Boline</u>	<u>Cy Bole</u>	<u>10/4/13</u>
<u>Denise Boline</u>	<u>Denise Boline</u>	<u>10/4/13</u>

Witness (es)	Witness Signature(s)/Seal(s)	Date
<u>Mara Johnson</u>	<u>Mara Johnson</u>	<u>10-4-13.</u>



# Crosslake Roll-Off & Recycling Services

November 2015

Mixed

	Paper	Aluminum Tin	Glass	Plastic	Metal	Cardboard	Electro	Total lbs	Total Tons
January	6420	740	2340	6740	1580	3260	0	30840	15.42
February	10800	880	0	0	1460	4280	0	17420	8.71
March	0	0	0	6420	1580	6760	0	19080	9.54
April	9620	760	2120	6980	2940	6300	0	36400	18.2
May	10480	0	0	7080	3460	12260	0	46780	23.39
June	16660	840	2220	13700	4740	11500	42	57802	28.901
July	8040	2190	0	20760	6780	10600	0	63380	31.69
August	9760	880	2160	15020	4460	11300	0	57200	28.6
September	9340	750	0	13300	3960	8600	0	45300	22.65
October	10540	790	0	6480	3220	7900	0	28930	14.465
November	11720	780	2160	0	1620	5040	0	21320	10.66
December								0	0
TOTAL IBS	103380	8610	11000	96480	35800	87800	42		
2000#	2000	2000	2000	2000	2000	2000	2000		
TOTAL TONS	51.69	4.305	5.5	48.24	17.9	43.9	0.021		

Tires

B. 23.

B. 24.

ECONOMIC DEVELOPMENT AUTHORITY  
MEETING MINUTES  
8:30 A.M. – NOVEMBER 4, 2015  
City Hall

The regular monthly meeting of the Crosslake EDA was called to order at 8:36 A.M. by Patty Norgaard with the following members present: Patty Norgaard, Steve Roe, and Mark Wessels. Bill Forsythe was absent. Also in attendance were Sheila Haverkamp of BLAEDC and local developer Kirk Schnitker. There were six people in the audience.

A MOTION WAS MADE BY STEVE ROE, SECONDED BY MARK WESSELS TO APPROVE THE MINUTES OF THE OCTOBER 7, 2015 EDA MEETING. AYES: ALL.

Patty Norgaard reported the Revolving Loan Fund balance information. No action was required.

Kirk Schnitker addressed the EDA and gave a brief summary of his background in working with EDA's and tax increment financing. Mr. Schnitker recently developed the Whitefish Business Park on County Road 3. Mr. Schnitker presented information on his personal experience with acquiring blight or under-developed properties for cities. A lengthy discussion ensued regarding the image of Crosslake and what types of businesses would be a good fit for the community.

Patty Norgaard reported that the December EDA meeting would include a question and answer forum with Dan Frank of the Initiative Foundation regarding the MN Design Team application. Todd Lyscio of the Crosslake Community School is invited to attend the January 2016 meeting to give an update on the building of a new school. Patty Norgaard will ask Jennifer Bergman of the Crow Wing County HRA to attend a meeting next year.

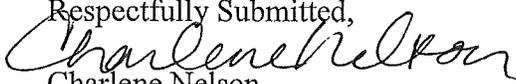
The Heartland Symphony Orchestra will perform on December 4<sup>th</sup> at the Crosslake Lutheran Church as a kickoff for the Holiday at the Dam festivities.

A brief discussion took place regarding the process for staff to use for handling new development and business inquiries. Sheila Haverkamp offered to bring examples of procedures to the next meeting.

A MOTION WAS MADE BY MARK WESSELS AND SECONDED BY STEVE ROE TO APPROVE THE REIMBURSEMENT TO PATTY NORGAARD IN THE AMOUNT OF \$17.40 FOR THE PRINTING AND BINDING OF EDA MANUALS. MOTION CARRIED WITH ALL AYES.

Patty Norgaard reported that the Character and Design Committee has been absolved and the members have been invited to attend EDA meetings.

There being no further business at 9:56 A.M., Patty Norgaard adjourned the meeting.

Respectfully Submitted,  
  
Charlene Nelson  
City Clerk

**RESOLUTION 15-\_\_\_\_\_**

**RESOLUTION ACCEPTING DONATION(S)**

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

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

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

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

<b>FROM</b>	<b>DONATION</b>	<b>INTENDED PURPOSE</b>
PAL Foundation	\$834.00	Picnic Tables
PAL Foundation	\$225.32	Halloween Party
PAL Foundation	\$406.17	Halloween Party and Monster Dash
PAL Foundation ; and	\$1,302.50	Monster Dash

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

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

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

Passed this 14th day of December, 2015.

\_\_\_\_\_  
Steve Roe  
Mayor

ATTEST:

\_\_\_\_\_  
Charlene Nelson  
City Clerk

(SEAL)

75-564  
919 2 *NO* 3219

PAL FOUNDATION OF CROSSLAKE  
14126 DAGGETT PINE ROAD  
CROSSLAKE, MN 56442

Date Nov 18, 15

**PAID TO THE ORDER OF** CITY OF CROSSLAKE \$ 834<sup>00</sup>

EIGHT HUNDRED THIRTY FOUR DOLLARS **DOLLARS**  Security Features Included. Details on Back.

**Lakes Bank** STATE P.O. Box 366 (218) 568-4473 Pequot Lakes, MN 56472 P.O. Box 767 (218) 692-4472 Crosslake, MN 56442

Money Market Account

Memo PICNIC TABLES/COMM. ACC. AREA *[Signature]* Allen Havelin **MP**

⑆091905648⑆ ⑈50⑈868⑈9⑈ 176

75-564  
919 2 *NO* 3220

PAL FOUNDATION OF CROSSLAKE  
14126 DAGGETT PINE ROAD  
CROSSLAKE, MN 56442

Date Nov 18, 15

**PAID TO THE ORDER OF** CITY OF CROSSLAKE \$ 225<sup>32</sup>

TWO HUNDRED TWENTY FIVE DOLLARS <sup>32</sup> **DOLLARS**  Security Features Included. Details on Back.

**Lakes Bank** STATE P.O. Box 366 (218) 568-4473 Pequot Lakes, MN 56472 P.O. Box 767 (218) 692-4472 Crosslake, MN 56442

Money Market Account

Memo HALLOWEEN *[Signature]* Allen Havelin **MP**

⑆091905648⑆ ⑈50⑈868⑈9⑈ 176

75-564  
919 2 *NO* 3221

PAL FOUNDATION OF CROSSLAKE  
14126 DAGGETT PINE ROAD  
CROSSLAKE, MN 56442

Date Nov 18, 15

**PAID TO THE ORDER OF** CITY OF CROSSLAKE \$ 406<sup>17</sup>

FOUR HUNDRED SIX DOLLARS <sup>17</sup> **DOLLARS**  Security Features Included. Details on Back.

**Lakes Bank** STATE P.O. Box 366 (218) 568-4473 Pequot Lakes, MN 56472 P.O. Box 767 (218) 692-4472 Crosslake, MN 56442

Money Market Account

Memo HALLOWEEN/MONSTER <sup>219.26</sup> <sup>286.91</sup> *[Signature]* Allen Havelin **MP**

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75-564  
919 2 *NO* 3222

PAL FOUNDATION OF CROSSLAKE  
14126 DAGGETT PINE ROAD  
CROSSLAKE, MN 56442

Date Nov 20, 15

**PAID TO THE ORDER OF** CITY OF CROSSLAKE \$ 1302<sup>50</sup>

ONE THOUSAND THREE HUNDRED TWO DOLLARS <sup>50</sup> **DOLLARS**  Security Features Included. Details on Back.

**Lakes Bank** STATE P.O. Box 366 (218) 568-4473 Pequot Lakes, MN 56472 P.O. Box 767 (218) 692-4472 Crosslake, MN 56442

Money Market Account

Memo MONSTER DASH *[Signature]* Allen Havelin **MP**

⑆091905648⑆ ⑈50⑈868⑈9⑈ 176

B. 26.

MEMO TO: City Council  
FROM: Mike Lyonais – City Finance Director/Treasurer  
DATE: December 14, 2015  
SUBJECT: Annual Updates to the City’s Cafeteria Plan

Each year, the City is required to update its cafeteria plan document and summary plan document to reflect any applicable administrative and legislative changes.

Effective for the plan year beginning on January 1, 2016 changes that impact the Plan:

- 1) Plan Document:
  - a. Definition of “Spouse” has changed in provision 1.26 to be in compliance with the Windsor Decision.
  
- 2) Summary Plan Description:
  - a. Section X COBRA #1 – A new paragraph was added to discuss availability of insurance through the Health Insurance Marketplace.
  - b. Section X COBRA #17 (Prior SPD) – This paragraph was removed to clarify COBRA benefit rules.

**Recommendation:**

Council motion to adopt the revisions as noted above to the cafeteria plan.

Council Action – Motion

CITY OF CROSSLAKE

RESOLUTION NO. 15-XX

ADOPTING RESOLUTION RELATING TO THE CITY OF CROSSLAKE  
CAFETERIA PLAN INCLUDING A HEALTH FLEXIBLE SPENDING ACCOUNT  
AND DEPENDENT CARE FLEXIBLE SPENDING

The undersigned authorized representative of City of Crosslake (the Employer) hereby certifies that the following resolutions were duly adopted by the Employer on December 14, 2015, and that such resolution have not been modified or rescinded as of the date hereof:

RESOLVED, that the form of amended Cafeteria Plan including a Health Flexible Spending Account and Dependent Care Flexible Spending Account effective January 1, 2016, presented to this meeting is hereby approved and adopted and that an authorized representative of the Employer is hereby authorized and directed to execute and deliver to the Administrator of the Plan one or more counterparts of the Plan.

The undersigned further certifies that attached hereto as Exhibits A and B, respectively, are true copies of the City of Crosslake Cafeteria Plan as amended and restated, and the Summary Plan Description approved and adopted in the foregoing resolutions.

Adopted this 14<sup>nd</sup> day of December 2015 by a \_\_/5 majority of the Council.

---

Steve Roe  
Mayor

---

Charlene Nelson  
City Clerk

**CITY OF CROSSLAKE CAFETERIA PLAN  
AND ALL SUPPORTING FORMS HAVE BEEN PRODUCED FOR  
OLSEN THIELEN & CO., LTD.**

**CITY OF CROSSLAKE CAFETERIA PLAN**

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## CITY OF CROSSLAKE CAFETERIA PLAN

### INTRODUCTION

The Employer has amended this Plan effective January 1, 2016, to recognize the contribution made to the Employer by its Employees. Its purpose is to reward them by providing benefits for those Employees who shall qualify hereunder and their Dependents and beneficiaries. The concept of this Plan is to allow Employees to choose among different types of benefits based on their own particular goals, desires and needs. This Plan is a restatement of a Plan which was originally effective on May 1, 1998. The Plan shall be known as City of Crosslake Cafeteria Plan (the "Plan").

The intention of the Employer is that the Plan qualify as a "Cafeteria Plan" within the meaning of Section 125 of the Internal Revenue Code of 1986, as amended, and that the benefits which an Employee elects to receive under the Plan be excludable from the Employee's income under Section 125(a) and other applicable sections of the Internal Revenue Code of 1986, as amended.

### ARTICLE I DEFINITIONS

1.1 **"Administrator"** means the Employer unless another person or entity has been designated by the Employer pursuant to Section 9.1 to administer the Plan on behalf of the Employer. If the Employer is the Administrator, the Employer may appoint any person, including, but not limited to, the Employees of the Employer, to perform the duties of the Administrator. Any person so appointed shall signify acceptance by filing written acceptance with the Employer. Upon the resignation or removal of any individual performing the duties of the Administrator, the Employer may designate a successor.

1.2 **"Affiliated Employer"** means the Employer and any corporation which is a member of a controlled group of corporations (as defined in Code Section 414(b)) which includes the Employer; any trade or business (whether or not incorporated) which is under common control (as defined in Code Section 414(c)) with the Employer; any organization (whether or not incorporated) which is a member of an affiliated service group (as defined in Code Section 414(m)) which includes the Employer; and any other entity required to be aggregated with the Employer pursuant to Treasury regulations under Code Section 414(o).

1.3 **"Benefit" or "Benefit Options"** means any of the optional benefit choices available to a Participant as outlined in Section 4.1.

1.4 **"Cafeteria Plan Benefit Dollars"** means the amount available to Participants to purchase Benefit Options as provided under Section 4.1. Each dollar contributed to this Plan shall be converted into one Cafeteria Plan Benefit Dollar.

1.5 **"Code"** means the Internal Revenue Code of 1986, as amended or replaced from time to time.

1.6 **"Compensation"** means the amounts received by the Participant from the Employer during a Plan Year.

1.7 **"Dependent"** means any individual who qualifies as a dependent under an Insurance Contract for purposes of coverage under that Contract only or under Code Section 152 (as modified by Code Section 105(b)).

**"Dependent"** shall include any Child of a Participant who is covered under an Insurance Contract, as defined in the Contract, or under the Health Flexible Spending Account or as allowed by reason of the Affordable Care Act.

For purposes of the Health Flexible Spending Account, a Participant's "Child" includes his/her natural child, stepchild, foster child, adopted child, or a child placed with the Participant for adoption. A Participant's Child will be an eligible Dependent until reaching the limiting age of 26, without regard to student status, marital status, financial dependency or residency status with the Employee or any other person. When the child reaches the applicable limiting age, coverage will end at the end of the calendar year.

The phrase "placed for adoption" refers to a child whom the Participant intends to adopt, whether or not the adoption has become final, who has not attained the age of 18 as of the date of such placement for adoption. The term "placed" means the assumption and retention by such Employee of a legal obligation for total or partial support of the child in anticipation of adoption of the child. The child must be available for adoption and the legal process must have commenced.

1.8 **"Effective Date"** means May 1, 1998.

1.9 **"Election Period"** means the period immediately preceding the beginning of each Plan Year established by the Administrator, such period to be applied on a uniform and nondiscriminatory basis for all Employees and Participants. However, an Employee's initial Election Period shall be determined pursuant to Section 5.1.

1.10 **"Eligible Employee"** means any Employee who has satisfied the provisions of Section 2.1.

An individual shall not be an "Eligible Employee" if such individual is not reported on the payroll records of the Employer as a common law employee. In particular, it is expressly intended that individuals not treated as common law employees by the Employer on its payroll records are not "Eligible Employees" and are excluded from Plan participation even if a court or administrative agency determines that such individuals are common law employees and not independent contractors.

However, any Employee who is a "part-time" Employee shall not be eligible to participate in this Plan. A "part-time" Employee is any Employee who works, or is expected to work on a regular basis, less than 30 hours a week and is designated as a part-time Employee on the Employer's personnel records.

Employees who are seasonal. A seasonal employee is someone who works, or is expected to work, less than 120 consecutive days. shall not be eligible to participate in the Plan.

1.11 **"Employee"** means any person who is employed by the Employer. The term Employee shall include leased employees within the meaning of Code Section 414(n)(2).

1.12 **"Employer"** means City of Crosslake and any successor which shall maintain this Plan; and any predecessor which has maintained this Plan. In addition, where appropriate, the term Employer shall include any Participating, Affiliated or Adopting Employer.

1.13 **"Employer Contribution"** means the contributions made by the Employer pursuant to Section 3.1 to enable a Participant to purchase Benefits. These contributions shall be converted to Cafeteria Plan Benefit Dollars and allocated to the funds or accounts established under the Plan pursuant to the Participants' elections made under Article V and as set forth in Section 3.1.

1.14 **"Grace Period"** means, with respect to any Plan Year, the time period ending on the fifteenth day of the third calendar month after the end of such Plan Year, during which Medical Expenses and Employment-Related Dependent Care Expenses incurred by a Participant will be deemed to have been incurred during such Plan Year.

1.15 **"Insurance Contract"** means any contract issued by an Insurer underwriting a Benefit.

1.16 **"Insurance Premium Payment Plan"** means the plan of benefits contained in Section 4.1 of this Plan, which provides for the payment of Premium Expenses.

1.17 **"Insurer"** means any insurance company that underwrites a Benefit under this Plan.

1.18 **"Key Employee"** means an Employee described in Code Section 416(i)(1) and the Treasury regulations thereunder.

1.19 **"Participant"** means any Eligible Employee who elects to become a Participant pursuant to Section 2.3 and has not for any reason become ineligible to participate further in the Plan.

1.20 **"Plan"** means this instrument, including all amendments thereto.

1.21 **"Plan Year"** means the 12-month period beginning January 1 and ending December 31. The Plan Year shall be the coverage period for the Benefits provided for under this Plan. In the event a Participant commences participation during a Plan Year, then the initial coverage period shall be that portion of the Plan Year commencing on such Participant's date of entry and ending on the last day of such Plan Year.

1.22 **"Premium Expenses" or "Premiums"** mean the Participant's cost for the Benefits described in Section 4.1.

1.23 **"Premium Expense Reimbursement Account"** means the account established for a Participant pursuant to this Plan to which part of his Cafeteria Plan Benefit Dollars may be allocated and from which Premiums of the Participant may be paid or reimbursed. If more than one type of insured Benefit is elected, sub-accounts shall be established for each type of insured Benefit.

1.24 **"Salary Redirection"** means the contributions made by the Employer on behalf of Participants pursuant to Section 3.2. These contributions shall be converted to Cafeteria Plan Benefit Dollars and allocated to the funds or accounts established under the Plan pursuant to the Participants' elections made under Article V.

1.25 **"Salary Redirection Agreement"** means an agreement between the Participant and the Employer under which the Participant agrees to reduce his Compensation or to forego all or part of the increases in such

Compensation and to have such amounts contributed by the Employer to the Plan on the Participant's behalf. The Salary Redirection Agreement shall apply only to Compensation that has not been actually or constructively received by the Participant as of the date of the agreement (after taking this Plan and Code Section 125 into account) and, subsequently does not become currently available to the Participant.

1.26 "Spouse" means spouse as determined under Federal law.

## ARTICLE II PARTICIPATION

### 2.1 ELIGIBILITY

Any Eligible Employee shall be eligible to participate hereunder 6 month(s) after his initial date of employment with the Employer. However, any Eligible Employee who was a Participant in the Plan on the effective date of this amendment shall continue to be eligible to participate in the Plan.

### 2.2 EFFECTIVE DATE OF PARTICIPATION

An Eligible Employee shall become a Participant effective as of the first day of the pay period coinciding with or next following the date on which he met the eligibility requirements of Section 2.1.

### 2.3 APPLICATION TO PARTICIPATE

An Employee who is eligible to participate in this Plan shall, during the applicable Election Period, complete an application to participate in a manner set forth by the Administrator. The election shall be irrevocable until the end of the applicable Plan Year unless the Participant is entitled to change his Benefit elections pursuant to Section 5.4 hereof.

An Eligible Employee shall also be required to complete a Salary Redirection Agreement during the Election Period for the Plan Year during which he wishes to participate in this Plan. Any such Salary Redirection Agreement shall be effective for the first pay period beginning on or after the Employee's effective date of participation pursuant to Section 2.2.

### 2.4 TERMINATION OF PARTICIPATION

A Participant shall no longer participate in this Plan upon the occurrence of any of the following events:

- (a) **Termination of employment.** The Participant's termination of employment, subject to the provisions of Section 2.6;
- (b) **Change in employment status.** The end of the Plan Year during which the Participant became a limited Participant because of a change in employment status pursuant to Section 2.5;
- (c) **Death.** The Participant's death, subject to the provisions of Section 2.7; or
- (d) **Termination of the plan.** The termination of this Plan, subject to the provisions of Section 10.2.

### 2.5 CHANGE OF EMPLOYMENT STATUS

If a Participant ceases to be eligible to participate because of a change in employment status or classification (other than through termination of employment), the Participant shall become a limited Participant in this Plan for the remainder of the Plan Year in which such change of employment status occurs. As a limited Participant, no further Salary Redirection may be made on behalf of the Participant, and, except as otherwise provided herein, all further Benefit elections shall cease, subject to the limited Participant's right to continue coverage under any Insurance Contracts. However, any balances in the limited Participant's Dependent Care Flexible Spending Account may be used during such Plan Year to reimburse the limited Participant for any allowable Employment-Related Dependent Care incurred during the Plan Year. Subject to the provisions of Section 2.6, if the limited Participant later becomes an Eligible Employee, then the limited Participant may again become a full Participant in this Plan, provided he otherwise satisfies the participation requirements set forth in this Article II as if he were a new Employee and made an election in accordance with Section 5.1.

## 2.6 TERMINATION OF EMPLOYMENT

If a Participant's employment with the Employer is terminated for any reason other than death, his participation in the Benefit Options provided under Section 4.1 shall be governed in accordance with the following:

(a) **Insurance Benefit.** With regard to Benefits which are insured, the Participant's participation in the Plan shall cease, subject to the Participant's right to continue coverage under any Insurance Contract for which premiums have already been paid.

(b) **Dependent Care FSA.** With regard to the Dependent Care Flexible Spending Account, the Participant's participation in the Plan shall cease and no further Salary Redirection contributions shall be made. However, such Participant may submit claims for employment related Dependent Care Expense reimbursements for claims incurred through the remainder of the Plan Year in which such termination occurs or through the end of the next following Grace Period and submitted within 60 days after the end of the Grace Period, based on the level of the Participant's Dependent Care Flexible Spending Account as of the date of termination.

(c) **COBRA applicability.** With regard to the Health Flexible Spending Account, the Participant may submit claims for expenses that were incurred during the portion of the Plan Year before the end of the period for which payments to the Health Flexible Spending Account have already been made. Thereafter, the health benefits under this Plan including the Health Flexible Spending Account shall be applied and administered consistent with such further rights a Participant and his Dependents may be entitled to pursuant to Code Section 4980B and Section 11.14 of the Plan.

## 2.7 DEATH

If a Participant dies, his participation in the Plan shall cease. However, such Participant's spouse or Dependents may submit claims for expenses or benefits for the remainder of the Plan Year or until the Cafeteria Plan Benefit Dollars allocated to each specific benefit are exhausted. In no event may reimbursements be paid to someone who is not a spouse or Dependent. If the Plan is subject to the provisions of Code Section 4980B, then those provisions and related regulations shall apply for purposes of the Health Flexible Spending Account.

## ARTICLE III CONTRIBUTIONS TO THE PLAN

### 3.1 EMPLOYER CONTRIBUTION

The Employer shall make available to each Participant an Employer Contribution to the Participant's Health Savings Account in an amount to be determined by the Employer prior to the beginning of each Plan Year. Each Participant's Employer Contribution shall be converted to Cafeteria Plan Benefit Dollars and be available to purchase Benefits hereunder. The Employer's Contribution shall be made on a pro rata basis for each pay period of the Participant. If a Participant fails to make any election of Benefit Option, there shall be no Employer Contribution (i.e., the Employer Contribution shall not be available in cash).

### 3.2 SALARY REDIRECTION

If a Participant's Employer Contribution is not sufficient to cover the cost of Benefits or Premium Expenses he elects pursuant to Section 4.1, his Compensation will be reduced in an amount equal to the difference between the cost of Benefits he elected and the amount of Employer Contribution available to him. Such reduction shall be his Salary Redirection, which the Employer will use on his behalf, together with his Employer Contribution, to pay for the Benefits he elected. The amount of such Salary Redirection shall be specified in the Salary Redirection Agreement and shall be applicable for a Plan Year. Notwithstanding the above, for new Participants, the Salary Redirection Agreement shall only be applicable from the first day of the pay period following the Employee's entry date up to and including the last day of the Plan Year. These contributions shall be converted to Cafeteria Plan Benefit Dollars and allocated to the funds or accounts established under the Plan pursuant to the Participants' elections made under Article IV.

Any Salary Redirection shall be determined prior to the beginning of a Plan Year (subject to initial elections pursuant to Section 5.1) and prior to the end of the Election Period and shall be irrevocable for such Plan Year. However, a Participant may revoke a Benefit election or a Salary Redirection Agreement after the Plan Year has commenced and make a new election with respect to the remainder of the Plan Year, if both the revocation and the new election are on account of and consistent with a change in status and such other permitted events as determined under Article V of the Plan and consistent with the rules and regulations of the Department of the Treasury. Salary Redirection amounts shall be contributed on a pro rata basis for each pay period during the Plan Year. All individual Salary Redirection Agreements are deemed to be part of this Plan and incorporated by reference hereunder.

### 3.3 APPLICATION OF CONTRIBUTIONS

As soon as reasonably practical after each payroll period, the Employer shall apply the Employer Contribution and Salary Redirection to provide the Benefits elected by the affected Participants. Any contribution made or withheld for the Health Flexible Spending Account or Dependent Care Flexible Spending Account shall be credited to such fund or account. Amounts designated for the Participant's Premium Expense Reimbursement Account shall likewise be credited to such account for the purpose of paying Premium Expenses.

### 3.4 PERIODIC CONTRIBUTIONS

Notwithstanding the requirement provided above and in other Articles of this Plan that Salary Redirections be contributed to the Plan by the Employer on behalf of an Employee on a level and pro rata basis for each payroll period, the Employer and Administrator may implement a procedure in which Salary Redirections are contributed throughout the Plan Year on a periodic basis that is not pro rata for each payroll period. However, with regard to the Health Flexible Spending Account, the payment schedule for the required contributions may not be based on the rate or amount of reimbursements during the Plan Year.

## ARTICLE IV BENEFITS

### 4.1 BENEFIT OPTIONS

Each Participant may elect any one or more of the following optional Benefits:

- (1) Health Flexible Spending Account
- (2) Dependent Care Flexible Spending Account
- (3) Insurance Premium Payment Plan
  - (i) Health Insurance Benefit
  - (ii) Dental Insurance Benefit
  - (iii) Disability Insurance Benefit
  - (iv) Cancer Insurance Benefit
- (4) Health Savings Account Benefit

### 4.2 HEALTH FLEXIBLE SPENDING ACCOUNT BENEFIT

Each Participant may elect to participate in the Health Flexible Spending Account option, in which case Article VI shall apply.

### 4.3 DEPENDENT CARE FLEXIBLE SPENDING ACCOUNT BENEFIT

Each Participant may elect to participate in the Dependent Care Flexible Spending Account option, in which case Article VII shall apply.

### 4.4 HEALTH INSURANCE BENEFIT

(a) **Coverage for Participant and Dependents.** Each Participant may elect to be covered under a health Insurance Contract for the Participant, his or her Spouse, and his or her Dependents.

(b) **Individual Insurance Policy.** Each Participant may elect to be covered under an individual health Insurance Contract that provides coverage that qualifies as an excepted benefit under the Affordable Care Act. Upon submission of satisfactory payment by the Participant, the Administrator shall, in its sole discretion, reimburse the Participant for the cost of the alternative insurance protection. This alternative protection may not include the cost of coverage obtained through a Participant's Spouse's employment.

(c) **Employer selects contracts.** The Employer may select suitable health Insurance Contracts for use in providing this health insurance benefit, which policies will provide uniform benefits for all Participants electing this Benefit.

(d) **Contract incorporated by reference.** The rights and conditions with respect to the benefits payable from such health Insurance Contract shall be determined therefrom, and such Insurance Contract shall be incorporated herein by reference.

#### 4.5 DENTAL INSURANCE BENEFIT

(a) **Coverage for Participant and/or Dependents.** Each Participant may elect to be covered under the Employer's dental Insurance Contract. In addition, the Participant may elect either individual or family coverage under such Insurance Contract.

(b) **Employer selects contracts.** The Employer may select suitable dental Insurance Contracts for use in providing this dental insurance benefit, which policies will provide uniform benefits for all Participants electing this Benefit.

(c) **Contract incorporated by reference.** The rights and conditions with respect to the benefits payable from such dental Insurance Contract shall be determined therefrom, and such dental Insurance Contract shall be incorporated herein by reference.

#### 4.6 DISABILITY INSURANCE BENEFIT

(a) **Coverage for Participant and/or Dependents.** Each Participant may elect to be covered under the Employer's disability Insurance Contract.

(b) **Long term and/or short term coverage selected by Employer.** The Employer may select suitable disability Insurance Contracts for use in providing this disability Benefit. The disability Insurance Contracts may provide for long-term or short-term coverage.

(c) **Individual Insurance Policy.** In the event that any Participant shall have existing disability insurance protection or desires to obtain alternative disability insurance protection, the Administrator, in its discretion, may, upon submission of satisfactory proof of payment by the Participant, reimburse the Participant for the cost of the alternative insurance protection. This alternative protection may not include the cost of coverage obtained through a Participant's Spouse's employment.

(d) **Contract incorporated by reference.** The rights and conditions with respect to the Benefits payable from such disability Insurance Contract shall be determined therefrom, and such disability Insurance Contract shall be incorporated herein by reference.

#### 4.7 CANCER INSURANCE BENEFIT

(a) **Coverage for Participant and/or Dependents.** Each Participant may elect to be covered under the Employer's cancer Insurance Contract. In addition, the Participant may elect either individual or family coverage.

(b) **Employer selects contracts.** The Employer may select suitable cancer Insurance Contracts for use in providing this cancer insurance benefit, which policies will provide uniform benefits for all Participants electing this Benefit.

(c) **Contract incorporated by reference.** The rights and conditions with respect to the benefits payable from such cancer Insurance Contract shall be determined therefrom, and such cancer Insurance Contract shall be incorporated herein by reference.

#### 4.8 HEALTH SAVINGS ACCOUNT BENEFIT

Each Participant may elect to have a portion of his Employer Contributions and Salary Redirections contributed to a Health Savings Account, as defined in Code Section 223. The amounts contributed shall be subject to the terms of the Health Savings Account as established.

#### 4.9 NONDISCRIMINATION REQUIREMENTS

(a) **Intent to be nondiscriminatory.** It is the intent of this Plan to provide benefits to a classification of employees which the Secretary of the Treasury finds not to be discriminatory in favor of the group in whose favor discrimination may not occur under Code Section 125.

(b) **25% concentration test.** It is the intent of this Plan not to provide qualified benefits as defined under Code Section 125 to Key Employees in amounts that exceed 25% of the aggregate of such Benefits

provided for all Eligible Employees under the Plan. For purposes of the preceding sentence, qualified benefits shall not include benefits which (without regard to this paragraph) are includible in gross income.

(c) **Adjustment to avoid test failure.** If the Administrator deems it necessary to avoid discrimination or possible taxation to Key Employees or a group of employees in whose favor discrimination may not occur in violation of Code Section 125, it may, but shall not be required to, reject any election or reduce contributions or non-taxable Benefits in order to assure compliance with the Code and regulations. Any act taken by the Administrator shall be carried out in a uniform and nondiscriminatory manner. With respect to any affected Participant who has had Benefits reduced pursuant to this Section, the reduction shall be made proportionately among Health Flexible Spending Account Benefits and Dependent Care Flexible Spending Account Benefits, and once all these Benefits are expended, proportionately among insured Benefits. Contributions which are not utilized to provide Benefits to any Participant by virtue of any administrative act under this paragraph shall be forfeited and deposited into the benefit plan surplus.

## ARTICLE V PARTICIPANT ELECTIONS

### 5.1 INITIAL ELECTIONS

An Employee who meets the eligibility requirements of Section 2.1 on the first day of, or during, a Plan Year may elect to participate in this Plan for all or the remainder of such Plan Year, provided he elects to do so on or before his effective date of participation pursuant to Section 2.2.

### 5.2 SUBSEQUENT ANNUAL ELECTIONS

During the Election Period prior to each subsequent Plan Year, each Participant shall be given the opportunity to elect, on an election of benefits form to be provided by the Administrator, which Benefit options he wishes to select. Any such election shall be effective for any Benefit expenses incurred during the Plan Year which follows the end of the Election Period. With regard to subsequent annual elections, the following options shall apply:

(a) A Participant or Employee who failed to initially elect to participate may elect different or new Benefits under the Plan during the Election Period;

(b) A Participant may terminate his participation in the Plan by notifying the Administrator in writing during the Election Period that he does not want to participate in the Plan for the next Plan Year, or by not electing any Benefit options;

(c) An Employee who elects not to participate for the Plan Year following the Election Period will have to wait until the next Election Period before again electing to participate in the Plan, except as provided for in Section 5.4.

### 5.3 FAILURE TO ELECT

Any Participant failing to complete an election of benefits form pursuant to Section 5.2 by the end of the applicable Election Period shall be deemed to have elected not to participate in the Plan for the upcoming Plan Year. No further Salary Redirections shall therefore be authorized for such subsequent Plan Year.

### 5.4 CHANGE IN STATUS

(a) **Change in status defined.** Any Participant may change a Benefit election after the Plan Year (to which such election relates) has commenced and make new elections with respect to the remainder of such Plan Year if, under the facts and circumstances, the changes are necessitated by and are consistent with a change in status which is acceptable under rules and regulations adopted by the Department of the Treasury, the provisions of which are incorporated by reference. Notwithstanding anything herein to the contrary, if the rules and regulations conflict, then such rules and regulations shall control.

In general, a change in election is not consistent if the change in status is the Participant's divorce, annulment or legal separation from a Spouse, the death of a Spouse or Dependent, or a Dependent ceasing to satisfy the eligibility requirements for coverage, and the Participant's election under the Plan is to cancel accident or health insurance coverage for any individual other than the one involved in such event. In addition, if the Participant, Spouse or Dependent gains or loses eligibility for coverage, then a Participant's election under the Plan to cease or decrease coverage for that individual under the Plan corresponds with that change in status only if coverage for that individual becomes applicable or is increased under the family member plan.

Regardless of the consistency requirement, if the individual, the individual's Spouse, or Dependent becomes eligible for continuation coverage under the Employer's group health plan as provided in Code Section 4980B or any similar state law, then the individual may elect to increase payments under this Plan in order to pay for the continuation coverage. However, this does not apply for COBRA eligibility due to divorce, annulment or legal separation.

Any new election shall be effective at such time as the Administrator shall prescribe, but not earlier than the first pay period beginning after the election form is completed and returned to the Administrator. For the purposes of this subsection, a change in status shall only include the following events or other events permitted by Treasury regulations:

- (1) **Legal Marital Status:** events that change a Participant's legal marital status, including marriage, divorce, death of a Spouse, legal separation or annulment;
- (2) **Number of Dependents:** Events that change a Participant's number of Dependents, including birth, adoption, placement for adoption, or death of a Dependent;
- (3) **Employment Status:** Any of the following events that change the employment status of the Participant, Spouse, or Dependent: termination or commencement of employment, a strike or lockout, commencement or return from an unpaid leave of absence, or a change in worksite. In addition, if the eligibility conditions of this Plan or other employee benefit plan of the Employer of the Participant, Spouse, or Dependent depend on the employment status of that individual and there is a change in that individual's employment status with the consequence that the individual becomes (or ceases to be) eligible under the plan, then that change constitutes a change in employment under this subsection;
- (4) **Dependent satisfies or ceases to satisfy the eligibility requirements:** An event that causes the Participant's Dependent to satisfy or cease to satisfy the requirements for coverage due to attainment of age, student status, or any similar circumstance; and
- (5) **Residency:** A change in the place of residence of the Participant, Spouse or Dependent, that would lead to a change in status (such as a loss of HMO coverage).

For the Dependent Care Flexible Spending Account, a Dependent becoming or ceasing to be a "Qualifying Dependent" as defined under Code Section 21(b) shall also qualify as a change in status.

Notwithstanding anything in this Section to the contrary, the gain of eligibility or change in eligibility of a child, as allowed under Code Sections 105(b) and 106, and guidance thereunder, shall qualify as a change in status.

(b) **Special enrollment rights.** Notwithstanding subsection (a), the Participants may change an election for accident or health coverage during a Plan Year and make a new election that corresponds with the special enrollment rights provided in Code Section 9801(f), including those authorized under the provisions of the Children's Health Insurance Program Reauthorization Act of 2009 (SCHIP); provided that such Participant meets the sixty (60) day notice requirement imposed by Code Section 9801(f) (or such longer period as may be permitted by the Plan and communicated to Participants). Such change shall take place on a prospective basis, unless otherwise required by Code Section 9801(f) to be retroactive.

(c) **Qualified Medical Support Order.** Notwithstanding subsection (a), in the event of a judgment, decree, or order (including approval of a property settlement) ("order") resulting from a divorce, legal separation, annulment, or change in legal custody which requires accident or health coverage for a Participant's child (including a foster child who is a Dependent of the Participant):

- (1) The Plan may change an election to provide coverage for the child if the order requires coverage under the Participant's plan; or
- (2) The Participant shall be permitted to change an election to cancel coverage for the child if the order requires the former Spouse to provide coverage for such child, under that individual's plan and such coverage is actually provided.

(d) **Medicare or Medicaid.** Notwithstanding subsection (a), a Participant may change elections to cancel accident or health coverage for the Participant or the Participant's Spouse or Dependent if the Participant or the Participant's Spouse or Dependent is enrolled in the accident or health coverage of the Employer and becomes entitled to coverage (i.e., enrolled) under Part A or Part B of the Title XVIII of the Social Security Act (Medicare) or Title XIX of the Social Security Act (Medicaid), other than coverage consisting solely of benefits under Section 1928 of the Social Security Act (the program for distribution of pediatric vaccines). If the Participant or the Participant's Spouse or Dependent who has been entitled to Medicaid or Medicare coverage loses eligibility, that individual may prospectively elect coverage under the Plan if a benefit package option under the Plan provides similar coverage.

(e) **Cost increase or decrease.** If the cost of a Benefit provided under the Plan increases or decreases during a Plan Year, then the Plan shall automatically increase or decrease, as the case may be, the Salary Redirections of all affected Participants for such Benefit. Alternatively, if the cost of a benefit package option increases significantly, the Administrator shall permit the affected Participants to either make corresponding changes in their payments or revoke their elections and, in lieu thereof, receive on a prospective basis coverage under another benefit package option with similar coverage, or drop coverage prospectively if there is no benefit package option with similar coverage.

A cost increase or decrease refers to an increase or decrease in the amount of elective contributions under the Plan, whether resulting from an action taken by the Participants or an action taken by the Employer.

(f) **Loss of coverage.** If the coverage under a Benefit is significantly curtailed or ceases during a Plan Year, affected Participants may revoke their elections of such Benefit and, in lieu thereof, elect to receive on a prospective basis coverage under another plan with similar coverage, or drop coverage prospectively if no similar coverage is offered.

(g) **Addition of a new benefit.** If, during the period of coverage, a new benefit package option or other coverage option is added, an existing benefit package option is significantly improved, or an existing benefit package option or other coverage option is eliminated, then the affected Participants may elect the newly-added option, or elect another option if an option has been eliminated prospectively and make corresponding election changes with respect to other benefit package options providing similar coverage. In addition, those Eligible Employees who are not participating in the Plan may opt to become Participants and elect the new or newly improved benefit package option.

(h) **Loss of coverage under certain other plans.** A Participant may make a prospective election change to add group health coverage for the Participant, the Participant's Spouse or Dependent if such individual loses group health coverage sponsored by a governmental or educational institution, including a state children's health insurance program under the Social Security Act, the Indian Health Service or a health program offered by an Indian tribal government, a state health benefits risk pool, or a foreign government group health plan.

(i) **Change of coverage due to change under certain other plans.** A Participant may make a prospective election change that is on account of and corresponds with a change made under the plan of a Spouse's, former Spouse's or Dependent's employer if (1) the cafeteria plan or other benefits plan of the Spouse's, former Spouse's or Dependent's employer permits its participants to make a change; or (2) the cafeteria plan permits participants to make an election for a period of coverage that is different from the period of coverage under the cafeteria plan of a Spouse's, former Spouse's or Dependent's employer.

(j) **Change in dependent care provider.** A Participant may make a prospective election change that is on account of and corresponds with a change by the Participant in the dependent care provider. The availability of dependent care services from a new childcare provider is similar to a new benefit package option becoming available. A cost change is allowable in the Dependent Care Flexible Spending Account only if the cost change is imposed by a dependent care provider who is not related to the Participant, as defined in Code Section 152(a)(1) through (8).

(k) **Health FSA cannot change due to insurance change.** A Participant shall not be permitted to change an election to the Health Flexible Spending Account as a result of a cost or coverage change under any health insurance benefits.

(l) **Health Savings Account changes.** With regard to the Health Savings Account Benefit specified in Section 4.8, a Participant who has elected to make elective contributions under such arrangement may modify or revoke the election prospectively, provided such change is consistent with Code Section 223 and the Treasury regulations thereunder.

## ARTICLE VI HEALTH FLEXIBLE SPENDING ACCOUNT

### 6.1 ESTABLISHMENT OF PLAN

This Health Flexible Spending Account is intended to qualify as a medical reimbursement plan under Code Section 105 and shall be interpreted in a manner consistent with such Code Section and the Treasury regulations thereunder. Participants who elect to participate in this Health Flexible Spending Account may submit claims for the reimbursement of Medical Expenses. All amounts reimbursed shall be periodically paid from amounts allocated to the Health Flexible Spending Account. Periodic payments reimbursing Participants from the Health Flexible Spending Account shall in no event

occur less frequently than monthly. There is an additional "limited FSA" designed to coordinate with a Health Savings Account and high deductible health plan.

## 6.2 DEFINITIONS

For the purposes of this Article and the Cafeteria Plan, the terms below have the following meaning:

(a) **"Health Flexible Spending Account"** means the account established for Participants pursuant to this Plan to which part of their Cafeteria Plan Benefit Dollars may be allocated and from which all allowable Medical Expenses incurred by a Participant, his or her Spouse and his or her Dependents may be reimbursed.

(b) **"Highly Compensated Participant"** means, for the purposes of this Article and determining discrimination under Code Section 105(h), a participant who is:

- (1) one of the 5 highest paid officers;
- (2) a shareholder who owns (or is considered to own applying the rules of Code Section 318) more than 10 percent in value of the stock of the Employer; or
- (3) among the highest paid 25 percent of all Employees (other than exclusions permitted by Code Section 105(h)(3)(B) for those individuals who are not Participants).

(c) **"Medical Expenses"** means any expense for medical care within the meaning of the term "medical care" as defined in Code Section 213(d) and the rulings and Treasury regulations thereunder, and not otherwise used by the Participant as a deduction in determining his tax liability under the Code. "Medical Expenses" can be incurred by the Participant, his or her Spouse and his or her Dependents. "Incurred" means, with regard to Medical Expenses, when the Participant is provided with the medical care that gives rise to the Medical Expense and not when the Participant is formally billed or charged for, or pays for, the medical care.

A Participant who elects to contribute to a Health Savings Account may only be reimbursed for medical expenses that are considered to be for dental, vision or preventive care expenses as allowed under Code Section 223; however, once such Participant has satisfied the minimum annual deductible under Code Section 223, all medical expenses may be reimbursed.

A Participant may not be reimbursed for the cost of any medicine or drug that is not "prescribed" within the meaning of Code Section 106(f) or is not insulin.

A Participant may not be reimbursed for the cost of other health coverage such as premiums paid under plans maintained by the employer of the Participant's Spouse or individual policies maintained by the Participant or his Spouse or Dependent.

A Participant may not be reimbursed for "qualified long-term care services" as defined in Code Section 7702B(c).

(d) The definitions of Article I are hereby incorporated by reference to the extent necessary to interpret and apply the provisions of this Health Flexible Spending Account.

## 6.3 FORFEITURES

The amount in the Health Flexible Spending Account as of the end of any Plan Year (and after the processing of all claims for such Plan Year pursuant to Section 6.7 hereof) shall be forfeited and credited to the benefit plan surplus. In such event, the Participant shall have no further claim to such amount for any reason, subject to Section 8.2.

## 6.4 LIMITATION ON ALLOCATIONS

(a) Notwithstanding any provision contained in this Health Flexible Spending Account to the contrary, the maximum amount of salary reductions that may be allocated to the Health Flexible Spending Account by a Participant in or on account of any Plan Year is \$2,500, as adjusted for increases in the cost of living in accordance with Code Section 125(i)(2). The cost of living adjustment in effect for a calendar year applies to any Plan Year beginning with or within such calendar year. The dollar increase in effect on January 1 of any calendar year shall be effective for the Plan Year beginning with or within such calendar year. For any short Plan Year, the limit shall be an amount equal to the limit for the calendar year in which the Plan Year begins multiplied by the ratio obtained by dividing the number of full months in the short Plan Year by twelve (12).

(b) **Participation in Other Plans.** All employers that are treated as a single employer under Code Sections 414(b), (c), or (m), relating to controlled groups and affiliated service groups, are treated as a single

employer for purposes of the statutory limit. If a Participant participates in multiple cafeteria plans offering health flexible spending accounts maintained by members of a controlled group or affiliated service group, the Participant's total Health Flexible Spending Account contributions under all of the cafeteria plans are limited to the statutory limit (as adjusted). However, a Participant employed by two or more employers that are not members of the same controlled group may elect up to the statutory limit (as adjusted) under each Employer's Health Flexible Spending Account.

(c) **Grace Period.** Payment of expenses from a previous year in the first months of the next Plan Year, the limit above applies to the Plan Year including the Grace Period. Amounts carried into the next Plan Year as part of the Grace Period shall not affect the limit for that next Plan Year.

## 6.5 NONDISCRIMINATION REQUIREMENTS

(a) **Intent to be nondiscriminatory.** It is the intent of this Health Flexible Spending Account not to discriminate in violation of the Code and the Treasury regulations thereunder.

(b) **Adjustment to avoid test failure.** If the Administrator deems it necessary to avoid discrimination under this Health Flexible Spending Account, it may, but shall not be required to, reject any elections or reduce contributions or Benefits in order to assure compliance with this Section. Any act taken by the Administrator under this Section shall be carried out in a uniform and nondiscriminatory manner. If the Administrator decides to reject any elections or reduce contributions or Benefits, it shall be done in the following manner. First, the Benefits designated for the Health Flexible Spending Account by the member of the group in whose favor discrimination may not occur pursuant to Code Section 105 that elected to contribute the highest amount to the fund for the Plan Year shall be reduced until the nondiscrimination tests set forth in this Section or the Code are satisfied, or until the amount designated for the fund equals the amount designated for the fund by the next member of the group in whose favor discrimination may not occur pursuant to Code Section 105 who has elected the second highest contribution to the Health Flexible Spending Account for the Plan Year. This process shall continue until the nondiscrimination tests set forth in this Section or the Code are satisfied. Contributions which are not utilized to provide Benefits to any Participant by virtue of any administrative act under this paragraph shall be forfeited and credited to the benefit plan surplus.

## 6.6 COORDINATION WITH CAFETERIA PLAN

All Participants under the Cafeteria Plan are eligible to receive Benefits under this Health Flexible Spending Account. The enrollment under the Cafeteria Plan shall constitute enrollment under this Health Flexible Spending Account. In addition, other matters concerning contributions, elections and the like shall be governed by the general provisions of the Cafeteria Plan.

## 6.7 HEALTH FLEXIBLE SPENDING ACCOUNT CLAIMS

(a) **Expenses must be incurred during Plan Year.** All Medical Expenses incurred by a Participant, his or her Spouse and his or her Dependents during the Plan Year including the Grace Period shall be reimbursed during the Plan Year subject to Section 2.6, even though the submission of such a claim occurs after his participation hereunder ceases; but provided that the Medical Expenses were incurred during the applicable Plan Year. Medical Expenses are treated as having been incurred when the Participant is provided with the medical care that gives rise to the medical expenses, not when the Participant is formally billed or charged for, or pays for the medical care.

(b) **Reimbursement available throughout Plan Year.** The Administrator shall direct the reimbursement to each eligible Participant for all allowable Medical Expenses, up to a maximum of the amount designated by the Participant for the Health Flexible Spending Account for the Plan Year. Reimbursements shall be made available to the Participant throughout the year without regard to the level of Cafeteria Plan Benefit Dollars which have been allocated to the fund at any given point in time. Furthermore, a Participant shall be entitled to reimbursements only for amounts in excess of any payments or other reimbursements under any health care plan covering the Participant and/or his Spouse or Dependents.

(c) **Payments.** Reimbursement payments under this Plan shall be made directly to the Participant. However, in the Administrator's discretion, payments may be made directly to the service provider. The application for payment or reimbursement shall be made to the Administrator on an acceptable form within a reasonable time of incurring the debt or paying for the service. The application shall include a written statement from an independent third party stating that the Medical Expense has been incurred and the amount of such expense. Furthermore, the Participant shall provide a written statement that the Medical Expense has not been reimbursed or is not reimbursable under any other health plan coverage and, if reimbursed from the Health Flexible Spending Account, such amount will not be claimed as a tax deduction. The Administrator shall retain a file of all such applications.

(d) **Grace Period.** Notwithstanding anything in this Section to the contrary, Medical Expenses incurred during the Grace Period, up to the remaining account balance, shall also be deemed to have been incurred during the Plan Year to which the Grace Period relates.

(e) **Claims for reimbursement.** Claims for the reimbursement of Medical Expenses incurred in any Plan Year shall be paid as soon after a claim has been filed as is administratively practicable; provided however, that if a Participant fails to submit a claim within 90 days after the end of the Plan Year, those Medical Expense claims shall not be considered for reimbursement by the Administrator.

## ARTICLE VII DEPENDENT CARE FLEXIBLE SPENDING ACCOUNT

### 7.1 ESTABLISHMENT OF ACCOUNT

This Dependent Care Flexible Spending Account is intended to qualify as a program under Code Section 129 and shall be interpreted in a manner consistent with such Code Section. Participants who elect to participate in this program may submit claims for the reimbursement of Employment-Related Dependent Care Expenses. All amounts reimbursed shall be paid from amounts allocated to the Participant's Dependent Care Flexible Spending Account.

### 7.2 DEFINITIONS

For the purposes of this Article and the Cafeteria Plan the terms below shall have the following meaning:

(a) **"Dependent Care Flexible Spending Account"** means the account established for a Participant pursuant to this Article to which part of his Cafeteria Plan Benefit Dollars may be allocated and from which Employment-Related Dependent Care Expenses of the Participant may be reimbursed for the care of the Qualifying Dependents of Participants.

(b) **"Earned Income"** means earned income as defined under Code Section 32(c)(2), but excluding such amounts paid or incurred by the Employer for dependent care assistance to the Participant.

(c) **"Employment-Related Dependent Care Expenses"** means the amounts paid for expenses of a Participant for those services which if paid by the Participant would be considered employment related expenses under Code Section 21(b)(2). Generally, they shall include expenses for household services and for the care of a Qualifying Dependent, to the extent that such expenses are incurred to enable the Participant to be gainfully employed for any period for which there are one or more Qualifying Dependents with respect to such Participant. Employment-Related Dependent Care Expenses are treated as having been incurred when the Participant's Qualifying Dependents are provided with the dependent care that gives rise to the Employment-Related Dependent Care Expenses, not when the Participant is formally billed or charged for, or pays for the dependent care. The determination of whether an amount qualifies as an Employment-Related Dependent Care Expense shall be made subject to the following rules:

(1) If such amounts are paid for expenses incurred outside the Participant's household, they shall constitute Employment-Related Dependent Care Expenses only if incurred for a Qualifying Dependent as defined in Section 7.2(d)(1) (or deemed to be, as described in Section 7.2(d)(1) pursuant to Section 7.2(d)(3)), or for a Qualifying Dependent as defined in Section 7.2(d)(2) (or deemed to be, as described in Section 7.2(d)(2) pursuant to Section 7.2(d)(3)) who regularly spends at least 8 hours per day in the Participant's household;

(2) If the expense is incurred outside the Participant's home at a facility that provides care for a fee, payment, or grant for more than 6 individuals who do not regularly reside at the facility, the facility must comply with all applicable state and local laws and regulations, including licensing requirements, if any; and

(3) Employment-Related Dependent Care Expenses of a Participant shall not include amounts paid or incurred to a child of such Participant who is under the age of 19 or to an individual who is a Dependent of such Participant or such Participant's Spouse.

(d) **"Qualifying Dependent"** means, for Dependent Care Flexible Spending Account purposes,

(1) a Participant's Dependent (as defined in Code Section 152(a)(1)) who has not attained age 13;

(2) a Dependent or the Spouse of a Participant who is physically or mentally incapable of caring for himself or herself and has the same principal place of abode as the Participant for more than one-half of such taxable year; or

(3) a child that is deemed to be a Qualifying Dependent described in paragraph (1) or (2) above, whichever is appropriate, pursuant to Code Section 21(e)(5).

(e) The definitions of Article I are hereby incorporated by reference to the extent necessary to interpret and apply the provisions of this Dependent Care Flexible Spending Account.

### **7.3 DEPENDENT CARE FLEXIBLE SPENDING ACCOUNTS**

The Administrator shall establish a Dependent Care Flexible Spending Account for each Participant who elects to apply Cafeteria Plan Benefit Dollars to Dependent Care Flexible Spending Account benefits.

### **7.4 INCREASES IN DEPENDENT CARE FLEXIBLE SPENDING ACCOUNTS**

A Participant's Dependent Care Flexible Spending Account shall be increased each pay period by the portion of Cafeteria Plan Benefit Dollars that he has elected to apply toward his Dependent Care Flexible Spending Account pursuant to elections made under Article V hereof.

### **7.5 DECREASES IN DEPENDENT CARE FLEXIBLE SPENDING ACCOUNTS**

A Participant's Dependent Care Flexible Spending Account shall be reduced by the amount of any Employment-Related Dependent Care Expense reimbursements paid or incurred on behalf of a Participant pursuant to Section 7.12 hereof.

### **7.6 ALLOWABLE DEPENDENT CARE REIMBURSEMENT**

Subject to limitations contained in Section 7.9 of this Program, and to the extent of the amount contained in the Participant's Dependent Care Flexible Spending Account, a Participant who incurs Employment-Related Dependent Care Expenses shall be entitled to receive from the Employer full reimbursement for the entire amount of such expenses incurred during the Plan Year or portion thereof during which he is a Participant.

### **7.7 ANNUAL STATEMENT OF BENEFITS**

On or before January 31st of each calendar year, the Employer shall furnish to each Employee who was a Participant and received benefits under Section 7.6 during the prior calendar year, a statement of all such benefits paid to or on behalf of such Participant during the prior calendar year. This statement is set forth on the Participant's Form W-2.

### **7.8 FORFEITURES**

The amount in a Participant's Dependent Care Flexible Spending Account as of the end of any Plan Year (and after the processing of all claims for such Plan Year pursuant to Section 7.12 hereof) shall be forfeited and credited to the benefit plan surplus. In such event, the Participant shall have no further claim to such amount for any reason.

### **7.9 LIMITATION ON PAYMENTS**

(a) **Code limits.** Notwithstanding any provision contained in this Article to the contrary, amounts paid from a Participant's Dependent Care Flexible Spending Account in or on account of any taxable year of the Participant shall not exceed the lesser of the Earned Income limitation described in Code Section 129(b) or \$5,000 (\$2,500 if a separate tax return is filed by a Participant who is married as determined under the rules of paragraphs (3) and (4) of Code Section 21(e)).

### **7.10 NONDISCRIMINATION REQUIREMENTS**

(a) **Intent to be nondiscriminatory.** It is the intent of this Dependent Care Flexible Spending Account that contributions or benefits not discriminate in favor of the group of employees in whose favor discrimination may not occur under Code Section 129(d).

(b) **25% test for shareholders.** It is the intent of this Dependent Care Flexible Spending Account that not more than 25 percent of the amounts paid by the Employer for dependent care assistance during the Plan Year will be provided for the class of individuals who are shareholders or owners (or their Spouses or Dependents), each of whom (on any day of the Plan Year) owns more than 5 percent of the stock or of the capital or profits interest in the Employer.

(c) **Adjustment to avoid test failure.** If the Administrator deems it necessary to avoid discrimination or possible taxation to a group of employees in whose favor discrimination may not occur in violation of Code Section 129 it may, but shall not be required to, reject any elections or reduce contributions or non-taxable benefits in order to assure compliance with this Section. Any act taken by the Administrator under this Section shall be carried out in a uniform and nondiscriminatory manner. If the Administrator decides to reject any elections or reduce contributions or Benefits, it shall be done in the following manner. First, the Benefits designated for the Dependent Care Flexible Spending Account by the affected Participant that elected to contribute the highest amount to such account for the Plan Year shall be reduced until the nondiscrimination tests set forth in this Section are satisfied, or until the amount designated for the account equals the amount designated for the account of the affected Participant who has elected the second highest contribution to the Dependent Care Flexible Spending Account for the Plan Year. This process shall continue until the nondiscrimination tests set forth in this Section are satisfied. Contributions which are not utilized to provide Benefits to any Participant by virtue of any administrative act under this paragraph shall be forfeited.

#### 7.11 COORDINATION WITH CAFETERIA PLAN

All Participants under the Cafeteria Plan are eligible to receive Benefits under this Dependent Care Flexible Spending Account. The enrollment and termination of participation under the Cafeteria Plan shall constitute enrollment and termination of participation under this Dependent Care Flexible Spending Account. In addition, other matters concerning contributions, elections and the like shall be governed by the general provisions of the Cafeteria Plan.

#### 7.12 DEPENDENT CARE FLEXIBLE SPENDING ACCOUNT CLAIMS

The Administrator shall direct the payment of all such Dependent Care claims to the Participant upon the presentation to the Administrator of documentation of such expenses in a form satisfactory to the Administrator. However, in the Administrator's discretion, payments may be made directly to the service provider. In its discretion in administering the Plan, the Administrator may utilize forms and require documentation of costs as may be necessary to verify the claims submitted. At a minimum, the form shall include a statement from an independent third party as proof that the expense has been incurred during the Plan Year including the Grace Period and the amount of such expense. In addition, the Administrator may require that each Participant who desires to receive reimbursement under this Program for Employment-Related Dependent Care Expenses submit a statement which may contain some or all of the following information:

- (a) The Dependent or Dependents for whom the services were performed;
- (b) The nature of the services performed for the Participant, the cost of which he wishes reimbursement;
- (c) The relationship, if any, of the person performing the services to the Participant;
- (d) If the services are being performed by a child of the Participant, the age of the child;
- (e) A statement as to where the services were performed;
- (f) If any of the services were performed outside the home, a statement as to whether the Dependent for whom such services were performed spends at least 8 hours a day in the Participant's household;
- (g) If the services were being performed in a day care center, a statement:
  - (1) that the day care center complies with all applicable laws and regulations of the state of residence,
  - (2) that the day care center provides care for more than 6 individuals (other than individuals residing at the center), and
  - (3) of the amount of fee paid to the provider.
- (h) If the Participant is married, a statement containing the following:
  - (1) the Spouse's salary or wages if he or she is employed, or
  - (2) if the Participant's Spouse is not employed, that
    - (i) he or she is incapacitated, or

(ii) he or she is a full-time student attending an educational institution and the months during the year which he or she attended such institution.

(i) **Grace Period.** Notwithstanding anything in this Section to the contrary, Employment-Related Dependent Care Expenses incurred during the Grace Period, up to the remaining account balance, shall also be deemed to have been incurred during the Plan Year to which the Grace Period relates.

(j) **Claims for reimbursement.** If a Participant fails to submit a claim within 60 days after the end of the Grace Period, those claims shall not be considered for reimbursement by the Administrator.

## ARTICLE VIII BENEFITS AND RIGHTS

### 8.1 CLAIM FOR BENEFITS

(a) **Insurance claims.** Any claim for Benefits underwritten by Insurance Contract(s) shall be made to the Insurer. If the Insurer denies any claim, the Participant or beneficiary shall follow the Insurer's claims review procedure.

(b) **Dependent Care Flexible Spending Account or Health Flexible Spending Account claims.** Any claim for Dependent Care Flexible Spending Account or Health Flexible Spending Account Benefits shall be made to the Administrator. For the Health Flexible Spending Account, if a Participant fails to submit a claim within 90 days after the end of the Plan Year, those claims shall not be considered for reimbursement by the Administrator. For the Dependent Care Flexible Spending Account, if a Participant fails to submit a claim within 60 days after the end of the Grace Period, those claims shall not be considered for reimbursement by the Administrator. If the Administrator denies a claim, the Administrator may provide notice to the Participant or beneficiary, in writing, within 90 days after the claim is filed unless special circumstances require an extension of time for processing the claim. The notice of a denial of a claim shall be written in a manner calculated to be understood by the claimant and shall set forth:

- (1) specific references to the pertinent Plan provisions on which the denial is based;
- (2) a description of any additional material or information necessary for the claimant to perfect the claim and an explanation as to why such information is necessary; and
- (3) an explanation of the Plan's claim procedure.

(c) **Appeal.** Within 60 days after receipt of the above material, the claimant shall have a reasonable opportunity to appeal the claim denial to the Administrator for a full and fair review. The claimant or his duly authorized representative may:

- (1) request a review upon written notice to the Administrator;
- (2) review pertinent documents; and
- (3) submit issues and comments in writing.

(d) **Review of appeal.** A decision on the review by the Administrator will be made not later than 60 days after receipt of a request for review, unless special circumstances require an extension of time for processing (such as the need to hold a hearing), in which event a decision should be rendered as soon as possible, but in no event later than 120 days after such receipt. The decision of the Administrator shall be written and shall include specific reasons for the decision, written in a manner calculated to be understood by the claimant, with specific references to the pertinent Plan provisions on which the decision is based.

(e) **Forfeitures.** Any balance remaining in the Participant's Health Flexible Spending Account or Dependent Care Flexible Spending Account as of the end of the time for claims reimbursement for each Plan Year and Grace Period (if applicable) shall be forfeited and deposited in the benefit plan surplus of the Employer pursuant to Section 6.3 or Section 7.8, whichever is applicable, unless the Participant had made a claim for such Plan Year, in writing, which has been denied or is pending; in which event the amount of the claim shall be held in his account until the claim appeal procedures set forth above have been satisfied or the claim is paid. If any such claim is denied on appeal, the amount held beyond the end of the Plan Year shall be forfeited and credited to the benefit plan surplus.

## 8.2 APPLICATION OF BENEFIT PLAN SURPLUS

Any forfeited amounts credited to the benefit plan surplus by virtue of the failure of a Participant to incur a qualified expense or seek reimbursement in a timely manner may, but need not be, separately accounted for after the close of the Plan Year (or after such further time specified herein for the filing of claims) in which such forfeitures arose. In no event shall such amounts be carried over to reimburse a Participant for expenses incurred during a subsequent Plan Year for the same or any other Benefit available under the Plan; nor shall amounts forfeited by a particular Participant be made available to such Participant in any other form or manner, except as permitted by Treasury regulations. Amounts in the benefit plan surplus shall be used to defray any administrative costs and experience losses or used to provide additional benefits under the Plan. No amounts attributable to the Health Savings Account shall be subject to the benefit plan surplus.

## ARTICLE IX ADMINISTRATION

### 9.1 PLAN ADMINISTRATION

The Employer shall be the Administrator, unless the Employer elects otherwise. The Employer may appoint any person, including, but not limited to, the Employees of the Employer, to perform the duties of the Administrator. Any person so appointed shall signify acceptance by filing acceptance in writing (or such other form as acceptable to both parties) with the Employer. Upon the resignation or removal of any individual performing the duties of the Administrator, the Employer may designate a successor.

If the Employer elects, the Employer shall appoint one or more Administrators. Any person, including, but not limited to, the Employees of the Employer, shall be eligible to serve as an Administrator. Any person so appointed shall signify acceptance by filing acceptance in writing (or such other form as acceptable to both parties) with the Employer. An Administrator may resign by delivering a resignation in writing (or such other form as acceptable to both parties) to the Employer or be removed by the Employer by delivery of notice of removal (in writing or such other form as acceptable to both parties), to take effect at a date specified therein, or upon delivery to the Administrator if no date is specified. The Employer shall be empowered to appoint and remove the Administrator from time to time as it deems necessary for the proper administration of the Plan to ensure that the Plan is being operated for the exclusive benefit of the Employees entitled to participate in the Plan in accordance with the terms of the Plan and the Code.

The operation of the Plan shall be under the supervision of the Administrator. It shall be a principal duty of the Administrator to see that the Plan is carried out in accordance with its terms, and for the exclusive benefit of Employees entitled to participate in the Plan. The Administrator shall have full power and discretion to administer the Plan in all of its details and determine all questions arising in connection with the administration, interpretation, and application of the Plan. The Administrator may establish procedures, correct any defect, supply any information, or reconcile any inconsistency in such manner and to such extent as shall be deemed necessary or advisable to carry out the purpose of the Plan. The Administrator shall have all powers necessary or appropriate to accomplish the Administrator's duties under the Plan. The Administrator shall be charged with the duties of the general administration of the Plan as set forth under the Plan, including, but not limited to, in addition to all other powers provided by this Plan:

- (a) To make and enforce such procedures, rules and regulations as the Administrator deems necessary or proper for the efficient administration of the Plan;
- (b) To interpret the provisions of the Plan, the Administrator's interpretations thereof in good faith to be final and conclusive on all persons claiming benefits by operation of the Plan;
- (c) To decide all questions concerning the Plan and the eligibility of any person to participate in the Plan and to receive benefits provided by operation of the Plan;
- (d) To reject elections or to limit contributions or Benefits for certain highly compensated participants if it deems such to be desirable in order to avoid discrimination under the Plan in violation of applicable provisions of the Code;
- (e) To provide Employees with a reasonable notification of their benefits available by operation of the Plan and to assist any Participant regarding the Participant's rights, benefits or elections under the Plan;
- (f) To keep and maintain the Plan documents and all other records pertaining to and necessary for the administration of the Plan;
- (g) To review and settle all claims against the Plan, to approve reimbursement requests, and to authorize the payment of benefits if the Administrator determines such shall be paid if the Administrator decides in its discretion that the applicant is entitled to them. This authority specifically permits the Administrator to settle disputed claims for benefits and any other disputed claims made against the Plan;

(h) To appoint such agents, counsel, accountants, consultants, and other persons or entities as may be required to assist in administering the Plan.

Any procedure, discretionary act, interpretation or construction taken by the Administrator shall be done in a nondiscriminatory manner based upon uniform principles consistently applied and shall be consistent with the intent that the Plan shall continue to comply with the terms of Code Section 125 and the Treasury regulations thereunder.

## **9.2 EXAMINATION OF RECORDS**

The Administrator shall make available to each Participant, Eligible Employee and any other Employee of the Employer such records as pertain to their interest under the Plan for examination at reasonable times during normal business hours.

## **9.3 PAYMENT OF EXPENSES**

Any reasonable administrative expenses shall be paid by the Employer unless the Employer determines that administrative costs shall be borne by the Participants under the Plan or by any Trust Fund which may be established hereunder. The Administrator may impose reasonable conditions for payments, provided that such conditions shall not discriminate in favor of highly compensated employees.

## **9.4 INSURANCE CONTROL CLAUSE**

In the event of a conflict between the terms of this Plan and the terms of an Insurance Contract of an independent third party Insurer whose product is then being used in conjunction with this Plan, the terms of the Insurance Contract shall control as to those Participants receiving coverage under such Insurance Contract. For this purpose, the Insurance Contract shall control in defining the persons eligible for insurance, the dates of their eligibility, the conditions which must be satisfied to become insured, if any, the benefits Participants are entitled to and the circumstances under which insurance terminates.

## **9.5 INDEMNIFICATION OF ADMINISTRATOR**

The Employer agrees to indemnify and to defend to the fullest extent permitted by law any Employee serving as the Administrator or as a member of a committee designated as Administrator (including any Employee or former Employee who previously served as Administrator or as a member of such committee) against all liabilities, damages, costs and expenses (including attorney's fees and amounts paid in settlement of any claims approved by the Employer) occasioned by any act or omission to act in connection with the Plan, if such act or omission is in good faith.

# **ARTICLE X AMENDMENT OR TERMINATION OF PLAN**

## **10.1 AMENDMENT**

The Employer, at any time or from time to time, may amend any or all of the provisions of the Plan without the consent of any Employee or Participant. No amendment shall have the effect of modifying any benefit election of any Participant in effect at the time of such amendment, unless such amendment is made to comply with Federal, state or local laws, statutes or regulations.

## **10.2 TERMINATION**

The Employer reserves the right to terminate this Plan, in whole or in part, at any time. In the event the Plan is terminated, no further contributions shall be made. Benefits under any Insurance Contract shall be paid in accordance with the terms of the Insurance Contract.

No further additions shall be made to the Health Flexible Spending Account or Dependent Care Flexible Spending Account, but all payments from such fund shall continue to be made according to the elections in effect until 90 days after the termination date of the Plan. Any amounts remaining in any such fund or account as of the end of such period shall be forfeited and deposited in the benefit plan surplus after the expiration of the filing period.

**ARTICLE XI  
MISCELLANEOUS**

**11.1 PLAN INTERPRETATION**

All provisions of this Plan shall be interpreted and applied in a uniform, nondiscriminatory manner. This Plan shall be read in its entirety and not severed except as provided in Section 11.12.

**11.2 GENDER AND NUMBER**

Wherever any words are used herein in the masculine, feminine or neuter gender, they shall be construed as though they were also used in another gender in all cases where they would so apply, and whenever any words are used herein in the singular or plural form, they shall be construed as though they were also used in the other form in all cases where they would so apply.

**11.3 WRITTEN DOCUMENT**

This Plan, in conjunction with any separate written document which may be required by law, is intended to satisfy the written Plan requirement of Code Section 125 and any Treasury regulations thereunder relating to cafeteria plans.

**11.4 EXCLUSIVE BENEFIT**

This Plan shall be maintained for the exclusive benefit of the Employees who participate in the Plan.

**11.5 PARTICIPANT'S RIGHTS**

This Plan shall not be deemed to constitute an employment contract between the Employer and any Participant or to be a consideration or an inducement for the employment of any Participant or Employee. Nothing contained in this Plan shall be deemed to give any Participant or Employee the right to be retained in the service of the Employer or to interfere with the right of the Employer to discharge any Participant or Employee at any time regardless of the effect which such discharge shall have upon him as a Participant of this Plan.

**11.6 ACTION BY THE EMPLOYER**

Whenever the Employer under the terms of the Plan is permitted or required to do or perform any act or matter or thing, it shall be done and performed by a person duly authorized by its legally constituted authority.

**11.7 EMPLOYER'S PROTECTIVE CLAUSES**

(a) **Insurance purchase.** Upon the failure of either the Participant or the Employer to obtain the insurance contemplated by this Plan (whether as a result of negligence, gross neglect or otherwise), the Participant's Benefits shall be limited to the insurance premium(s), if any, that remained unpaid for the period in question and the actual insurance proceeds, if any, received by the Employer or the Participant as a result of the Participant's claim.

(b) **Validity of insurance contract.** The Employer shall not be responsible for the validity of any Insurance Contract issued hereunder or for the failure on the part of the Insurer to make payments provided for under any Insurance Contract. Once insurance is applied for or obtained, the Employer shall not be liable for any loss which may result from the failure to pay Premiums to the extent Premium notices are not received by the Employer.

**11.8 NO GUARANTEE OF TAX CONSEQUENCES**

Neither the Administrator nor the Employer makes any commitment or guarantee that any amounts paid to or for the benefit of a Participant under the Plan will be excludable from the Participant's gross income for federal or state income tax purposes, or that any other federal or state tax treatment will apply to or be available to any Participant. It shall be the obligation of each Participant to determine whether each payment under the Plan is excludable from the Participant's gross income for federal and state income tax purposes, and to notify the Employer if the Participant has reason to believe that any such payment is not so excludable. Notwithstanding the foregoing, the rights of Participants under this Plan shall be legally enforceable.

**11.9 INDEMNIFICATION OF EMPLOYER BY PARTICIPANTS**

If any Participant receives one or more payments or reimbursements under the Plan that are not for a permitted Benefit, such Participant shall indemnify and reimburse the Employer for any liability it may incur for failure to withhold

federal or state income tax or Social Security tax from such payments or reimbursements. However, such indemnification and reimbursement shall not exceed the amount of additional federal and state income tax (plus any penalties) that the Participant would have owed if the payments or reimbursements had been made to the Participant as regular cash compensation, plus the Participant's share of any Social Security tax that would have been paid on such compensation, less any such additional income and Social Security tax actually paid by the Participant.

#### **11.10 FUNDING**

Unless otherwise required by law, contributions to the Plan need not be placed in trust or dedicated to a specific Benefit, but may instead be considered general assets of the Employer. Furthermore, and unless otherwise required by law, nothing herein shall be construed to require the Employer or the Administrator to maintain any fund or segregate any amount for the benefit of any Participant, and no Participant or other person shall have any claim against, right to, or security or other interest in, any fund, account or asset of the Employer from which any payment under the Plan may be made.

#### **11.11 GOVERNING LAW**

This Plan is governed by the Code and the Treasury regulations issued thereunder (as they might be amended from time to time). In no event shall the Employer guarantee the favorable tax treatment sought by this Plan. To the extent not preempted by Federal law, the provisions of this Plan shall be construed, enforced and administered according to the laws of the State of Minnesota.

#### **11.12 SEVERABILITY**

If any provision of the Plan is held invalid or unenforceable, its invalidity or unenforceability shall not affect any other provisions of the Plan, and the Plan shall be construed and enforced as if such provision had not been included herein.

#### **11.13 CAPTIONS**

The captions contained herein are inserted only as a matter of convenience and for reference, and in no way define, limit, enlarge or describe the scope or intent of the Plan, nor in any way shall affect the Plan or the construction of any provision thereof.

#### **11.14 CONTINUATION OF COVERAGE (COBRA)**

Notwithstanding anything in the Plan to the contrary, in the event any benefit under this Plan subject to the continuation coverage requirement of Code Section 4980B becomes unavailable, each Participant will be entitled to continuation coverage as prescribed in Code Section 4980B, and related regulations. This Section shall only apply if the Employer employs at least twenty (20) employees on more than 50% of its typical business days in the previous calendar year.

#### **11.15 HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)**

Notwithstanding anything in this Plan to the contrary, this Plan shall be operated in accordance with HIPAA and regulations thereunder.

#### **11.16 UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT (USERRA)**

Notwithstanding any provision of this Plan to the contrary, contributions, benefits and service credit with respect to qualified military service shall be provided in accordance with the Uniform Services Employment And Reemployment Rights Act (USERRA) and the regulations thereunder.

#### **11.17 COMPLIANCE WITH HIPAA PRIVACY STANDARDS**

(a) **Application.** If any benefits under this Cafeteria Plan are subject to the Standards for Privacy of Individually Identifiable Health Information (45 CFR Part 164, the "Privacy Standards"), then this Section shall apply.

(b) **Disclosure of PHI.** The Plan shall not disclose Protected Health Information to any member of the Employer's workforce unless each of the conditions set out in this Section are met. "Protected Health Information" shall have the same definition as set forth in the Privacy Standards but generally shall mean individually identifiable information about the past, present or future physical or mental health or condition of an individual, including genetic information and information about treatment or payment for treatment.

(c) **PHI disclosed for administrative purposes.** Protected Health Information disclosed to members of the Employer's workforce shall be used or disclosed by them only for purposes of Plan administrative functions. The Plan's administrative functions shall include all Plan payment functions and health care operations.

The terms "payment" and "health care operations" shall have the same definitions as set out in the Privacy Standards, but the term "payment" generally shall mean activities taken to determine or fulfill Plan responsibilities with respect to eligibility, coverage, provision of benefits, or reimbursement for health care. Protected Health Information that consists of genetic information will not be used or disclosed for underwriting purposes.

(d) **PHI disclosed to certain workforce members.** The Plan shall disclose Protected Health Information only to members of the Employer's workforce who are designated and authorized to receive such Protected Health Information, and only to the extent and in the minimum amount necessary for that person to perform his or her duties with respect to the Plan. "Members of the Employer's workforce" shall refer to all employees and other persons under the control of the Employer. The Employer shall keep an updated list of those authorized to receive Protected Health Information.

(1) An authorized member of the Employer's workforce who receives Protected Health Information shall use or disclose the Protected Health Information only to the extent necessary to perform his or her duties with respect to the Plan.

(2) In the event that any member of the Employer's workforce uses or discloses Protected Health Information other than as permitted by this Section and the Privacy Standards, the incident shall be reported to the Plan's privacy official. The privacy official shall take appropriate action, including:

(i) investigation of the incident to determine whether the breach occurred inadvertently, through negligence or deliberately; whether there is a pattern of breaches; and the degree of harm caused by the breach;

(ii) appropriate sanctions against the persons causing the breach which, depending upon the nature of the breach, may include oral or written reprimand, additional training, or termination of employment;

(iii) mitigation of any harm caused by the breach, to the extent practicable; and

(iv) documentation of the incident and all actions taken to resolve the issue and mitigate any damages.

(e) **Certification.** The Employer must provide certification to the Plan that it agrees to:

(1) Not use or further disclose the information other than as permitted or required by the Plan documents or as required by law;

(2) Ensure that any agent or subcontractor, to whom it provides Protected Health Information received from the Plan, agrees to the same restrictions and conditions that apply to the Employer with respect to such information;

(3) Not use or disclose Protected Health Information for employment-related actions and decisions or in connection with any other benefit or employee benefit plan of the Employer;

(4) Report to the Plan any use or disclosure of the Protected Health Information of which it becomes aware that is inconsistent with the uses or disclosures permitted by this Section, or required by law;

(5) Make available Protected Health Information to individual Plan members in accordance with Section 164.524 of the Privacy Standards;

(6) Make available Protected Health Information for amendment by individual Plan members and incorporate any amendments to Protected Health Information in accordance with Section 164.526 of the Privacy Standards;

(7) Make available the Protected Health Information required to provide an accounting of disclosures to individual Plan members in accordance with Section 164.528 of the Privacy Standards;

(8) Make its internal practices, books and records relating to the use and disclosure of Protected Health Information received from the Plan available to the Department of Health and Human Services for purposes of determining compliance by the Plan with the Privacy Standards;

(9) If feasible, return or destroy all Protected Health Information received from the Plan that the Employer still maintains in any form, and retain no copies of such information when no longer needed for the purpose for which disclosure was made, except that, if such return or destruction is not feasible, limit

further uses and disclosures to those purposes that make the return or destruction of the information infeasible; and

(10) Ensure the adequate separation between the Plan and members of the Employer's workforce, as required by Section 164.504(f)(2)(iii) of the Privacy Standards and set out in (d) above.

#### **11.18 COMPLIANCE WITH HIPAA ELECTRONIC SECURITY STANDARDS**

Under the Security Standards for the Protection of Electronic Protected Health Information (45 CFR Part 164.300 et. seq., the "Security Standards"):

(a) **Implementation.** The Employer agrees to implement reasonable and appropriate administrative, physical and technical safeguards to protect the confidentiality, integrity and availability of Electronic Protected Health Information that the Employer creates, maintains or transmits on behalf of the Plan. "Electronic Protected Health Information" shall have the same definition as set out in the Security Standards, but generally shall mean Protected Health Information that is transmitted by or maintained in electronic media.

(b) **Agents or subcontractors shall meet security standards.** The Employer shall ensure that any agent or subcontractor to whom it provides Electronic Protected Health Information shall agree, in writing, to implement reasonable and appropriate security measures to protect the Electronic Protected Health Information.

(c) **Employer shall ensure security standards.** The Employer shall ensure that reasonable and appropriate security measures are implemented to comply with the conditions and requirements set forth in Section 11.17.

#### **11.19 MENTAL HEALTH PARITY AND ADDICTION EQUITY ACT**

Notwithstanding anything in the Plan to the contrary, the Plan will comply with the Mental Health Parity and Addiction Equity Act.

#### **11.20 GENETIC INFORMATION NONDISCRIMINATION ACT (GINA)**

Notwithstanding anything in the Plan to the contrary, the Plan will comply with the Genetic Information Nondiscrimination Act.

#### **11.21 WOMEN'S HEALTH AND CANCER RIGHTS ACT**

Notwithstanding anything in the Plan to the contrary, the Plan will comply with the Women's Health and Cancer Rights Act of 1998.

#### **11.22 NEWBORNS' AND MOTHERS' HEALTH PROTECTION ACT**

Notwithstanding anything in the Plan to the contrary, the Plan will comply with the Newborns' and Mothers' Health Protection Act.

IN WITNESS WHEREOF, this Plan document is hereby executed this \_\_\_\_\_ day of \_\_\_\_\_.

City of Crosslake

By \_\_\_\_\_  
EMPLOYER



\_\_\_\_\_

WITNESSES AS TO EMPLOYER

**CITY OF CROSSLAKE CAFETERIA PLAN  
SUMMARY PLAN DESCRIPTION**

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**XI  
SUMMARY**

## CITY OF CROSSLAKE CAFETERIA PLAN

### INTRODUCTION

We have amended the "Flexible Benefits Plan" that we previously established for you and other eligible employees. Under this Plan, you will be able to choose among certain benefits that we make available. The benefits that you may choose are outlined in this Summary Plan Description. We will also tell you about other important information concerning the amended Plan, such as the rules you must satisfy before you can join and the laws that protect your rights.

One of the most important features of our Plan is that the benefits being offered are generally ones that you are already paying for, but normally with money that has first been subject to income and Social Security taxes. Under our Plan, these same expenses will be paid for with a portion of your pay before Federal income or Social Security taxes are withheld. This means that you will pay less tax and have more money to spend and save.

Read this Summary Plan Description carefully so that you understand the provisions of our amended Plan and the benefits you will receive. This SPD describes the Plan's benefits and obligations as contained in the legal Plan document, which governs the operation of the Plan. The Plan document is written in much more technical and precise language. If the non-technical language in this SPD and the technical, legal language of the Plan document conflict, the Plan document always governs. Also, if there is a conflict between an insurance contract and either the Plan document or this Summary Plan Description, the insurance contract will control. If you wish to receive a copy of the legal Plan document, please contact the Administrator.

This SPD describes the current provisions of the Plan which are designed to comply with applicable legal requirements. The Plan is subject to federal laws, such as the Internal Revenue Code and other federal and state laws which may affect your rights. The provisions of the Plan are subject to revision due to a change in laws or due to pronouncements by the Internal Revenue Service (IRS) or other federal agencies. We may also amend or terminate this Plan. If the provisions of the Plan that are described in this SPD change, we will notify you.

We have attempted to answer most of the questions you may have regarding your benefits in the Plan. If this SPD does not answer all of your questions, please contact the Administrator (or other plan representative). The name and address of the Administrator can be found in the Article of this SPD entitled "General Information About the Plan."

### I ELIGIBILITY

#### 1. When can I become a participant in the Plan?

Before you become a Plan member (referred to in this Summary Plan Description as a "Participant"), there are certain rules which you must satisfy. First, you must meet the eligibility requirements and be an active employee. After that, the next step is to actually join the Plan on the "entry date" that we have established for all employees. The "entry date" is defined in Question 3 below. You will also be required to complete certain application forms before you can enroll in the Plan.

#### 2. What are the eligibility requirements for our Plan?

You will be eligible to join the Plan once you have completed 6 month(s) of employment. Of course, if you were already a participant before this amendment, you will remain a participant.

#### 3. When is my entry date?

Once you have met the eligibility requirements, your entry date will be the first day of the pay period coinciding with or following the date you met the eligibility requirements.

#### 4. Are there any employees who are not eligible?

Yes, there are certain employees who are not eligible to join the Plan. They are:

-- Employees who are part-time. A part-time employee is someone who works, or is expected to work, less than 30 hours a week.

-- Employees who are seasonal. A seasonal employee is someone who works, or is expected to work, less than 120 consecutive days..

#### 5. What must I do to enroll in the Plan?

Before you can join the Plan, you must complete an application to participate in the Plan. The application includes your personal choices for each of the benefits which are being offered under the Plan. You must also authorize us to set some of your earnings aside in order to pay for a portion of the benefits you have elected.

## II OPERATION

### 1. How does this Plan operate?

Before the start of each Plan Year, you will be able to elect to have some of your upcoming pay contributed to the Plan. These amounts will be used to pay for the benefits you have chosen. The portion of your pay that is paid to the Plan is not subject to Federal income or Social Security taxes. In other words, this allows you to use tax-free dollars to pay for certain kinds of benefits and expenses which you normally pay for with out-of-pocket, taxable dollars. Also, we will make additional Employer contributions to the Plan that you may use to increase the amounts used to pay benefits. However, if you receive a reimbursement for an expense under the Plan, you cannot claim a Federal income tax credit or deduction on your return. (See the Article entitled "General Information About Our Plan" for the definition of "Plan Year.")

## III CONTRIBUTIONS

### 1. How much of my pay may the Employer redirect?

Each year, you may elect to have us contribute on your behalf enough of your compensation to pay for the benefits that you elect under the Plan after application of the Employer Contribution. These amounts will be deducted from your pay over the course of the year.

### 2. How much will the Employer contribute each year?

We may contribute a discretionary amount which we will determine prior to the beginning of each Plan Year. This contribution can be used for the Health Savings Account and will be made on a pro rata basis during the year. If you elect not to participate, the Employer will not contribute to the Plan on your behalf.

### 3. What happens to contributions made to the Plan?

Before each Plan Year begins, you will select the benefits you want and how much of the contributions should go toward each benefit. It is very important that you make these choices carefully based on what you expect to spend on each covered benefit or expense during the Plan Year. Later, they will be used to pay for the expenses as they arise during the Plan Year.

### 4. When must I decide which accounts I want to use?

You are required by Federal law to decide before the Plan Year begins, during the election period (defined below). You must decide two things. First, which benefits you want and, second, how much should go toward each benefit.

### 5. When is the election period for our Plan?

You will make your initial election on or before your entry date. (You should review Section I on Eligibility to better understand the eligibility requirements and entry date.) Then, for each following Plan Year, the election period is established by the Administrator and applied uniformly to all Participants. It will normally be a period of time prior to the beginning of each Plan Year. The Administrator will inform you each year about the election period. (See the Article entitled "General Information About Our Plan" for the definition of Plan Year.)

### 6. May I change my elections during the Plan Year?

Generally, you cannot change the elections you have made after the beginning of the Plan Year. However, there are certain limited situations when you can change your elections. You are permitted to change elections if you have a "change in status" and you make an election change that is consistent with the change in status. Currently, Federal law considers the following events to be a change in status:

- Marriage, divorce, death of a spouse, legal separation or annulment;
- Change in the number of dependents, including birth, adoption, placement for adoption, or death of a dependent;
- Any of the following events for you, your spouse or dependent: termination or commencement of employment, a strike or lockout, commencement or return from an unpaid leave of absence, a change in worksite, or any other change in employment status that affects eligibility for benefits;
- One of your dependents satisfies or ceases to satisfy the requirements for coverage due to change in age, student status, or any similar circumstance; and
- A change in the place of residence of you, your spouse or dependent that would lead to a change in status, such as moving out of a coverage area for insurance.

In addition, if you are participating in the Dependent Care Flexible Spending Account, then there is a change in status if your dependent no longer meets the qualifications to be eligible for dependent care.

However, with respect to the Health Savings Account, you may modify or revoke your elections without having to have a change in status.

There are detailed rules on when a change in election is deemed to be consistent with a change in status. In addition, there are laws that give you rights to change health coverage for you, your spouse, or your dependents. If you change coverage due to rights you have under the law, then you can make a corresponding change in your elections under the Plan. If any of these conditions apply to you, you should contact the Administrator.

If the cost of a benefit provided under the Plan increases or decreases during a Plan Year, then we will automatically increase or decrease, as the case may be, your salary redirection election. If the cost increases significantly, you will be permitted to either make corresponding changes in your payments or revoke your election and obtain coverage under another benefit package option with similar coverage, or revoke your election entirely.

If the coverage under a Benefit is significantly curtailed or ceases during a Plan Year, then you may revoke your elections and elect to receive on a prospective basis coverage under another plan with similar coverage. In addition, if we add a new coverage option or eliminate an existing option, you may elect the newly-added option (or elect another option if an option has been eliminated) and make corresponding election changes to other options providing similar coverage. If you are not a Participant, you may elect to join the Plan. There are also certain situations when you may be able to change your elections on account of a change under the plan of your spouse's, former spouse's or dependent's employer.

These rules on change due to cost or coverage do not apply to the Health Flexible Spending Account, and you may not change your election to the Health Flexible Spending Account if you make a change due to cost or coverage for insurance or if you decide to participate in the Health Savings Account.

You may not change your election under the Dependent Care Flexible Spending Account if the cost change is imposed by a dependent care provider who is your relative.

## **7. May I make new elections in future Plan Years?**

Yes, you may. For each new Plan Year, you may change the elections that you previously made. You may also choose not to participate in the Plan for the upcoming Plan Year. If you do not make new elections during the election period before a new Plan Year begins, we will consider that to mean you have elected not to participate for the upcoming Plan Year.

## **IV BENEFITS**

### **1. Health Flexible Spending Account**

The Health Flexible Spending Account enables you to pay for expenses allowed under Sections 105 and 213(d) of the Internal Revenue Code which are not covered by our insured medical plan or privately held insurance policies and save taxes at the same time. The Health Flexible Spending Account allows you to be reimbursed by the Employer for expenses incurred by you and your dependents.

However, if you participate in a HSA, you can only be reimbursed by the Employer for out-of-pocket dental, vision or preventive care expenses incurred by you and your dependents; however, once you satisfy the statutory deductible, you may be reimbursed for medical expenses incurred by you and your dependents. For 2015, this amount is \$1300 for individual coverage and \$2600 for family coverage.

Once you have satisfied the deductible if you are a HSA participant, drug costs, including insulin, may be reimbursed.

You may be reimbursed for "over the counter" drugs only if those drugs are prescribed for you. You may not, however, be reimbursed for the cost of other health care coverage maintained outside of the Plan, or for long-term care expenses. A list of covered expenses is available from the Administrator.

The most that you can contribute to your Health Flexible Spending Account each Plan Year is \$2550. After 2015, the dollar limit may increase for cost of living adjustments.

In order to be reimbursed for a health care expense, you must submit to the Administrator an itemized bill from the service provider. Amounts reimbursed from the Plan may not be claimed as a deduction on your personal income tax return. Reimbursement from the fund shall be paid at least once a month. Expenses under this Plan are treated as being "incurred" when you are provided with the care that gives rise to the expenses, not when you are formally billed or charged, or you pay for the medical care.

You may be reimbursed for expenses for any child until the end of the calendar year in which the child reaches age 26. A child is a natural child, stepchild, foster child, adopted child, or a child placed with you for adoption. If a child gains or regains eligibility due to these new rules, that qualifies as a change in status to change coverage.

Newborns' and Mothers' Health Protection Act: Group health plans generally may not, under Federal law, restrict benefits for any hospital length of stay in connection with childbirth for the mother or newborn child to less than 48 hours following a vaginal delivery, or less than 96 hours following a cesarean section. However, Federal law generally does not prohibit the mother's or newborn's attending

provider, after consulting with the mother, from discharging the mother or her newborn earlier than 48 hours (or 96 hours as applicable). In any case, plans and issuers may not, under Federal law, require that a provider obtain authorization from the plan or the issuer for prescribing a length of stay not in excess of 48 hours (or 96 hours).

Women's Health and Cancer Rights Act: This plan, as required by the Women's Health and Cancer Rights Act of 1998, will reimburse up to plan limits for benefits for mastectomy-related services including reconstruction and surgery to achieve symmetry between the breasts, prostheses, and complications resulting from a mastectomy (including lymphedema). Contact your Plan Administrator for more information.

## **2. Dependent Care Flexible Spending Account**

The Dependent Care Flexible Spending Account enables you to pay for out-of-pocket, work-related dependent day-care cost with pre-tax dollars. If you are married, you can use the account if you and your spouse both work or, in some situations, if your spouse goes to school full-time. Single employees can also use the account.

An eligible dependent is someone for whom you can claim expenses on Federal Income Tax Form 2441 "Credit for Child and Dependent Care Expenses." Children must be under age 13. Other dependents must be physically or mentally unable to care for themselves. Dependent Care arrangements which qualify include:

- (a) A Dependent (Day) Care Center, provided that if care is provided by the facility for more than six individuals, the facility complies with applicable state and local laws;
- (b) An Educational Institution for pre-school children. For older children, only expenses for non-school care are eligible; and
- (c) An "Individual" who provides care inside or outside your home: The "Individual" may not be a child of yours under age 19 or anyone you claim as a dependent for Federal tax purposes.

You should make sure that the dependent care expenses you are currently paying for qualify under our Plan.

The law places limits on the amount of money that can be paid to you in a calendar year from your Dependent Care Flexible Spending Account. Generally, your reimbursements may not exceed the lesser of: (a) \$5,000 (if you are married filing a joint return or you are head of a household) or \$2,500 (if you are married filing separate returns); (b) your taxable compensation; (c) your spouse's actual or deemed earned income (a spouse who is a full time student or incapable of caring for himself/herself has a monthly earned income of \$250 for one dependent or \$500 for two or more dependents).

Also, in order to have the reimbursements made to you from this account be excludable from your income, you must provide a statement from the service provider including the name, address, and in most cases, the taxpayer identification number of the service provider on your tax form for the year, as well as the amount of such expense as proof that the expense has been incurred. In addition, Federal tax laws permit a tax credit for certain dependent care expenses you may be paying for even if you are not a Participant in this Plan. You may save more money if you take advantage of this tax credit rather than using the Dependent Care Flexible Spending Account under our Plan. Ask your tax adviser which is better for you.

## **3. Premium Expense Account**

A Premium Expense Account allows you to use tax-free dollars to pay for certain premium expenses under various insurance programs that we offer you. These premium expenses include:

- Health care premiums under our insured group medical plan.
- Certain health benefit premiums under privately held insurance policies. Coverage purchased on state or federal insurance exchanges does not qualify; insurance coverage such as dental or vision may be eligible.
- Dental insurance premiums.
- Disability insurance premiums.
- Disability insurance premiums under privately held insurance policies.
- Cancer insurance premiums.

Under our Plan, we will establish sub-accounts for you for each different type of insurance coverage that is available. Also, certain limits on the amount of coverage may apply.

The Administrator may terminate or modify Plan benefits at any time, subject to the provisions of any insurance contracts providing benefits described above. We will not be liable to you if an insurance company fails to provide any of the benefits described above. Also, your insurance will end when you leave employment, are no longer eligible under the terms of any insurance policies, or when insurance terminates.

Any benefits to be provided by insurance will be provided only after (1) you have provided the Administrator the necessary information to apply for insurance, and (2) the insurance is in effect for you.

"Privately held insurance policies" do not include coverage obtained through a spouse's employment. Cost of these policies will only be reimbursed on adequate proof of coverage. Please see your Administrator as to which policies qualify.

If you cover your children up to age 26 under your insurance, you can pay for that coverage through the Plan.

#### **4. May I direct Plan contributions to my Health Savings Account?**

Yes. Any monies that you do not apply toward available benefits can be contributed to your Health Savings Account, which enables you to pay for expenses which are not covered by our insured medical plan or privately held insurance policies and save taxes at the same time. Please see your Plan Administrator for further details.

### **V BENEFIT PAYMENTS**

#### **1. When will I receive payments from my accounts?**

During the course of the Plan Year, you may submit requests for reimbursement of expenses you have incurred. Expenses are considered "incurred" when the service is performed, not necessarily when it is paid for. The Administrator will provide you with acceptable forms for submitting these requests for reimbursement. If the request qualifies as a benefit or expense that the Plan has agreed to pay, you will receive a reimbursement payment soon thereafter. Remember, these reimbursements which are made from the Plan are generally not subject to federal income tax or withholding. Nor are they subject to Social Security taxes. Requests for payment of insured benefits should be made directly to the insurer. You will only be reimbursed from the Dependent Care Flexible Spending Account to the extent that there are sufficient funds in the Account to cover your request.

#### **2. What happens if I don't spend all Plan contributions during the Plan Year?**

If you have not spent all the amounts in your Health Flexible Spending Account or Dependent Care Flexible Spending Account by the end of the Plan Year, you may continue to incur claims for expenses during the "Grace Period." The "Grace Period" extends 2 1/2 months after the end of the Plan Year, during which time you can continue to incur claims and use up all amounts remaining in your Health Flexible Spending Account or Dependent Care Flexible Spending Account.

Any monies left at the end of the Plan Year and the Grace Period will be forfeited, except for amounts contributed to your Health Savings Account. Obviously, qualifying expenses that you incur late in the Plan Year or during the Grace Period for which you seek reimbursement after the end of such Plan Year and Grace Period will be paid first before any amount is forfeited. For the Health Flexible Spending Account, you must submit claims no later than 90 days after the end of the Plan Year. For the Dependent Care Flexible Spending Account, you must submit claims no later than 60 days after the end of the Grace Period. Because it is possible that you might forfeit amounts in the Plan if you do not fully use the contributions that have been made, it is important that you decide how much to place in each account carefully and conservatively. Remember, you must decide which benefits you want to contribute to and how much to place in each account before the Plan Year begins. You want to be as certain as you can that the amount you decide to place in each account will be used up entirely.

#### **3. Uniformed Services Employment and Reemployment Rights Act (USERRA)**

If you are going into or returning from military service, you may have special rights to health care coverage under your Health Flexible Spending Account under the Uniformed Services Employment and Reemployment Rights Act of 1994. These rights can include extended health care coverage. If you may be affected by this law, ask your Administrator for further details.

#### **4. What happens if I terminate employment?**

If you terminate employment during the Plan Year, your right to benefits will be determined in the following manner:

- (a) You will remain covered by insurance, but only for the period for which premiums have been paid prior to your termination of employment.
- (b) You will still be able to request reimbursement for qualifying dependent care expenses incurred from the balance remaining in your dependent care account at the time of termination of employment. However, no further salary redirection and contributions will be made on your behalf after you terminate. You must submit claims within 60 days after the end of the Grace Period.
- (c) Your Health Savings Account amounts will remain yours even after your termination of employment.
- (d) For health benefit coverage and Health Flexible Spending Account coverage on termination of employment, please see the Article entitled "Continuation Coverage Rights Under COBRA." Upon your termination of employment, your participation in the Health Flexible Spending Account will cease, and no further salary redirection and contributions will be contributed on your behalf. However, you will be able to submit claims for health care expenses that were incurred before the end of the period for which payments to the Health Flexible Spending Account have already been made. Your further participation will be governed by "Continuation Coverage Rights Under COBRA."

## 5. Will my Social Security benefits be affected?

Your Social Security benefits may be slightly reduced because when you receive tax-free benefits under our Plan, it reduces the amount of contributions that you make to the Federal Social Security system as well as our contribution to Social Security on your behalf.

## VI HIGHLY COMPENSATED AND KEY EMPLOYEES

### 1. Do limitations apply to highly compensated employees?

Under the Internal Revenue Code, highly compensated employees and key employees generally are Participants who are officers, shareholders or highly paid. You will be notified by the Administrator each Plan Year whether you are a highly compensated employee or a key employee.

If you are within these categories, the amount of contributions and benefits for you may be limited so that the Plan as a whole does not unfairly favor those who are highly paid, their spouses or their dependents. Federal tax laws state that a plan will be considered to unfairly favor the key employees if they as a group receive more than 25% of all of the nontaxable benefits provided for under our Plan.

Plan experience will dictate whether contribution limitations on highly compensated employees or key employees will apply. You will be notified of these limitations if you are affected.

## VII PLAN ACCOUNTING

### 1. Periodic Statements

The Administrator will provide you with a statement of your account periodically during the Plan Year that shows your account balance. It is important to read these statements carefully so you understand the balance remaining to pay for a benefit. Remember, you want to spend all the money you have designated for a particular benefit by the end of the Plan Year.

## VIII GENERAL INFORMATION ABOUT OUR PLAN

This Section contains certain general information which you may need to know about the Plan.

### 1. General Plan Information

City of Crosslake Cafeteria Plan is the name of the Plan.

Your Employer has assigned Plan Number 501 to your Plan.

The provisions of your amended Plan become effective on January 1, 2016. Your Plan was originally effective on May 1, 1998.

Your Plan's records are maintained on a twelve-month period of time. This is known as the Plan Year. The Plan Year begins on January 1 and ends on December 31.

### 2. Employer Information

Your Employer's name, address, and identification number are:

City of Crosslake  
37028 County Road 66  
Crosslake, Minnesota 56442  
41-6005624

### 3. Plan Administrator Information

The name, address and business telephone number of your Plan's Administrator are:

City of Crosslake  
37028 County Road 66  
Crosslake, Minnesota 56442  
(218) 692-2777

The Administrator keeps the records for the Plan and is responsible for the administration of the Plan. The Administrator will also answer any questions you may have about our Plan. You may contact the Administrator for any further information about the Plan.

#### 4. Service of Legal Process

The name and address of the Plan's agent for service of legal process are:  
City of Crosslake  
37028 County Road 66  
Crosslake, Minnesota 56442

#### 5. Type of Administration

The type of Administration is Employer Administration.

#### 6. Claims Submission

Claims for expenses should be submitted to:

City of Crosslake  
37028 County Road 66  
Crosslake, Minnesota 56442

### IX ADDITIONAL PLAN INFORMATION

#### 1. Claims Process

You should submit all reimbursement claims during the Plan Year. For the Health Flexible Spending Account, you must submit claims no later than 90 days after the end of the Plan Year. For the Dependent Care Flexible Spending Account, you must submit claims no later than 60 days after the end of the Grace Period. Any claims submitted after that time will not be considered.

Claims that are insured will be handled in accordance with procedures contained in the insurance policies. All other general requests should be directed to the Administrator of our Plan. If a dependent care or medical expense claim under the Plan is denied in whole or in part, you or your beneficiary will receive written notification. The notification will include the reasons for the denial, with reference to the specific provisions of the Plan on which the denial was based, a description of any additional information needed to process the claim and an explanation of the claims review procedure. Within 60 days after denial, you or your beneficiary may submit a written request for reconsideration of the denial to the Administrator.

Any such request should be accompanied by documents or records in support of your appeal. You or your beneficiary may review pertinent documents and submit issues and comments in writing. The Administrator will review the claim and provide, within 60 days, a written response to the appeal. (This period may be extended an additional 60 days under certain circumstances.) In this response, the Administrator will explain the reason for the decision, with specific reference to the provisions of the Plan on which the decision is based. The Administrator has the exclusive right to interpret the appropriate plan provisions. Decisions of the Administrator are conclusive and binding.

### X CONTINUATION COVERAGE RIGHTS UNDER COBRA

Under federal law, the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA), certain employees and their families covered under health benefits under this Plan will be entitled to the opportunity to elect a temporary extension of health coverage (called "COBRA continuation coverage") where coverage under the Plan would otherwise end. This notice is intended to inform Plan Participants and beneficiaries, in summary fashion, of their rights and obligations under the continuation coverage provisions of COBRA, as amended and reflected in final and proposed regulations published by the Department of the Treasury. This notice is intended to reflect the law and does not grant or take away any rights under the law.

The Plan Administrator or its designee is responsible for administering COBRA continuation coverage. Complete instructions on COBRA, as well as election forms and other information, will be provided by the Plan Administrator or its designee to Plan Participants who become Qualified Beneficiaries under COBRA. While the Plan itself is not a group health plan, it does provide health benefits. Whenever "Plan" is used in this section, it means any of the health benefits under this Plan including the Health Flexible Spending Account.

#### 1. What is COBRA continuation coverage?

COBRA continuation coverage is the temporary extension of group health plan coverage that must be offered to certain Plan Participants and their eligible family members (called "Qualified Beneficiaries") at group rates. The right to COBRA continuation coverage is triggered by the occurrence of a life event that results in the loss of coverage under the terms of the Plan (the "Qualifying Event"). The coverage must be identical to the coverage that the Qualified Beneficiary had immediately before the Qualifying Event, or if the coverage has been changed, the coverage must be identical to the coverage provided to similarly situated active employees who have not experienced a Qualifying Event (in other words, similarly situated non-COBRA beneficiaries).

There may be other options available when you lose group health coverage. For example, you may be eligible to buy an individual plan through the Health Insurance Marketplace. By enrolling in coverage through the Marketplace, you may qualify for lower costs on

your monthly premiums and lower out-of-pocket costs. Additionally, you may qualify for a 30-day special enrollment period for another group health plan for which you are eligible (such as a spouse's plan), even if that plan generally doesn't accept late enrollees.

## **2. Who can become a Qualified Beneficiary?**

In general, a Qualified Beneficiary can be:

- (a) Any individual who, on the day before a Qualifying Event, is covered under a Plan by virtue of being on that day either a covered Employee, the Spouse of a covered Employee, or a Dependent child of a covered Employee. If, however, an individual who otherwise qualifies as a Qualified Beneficiary is denied or not offered coverage under the Plan under circumstances in which the denial or failure to offer constitutes a violation of applicable law, then the individual will be considered to have had the coverage and will be considered a Qualified Beneficiary if that individual experiences a Qualifying Event.
- (b) Any child who is born to or placed for adoption with a covered Employee during a period of COBRA continuation coverage, and any individual who is covered by the Plan as an alternate recipient under a qualified medical support order. If, however, an individual who otherwise qualifies as a Qualified Beneficiary is denied or not offered coverage under the Plan under circumstances in which the denial or failure to offer constitutes a violation of applicable law, then the individual will be considered to have had the coverage and will be considered a Qualified Beneficiary if that individual experiences a Qualifying Event.

The term "covered Employee" includes any individual who is provided coverage under the Plan due to his or her performance of services for the employer sponsoring the Plan. However, this provision does not establish eligibility of these individuals. Eligibility for Plan coverage shall be determined in accordance with Plan Eligibility provisions.

An individual is not a Qualified Beneficiary if the individual's status as a covered Employee is attributable to a period in which the individual was a nonresident alien who received from the individual's Employer no earned income that constituted income from sources within the United States. If, on account of the preceding reason, an individual is not a Qualified Beneficiary, then a Spouse or Dependent child of the individual will also not be considered a Qualified Beneficiary by virtue of the relationship to the individual. A domestic partner is not a Qualified Beneficiary.

Each Qualified Beneficiary (including a child who is born to or placed for adoption with a covered Employee during a period of COBRA continuation coverage) must be offered the opportunity to make an independent election to receive COBRA continuation coverage.

## **3. What is a Qualifying Event?**

A Qualifying Event is any of the following if the Plan provided that the Plan participant would lose coverage (i.e., cease to be covered under the same terms and conditions as in effect immediately before the Qualifying Event) in the absence of COBRA continuation coverage:

- (a) The death of a covered Employee.
- (b) The termination (other than by reason of the Employee's gross misconduct), or reduction of hours, of a covered Employee's employment.
- (c) The divorce or legal separation of a covered Employee from the Employee's Spouse. If the Employee reduces or eliminates the Employee's Spouse's Plan coverage in anticipation of a divorce or legal separation, and a divorce or legal separation later occurs, then the divorce or legal separation may be considered a Qualifying Event even though the Spouse's coverage was reduced or eliminated before the divorce or legal separation.
- (d) A covered Employee's enrollment in any part of the Medicare program.
- (e) A Dependent child's ceasing to satisfy the Plan's requirements for a Dependent child (for example, attainment of the maximum age for dependency under the Plan).

If the Qualifying Event causes the covered Employee, or the covered Spouse or a Dependent child of the covered Employee, to cease to be covered under the Plan under the same terms and conditions as in effect immediately before the Qualifying Event, the persons losing such coverage become Qualified Beneficiaries under COBRA if all the other conditions of COBRA are also met. For example, any increase in contribution that must be paid by a covered Employee, or the Spouse, or a Dependent child of the covered Employee, for coverage under the Plan that results from the occurrence of one of the events listed above is a loss of coverage.

The taking of leave under the Family and Medical Leave Act of 1993, as amended ("FMLA") does not constitute a Qualifying Event. A Qualifying Event will occur, however, if an Employee does not return to employment at the end of the FMLA leave and all other COBRA continuation coverage conditions are present. If a Qualifying Event occurs, it occurs on the last day of FMLA leave and the applicable maximum coverage period is measured from this date (unless coverage is lost at a later date and the Plan provides for the extension of the required periods, in which case the maximum coverage date is measured from the date when the coverage is lost.) Note that the covered Employee and family members will be entitled to COBRA continuation coverage even if they failed to pay the employee portion of premiums for coverage under the Plan during the FMLA leave.

#### 4. What factors should be considered when determining to elect COBRA continuation coverage?

When considering options for health coverage, Qualified Beneficiaries should consider:

- **Premiums:** This plan can charge up to 102% of total plan premiums for COBRA coverage. Other options, like coverage on a spouse's plan or through the Marketplace, may be less expensive. Qualified Beneficiaries have special enrollment rights under federal law (HIPAA). They have the right to request special enrollment in another group health plan for which they are otherwise eligible (such as a plan sponsored by a spouse's employer) within 30 days after Plan coverage ends due to one of the Qualifying Events listed above.
- **Provider Networks:** If a Qualified Beneficiary is currently getting care or treatment for a condition, a change in health coverage may affect access to a particular health care provider. You may want to check to see if your current health care providers participate in a network in considering options for health coverage.
- **Drug Formularies:** For Qualified Beneficiaries taking medication, a change in health coverage may affect costs for medication – and in some cases, the medication may not be covered by another plan. Qualified beneficiaries should check to see if current medications are listed in drug formularies for other health coverage.
- **Severance payments:** If COBRA rights arise because the Employee has lost his job and there is a severance package available from the employer, the former employer may have offered to pay some or all of the Employee's COBRA payments for a period of time. This can affect the timing of coverage available in the Marketplace. In this scenario, the Employee may want to contact the Department of Labor at 1-866-444-3272 to discuss options.
- **Medicare Eligibility:** You should be aware of how COBRA coverage coordinates with Medicare eligibility. If you are eligible for Medicare at the time of the Qualifying Event, or if you will become eligible soon after the Qualifying Event, you should know that you have 8 months to enroll in Medicare after your employment –related health coverage ends. Electing COBRA coverage does not extend this 8-month period. For more information, see [medicare.gov/sign-up-change-plan](http://medicare.gov/sign-up-change-plan).
- **Service Areas:** If benefits under the Plan are limited to specific service or coverage areas, benefits may not be available to a Qualified Beneficiary who moves out of the area.
- **Other Cost-Sharing:** In addition to premiums or contributions for health coverage, the Plan requires participants to pay copayments, deductibles, coinsurance, or other amounts as benefits are used. Qualified beneficiaries should check to see what the cost-sharing requirements are for other health coverage options. For example, one option may have much lower monthly premiums, but a much higher deductible and higher copayments.

**Are there other coverage options besides COBRA Continuation Coverage?** Yes. Instead of enrolling in COBRA continuation coverage, there may be other coverage options for Qualified Beneficiaries through the Health Insurance Marketplace, Medicaid, or other group health plan coverage options (such as a spouse's plan) through what is called a "special enrollment period." Some of these options may cost less than COBRA continuation coverage. You can learn more about many of these options at [www.healthcare.gov](http://www.healthcare.gov).

#### 5. What is the procedure for obtaining COBRA continuation coverage?

The Plan has conditioned the availability of COBRA continuation coverage upon the timely election of such coverage. An election is timely if it is made during the election period.

#### 6. What is the election period and how long must it last?

The election period is the time period within which the Qualified Beneficiary must elect COBRA continuation coverage under the Plan. The election period must begin no later than the date the Qualified Beneficiary would lose coverage on account of the Qualifying Event and ends 60 days after the later of the date the Qualified Beneficiary would lose coverage on account of the Qualifying Event or the date notice is provided to the Qualified Beneficiary of her or his right to elect COBRA continuation coverage. If coverage is not elected within the 60 day period, all rights to elect COBRA continuation coverage are forfeited.

Note: If a covered Employee who has been terminated or experienced a reduction of hours qualifies for a trade readjustment allowance or alternative trade adjustment assistance under a federal law called the Trade Act of 2002, as extended by the Trade Preferences Extension Act of 2015, and the employee and his or her covered dependents have not elected COBRA coverage within the normal election period, a second opportunity to elect COBRA coverage will be made available for themselves and certain family members, but only within a limited period of 60 days or less and only during the six months immediately after their group health plan coverage ended. Any person who qualifies or thinks that he or she and/or his or her family members may qualify for assistance under this special provision should contact the Plan Administrator or its designee for further information about the special second election period. If continuation coverage is elected under this extension, it will not become effective prior to the beginning of this special second election period.

**7. Is a covered Employee or Qualified Beneficiary responsible for informing the Plan Administrator of the occurrence of a Qualifying Event?**

The Plan will offer COBRA continuation coverage to Qualified Beneficiaries only after the Plan Administrator or its designee has been timely notified that a Qualifying Event has occurred. The Employer (if the Employer is not the Plan Administrator) will notify the Plan Administrator or its designee of the Qualifying Event within 30 days following the date coverage ends when the Qualifying Event is:

- (a) the end of employment or reduction of hours of employment,
- (b) death of the employee,
- (c) commencement of a proceeding in bankruptcy with respect to the Employer, or
- (d) entitlement of the employee to any part of Medicare.

**IMPORTANT:**

**For the other Qualifying Events (divorce or legal separation of the employee and spouse or a dependent child's losing eligibility for coverage as a dependent child), you or someone on your behalf must notify the Plan Administrator or its designee in writing within 60 days after the Qualifying Event occurs, using the procedures specified below. If these procedures are not followed or if the notice is not provided in writing to the Plan Administrator or its designee during the 60-day notice period, any spouse or dependent child who loses coverage will not be offered the option to elect continuation coverage. You must send this notice to the Plan Administrator or its designee.**

**NOTICE PROCEDURES:**

Any notice that you provide must be *in writing*. Oral notice, including notice by telephone, is not acceptable. You must mail, fax or hand-deliver your notice to the person, department or firm listed below, at the following address:

City of Crosslake  
37028 County Road 66  
Crosslake, Minnesota 56442

If mailed, your notice must be postmarked no later than the last day of the required notice period. Any notice you provide must state:

- the **name of the plan or plans** under which you lost or are losing coverage,
- the **name and address of the employee** covered under the plan,
- the **name(s) and address(es) of the Qualified Beneficiary(ies)**, and
- the **Qualifying Event** and the **date** it happened.

If the Qualifying Event is a **divorce or legal separation**, your notice must include a **copy of the divorce decree or the legal separation agreement**.

Be aware that there are other notice requirements in other contexts, for example, in order to qualify for a disability extension.

Once the Plan Administrator or its designee receives *timely notice* that a Qualifying Event has occurred, COBRA continuation coverage will be offered to each of the qualified beneficiaries. Each Qualified Beneficiary will have an independent right to elect COBRA continuation coverage. Covered employees may elect COBRA continuation coverage for their spouses, and parents may elect COBRA continuation coverage on behalf of their children. For each Qualified Beneficiary who elects COBRA continuation coverage, COBRA continuation coverage will begin on the date that plan coverage would otherwise have been lost. If you or your spouse or dependent children do not elect continuation coverage within the 60-day election period described above, the right to elect continuation coverage will be lost.

**8. Is a waiver before the end of the election period effective to end a Qualified Beneficiary's election rights?**

If, during the election period, a Qualified Beneficiary waives COBRA continuation coverage, the waiver can be revoked at any time before the end of the election period. Revocation of the waiver is an election of COBRA continuation coverage. However, if a waiver is later revoked, coverage need not be provided retroactively (that is, from the date of the loss of coverage until the waiver is revoked). Waivers and revocations of waivers are considered made on the date they are sent to the Plan Administrator or its designee, as applicable.

**9. Is COBRA coverage available if a Qualified Beneficiary has other group health plan coverage or Medicare?**

Qualified Beneficiaries who are entitled to elect COBRA continuation coverage may do so even if they are covered under another group health plan or are entitled to Medicare benefits on or before the date on which COBRA is elected. However, a Qualified Beneficiary's COBRA coverage will terminate automatically if, after electing COBRA, he or she becomes entitled to Medicare or

becomes covered under other group health plan coverage (but only after any applicable preexisting condition exclusions of that other plan have been exhausted or satisfied).

#### **10. When may a Qualified Beneficiary's COBRA continuation coverage be terminated?**

During the election period, a Qualified Beneficiary may waive COBRA continuation coverage. Except for an interruption of coverage in connection with a waiver, COBRA continuation coverage that has been elected for a Qualified Beneficiary must extend for at least the period beginning on the date of the Qualifying Event and ending not before the earliest of the following dates:

- (a) The last day of the applicable maximum coverage period.
- (b) The first day for which Timely Payment is not made to the Plan with respect to the Qualified Beneficiary.
- (c) The date upon which the Employer ceases to provide any group health plan (including a successor plan) to any employee.
- (d) The date, after the date of the election, that the Qualified Beneficiary first becomes entitled to Medicare (either part A or part B, whichever occurs earlier).
- (e) In the case of a Qualified Beneficiary entitled to a disability extension, the later of:
  - (1) (i) 29 months after the date of the Qualifying Event, or (ii) the first day of the month that is more than 30 days after the date of a final determination under Title II or XVI of the Social Security Act that the disabled Qualified Beneficiary whose disability resulted in the Qualified Beneficiary's entitlement to the disability extension is no longer disabled, whichever is earlier; or
  - (2) the end of the maximum coverage period that applies to the Qualified Beneficiary without regard to the disability extension.

The Plan can terminate for cause the coverage of a Qualified Beneficiary on the same basis that the Plan terminates for cause the coverage of similarly situated non-COBRA beneficiaries, for example, for the submission of a fraudulent claim.

In the case of an individual who is not a Qualified Beneficiary and who is receiving coverage under the Plan solely because of the individual's relationship to a Qualified Beneficiary, if the Plan's obligation to make COBRA continuation coverage available to the Qualified Beneficiary ceases, the Plan is not obligated to make coverage available to the individual who is not a Qualified Beneficiary.

#### **11. What are the maximum coverage periods for COBRA continuation coverage?**

The maximum coverage periods are based on the type of the Qualifying Event and the status of the Qualified Beneficiary, as shown below.

- (a) In the case of a Qualifying Event that is a termination of employment or reduction of hours of employment, the maximum coverage period ends 18 months after the Qualifying Event if there is not a disability extension and 29 months after the Qualifying Event if there is a disability extension.
- (b) In the case of a covered Employee's enrollment in the Medicare program before experiencing a Qualifying Event that is a termination of employment or reduction of hours of employment, the maximum coverage period for Qualified Beneficiaries ends on the later of:
  - (1) 36 months after the date the covered Employee becomes enrolled in the Medicare program. This extension does not apply to the covered Employee; or
  - (2) 18 months (or 29 months, if there is a disability extension) after the date of the covered Employee's termination of employment or reduction of hours of employment.
- (c) In the case of a Qualified Beneficiary who is a child born to or placed for adoption with a covered Employee during a period of COBRA continuation coverage, the maximum coverage period is the maximum coverage period applicable to the Qualifying Event giving rise to the period of COBRA continuation coverage during which the child was born or placed for adoption.
- (d) In the case of any other Qualifying Event than that described above, the maximum coverage period ends 36 months after the Qualifying Event.

#### **12. Under what circumstances can the maximum coverage period be expanded?**

If a Qualifying Event that gives rise to an 18-month or 29-month maximum coverage period is followed, within that 18- or 29-month period, by a second Qualifying Event that gives rise to a 36-months maximum coverage period, the original period is expanded to 36 months, but only for individuals who are Qualified Beneficiaries at the time of and with respect to both Qualifying Events. In no circumstance can the COBRA maximum coverage period be expanded to more than 36 months after the date of the first Qualifying Event. The Plan Administrator must be notified of the second qualifying event within 60 days of the second qualifying event. This notice must be sent to the Plan Administrator or its designee in accordance with the procedures above.

**13. How does a Qualified Beneficiary become entitled to a disability extension?**

A disability extension will be granted if an individual (whether or not the covered Employee) who is a Qualified Beneficiary in connection with the Qualifying Event that is a termination or reduction of hours of a covered Employee's employment, is determined under Title II or XVI of the Social Security Act to have been disabled at any time during the first 60 days of COBRA continuation coverage. To qualify for the disability extension, the Qualified Beneficiary must also provide the Plan Administrator with notice of the disability determination on a date that is both within 60 days after the date of the determination and before the end of the original 18-month maximum coverage. This notice must be sent to the Plan Administrator or its designee in accordance with the procedures above.

**14. Does the Plan require payment for COBRA continuation coverage?**

For any period of COBRA continuation coverage under the Plan, Qualified Beneficiaries who elect COBRA continuation coverage may be required to pay up to 102% of the applicable premium and up to 150% of the applicable premium for any expanded period of COBRA continuation coverage covering a disabled Qualified Beneficiary due to a disability extension. Your Plan Administrator will inform you of the cost. The Plan will terminate a Qualified Beneficiary's COBRA continuation coverage as of the first day of any period for which timely payment is not made.

**15. Must the Plan allow payment for COBRA continuation coverage to be made in monthly installments?**

Yes. The Plan is also permitted to allow for payment at other intervals.

**16. What is Timely Payment for COBRA continuation coverage?**

Timely Payment means a payment made no later than 30 days after the first day of the coverage period. Payment that is made to the Plan by a later date is also considered Timely Payment if either under the terms of the Plan, covered Employees or Qualified Beneficiaries are allowed until that later date to pay for their coverage for the period or under the terms of an arrangement between the Employer and the entity that provides Plan benefits on the Employer's behalf, the Employer is allowed until that later date to pay for coverage of similarly situated non-COBRA beneficiaries for the period.

Notwithstanding the above paragraph, the Plan does not require payment for any period of COBRA continuation coverage for a Qualified Beneficiary earlier than 45 days after the date on which the election of COBRA continuation coverage is made for that Qualified Beneficiary. Payment is considered made on the date on which it is postmarked to the Plan.

If Timely Payment is made to the Plan in an amount that is not significantly less than the amount the Plan requires to be paid for a period of coverage, then the amount paid will be deemed to satisfy the Plan's requirement for the amount to be paid, unless the Plan notifies the Qualified Beneficiary of the amount of the deficiency and grants a reasonable period of time for payment of the deficiency to be made. A "reasonable period of time" is 30 days after the notice is provided. A shortfall in a Timely Payment is not significant if it is no greater than the lesser of \$50 or 10% of the required amount.

**17. How is my participation in the Health Flexible Spending Account affected?**

You can elect to continue your participation in the Health Flexible Spending Account for the remainder of the Plan Year, subject to the following conditions. You may only continue to participate in the Health Flexible Spending Account if you have elected to contribute more money than you have taken out in claims. For example, if you elected to contribute an annual amount of \$500 and, at the time you terminate employment, you have contributed \$300 but only claimed \$150, you may elect to continue coverage under the Health Flexible Spending Account. If you elect to continue coverage, then you would be able to continue to receive your health reimbursements up to the \$500. However, you must continue to pay for the coverage, just as the money has been taken out of your paycheck, but on an after-tax basis. The Plan can also charge you an extra amount (as explained above for other health benefits) to provide this benefit.

**IF YOU HAVE QUESTIONS**

If you have questions about your COBRA continuation coverage, you should contact the Plan Administrator or its designee. For more information about your rights under ERISA, including COBRA, the Health Insurance Portability and Accountability Act (HIPAA), and other laws affecting group health plans, contact the nearest Regional or District Office of the U.S. Department of Labor's Employee Benefits Security Administration (EBSA). Addresses and phone numbers of Regional and District EBSA Offices are available through EBSA's website at [www.dol.gov/ebsa](http://www.dol.gov/ebsa).

**KEEP YOUR PLAN ADMINISTRATOR INFORMED OF ADDRESS CHANGES**

In order to protect your family's rights, you should keep the Plan Administrator informed of any changes in the addresses of family members. You should also keep a copy, for your records, of any notices you send to the Plan Administrator or its designee.

**XI  
SUMMARY**

The money you earn is important to you and your family. You need it to pay your bills, enjoy recreational activities and save for the future. Our flexible benefits plan will help you keep more of the money you earn by lowering the amount of taxes you pay. The Plan is the result of our continuing efforts to find ways to help you get the most for your earnings.

If you have any questions, please contact the Administrator.

B. 27.

MEMO TO: City Council

FROM: Charlene Nelson  
City Clerk

DATE: December 7, 2014

SUBJECT: Retroactive Approval of Bills for Payment

Approval is requested to allow payment of all invoices received between December 14<sup>th</sup> and December 31<sup>st</sup> with retroactive Council approval. In order to pay for products and services obtained in 2015 with 2015 budgeted funds, it is necessary to continue paying bills through year-end. A listing of all bills paid during this time will be given to the Council for approval at the first Council Meeting in January.

## SHORT ANSWER QUESTIONS

**1. How did your community hear about the Minnesota Design team?**

The Initiative Foundation hosted a "Boomtown" seminar with Jack Schultz as the speaker in the summer of 2013. Through working with Don Hickman and Dan Frank from Initiative Foundation, we were introduced to the Minnesota Design Team.

**2. What do you think a Minnesota Design Team can do for your community at this time?**

Now that we have the energy and leadership to move forward, we desperately need the Minnesota Design Team to "BRING TO LIFE" all the visioning the city has accomplished to date as well as give us fresh perspective, teach us how to gain community consensus, and ultimately advise us on how to execute our goals.

**3. List and briefly describe the three most important problems for your community today:**

A. Aesthetics- Time to Build

1. Landscaping (keeping our natural environment intact)
2. Corner of County Road 66 and County Road 3 (provide a welcoming look to visitor and residents)
3. Theme for the City (who are we and where are we going)

B. Smart Growth/Planned Development to move forward with building projects

1. Comprehensive plan and zoning ordinances
  - a. Inclusive of the DNR
  - b. Inclusive of Soil and Water
  - c. Inclusive of the Business District
  - d. Inclusive of the Chamber of Commerce
  - e. Inclusive of the City of Crosslake
  - f. Inclusive of the Lakes Associations
  - g. Inclusive of the Army Corps of Engineers
  - h. Inclusive of the Property Owners
  - i. Inclusive of website and social media
  - j. Inclusive of any other concerned organizations
2. SharedVISION for the community

C. Connectivity of the Town and Lake

1. Signage
2. Lighting
3. Navigation on Water and Land

**4. List and briefly describe the three most important opportunities for your community at this time:**

- A. Crosslake is starting to grow again- "Let's Build it Together"
- B. Our TOWN'S assets are countless
  - 1. Whitefish Chain of Lakes
  - 2. Golf Course
  - 3. Active retirement community
  - 4. Library & Community Center
  - 5. Business District
  - 6. Town Square & Events
  - 7. Crosslake Community School
  - 8. Army Corp of Engineer Campground
  - 9. Pine River Federal Dam
  - 10. Crosslake Historical Society
  - 11. Northern Heritage Railroad Museum
  - 12. Walking/Biking trails wooded paved and unpaved
  - 13. Resorts and Marinas
  - 14. Arts and Culture
  - 15. Medical Clinic
  - 16. Faith Based community
- C. Tourism

**5. List and describe the three most important problems you believe your community will face 10 years from now.**

- A. Lake Water Quality
- B. Shared Vision (inclusive, unified community, consensus)
- C. Planning and Zoning enforcement

**6. What do residents want the community and surrounding area to look like 10 years from now?**

The residents (and businesses) all want the same thing – a beautiful place to live and work, preservation of our natural resources, an economically sustainable community, a great school, good medical facilities, strong tourism and to feel safe through our public safety. (data from Crosslake Comprehensive Plan adopted in 2008, a Region 5 study/participate (Cass, Crow Wing, Morrison, Todd counties, and through various other meetings and studies)

**7. Describe projects the Design Team will be asked to address during a visit (building, landscapes, street-scape planning). How do these projects relate to the Design Team Process and your communities vision.**

The Minnesota Design Team will help to define and create our community. They will look at our town with a fresh eye, as an outside observer, to help improve the natural beauty for residents, businesses and tourists. The MDT will be asked to address a sustainable plan for smart growth that is inclusive of area assets, architectural suggestions/integrity, landscape design waterfront standards environmental securities, tourism and MORE. We would like to bring the beauty and fun back to our town by showing residents, business and tourists alike how to capitalize on our waterfront community.

**8. How do you plan to involve members of your community in the Design Team visit?**

Many residents in the Crosslake Community are already aware that we are submitting an application for a Design Team Visit and that all willing residences and businesses will be included in the planning and preparation for a MDT visit. However, once we are selected, we will reach out to the various organizations and clubs and ask for their specific participation in various capacities. One thing we have learned is to be very specific about our needs from each of the organizations.

**9. How do you plan to publicize and review the results of a Design Team visit?**

Local publications, Crosslake Communications Company, Chamber, website, social media, word of mouth, faith bulletins, and a local television station. We will also use the Crosslake Economic Development Authority and the Crosslake City Council to be part of the communication plan.

**10. What group will be responsible for coordinating the implementation of ideas generated during the Design Team visit?**

The MDT team responsible for the application submission will move into that capacity. However, dependent on which ideas are acted on, individuals with specific experience and talents will be asked to be part of a larger group and responsible for carrying out certain projects or ideas.

The initial MDT Team will continue to be an integral part of \*\*\*\*\*

**11. What are your first and second choices for a Design Team visit? Why did you select these dates?**

Our first choice is for a 2016 fall visit in early September. Crosslake has a large seasonal resident community who are still in the community. As much as possible, they need to be included in this event.

Our second choice for a MDT visit is spring of 2017.

Early September was selected because our seasonal residents are still here. And a spring visit would work also before our tourism season begins.

B.  
29.

**BILLS FOR APPROVAL**  
December 14, 2015

VENDORS	DEPT		AMOUNT
Ace Hardware, halogen bulb	PW		19.98
Ace Hardware, keys	Park		9.95
Ace Hardware, knob	Park		14.99
Ace Hardware, bulbs	Park		13.98
Ace Hardware, adapter	Park		6.99
Ace Hardware, hardware	PW		9.56
Ace Hardware, cable ties, tubing, oil	PW		32.46
Ace Hardware, tubing, hardware	PW		16.96
Ace Hardware, uniform, cleaners	PW		20.85
Ace Hardware, air freshener, cleaner, drill bits	PW		61.45
Ace Hardware, clamps	PW		5.37
Ace Hardware, hardware	PW		32.59
Ace Hardware, spray paint	Park		19.95
Ace Hardware, holiday lights	PW		31.98
Ace Hardware, hole saw	PW		113.98
Ace Hardware, hardware	PW		4.20
Ace Hardware, hex key set	PW		28.39
Ace Hardware, light bulbs	Park		119.76
Ace Hardware, blade set	Park		22.99
Ace Hardware, tape measure, awl	Park		15.98
Ace Hardware, epoxy, utility pull	Park		11.48
Ace Hardware, hardware	Park		8.79
Ace Hardware, tools, marking paint	PW		32.03
Ace Hardware, wire, hardware	PW		64.93
Ace Hardware, extension cords	PW		19.98
Ace Hardware, shovels	PW		59.96
Ace Hardware, marking paint	Cemetery		14.98
Ace Hardware, tools	PW		10.28
Ace Hardware, Christmas lights	PW		104.93
Ace Hardware, power outlet	PW		8.99
Ace Hardware, socket sets/adapter	PW		20.98
Ace Hardware, hardware	PW		27.07
Ace Hardware, socket set	PW		15.99
Ace Hardware, antifreeze, bulb	PW		9.28
Ace Hardware, hardware	PW		27.94
Ace Hardware, hardware	PW		28.11
Ace Hardware, hardware	PW		23.25
Ace Hardware, tools	Sewer		25.65
Ace Hardware, notepads	Sewer		13.96
Ace Hardware, cleaners	Sewer		18.56
American Welding, oxygen and acetylene lease	PW		385.95
Aspen Mills, uniform	Fire		296.45
Aspen Mills, uniform	Fire		49.05
AW Research, water testing	Sewer		771.30
Baker & Taylor, books	Library	pd 11-9	129.03

Baker & Taylor, books	Library		357.63
Birchdale Fire & Security, dvr repair	PW		85.00
BLAEDC, 2015 funding	EDA	pd 11-16	3,412.50
Blakeman Pumping, pump and haul biosolids	Sewer		3,000.00
Bob Hartman, reimburse mileage	Police	pd 11-20	188.02
Bob Hartman, reimburse mileage	Police	pd 12-7	31.85
Bobby Willard, reimburse for uniform expense	Police	pd 11-16	33.16
Brainerd Hydraulics, parts	PW		97.50
Breen & Person, october and november attorney fees	ALL		1,440.00
Business Forms, w2's, 1099's	Admin		125.00
Chip Lohmiller, reimburse for tarps	Fire		61.92
City of Crosslake, sewer utilities	PW/Gov't	pd 12-10	148.00
Clean Team, december cleaning and windows	PW/Gov't		1,392.44
Clifton Larson Allen, payroll seminar	Admin	pd 11-20	35.00
Council #65, union dues	Gov't		385.00
Crosslake Communications, phone, fax, cable, internet	ALL	pd 12-10	1,229.72
Crosslake Firefighters Relief Assn, state aid	Fire	pd 12-7	38,024.04
Crosslake Rolloff, recycling	Gov't		2,695.00
Crow Wing County Highway Dept, fuel, culvert, band	ALL		2,540.85
Crow Wing County Recorder, recording fees	PZ		184.00
Crow Wing Power, electric service	ALL	pd 11-20	5,940.02
CTC I.T., november labor	ALL		750.00
Culligan, water and cooler rental	PW/Gov't		43.13
Dacotah Paper, janitorial supplies	Park		321.40
Deferred Comp	ALL		300.00
Delta Dental, dental insurance	ALL		1,508.37
East Side Oil, oil recycling	PW		50.00
Emergency Response Solutions, scba flow test	Fire	pd 12-7	1,760.50
Fastenal, cable ties, connectors	PW	pd 12-7	25.04
Fastenal, step ladder	PW	pd 12-7	161.24
Fire Instruction & Rescue, fire ground operations	Fire	pd 11-20	450.00
Fire Instruction & Rescue, emr quarterly refresher	Fire	pd 12-10	450.00
Force America, connector	Sewer	pd 12-7	60.52
Force America, spreader control system	Sewer	pd 12-7	1,117.16
Fortis, disability	ALL		592.84
Gopher Sign, traffic signs	PW	pd 12-7	862.35
Granite Electronics, radio repair	Fire	pd 12-10	106.00
Guardian Pest Solutions, pest control	ALL		77.60
Hawkins, chemicals	Sewer		606.12
Hawkins, chemicals	Sewer		482.26
Health Partners, health insurance	Gov't		18,228.01
Holmwig Excavating, dozer work on ski trails	Park		1,390.74
Jake Maier, reimburse for uniform	Police		68.35
Jerry Logelin, reimburse uniform expense	Park	pd 12-7	64.98
Joe Chase, reimburse uniform expense	PW	pd 12-10	74.74
Johnson, Killen & Seiler, labor attorney fees	Gov't	pd 12-10	2,988.50
Jon Henke, reimburse mileage	Park	pd 12-10	28.16
Keepsrs, uniform	Police	pd 12-7	14.07
Ken Lacy, soccer tournament	Park	pd 12-7	95.00
Mail Finance, postage meter rental	Gov't	pd 12-7	236.49
Marco, copier lease	Park	pd 12-7	218.05

Mastercard, DVS, transfer title	PW		36.63
Mastercard, Nelson Bros, travel expenses	Police		29.65
Mastercard, Office Max, batteries, laminator, laminate	Park		335.93
Mastercard, Office Max, ink, dvds, receipts, paper	Library		245.89
Mastercard, Office Max, printer, ink	PW		110.57
Mastercard, Pickleball Central, balls	Park		18.35
Mastercard, The Feet People, uniform	Sewer		175.00
Mastercard, travel expense	PW		297.12
Medtox Laboratories, drug test	PW	pd 12-7	70.26
Menards, feeder, mouse traps, bird food	PW		71.57
Menards, tubing, wire	PW		50.35
Menards, garage door opener, chain	Park		154.69
Menards, wire, clevis, nails, screws	PW		203.28
Meyer Midwest, cutting edges, deflector, plug	PW		497.50
Midwest Machinery, oil, filter, dual beam	Park		110.94
Midwest Machinery, fuel pump, clamp, gasket	Park		406.15
MN Dept of Agriculture, tree care registry	PW		25.00
MN Dept of Natural Resources, water permit for bridge	PW	pd 12-7	600.00
MN Life, life insurance	ALL		408.20
MN South Central Investigators Coalition, training conference	Police		225.00
MN State Fire Chiefs Assn, officer school	Fire		210.00
MR Sign, address signs	PW		104.85
MR Sign, address sign	PW		26.37
Napa, halogen capsule	Police		8.79
Napa, lamp, wire	PW	pd 12-7	218.27
Napa, halogen bulb	Park		4.23
Napa, battery, air fresheners	PW		129.65
Napa, mpact, gloves	PW		124.78
Napa, latitude blade, gloves	PW		130.30
Napa, relay	PW		15.67
Nate Deshayes, reimburse travel expense	PW	pd 11-16	11.65
NCPERS-Life Insurance	ALL		144.00
Neopost, postage	ALL	pd 12-7	700.00
North Central Lawn Care, pump, wire, screen	Park		2,515.00
North Country Plumbing, water heater service	PW	pd 12-7	127.50
Northland Fire Protection, fire extinguisher	PW		26.15
Paper Storm, document destruction	Admin	pd 12-10	60.91
Premier Auto, mount and balance tires	Police		60.00
Premier Auto, mount and balance tires, oil change	Police		91.39
Premier Auto, mount and balance tires	Police		60.00
Premier Auto, brakes, calipers	PW		586.80
Premier Auto, diagnostic labor	Police		117.00
Reeds Market, concessions, cleaner, tissues	Gov't		29.83
Road Equipment Parts Center, install speing pack	PW		504.47
Select Seamless, gutters	Gov't	pd 11-20	892.44
Squad Pro, undercover led inserts	PW		216.46
Tactical Solutions, radar certification	Police	pd 12-7	31.00
Teamsters, union dues	Police	pd 12-7	196.00
The Office Shop, ink cartridges	Police		37.58
Trana Masonry, sidewalk	Gov't		3,525.05
Uniforms Unlimited, uniform	Police		425.85

US Bank, copier lease	ALL	pd 12-7	156.00
Verizon, air card and ipad charges	ALL	pd 12-7	235.13
Verizon, cell phone charges	ALL	pd 12-10	541.20
Waste Partners, trash removal	ALL		239.27
Whitefish Auto, oil change	Park		30.24
Widseth Smith Nolting, engineering fees	ALL		7,392.58
Xcel Energy, gas utilities	ALL	pd 12-10	525.52
<b>TOTAL</b>			121,843.56

MEMO TO: City Council

FROM: City Clerk

DATE: November 4, 2015

SUBJECT: Contract for Use of Banner Poles at Pine River Dam

The City Council approved a contract between the City of Crosslake and the Army Corps of Engineers in 2010 for the installation, operation and maintenance of banner poles at Pine River Dam. The contract expired October 21, 2015. Because there have been problems with banners ripping while hanging on the poles, staff does not wish to renew the contract at a fee of \$300. If the Council is in agreement with this decision, a motion is required.

F.  
1.



DEPARTMENT OF THE ARMY  
U. S. ARMY CORPS OF ENGINEERS, ST. PAUL DISTRICT  
180 FIFTH STREET EAST, SUITE 700  
ST. PAUL, MN 55101-1678

October 22, 2015

REPLY TO  
ATTENTION OF

Regional Real Estate Division North  
Management and Disposal Branch

Honorable Steve Roe  
Mayor, City of Crosslake  
37028 County Road 66  
Crosslake, Minnesota 56442

Dear Mayor Roe:

Enclosed for your review is General Purpose License No. DACW37-3-16-0008. This license will replace existing License No. DACW37-3-11-0021 which expired on October 21, 2015. This license will allow for the continued operation and maintenance of two (2) banner poles at the Mississippi River Headwaters Project - Pine River Dam located in Crow Wing County, Minnesota. This license shall remain in effect for a term of five (5) years beginning October 22, 2015, and extending through October 21, 2020.

At this time, please sign all three copies of the license and return them along with a check in the amount of **Three Hundred Dollars (\$300.00)**, made payable to: **USAED, St. Paul** to cover administrative costs. Upon receipt of payment and all three (3) signed copies of the licenses, I will coordinate final execution on behalf of the government and provide you with a fully executed copy for your records. If you have any questions related to the license or the instructions provided above, please contact Mr. Jeff Grow of my staff at (651) 290-5261.

Best Regards,

  
Kevin Sommerland

Deputy Chief, Regional Real Estate Division North  
Chief of Real Estate, St. Paul District

Enclosures (3)

**DEPARTMENT OF THE ARMY**

**GENERAL LICENSE**

**MISSISSIPPI RIVER AT HEADWATERS PROJECT– PINE RIVER DAM**

**CROW WING COUNTY, MINNESOTA**

**THIS LICENSE** is made between the SECRETARY OF THE ARMY, acting by and through the Chief, Real Estate Division, U.S. Army Engineer District, St. Paul, hereinafter referred to as the “Grantor,” and the **City of Crosslake, Minnesota located at 37028 County Road 66, Crosslake, Minnesota 56442**; hereinafter referred to as the “Grantee.”

**NOW THEREFORE:**

The Grantor, under the General Administrative authority of the Secretary, hereby grants to the Grantee, a license for the **continued operation and maintenance of two banner poles** located at Mississippi River at Headwaters Project – Pine River Dam, as identified in Exhibit “A”, which is attached hereto and made a part hereof; and, hereinafter referred to as the “Premises”.

**THIS LICENSE** is granted subject to the following conditions:

**1. TERM**

This License is granted for a term of **five (5) years, beginning October 22, 2015 and ending October 21, 2020**, but revocable at will by the Secretary.

**2. CONSIDERATION, MITIGATION, AND DAMAGES**

a. The consideration for this License shall be the Grantee’s use of the Premises for the benefit of the United States and the general public in accordance with the conditions hereinafter set forth.

b. The Grantee shall be responsible for and will mitigate damages caused to the Premises and surrounding areas by the Grantee’s activities.

c. Any property of the United States damaged or destroyed by the Grantee incident to the exercise of the privileges herein granted shall be promptly repaired or replaced by the Grantee to a condition satisfactory to Grantor, or at the election of Grantor, reimbursement made therefore by the Grantee in an amount necessary to restore or replace the property to a condition satisfactory to Grantor.

d. Any cash payments to the Grantor will be made to the order of: **USAED, St. Paul District**, and delivered to U.S. Army Corps of Engineers, St. Paul District, 180 Fifth Street East, Suite 700, St. Paul, Minnesota 55101-1678.

e. Any payments due under the terms of this License must be paid on or before the date they are due in order to avoid the mandatory sanctions imposed by the Debt Collection Act of 1982, as amended (31 U.S.C. Section 3717). This statute requires the imposition of an interest charge for the late payment of debts owed to the United States, an administrative charge to cover the costs of processing and handling delinquent debts, and the assessment of an additional penalty charge on any portion of a debt that is more than 90 days past due.

### 3. NOTICES

- a. All correspondence and notices to be given pursuant to this license shall be in writing and addressed, if to the Grantee, to **City of Crosslake, City Hall, 37028 County Road 66, Crosslake, Minnesota 56442**; and if to the Grantor, to the **U.S. Army Corps of Engineers, St. Paul District, Real Estate Contracting Officer, Attn: RE-M, 180 Fifth Street East, St. Paul, Minnesota 55101-1678** or as may from time to time otherwise be directed by the parties. Both Grantor and Grantee have an obligation to ensure that the other party has their accurate address.
- b. Notices shall be mailed by certified mail, postage prepaid, return receipt requested, addressed to the addressed above. The effective date of the notice shall be the earlier of the actual date of receipt or the date the addressee is notified of the attempted delivery of the certified mail, whether or not the addressee actually accepts delivery.

### 4. AUTHORIZED REPRESENTATIVES

Except as otherwise specifically provided, any reference herein to "Grantor" or "Chief, Real Estate Division" or "Grantee" shall include their duly authorized representatives.

### 5. SUPERVISION BY THE GRANTOR

a. The use and occupancy of the premises shall be subject to the general supervision and approval of the Grantor's representative having immediate jurisdiction over the Premises, and subject to such rules and regulations as may be prescribed from time to time by Grantor.

b. No construction, structural changes and/or demolition or removal of a facility are authorized. Grantee shall obtain written authorization from Grantor if construction, structural changes, repair, replacement, additions or alterations of any facilities located on the Premises is required.

### 6. APPLICABLE LAWS AND REGULATIONS

a. The Grantee shall comply with all applicable Federal, State, county and municipal laws, ordinances and regulations wherein the premises are located. The Grantee shall be solely responsible for obtaining at its cost and expense any permits or licenses required for its operations under this License, independent of any existing permits or licenses held by the Grantor.

b. The Grantee shall promptly report to the Grantor any incident for which the Grantee is required to notify a Federal, State or local regulatory agency or any citation by Federal, State or local regulatory agency of non-compliance with any applicable law, ordinance or regulation.

### 7. CONDITIONAL USE BY GRANTEE

The Grantee's use is non-exclusive. The Grantee exercise of the privileges herein granted shall be:

- a. without cost or expense to the United States; and,
- b. subject to the right of the United States to improve, use or maintain the Premises; and,
- c. subject to other outgrants of the United States on the Premises; and,

- d. personal to the Grantee, and this license, or any interest therein, may not be transferred or assigned; and,
- e. in such manner as not to endanger personnel or property of the Grantor or obstruct travel on any road thereon.

## **8. CONDITION OF PREMISES**

The Grantee acknowledges that it has inspected the premises, knows its condition, and understands that the same is granted without any representations or warranties whatsoever and without any obligation on the part of the United States.

## **9. PROTECTION OF PROPERTY**

The Grantee shall keep the premises in good order and in a clean, safe condition by and at the expense of the grantee. The Grantee shall exercise due diligence in the protection of all property located on the premises against fire or damage from any and all other causes.

## **10. INDEMNITY**

The United States shall not be responsible for damages to property or injuries to persons which may arise from or be incident to the exercise of the privileges herein granted, or for damages to the property of the grantee, or for damages to the property or injuries to the person of the grantee's officers, agents, or employees or others who may be on the premises at their invitation or the invitation of any one of them, and the grantee shall hold the United States harmless from any and all such claims not including damages due to the fault or negligence of the United States or its contractors.

## **11. RESTORATION**

a. On or before the expiration of this license or its termination by the Grantee, the Grantee shall vacate the premises, remove the property of the Grantee, and restore the premises to a condition satisfactory to Grantor.

b. If, however, this License is revoked, the Grantee shall vacate the premises, remove said property and restore the premises to the aforesaid condition within such time as the Grantor may designate.

c. In either event, if the Grantee shall fail or neglect to remove said property and restore the premises, then Grantor may cause the property to be removed and no claim for damages against the United States or its officers or agents shall be created by or made on account of such removal and restoration work. The Grantee shall also pay the United States on demand any sum which may be expended by the United States after the expiration, revocation, or termination of this license in restoring the premises.

## **12. NON-DISCRIMINATION**

a. The grantee shall not discriminate against any person or persons because of race, color, age, sex, handicap, national origin or religion.

b. The grantee, by acceptance of this license, is receiving a type of Federal assistance and, therefore, hereby gives assurance that it will comply with the provisions of Title VI of the Civil Rights Act of 1964 as amended (42 U.S.C. § 2000d); the Age Discrimination Act of 1975 (42 U.S.C. § 6102); the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794); and all requirements imposed by or pursuant to the Directive of the Department of Defense (32 CFR Part 300) issued as Department of Defense Directive 5500.11 and 1020.1, and

Army Regulation 600-7. This assurance shall be binding on the grantee, its agents, successors, transferees, and assignees.

### 13. TERMINATION

This license may be terminated by the grantee at any time by giving the District Engineer at least ten (10) days notice in writing provided that no refund by the United States of any consideration previously paid shall be made and provided further, that in the event that said notice is not given at least ten (10) days prior to the rental due date, the grantee shall be required to pay the consideration for the period shown in the Condition on CONSIDERATION.

### 14. ENVIRONMENTAL PROTECTION

a. Within the limits of their respective legal powers, the parties to this license shall protect the premises against pollution of its air, ground and water. The grantee shall comply with any laws, regulations, conditions, or instructions affecting the activity hereby authorized if and when issued by the Environmental Protection Agency, or any Federal, state, interstate or local governmental agency having jurisdiction to abate or prevent pollution. The disposal of any toxic or hazardous materials within the premises is specifically prohibited. Such regulations, conditions, or instructions in effect or prescribed by said Environmental Protection Agency, or any Federal, state, interstate or local governmental agency are hereby made a condition of this license. The grantee shall not discharge waste or effluent from the premises in such a manner that the discharge will contaminate streams or other bodies of water or otherwise become a public nuisance.

b. The grantee will use all reasonable means available to protect the environment and natural resources, and where damage nonetheless occurs from the grantee's activities, the grantee shall be liable to restore the damaged resources.

c. The grantee must obtain approval in writing from said officer before any pesticides or herbicides are applied to the premises.

### 15. HISTORIC PRESERVATION

The grantee shall not remove or disturb, or cause or permit to be removed or disturbed, any historical, archeological, architectural or other cultural artifacts, relics, remains or objects of antiquity. In the event such items are discovered on the premises, the grantee shall immediately notify said officer and protect the site and the material from further disturbance until said officer gives clearance to proceed.

### 16. DISCLAIMER

This license is effective only insofar as the rights of the United States in the premises are concerned; and the grantee shall obtain any permit or license which may be required by Federal, state, or local statute in connection with the use of the premises. It is understood that the granting of this license does not preclude the necessity of obtaining a Department of the Army permit for activities which involve the discharge of dredge or fill material or the placement of fixed structures in the waters of the United States, pursuant to the provisions of Section 10 of the Rivers and Harbors Act of 3 March 1899 (33 USC § 403), and Section 404 of the Clean Waters Act (33 USC § 1344).

### 17. PUBLIC ACCESS

There shall be no unreasonable interference or attempt made by the Grantee or his/her agents or representatives to forbid full and free use by the public or the Premises.

**18. SPECIAL CONDITIONS**

**EXECUTIVE ORDER 13658**

It has been determined this contract is not subject to Executive Order 13658 or the regulations issued by the Secretary of Labor in 29 CFR part 10 pursuant to the Executive Order, and the following provisions. If a duly authorized representative of the United States discovers or determines, whether before or subsequent to executing this contract, that an erroneous determination regarding the applicability of Executive Order 13658 was made, contractor, to the extent permitted by law, agrees to indemnify and hold harmless the United States, its officers, agents, and employees, for and from any and all liabilities, losses, claims, expenses, suits, fines, penalties, judgments, demands or actions, costs, fees, and damages directly or indirectly arising out of, caused by, related to, resulting from or in any way predicated upon, in whole or in part, the erroneous Executive Order 13658 determination. This includes contractor releasing any claim or entitlement it would otherwise have to an equitable adjustment to the contract and indemnifying and holding harmless the United States from the claims of subcontractors and contractor employees.

**THIS LICENSE** is not subject to Title 10, U. S. C. § 2662, as amended.

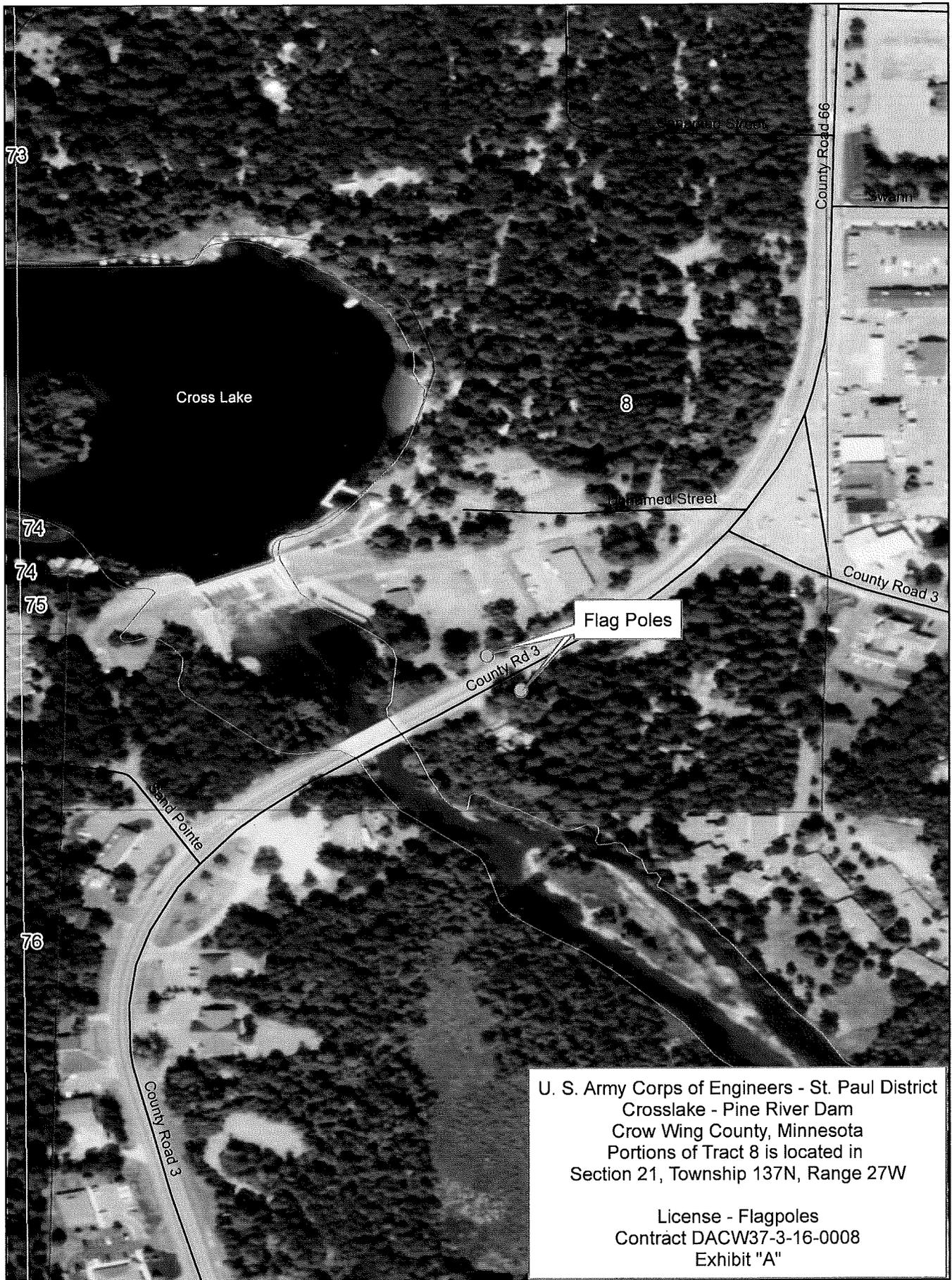
*IN WITNESS WHEREOF*, I have hereunto set my hand by authority of the Secretary of the Army, this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

\_\_\_\_\_  
*Kevin Sommerland  
Real Estate Contracting Officer  
Regional Real Estate Division North*

**THIS LICENSE** is also executed by the grantee this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

\_\_\_\_\_  
*City of Crosslake, Minnesota  
By: Steve Roe  
Mayor*

# Exhibit "A"



F. 2.

MEMO TO: City Council

FROM: Charlene Nelson, City Clerk  
Debby Floerchinger, Local Manager

DATE: December 7, 2015

SUBJECT: CHRISTMAS CLOSING

We are requesting approval to close all City facilities at 12:00 p.m. on Thursday, December 24<sup>th</sup>. This would allow all employees the opportunity to travel safely over the Christmas holiday. This closing would include City Hall, Public Works Department (except in the case of a snowstorm) and Crosslake Communications. The Community Center may remain open with limited hours. Employees would be required to use a personal day, vacation day, or compensatory time. (This closing would not include the Police Department.)

# MEMO

## City of Crosslake Mayor / City Council

The Crosslake Fire Department applied for the 2014 Assistance to Firefighters Grant (AFG) in November of 2014. In the application the Fire Department requested funds to purchase a Gear Washer Extractor and a SCBA Fill Station 6000 psi Compressor. The Crosslake Fire Department was awarded the AFG Grant in October of 2015 in the amount of \$24,810.

**Motion: Accept the Assistant to Firefighters Grant.**

**AFG Grant**

**Awarded: \$24,810**

The Crosslake Fire Department would like to purchase a Bauer Mini Verticus 5hp 3-stage 6000 psi Compressor from Alex Air Apparatus Inc.

**Cost: \$18,900**

The Crosslake Fire Department would like to purchase a Unimac 40 lb Capacity Rigid Mount Washer – UCN040HNFX from BDS Laundry Systems.

**Cost: \$8,267**

**Grant Total: \$24,810**

**Purchases: \$27,167**

**Difference: \$2,357**

**The \$2,357 will come out of the Crosslake Fire Department 2016 Budget.**

**Motion: Accept the purchase of the Compressor from Alex Air and the Extractor/Washer from BDS Laundry.**

# Alex Air Apparatus, Inc.

11897 Co. Rd. 87 SE  
 Alexandria, MN 56308  
 Phone: 320-763-7803; 800-264-2320  
 Fax: 320-763-9077; 800-204-8682

PRICE QUOTATION				
DATE	SALES REP.	QUOTE NO.	PAGE	
<b>26-Oct-15</b>	<b>MARK SKINDELIEN (320) 905-0208</b>	<b>1</b>	<b>1</b>	
Customer Name		ATTENTION:		
<b>Crosslake Fire Department</b>		<b>Chip Lohmiller</b>		
ADDRESS		PHONE		
<b>37028 County Road 66</b>				
CITY, STATE, ZIP CODE		FAX		
<b>Crosslake, Minnesota 56442</b>				
ITEM	QTY	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
		<b>OPEN DESIGN COMPRESSOR OPTION</b>		
<b>1</b>	<b>1</b>	<b>Bauer- Vertecon - 5scfm, 5hp, 3-stage, and Single Phase. 6000psi Compressor. Item#VTC-05-E1</b>		<b>\$17,500.00</b>
		<b>ENCLOSED DESIGN COMPRESSOR OPTION</b>		
<b>1</b>	<b>1</b>	<b>Bauer- Mini Verticus- 5scfm, 5hp, 3-Stage, and Single Phase. 6000 psi Compressor. Item# mVT5-E1</b>		<b>\$18,900.00</b>
<b>2</b>	<b>1</b>	<b>Shipping and Installation</b>		<b>\$1,000.00</b>
	<b>1</b>	<b>Trade-In Value for Bauer Mariner Compressor</b>		<b>(\$1,000.00)</b>
			<b>TAX:</b>	
			<b>TOTAL:</b>	

Shipping: Pre-paid and Charged Back

TERMS: NET 30 Days Upon Credit Approval  
 OFFER VALID FOR 30 DAYS FROM DATE OF QUOTE

Signed:

**Mark Skindeliem**



November 9, 2015

Cross Lake Fire Department  
Mr. Chip Lohmiller  
37028 County Rd 66  
Cross Lake, MN 55312

**Custom Laundry Proposal for:  
Cross Lake Fire Department**

Description	Qty.	Price
UniMac 40 lb. Capacity Rigid Mount Washer, UCN040HNFx	1	\$6,640.00
8" Steel Base to raise height of washer	1	\$360.00
BDS Delivery and Installation		\$1,040.00
Factory Freight		\$227.00

**BDS Delivery and Installation Includes:**

- Equipment delivery to site location.
- Washer set in place, leveled, anchored and grouted.
- Connect to existing utilities if within 4 feet of washer and meet manufacturer's specifications.
- Training laundry personnel to operate equipment properly.

**Owner Responsibilities:**

- Utilities sizing in accordance with equipment manufacturer specifications; including water, gas, electrical, sewer, and venting.
- Customer must coordinate chemical supply connection and equipment programming with the chemical supply company.

**Labor Warranty:**

- 30-Day BDS Labor Warranty

**Terms of Agreement:**

- Payment terms: Net on Invoice
- Current applicable state and local taxes will be applied at time of sale.
- This proposal is valid for 30 days.

Signed *Dave Steenerson*, Vice President, On-Premise Laundry  
Dave Steenerson

## Protect Your Most Valuable Asset with Clean Turnout Gear

The turnout gear firefighters wear on the job is designed to protect them in harsh, chemical environments reaching 400°-1000°. When that gear is dirty or heavily soiled, it reduces the garments' effectiveness and puts your firefighter in danger. Dirty gear doesn't reflect heat properly and increases the risk of static electricity and garment ignition. Visibility, another vital component in keeping your firefighter safe, is reduced when gear and reflective tape are soiled. Fabric breakdown can occur when turnout gear is dirty or improperly maintained, increasing the potential for avoidable accidents, and firefighter injury, burns, or death.

For the reasons above, the Fire and Emergency Manufacturers and Services Association recommends washing and drying soiled turnout gear immediately after exposure to fire or body fluids. An in-house laundry program encourages proper cleaning to improve the firefighter's safety. Since most firefighters have only one set of gear, it is essential to complete the wash and dry process as quickly and thoroughly as possible.

### Features to consider when comparing washers:

- ☑ Ease of operation to ensure a successful on-premise laundry operation. Microprocessor control modules offer a simple way to facilitate a variety of items that are typically laundered at a fire station. Programmable wash cycles allow you to customize your process for precise soak and wash time. The advantage of a Microprocessor control is the flexibility it provides for future cleaning requirements – this is important since the life expectancy of a washer is 10 years or more!
- ☑ NFPA's laundering guidelines recommend the use of an all stainless steel cylinder to withstand the caustic nature of hydrocarbons.
- ☑ A heavy-duty frame, bearings and seals to accommodate and perform efficiently with under-loaded or out-of-balance loads – turnout gear is bulky and tends to run out-of-balance.
- ☑ Precise automated detergent dispensing below water level allows laundry chemicals to dilute before coming in contact with turnout gear, which protects gear from direct chemical contact and potential damage.
- ☑ Soak cycle to remove heavy soils easily with a minimum of mechanical action to reduce wear and tear on protective gear.
- ☑ A "shake out" phase prior to extraction is necessary when laundering turnout gear. This slowly rotates the load forward and then reverses a few times to empty any pockets of water that may have accumulated in the material before the final extraction.

WASHER LOAD CAPACITY CHART					
Washer Capacity (lbs.)	20 lb.	30 lb.	35 lb.	40 lb.	60 lb.
Turnout Set (coat, pants, gloves, hood)	1	2	3	3	4

### Turnout Gear Washing Recommendations:

1. Wash gear in accordance with the manufacturer's care instructions.
2. The final extraction rate should not exceed 100 G-force in order to avoid damage to the turnout gear.
3. Water temperature should not exceed 105° F.
4. Absolutely no chlorine bleach at any time – bleach will melt the Kevlar fibers in the material.
5. Use a detergent with a pH range of 6.0-10.5. It needs the ability to remove hydrocarbons, soils, and diesel fuel. It must be non-flammable and should be biodegradable. A product with mildstat, and bacterial, fungicidal, and virucidal activity is needed for disinfection.
6. Wash liners separately from the shells whenever possible.
7. Running a sanitizing cycle is recommended between turnout gear cleaning and laundering regular items (towels, sheets, clothing, etc.) Traditional detergents, bleaches, and softeners are acceptable for these items.

### Turnout Gear Drying Recommendations:

1. Dry gear in accordance with the manufacturer's care instructions.
2. Dry your gear in a drying cabinet. These cabinets circulate warm air through the garments to dry them gently and quickly; eliminating wear and tear caused by tumble-type dryers. The drying cabinet can also effectively dry gloves, boots, and fire hoses.
3. To hang dry, place gear on a plastic hanger in a well-ventilated room. Do not dry in direct sunlight, as UV light can deteriorate many components of the liner and shell.
4. Drying time will vary depending on room temperature and air movement.

**This information brought to you compliments of:**

**BDS Laundry Systems  
2430 Enterprise Drive  
St. Paul, MN 55120**

**For further information, contact:**

**Dave Steenerson**

**Direct: 651-286-7841 ■ Toll-Free: 877-286-7841**

UC-SERIES HARDMOUNT  
WASHER-EXTRACTORS 20-80 LB



**SERIOUS ABOUT LAUNDRY.**

**UniMac**



SERIOUS ABOUT LAUNDRY.

## UC SERIES HARDMOUNT WASHER-EXTRACTORS 20-80 LB

As the leading manufacturer of on-premises laundry equipment, UniMac® offers more than 60 years of incomparable quality and long-lasting performance. Our UC series is built with unyielding construction to ensure industrial strength. Our cutting-edge innovations and technologies reduce costs and maximize throughput. And we're constantly improving. It's all part of our commitment to providing the lowest cost of ownership in the industry.

### LOWER YOUR COSTS WITH UNIMAC

- Faster extraction technology spins up to 200 G-Force to remove more water during each load, resulting in shorter drying times and lower energy bills.
- Advanced Inverter Drive - proven technology and our proprietary design provide smooth, reliable power for optimal wash and extract performance. Unparalleled water and energy—saving you 33% in electricity versus previous models.
- Minimized sump design uses 11% less water while maintaining optimal cleaning.
- Patented Water Guardian leak detection reduces water consumption by detecting leaking fill or drain valves, identifying leaks before they cost your operation hundreds of dollars in wasted resources.

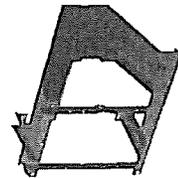
### OUR COMMITMENT TO OPL

Our customers are the direct focus of every product we manufacture and every decision we make. We make sure every piece of UniMac equipment comes with peace of mind and the support you need to help your business succeed. We are with you every step of the way for:

- Support from a worldwide network of distributors and a team of trained technicians.
- Service Parts Availability.
- Service training certification for distributors through Alliance Laundry Systems University.

### INDUSTRY-LEADING DURABILITY

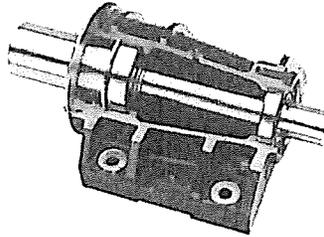
The washer-extractor's heavy-duty computer-optimized frame is designed to stand up to the toughest laundry conditions. It's stronger than ever before, has a quieter operation and balances loads more efficiently.



Proudly based in Ripon, Wisconsin, USA, UniMac is dedicated to research, development and testing to provide equipment that delivers industrial strength and long-lasting quality. Our products undergo a 5-Stage Product Development Process and are pushed beyond their limits in our state-of-the-art test lab to ensure they exceed the toughest demands of the commercial environment and meet our customer's highest of standards.

## BEST-IN-CLASS BEARING PROTECTION

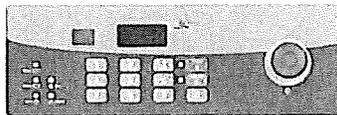
UniMac® washer-extractors feature two close-tolerance ball bearings, permanently lubricated for trouble-free operation. Excluder seal and two triple-lip seals provide seven times the sealing power to isolate the bearings from water and chemicals.



## THREE CONTROL OPTIONS

UniMac's flexibility is emphasized by the three levels of control available: M30, M9 and M4.

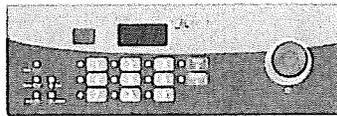
**M30 Control** – There are a total of 30 programs that you can modify to customize your laundry for specific needs.



Special features include cycle time remaining, temperature-controlled fill, cycle counter and test-cycle for diagnostics. Also features 30 programmable water levels to reduce water use. Easily programmed through control's infrared port.

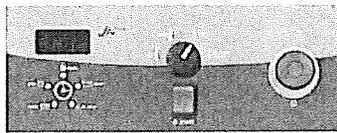


**M9 Control** – Nine cycles that can be modified to meet your laundry's unique demands.



Three water levels and up to five supply signals for automated dispensing of laundry chemicals. Cycle counter and test-cycle for self-diagnostics.

**M4 Control** – Four-cycle control for laundries with light soil and limited selection of linens. Limited diagnostic test.



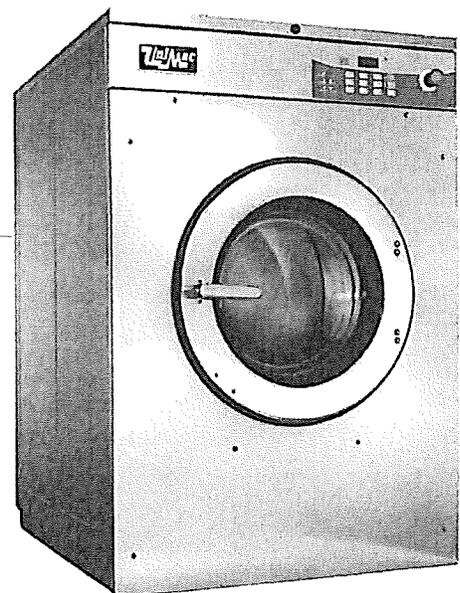
## WORRY-FREE PERFORMANCE

For more than 60 years, UniMac laundry machines have set the industry standard for quality, durability and performance. A five-year warranty covers the frame, basket, shaft, bearings and seals from failure or breakage during normal operation due to defects in material or workmanship. A limited 3-year warranty is offered on all other parts.\*

\*Parts only, labor not included. See UniMac Warranty Bond for specifics.

## UC SERIES – AT A GLANCE:

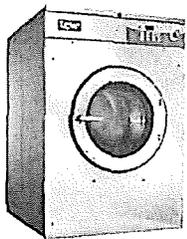
- Reduce dry-time and increase throughput with 200 G-Force extraction speed
- Computer-optimized frame design stronger than ever before with quieter operation
- Stainless steel top and front panel
- Three different control options (M30, M9 and M4) offer flexibility and enhanced laundry management
- Offered in five capacity options (20, 30, 40, 60 and 80 lb)
- Heavy-duty bearings and seals
- Engineered for quick troubleshooting and ease of service
- Self-cleaning 4-compartment dispenser
- Large heavy-duty loading door
- Steam and electric water heating options



# UC SERIES HARDMOUNT WASHER-EXTRACTORS 20-80 LB



SPECIFICATIONS		UC20	UC30	UC40	UC60	UC80	
Control Option		M4, M9, M30	M4, M9, M30	M4, M9, M30	M4, M9, M30	M4, M9, M30	
Capacity - lb (kg)		20 (9)	30 (13.6)	40 (18)	60 (27)	80 (36)	
Overall Width - in (mm)		26 (660)	29 (737)	30 5/8 (778)	34 3/16 (868)	41 1/2 (1054)	
Overall Depth - in (mm)		30 1/4 (767)	34 9/16 (878)	39 3/4 (1009)	42 9/16 (1081)	48 5/8 (1234)	
Overall Height - in (mm)		43 (1092)	45 (1143)	47 3/16 (1199)	49 7/8 (1267)	56 3/16 (1427)	
Cylinder Diameter - in (mm)		21 (533)	24 (610)	26 1/4 (667)	30 (762)	36 (914)	
Cylinder Depth - in (mm)		13 3/4 (349)	16 (406)	20 1/4 (514)	22 (559)	21 7/8 (555)	
Cylinder Volume - cu. ft. (liters)		2.76 (78.1)	4.19 (118)	6.34 (180)	9.0 (255)	12.88 (327)	
Door Opening Size - in (mm)		11 5/8 (295)	14 5/16 (364)	16 1/4 (413)	16 1/4 (413)	18 1/2 (470)	
Door Bottom to Floor - in (mm)		14 3/8 (365)	14 (356)	14 9/16 (370)	14 15/16 (379)	17 15/16 (455)	
Water Inlet Connection - in (mm)		2 @ 3/4 (19)	2 @ 3/4 (19)	2 @ 3/4 (19)	2 @ 3/4 (19)	2 @ 3/4 (19)	
Drain Diameter - in (mm)		1 @ 2 (51)	1 @ 2 (51)	1 @ 3 (76)	1 @ 3 (76)	1 @ 3 (76)	
Drain Height to Floor - in (mm)		4 11/16 (119)	4 1/8 (105)	4 1/2 (115)	4 7/8 (124)	6 3/8 (163)	
Motor Power Consumption - HP (kW)		1 (.75)	2 (1.5)	2 (1.5)	3 (2.2)	5 (3.7)	
Total # of Speeds		6, 9	6, 9	6, 9	6, 9	6, 9	
Cylinder Speeds - RPM (G-Force)	Gentle	37 (0.4)	34 (0.4)	33 (0.4)	31 (0.4)	28 (0.4)	
	Wash	51 (.8)	48 (.8)	46 (.8)	43 (.8)	39 (.8)	
	Distribution	92 (2.5)	86 (2.5)	82 (2.5)	77 (2.5)	70 (2.5)	
	Very Low	301 (27)	282 (27)	269 (27)	252 (27)	230 (27)	
	Low	518 (80)	485 (80)	464 (80)	434 (80)	396 (80)	
	Medium	579 (100)	542 (100)	518 (100)	485 (100)	443 (100)	
	High	648 (120)	606 (120)	579 (120)	542 (120)	495 (120)	
	Very High	710 (150)	664 (150)	635 (150)	594 (150)	542 (150)	
	Ultra High	819 (200)	766 (200)	738 (200)	686 (200)	626 (200)	
Voltage wires/ Circuit Breaker - FLA	B	120/60/1	15-12	N/A	N/A	N/A	
	X	200-208/220-240/50/60/3/1/3	15-6 (1 Ph) 15-4 (3 Ph)	15-7 (1 Ph) 15-5 (3 Ph)	15-10 (1 Ph) 15.6 (3 Ph)	15-11 (1 Ph) 15-8 (3 Ph)	20-16 (1 Ph) 15-11 (3 Ph)
	Q	200-208/220-240/50/60/3/3	15-5	15-5	15-6	15-8	15-11
	N	440-480/50/60/3/3	15-4	15-4	15-5	15-6	15-8
	P	380-415/50/60/3/3	15-4	15-4	15-5	15-6	15-8
Shipping Dimensions Approx. - in (mm)	Width	28 (711)	31 1/2 (800)	32 1/2 (826)	37 1/2 (953)	44 (1118)	
	Depth	33 13/16 (859)	38 5/16 (973)	43 1/2 (1105)	46 15/16 (1191)	54 1/2 (1384)	
	Height	49 3/8 (1256)	51 5/16 (1303)	53 5/8 (1361)	56 5/16 (1430)	58 5/8 (1488)	
Net Weight - lb (kg)		335 (152)	460 (209)	550 (249)	695 (315)	1210 (549)	
Shipping Weight - lb (kg)		365 (166)	495 (225)	590 (268)	745 (338)	1260 (572)	
Slat Crate Shipping Weight - lb (kg)		450 (204)	590 (268)	690 (313)	860 (390)	1385 (628)	
*Agency Approvals		cETL <sub>us</sub> * CE	cETL <sub>us</sub> * CE	cETL <sub>us</sub> * CE	cETL <sub>us</sub> * CE	cETL <sub>us</sub> * CE	



To learn more, or to find a distributor in your area, visit [UNIMAC.COM](http://UNIMAC.COM)  
Alliance Laundry Systems - Shepard St, Ripon WI 54971 - 1.800.587.5458

\* Agency approvals may vary depending on configuration.

Consult factory for details. Contact your distributor for specific models available with CE. For electrical specifications, circuit breaker requirements and full load amperages, see your authorized UniMac® distributor. Manufacturer strongly recommends using a circuit breaker instead of fuses. Use 3-pole circuit breakers for 3-phase machines. For the most accurate information, the installation guide should be used for all design and construction purposes. Due to continuous product improvements, design and specifications subject to change without notice. The quality management systems at Alliance Laundry Systems' Ripon facility has been registered to ISO 9001:2008.

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SERIOUS ABOUT LAUNDRY.

DISTRIBUTOR INFORMATION HERE



**FIRE DEPARTMENT CUSTOMERS WITH  
UNIMAC LAUNDRY EQUIPMENT INSTALLED BY  
BDS LAUNDRY SYSTEMS**

**UniMac is the #1 selling brand of commercial washers built in  
the U.S. for over 50 years.**

Minnesota

Albany  
Andover  
Annandale  
Arlington  
Bayport  
Bemidji  
Blaine  
Blomkest  
Bloomington (3 stations)  
Brooklyn Center (2 stations)  
Buffalo  
Byron  
Cologne  
Coon Rapids  
Cottage Grove  
Cuyuna  
Dayton (2 stations)  
Deerwood  
Dilworth  
East Bethel  
Eden Prairie (2 stations)  
Edina  
Ely  
Emily  
Excelsior (2 stations)  
Farmington  
Flint Hills Resources  
Forest Lake  
Frazee  
Fredenberg  
Fridley  
Gibbon  
Glencoe  
Good Thunder  
Grand Lake  
Granite Falls

Minnesota (cont.)

Ham Lake (2 stations)  
Hastings  
Henderson  
Inver Grove Heights (2 stations)  
Isanti (2 stations)  
Lake Johanna (4 stations)  
Lakewood  
Lakeville (3 stations)  
Le Center  
Lower St. Croix Valley  
Mahtomedi  
Mahnomen  
Maple Grove  
Mendota Heights  
Metropolitan Airport  
Monticello  
Mora  
Navarre  
New Brighton  
New Prague  
Normanna  
North Mankato  
North St. Paul  
Oak Grove  
Oakdale  
Owatonna  
Perham  
Plymouth (2 stations)  
Ramsey (2 stations)  
Randall  
Red Wing  
Rice  
Richfield  
Robbinsdale  
Rochester  
Rosemount

Minnesota (cont.)

Roseville  
Sauk Rapids  
Shakopee  
Shoreview  
Silver Bay  
St. Francis  
St. Joseph  
St. Paul Park  
St. Peter  
St. Stephens  
Stewartville  
Stillwater  
Taylors Falls  
Truman  
Vergas  
Virginia  
Waite Park  
Welcome  
Winthrop  
Woodbury

Iowa

Arnold Park  
Bellevue  
Charles City  
Cresco  
De Witt  
Eldridge  
Epworth  
Frankville  
Huxley  
Independence  
Kanawha  
Le Claire  
Muscatine  
Northwood

Iowa (cont.)

Okoboji  
Van Meter  
Walcott  
Waukee  
West Burlington  
Williamsburg

Wisconsin

Black River Falls  
Boyceville  
Cable  
Cumberland  
Eau Claire  
Ellsworth  
Fennimore  
Frankville  
Grantsburg  
Independence  
La Crosse  
Loyal  
Mindoro  
Mineral Point  
Roberts Warren  
Rudolph  
St. Croix Falls  
Van Meter

South Dakota

Mitchell  
Rapid City Airport  
Watertown  
Yankton

North Dakota

Pembina  
Valley City

F.4.

**CITY OF CROSSLAKE  
FEE SCHEDULE  
EFFECTIVE JANUARY 1, 2015 2016**

**ADMINISTRATION – FEE SCHEDULE**

<b>ITEM DESCRIPTION</b>	<b>FEE</b>
<b><u>CEMETERY</u></b>	
• Cemetery Plot for Resident/Property Owner	\$250
• Cemetery Plot for Non-Resident	\$500
• Staking Fee	\$50
• Full Opening in Summer	\$400
• Full Opening in Winter	\$500
• Cremation Opening in Summer	\$150
• Cremation Opening in Winter	\$200
• Holidays/Weekends	\$100
<b><u>FIRE</u></b>	
• Controlled House Burn	\$1600
<b><u>POLICE</u></b>	
• False Alarm Fee (after third response)	\$50
<b><u>LIQUOR LICENSES</u></b>	
• Club On Sale	\$300
• Off Sale 3.2 Beer	\$25
• Off Sale Intoxicating Liquor	\$100
• On Sale 3.2 Beer	\$75
• On Sale Intoxicating Liquor	\$1500
• Set Up and Display	\$50
• Sunday On Sale	\$200
• Background Investigation (in state)	\$500
• Background Investigation (out of state)	\$10,000 Max
<b><u>MISCELLANEOUS</u></b>	
• Assessment Searches	\$5 Per PID
• City Maps	\$10
• DVD Copies	\$10
• Duplicate License	\$10
• Election Filing Fee	\$2
• Fax	\$1 First Page/\$0.25 Each Addt'l Page
• Photo Copies Black/White	\$0.25 First Page \$0.10 Each Addt'l Page
• Photo Copies Color	\$1.00 Each Page

- Returned Check Fee \$10 + Actual Costs Incurred
- Water \$1.80/per 1,000 Gallons
- Special Council Meeting Request \$500

**MUNICIPAL SEWER CHARGES**

- Residential Usage Charge \$37/Per Month
- Commercial Usage Charge \$37/Per 8,000 Gallons/Per month
- Penalty Charge 10% of Unpaid Balance
- Residential Connection Fee \$4,000
- Commercial Connection Fee \$6,500

**PERMITS**

- Adult Establishment \$2,500
- Background Investigation (in state) \$500
- Background Investigation (out of state) \$10,000 Max
- Single Transient Merchant Permit – Single Event \$50
- Single Transient Merchant Permit – Annual \$100
- Group Transient Merchant Permit – Annual \$50
- Express Service - Process in Less Than 14 Days \$20
- Pawn Broker \$150/Calendar Year

**PUBLIC WORKS**

- Crack Sealing \$0.85/Per Foot
- Mowing \$75/Per Hour
- Petition to Vacate Road/Alley/Public Way \$500
- Salt/Sand \$25/Per Yard
- Snowplowing \$100/Per Hour
- Street Sweeping \$100/Per Hour
- Waste Hauler Determined on a Case by Case Basis

## PARK AND RECREATION – FEE SCHEDULE

- Deposits: \$50 for meeting rooms. \$100 for gymnasium.
- Flat Fee of \$11 for use of the kitchen.
- All groups utilizing the Community Center before or after regular hours will be charged \$20 an hour in addition to the regular costs of room or gym rental. Regular hours are Monday – Thursday 8-8; Friday 8-5; Saturday 8-4; and Sunday 1-5.
- Civic Clubs and Community Clubs meeting room use that exceeds 6 hours a day will be charged an additional \$11.
- Set Up/Take Down Fee: This service will only be available if staffing permits. The minimum charge for set up of equipment will be \$10. Up to 6 banquet tables will be set up for this fee. A fee of \$3 per table will be charged for set up and take down of tables over the amount of six. The \$10 minimum fee for set up/take down does apply for card tables. Up to 25 chairs will be set up for free. Additional cost of chair set up/take down is \$1 per chair. Groups can avoid the set up/take down fees by setting up equipment themselves.

### TYPE OF ACTIVITY

### FEE

#### MEETING ROOM RENTALS

There is a flat rate of \$11/per hour for meeting room #3. Meeting rooms #1 and #2 can be rented together for a discount of \$5/per hour.

- |   |   |
|---|---|
| • City Activities   | No Cost   |
| • Youth Clubs   | No Cost   |
| • School District Youth Sports/Charter School   | No Cost - Up to 2<br>Events Per Week/2<br>Hours Per Event |
| • County, State, Federal  | \$11/Hour   |
| • Community Education   | \$1.50/Per Person   |
| • Civic Clubs   | \$11/Up to 6 Hours  |
| (Lions and Legion have one free event (2 day maximum) per year. After hour fees are charged if event takes place after or before regular hours) |   |
| • Community Clubs   | \$11/Up to 6 Hours  |
| • Lake Associations   | \$11/Per Hour   |
| • Private Groups and Other Businesses   | \$16/Per Hour   |

#### GYM RENTALS

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

- Private Groups and Other Businesses \$26/Per Hour

### MISCELLANEOUS RENTALS

- Disc Golf Set – 2 Hours \$5
- GPS – 4 Hours \$5
- GPS – All Day (8 Hours Max) \$10
- Piano Rental (Includes Delivery) \$200/2 Days
- Picnic Shelter \$27  
(Two \$50 deposits are required. Beer and wine permits are available with City approval at a cost of \$27)
- Tennis Racket \$3
- Snowshoe Rental (2 Hours) \$10/Pair
- Pickleball \$10/Hour Equip & Court

### MISCELLANEOUS SALES

- Disc Golf Disc (1 Disc) \$13
- Disc Golf Discs (Set of 3) \$32
- Tennis Balls \$4/Can
- Trail Maps \$1/Per Two- Sided Copy
- Shower \$3

### ACTIVITY FEES

- T-Ball – Per Season \$35
- Mustang Baseball – Per Season \$35
- Colt Baseball and Up – Per Season \$45
- SilverSneakers Class Punch Card \$28/8 Classes
- SilverSneakers Class Day Pass \$4
- Silver & Fit Class Punch Card \$2/20 Classes
- Pickleball Day Pass \$4
- Pickleball Yearly Pass ~~\$20~~ \$30
- Basketball \$35
- Summer Basketball Camp \$30/6 Sessions
- Soccer for Grades K-3 – Per Season \$30
- Soccer for Grades 4-6 – Per Season \$40
- Soccer for Grades 7-12 – Per Season \$50
- Summer Soccer Camp \$25/6 Sessions
- Tennis for Seniors – Per Season \$22
- Tennis Lessons – Per Week \$20 ~~\$25~~
- Tennis Lessons – 3 Weeks ~~\$50~~ \$60
- Volleyball – Daily \$4
- Volleyball – 10 Weeks \$17
- Weight Room – Daily \$6
- Weight Room – Monthly \$35
- Weight Room – 2 Months \$70
- Weight Room – Quarterly \$90
- Weight Room – Semi Annual \$160

- Weight Room – Nine Month \$225
- Weight Room – Annual \$260
- Personal Trainer \$30 / Hour
- **10 Day Punch Card \$55**
- **Veteran's 10% Discount on any Membership**
- Youth Sports Late Fee: Extra \$15 after deadline; if space is available

**LIBRARY**

- Library Cards \$5 – Adult  
\$1 – Student  
\$5 – Replacement
- Photo Copies \$0.25 First Page/  
\$0.10 Each Add't'l Page  
\$1.00/Color Page  
Cost of Replacement
- Material Fines
- Administrative Fee – fine for notice sent out \$5
- Summer Reading Program \$5
- Storage Disc \$2

**PLANNING AND ZONING – FEE SCHEDULE**

**Subd. 8. Fees.** The Council shall adopt the following schedule of fees for all permits and other services. No permit shall be issued or request brought before the Board of Adjustment or Planning and Zoning Commission until the fees are paid. Applications received after work has progressed shall require the payment of an additional fee as adopted in the schedule of fees to cover the additional costs of investigation. This fee shall be required whether the permit is issued or not.

<b>TYPE OF PERMIT</b>	<b>PERMIT FEE</b>
<b><u>RESIDENTIAL NEW CONSTRUCTION (not including accessory structure or addition)</u></b>	
• Up to 1,000 sq. ft. ground cover	\$250
• 1,001-2,000 sq. ft. ground cover	\$500
• 2,001-3,000 sq. ft. ground cover	\$750
• 3,001-4,000 sq. ft. ground cover	\$1,000
• Each additional 1,000 sq. ft. ground cover	\$250
<b><u>RESIDENTIAL ACCESSORY STRUCTURE OR ADDITION</u></b>	
• Up to 100 sq. ft. ground cover	\$25
• 101-200 sq. ft. ground cover	\$100
• 201-400 sq. ft. ground cover	\$125
• 401-600 sq. ft. ground cover	\$175
• 601-1,000 sq. ft. ground cover	\$250
• 1,001-2,000 sq. ft. ground cover	\$300
• 2,001 sq. ft. and greater ground cover	\$500
<b><u>COMMERCIAL NEW CONSTRUCTION (including plan review/not including accessory structure or addition)</u></b>	
• Up to 1,000 sq. ft. ground cover	\$400
• 1,001-2,000 sq. ft. ground cover	\$500
• 2,001-5,000 sq. ft. ground cover	\$750
• 5,001-10,000 sq. ft. ground cover	\$1,000
• 10,001 sq. ft. and greater ground cover	\$1,250
• <del>Storage Building (no city sewer/per building)</del>	<del>\$400</del>
<b><u>COMMERCIAL ACCESSORY STRUCTURE OR ADDITION (including plan review)</u></b>	
• Up to 100 sq. ft. ground cover	\$50
• 101-400 sq. ft. ground cover	\$100
• 401-1,000 sq. ft. ground cover	\$300
• 1,001-2,000 sq. ft. ground cover	\$400
• 2,001-5,000 sq. ft. ground cover	\$500
• 5,001-10,000 sq. ft. ground cover	\$750

• 10,001 sq. ft. and greater ground cover	\$1,000
• <del>Multi-Storage Building (no city sewer/per building)</del>	<del>\$400</del>
<b><u>DEMOLISH/REMOVE BUILDING</u></b>	\$50
<b><u>TEMPORARY STRUCTURES</u></b>	\$50
<b><u>SEPTIC: Upgrade/New System</u></b>	
• Residential	\$150 <del>\$250</del>
• Commercial	
* Small Flow System (< 1,000 gal/day)	<del>\$250</del> \$350
* Large Flow System (> 1,000 gal/day)	<del>\$325</del> \$425
<b><u>LAND ALTERATIONS</u></b>	\$150
<b><u>SUBDIVISIONS</u></b>	
Metes and Bounds	\$100 + \$75 per lot
Preliminary Residential Plat	\$500 + \$100 per lot
Final Residential Plat	\$500 + \$25 per lot
Preliminary Commercial Plat	\$750 + \$150 per lot
Final Commercial Plat	\$750 + \$50 per lot
Lot Line Adjustment/Lot Consolidation	\$100
<b><u>FENCE</u></b>	\$75
<b><u>AFTER-THE-FACT</u></b>	3x's application fee
<b><u>ON-SITE SIGN</u></b>	
• Residential/Home Occupation	\$25
• Commercial	
* Permanent	\$50
* Temporary (Up to 60 days)	No fee
• E-911 Sign/Address Fee	\$100
• E-911 Sign/Address Replacement Fee	\$55
<b><u>CONDITIONAL USE PERMIT (including amendments)</u></b>	
• Residential	\$500
• Commercial	\$500
<b><u>VARIANCE</u></b>	
• Residential	\$500
• Commercial	\$500
<b><u>ZONING ORDINANCE AMENDMENT</u></b>	\$350 + Printing Costs
<b><u>ZONING MAP AMENDMENT</u></b>	\$500
<b><u>APPEAL TO P&amp;Z COMMISSION OR CITY COUNCIL</u></b>	\$500

**APPLICANT'S REQUEST FOR SPECIAL MEETING**

\$250 ~~\$500~~

**PARK DEDICATION FEES**

\$1500 per new lot

**ZONING INFORMATION**

- **Maps**
  - \* Road
  - \* Zoning (11" by 17")

\$10

\$5

**ADMINISTRATION FEE**

\$50 / hour

**ACCESSIBILITY PLAN REVIEW**

\$40 / hour (1 hr. minimum)

NOTE: Direct costs incurred for Engineering, Legal and other consulting services necessary for application review must be paid by the applicant.

**CERTIFICATION OF UNPAID CHARGES** - Nothing in this section shall be held or construed as in any way stopping or interfering with the City's right to certify as unpaid service charges or assessments against any premises affected, any past due and/or delinquent fees, including interest and late fees. Each and every unpaid fee is hereby made a lien upon the lot, land, or premises served, and such charges that are past due and/or delinquent on October 15th of each year shall be certified to the Crow Wing County Auditor. The charges shall be collected and the collection thereof enforced in the same manner as county and state taxes, subject to like penalties, costs and interest charges. Upon certification to the County Auditor, any past due and/or delinquent fees shall be due and payable to the office of the County Auditor.

G.I.A.

## CROSSLAKE COMMUNICATIONS HIGHLIGHTS FOR NOVEMBER 2015

1. **Minutes** of November 24, 2015 Crosslake Communications Advisory Board meeting are included.
2. The **Financial Statements** for October 2015 are included (motion needed).
3. The list of **October 2015 checks/disbursements** are included (motion needed).
4. The **Customer Counts Report** has been included in the packet.
5. We have completed 207 installations at customer's homes on Phase 1 of **conversions for the new electronics in our fiber area** which is end of life and needs to be replaced by 2017.
6. We are in negotiations with AMC through the National Cable Television Coop. AMC is making extreme demands and asking for outrageous rate increases. **We encourage our customers to take the short survey located at [www.crosslake.net](http://www.crosslake.net)** to determine their interest in AMC programming.
7. The **Crosslake Communications Vision Subcommittee** will be holding a Joint Council/Advisory Board meeting on December 10<sup>th</sup> at 10:00 am at Crosslake City Hall to review the recommendations of the subcommittee.
8. The Crosslake Communications Advisory Board recommends to the City Council approval of the **2016 Operations and Capital Budget** (motion needed).
9. Installer/Repair Technician **Larry Evenson is retiring effective December 31, 2015.**
10. **Internet Help Desk Opening.** We have not received any new resumes for this position. In the interim, a CTC staff member is filling in until we can hire a replacement.

**Crosslake Telephone**  
**PROJECTED INCOME STATEMENT**  
For the Twelve Month Period  
2016 Budget

	2016 Budget	2015 Budget	2014 Year-end
<b>Telephone Revenues</b>			
Local Network Service	\$575,600.00	\$582,500.00	\$586,594.96
Network Access Service Revenue	759,016.00	766,600.00	830,504.20
Billing & Collections	0.00	100.00	640.38
Miscellaneous Revenues	46,000.00	49,000.00	49,394.19
Non Regulated Revenue	800,800.00	764,050.00	752,615.63
Uncollectible Revenue	(2,100.00)	(2,100.00)	(961.24)
<b>Total Telephone Revenues</b>	<b>2,179,316.00</b>	<b>2,160,150.00</b>	<b>2,218,788.12</b>
<b>Cable Revenues</b>			
Local Network Service (Basic)	1,227,500.00	1,198,500.00	1,123,071.90
Premium Services Revenues	20,000.00	21,500.00	22,059.01
Rent Revenue	133,600.00	134,100.00	132,892.07
Miscellaneous Revenues	34,000.00	33,000.00	32,535.18
Sales, Lease & Install Revenue (Non-Reg)	138,000.00	128,000.00	123,906.71
Uncollectible Revenue	(500.00)	(500.00)	(513.91)
<b>Total Cable Revenues</b>	<b>1,552,600.00</b>	<b>1,514,600.00</b>	<b>1,433,950.96</b>
<b>TOTAL OPERATING REVENUES</b>	<b>3,731,916.00</b>	<b>3,674,750.00</b>	<b>3,652,739.08</b>
<b>OPERATING EXPENSES</b>			
<b>Telephone Expenses</b>			
Plant Specific Operations Expense	345,500.00	376,100.00	350,700.79
Plant NonSpecific Operations Expense	292,110.00	288,700.00	257,191.61
Depreciation Expense	665,015.00	638,000.00	638,173.77
Depreciation Expense Nonregulated	30,600.00	36,000.00	36,117.14
Customer Operations Expense	215,000.00	215,800.00	209,290.84
Corporate Operations Expense	298,000.00	292,500.00	409,111.16
Non Regulated Expenses	355,000.00	361,000.00	311,781.30
Operating Transfers to City	0.00	276,000.00	277,733.11
<b>Total Telephone Operating Expenses</b>	<b>2,201,225.00</b>	<b>2,484,100.00</b>	<b>2,490,099.72</b>
<b>Cable Expenses</b>			
Plant Specific Operations Expense	91,250.00	92,700.00	106,106.44
Plant NonSpecific Operations Expense	44,500.00	43,000.00	42,392.33
Depreciation Expense	162,231.00	120,000.00	115,054.17
Signal Purchases	860,000.00	880,000.00	720,082.90
Customer Operations Expense	128,500.00	134,600.00	122,561.32
Corporate Operations Expense	88,000.00	79,000.00	63,447.91
Sales, Lease & Install Expense (Non-Reg)	16,000.00	12,500.00	12,547.58
<b>Total Cable Operating Expenses</b>	<b>1,390,481.00</b>	<b>1,361,800.00</b>	<b>1,182,192.65</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>3,591,706.00</b>	<b>3,845,900.00</b>	<b>3,672,292.37</b>
<b>TOTAL OPERATING INCOME (LOSS)</b>	<b>140,210.00</b>	<b>(171,150.00)</b>	<b>(19,553.29)</b>
<b>Other Income (Expense)</b>			
Investment Income	20,000.00	18,500.00	19,540.07
Revenue Bond Interest	(46,800.00)	(60,000.00)	(139,234.55)
Amortize Debt Expense	(16,000.00)	(16,000.00)	(9,380.40)
Other Interest	0.00	0.00	0.00
Gain/(Loss) on Investments	0.00	0.00	22,082.13
Miscellaneous	0.00	0.00	(5.75)
Allowance For Funds Used Dur. Const.	0.00	0.00	0.00
<b>Total Other Income (Expense)</b>	<b>(42,800.00)</b>	<b>(57,500.00)</b>	<b>(106,998.50)</b>
<b>Total Net Income (Loss)</b>	<b>97,410.00</b>	<b>(228,650.00)</b>	<b>(126,551.79)</b>

**Crosslake Communications Capital Budget 2016**

<b>Operating Income (Loss)</b>		<b>97,410.00</b>
<b>Depreciation/Amortization</b>		<b><u>873,846.00</u></b>
	<b>Cash Provided from Operations</b>	<b>971,256.00</b>
<b>Less Debt Service</b>		<b><u>(335,000.00)</u></b>
	<b>Net Cash</b>	<b>636,256.00</b>
<b>2016 Asset Additions</b>		
<b>CATV</b>		
	Plant-New Service	10,000.00
	DVR's	30,000.00
<b>Telephone</b>		
	Plant-New Service	30,000.00
	Generators	63,000.00
	E7 Conversions	500,000.00
	2 shelves VDSL	24,000.00
	Test Equip	6,500.00
	Increase Inventory of ONT's	6,000.00
	Sprinkler System	5,000.00
	Fire Suppression System	7,000.00
<b>Internet</b>		
	PC's & Other Misc	5,000.00
	Smart Hub	<u>4,500.00</u>
	<b>Less 2016 Additions</b>	<b><u>(691,000.00)</u></b>
	<b>Increase (Decrease) in Cash</b>	<b><u><u>(54,744.00)</u></u></b>

POLICE DEPARTMENT  
**CITY OF CROSSLAKE**  
CROSSLAKE, MN 56442

# MEMO

12/14/2015

TO: Crosslake City Council  
Crosslake City Administrator  
Crosslake City Finance Director

FROM: Crosslake Police Chief  
Robert G. Hartman

REFERENCE: Purchase / Take delivery  
2016 Squad Car

When I placed the order for the 2016 Ford Squad car, on September 9<sup>th</sup>, I requested delivery and payment after January 1<sup>st</sup>, 2016.

Last month I received a phone call from Nelson Auto Center, that the squad car is in and ready for delivery. I advised them that I would not be able to take delivery until after January 1<sup>st</sup>. He requested that I take delivery as soon as possible due to the fact that they have to pay monthly interest on the vehicle for as long as it in their lot. I advised him that I would meet with the City Administrator and then get back to him.

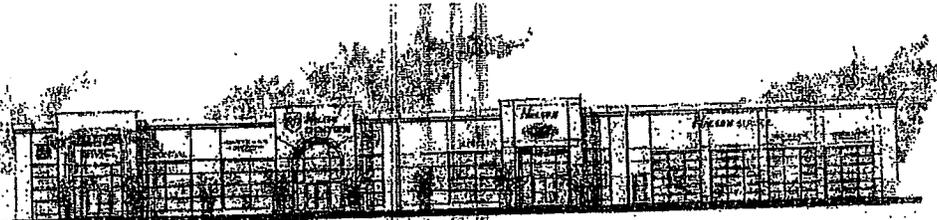
I met with the City Administrator, who advised that taking early delivery would need to be approved by the Council. He also advised that I first meet with the City Finance Director to make sure that taking early delivery / payment would not cause a budget issue.

I have discussed this with the Finance Director and he indicated that it would not cause any issues within the Budget.

At this time I would like to request the early purchase of the 2016, Ford Squad car

**\*\*City Finance Director will give budget specifics. \*\***

  
Thank you,  
Crosslake Police Chief,  
Robert G. Hartman



**Fleet Department**

2228 College Way • PO Box 338 • Fergus Falls, MN 56538-0338  
 218-998-8866 • 800-477-3013 Ext. 8866 • Fax 218-998-8813 • www.nelsonfergusfalls.com

**VEHICLE QUOTE NUMBER F K8A 16G**

Sold To: Crosslake Police Dept.  
 Attn: Robert G. Hartman  
 Address: 37028 County Rd 66  
 Crosslake, MN 56442  
 bmanhart@crosslake.net

Date: 09/14/2015  
 Phone: 218-692-2222  
 FAX: 218-692-3076  
 Salesperson: Gerry Worner  
 Key Code: Ignition/Door: 0151X

Stock No.	Year	Make	Model	New/Used	Vehicle ID Number
K8A 16G	2016	Ford Police Interceptor	4dr Police Utility	New	0
			Color: White/Black cloth/vinyl		

Price of Vehicle Contract 83065 2016 price \$25,562.95  
 Includes std. rearview camera display in 4 inch screen in instrument panel  
 Options & Extras \$2,115.00

Add for Dept. options per specs \$1,453.00  
 Dealer installed options:  
 Dealer silence chime tone for key in ignition \$125.00  
 Dealer installed keyless entry, remote start, 1 fob w/o feedb. \$395.00  
 Extra remote entry keyfob \$142.00

Delivery

Subtotal \$27,677.95

Trade - In

Total Cash Price each: \$27,677.95

Terms: Net 30 days; add daily interest at 1.5%/month if we receive payment later

Your Purchase Order #

Project # MN Contract 83065

**Thanks for your business!**

Ship To / Lessee / End User: Crosslake Police Dept.  
 Robert G. Hartman  
 Police Dept.  
 37028 County Rd 66  
 Crosslake, MN 56442

Phone: 218-692-2222  
 FAX: 218-692-3076

Signed Robert G. Hartman and Initialed AJH  
 Printed Name ROBERT G. HARTMAN and Date 09/15/15

Crosslake K8A 16G 123 09/14/2015

G.3.a.



December 8, 2015

Honorable Mayor and City Council  
City of Crosslake  
37028 County Road 66  
Crosslake, MN 56442

Brainerd/Baxter  
7804 Industrial Park Road  
PO Box 2720  
Baxter, MN 56425-2720

218.829.5117  
218.829.2517  
Brainerd@wsn.us.com  
WidethSmithNolting.com

RE: Melinda Shores Bridge Stabilization  
Engineer's Letter of Recommendation for Quote Award  
WSN No. 0107B0148.001

Dear Mayor and City Council:

Pursuant to authority of the City Council, quotations for the referenced project were solicited from three local excavating contractors. One quote was received on December 7, 2015.

The following quote was received:

<u>Quoter</u>	<u>Quote</u>
Pratt's Affordable Excavating, Inc.	\$47,660.00

The Engineering Estimate of the construction cost, submitted in a report to the City Council and dated September 30, 2015, was \$42,500 including construction contingency. Given the nature of the work, time of year, and variability of the weather, this project would not likely generate additional interest from contractors to consider re-quoting. The cost is within a reasonable margin for the type of work to be completed under winter conditions. Pratt's Affordable Excavation, Inc. successfully completed similar work for the City on the Sunrise Island Bridge project, and constructed the trail on Manhattan Point Boulevard.

It is our recommendation to award the project to Pratt's Affordable Excavating, Inc. on the basis of their quote as submitted.

Sincerely,

WIDSETH SMITH NOLTING

David S. Reese, P.E.  
City Engineer

Enc.

**SECTION 00 4100  
BID FORM**

**ARTICLE 1 - BID RECIPIENT**

1.01 This Bid is submitted to:

City of Crosslake

37028 County Road 66, Crosslake, Minnesota 56442

1.02 The undersigned Bidder proposes and agrees, if this Bid is accepted, to enter into an Agreement with Owner in the form included in the Bidding Documents to perform all Work as specified or indicated in the Bidding Documents for the prices and within the times indicated in this Bid and in accordance with the other terms and conditions of the Bidding Documents.

**ARTICLE 2 - BIDDER'S ACKNOWLEDGEMENTS**

2.02 Bidder accepts all of the terms and conditions of the Instructions to Bidders, including without limitation those dealing with the disposition of Bid security. This Bid will remain subject to acceptance for 60 days after the Bid opening, or for such longer period of time that Bidder may agree to in writing upon request of Owner.

**ARTICLE 3 - BIDDER'S REPRESENTATIONS**

In submitting this Bid, Bidder represents that:

A. Bidder has examined and carefully studied the Bidding Documents, other related data identified in the Bidding Documents, and the following Addenda, receipt of which is hereby acknowledged:

Addendum No.

Addendum Date

NONE

- B. Bidder has visited the Site and become familiar with and is satisfied as to the general, local, and Site conditions that may affect cost, progress, and performance of the Work.
- C. Bidder is familiar with and is satisfied as to all Laws and Regulations that may affect cost, progress, and performance of the Work.
- D. Bidder has carefully studied all: (1) reports of explorations and tests of subsurface conditions, if any, at or contiguous to the Site and all drawings of physical conditions relating to existing surface or subsurface structures at the Site (except Underground Facilities) that have been identified in SC-4.02 as containing reliable "technical data," and (2) reports and drawings of Hazardous Environmental Conditions, if any, at the Site that have been identified in SC-4.06 as containing reliable "technical data."
- E. Bidder has considered the information known to Bidder; information commonly known to contractors doing business in the locality of the Site; information and observations obtained from visits to the Site; the Bidding Documents; and the Site-related reports and drawings identified in the Bidding Documents, with respect to the effect of such information, observations, and documents on (1) the cost, progress, and performance of the Work; (2) the means, methods, techniques, sequences, and procedures of construction to be employed by Bidder, including applying the specific means, methods, techniques, sequences, and procedures of construction expressly required by the Bidding Documents; and (3) Bidder's safety precautions and programs.
- F. Based on the information and observations referred to in Paragraph 3.01.E above, Bidder does not consider that further examinations, investigations, explorations, tests, studies, or data are necessary for the determination of this Bid for performance of the Work at the price(s) bid and within the times required, and in accordance with the other terms and conditions of the Bidding Documents.
- G. Bidder is aware of the general nature of work to be performed by Owner and others at the Site that relates to the Work as indicated in the Bidding Documents.

*Pratt's Affordable Excav. Inc.*

*Pratt's Affordable Excav. Inc.*

- H. Bidder has given Engineer written notice of all conflicts, errors, ambiguities, or discrepancies that Bidder has discovered in the Bidding Documents, and the written resolution thereof by Engineer is acceptable to Bidder.
- I. The Bidding Documents are generally sufficient to indicate and convey understanding of all terms and conditions for the performance of the Work for which this Bid is submitted.

**ARTICLE 4 - BIDDER'S CERTIFICATION**

Bidder certifies that:

- A. This Bid is genuine and not made in the interest of or on behalf of any undisclosed individual or entity and is not submitted in conformity with any collusive agreement or rules of any group, association, organization, or corporation;
- B. Bidder has not directly or indirectly induced or solicited any other Bidder to submit a false or sham Bid;
- C. Bidder has not solicited or induced any individual or entity to refrain from bidding; and
- D. Bidder has not engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the Contract. For the purposes of this Paragraph 4.01.D:
  - 1. "corrupt practice" means the offering, giving, receiving, or soliciting of any thing of value likely to influence the action of a public official in the bidding process;
  - 2. "fraudulent practice" means an intentional misrepresentation of facts made (a) to influence the bidding process to the detriment of Owner, (b) to establish bid prices at artificial non-competitive levels, or (c) to deprive Owner of the benefits of free and open competition;
  - 3. "collusive practice" means a scheme or arrangement between two or more Bidders, with or without the knowledge of Owner, a purpose of which is to establish bid prices at artificial, non-competitive levels; and
  - 4. "coercive practice" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the bidding process or affect the execution of the Contract.

**ARTICLE 5 - BASIS OF BID**

Bidder will complete the Work in accordance with the Contract Documents for the following unit price(s):

Item No.	Description	Unit	Estimated Quantity	Bid Unit Price	Bid Price
1	Mobilization	Lump Sum	1	\$ 1,000	\$ 1,000
2	Clearing & Grubbing	Lump Sum	1	\$ 800	\$ 800
3	Remove Wood Retaining Wall	Lin. Ft.	40	\$ 50	\$ 2,000
4	Gabion	Cu. Yd.	36	\$ 960	\$ 34,560
5	Rub Rail	Lin. Ft.	156	\$ 25	\$ 3,900
6	Random Riprap Class III	Cu. Yd.	22	\$ 100	\$ 2,200
7	Erosion Control Blanket Cat. 2	Sq. Yd.	50	\$ 10	\$ 500
8	Flotation Silt Curtain	Lin. Ft.	60	\$ 20	\$ 1,200
9	Turf Establishment	Lump Sum	1	\$ 1,500	\$ 1,500

Total of All Bid Prices	<i>forty seven thousand six hundred sixty dollars and no/100.</i>	\$ 47,660
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- A. Unit Prices have been computed in accordance with Paragraph 11.03.B of the General Conditions.
- B. Bidder acknowledges that estimated quantities are not guaranteed, and are solely for the purpose of comparison of Bids, and final payment for all unit price Bid items will be based on actual quantities, determined as provided in the Contract Documents.

**ARTICLE 6 - TIME OF COMPLETION**

Bidder agrees that the Work will be substantially complete and will be completed and ready for final payment in accordance with Paragraph 14.07 of the General Conditions on or before the dates or within the number of calendar days indicated in the Agreement.

Bidder agrees that the Work will be substantially complete on or before February 1, 2016, and will be completed and ready for final payment in accordance with Paragraph 14.07 of the General Conditions on or before March 1, 2016.

Bidder accepts the provisions of the Agreement as to liquidated damages.

**ARTICLE 7 - ATTACHMENTS TO THIS BID**

The following documents are submitted with and made a condition of this Bid:

- A. Form C-452 - Responsible Contractor.
- B. A Bid Security will not be required.

**ARTICLE 8 - DEFINED TERMS**

The terms used in this Bid with initial capital letters have the meanings stated in the Instructions to Bidders, the General Conditions, and the Supplementary Conditions.

**NOTE TO USER**

- A. Careful attention to proper use of terms defined in the Instructions to Bidders, the General Conditions, and Supplementary Conditions is most important.

**ARTICLE 9 - BID SUBMITTAL**

This Bid is submitted by:

- A. If Bidder is:
  - 1. An Individual
    - a. Name (typed or printed):
    - b. By:
    - c. (Individual's signature)
    - d. Doing business as:
  - 2. A Partnership
    - a. Partnership Name:
    - b. By:
    - c. (Signature of general partner -- attach evidence of authority to sign)
    - d. Name (typed or printed):
  - 3. A Corporation
    - a. Corporation Name: *Pratt's Affordable Excavating, Inc.*  
(SEAL)
    - b. State of Incorporation: *Minnesota*
    - c. Type (General Business, Professional, Service, Limited Liability): *Service*
    - d. By: *[Signature]*
    - e. (Signature -- attach evidence of authority to sign)
    - f. Name (typed or printed): *Shawn Pratt*
    - g. Title: *President*
    - h. (CORPORATE SEAL)
    - i. Attest *Karna Pratt*

j. Date of Qualification to do business in [State where Project is located] is  
4/12/2001.

4. A Joint Venture

a. Name of Joint Venture:

b. First Joint Venturer Name:  
(SEAL)

c. By:

d. (Signature of first joint venture partner -- attach evidence of authority to sign)

e. Name (typed or printed):

f. Title:

g. Second Joint Venturer Name:  
(SEAL)

h. By:

i. (Signature of second joint venture partner -- attach evidence of authority to sign)

j. Name (typed or printed):

k. Title:

1) (Each joint venturer must sign. The manner of signing for each individual, partnership, and corporation that is a party to the joint venture should be in the manner indicated above.)

5. Bidder's Business Address

a. Phone No. 218-765-4244 Fax No. 218-765-8324

b. E-mail slpratt@brainerd.net

c. SUBMITTED on December 7, 2015.

d. State Contractor License No. 1341 . [If applicable]

**END OF SECTION**

FORM C-452 – RESPONSIBLE CONTRACTOR

NAME OF BIDDER/CONTRACTOR: Pratt's Affordable Excavating Inc

Minnesota Statute Section **16C.285** requires Contractors to meet minimum criteria to be eligible to be awarded a construction contract as the lowest responsible bidder or best value contractor for projects estimated to exceed \$50,000. This statute also requires subcontractors to meet minimum criteria to be eligible for subcontract work on the project.

The term 'Bidder or Contractor' as used in this Form (C-452) means a contractor as defined in Minnesota Statutes, section 16C.285, subdivision 3.

Minimum Criteria: Bidder/Contractor shall indicate they have read and verified they are in compliance with the following statements:

Is in compliance with workers' compensation and unemployment insurance requirements Pursuant to the State of Minnesota and as required in the contract documents.

Is registered with the Department of Revenue and Department of Employment and Economic Development as we have employees.

Has a valid federal tax identification number or a valid Social Security number if an individual.

Has filed a certificate of authority to transact business in Minnesota with the Secretary of State if a foreign corporation or cooperative, or is not a foreign corporation or cooperative.

Is in compliance with and, during the three-year period before submitting the verification, has not violated certain labor and wage laws.

Is in compliance with Minnesota Statutes, Chapter 326B, and has not more than twice during the three-year period before submitting the verification, violated Chapter 326B.

Has not, more than twice during the three-year period before submitting the verification, had a certificate of compliance under Minnesota Statutes, Section 363A.36 (related to affirmative action plans for the employment of minority persons, women, and qualified disabled individuals) revoked or suspended.

Has not received a final determination assessing a monetary sanction from the Departments of Administration or Transportation for failure to meet targeted group business, disadvantaged business enterprise, or veteran-owned business goals, due to a lack of good faith effort, more than once during the three-year period before submitting this verification.

Is not currently suspended or debarred by the federal government or the state of Minnesota or any of its departments, commissions, agencies, or political subdivisions.

Has verified that all subcontractors that Bidder/Contractor intends to use to perform work on this project have verified to the Bidder/Contractor through a signed statement under oath by an owner or officer that they (subcontractors) meet the minimum criteria listed above.

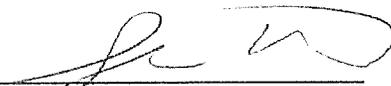
We understand that any Bidder/Contractor that does not meet the minimum criteria in Minnesota Statutes, Section 16C.285, subdivision 3 or fails to verify that it meets those criteria is not a responsible contractor and is not eligible to be awarded the construction contract for the project.

Contractor shall submit to Owner, upon request, copies of the signed verifications of compliance from all subcontractors of any tier pursuant to Minnesota Statutes, Section 16C.285, subdivision 3, clause 7.

It is understood that a false statement under oath verifying compliance with any of the minimum criteria shall render the Bidder/Contractor or Subcontractor that makes the false statement ineligible to be awarded a construction contract on the project and may result in termination of a contract.

The undersigned owner or officer, being first duly sworn on oath, swears the Bidder/Contractor is in compliance with this document, including completion of first-tier subcontractors list on page C-452-3, and verifies that Bidder/Contractor is a Responsible Contractor as defined by Minnesota Statute Section 16C.285, subdivision 3.

NAME OF BIDDER/CONTRACTOR: Pratt's Affordable Excavating Inc

Authorized Signature: 

Date: 12/7/15

Printed name: Shawn Pratt

Title: President

G.3.a.2.

MEMO TO: City Council

FROM: City Clerk

DATE: December 8, 2015

SUBJECT: Milinda Shores Bridge Construction Observation Agreement

Attached is WSN's original proposal for completing the engineering design and construction phase work on Milinda Shores Bridge. The City Council approved the design/bidding phase on 10/13/15, but not the construction phase budget. If the Council approves the quote from Pratt's for bridge construction, the remainder of this agreement should be approved.

010730148,000  
" AGREEMENTS "



October 6, 2015

2015

Brainerd/Baxter  
7804 Industrial Park Road  
PO Box 2720  
Baxter, MN 56425-2720

218.829.5117  
218.829.2517  
Brainerd@wsn.us.com  
WidsethSmithNolting.com

Honorable Mayor and City Council  
Crosslake City Hall  
37028 County Road 66  
Crosslake, MN 56442

Via Email and U.S. Mail

**RE: Proposal for Engineering Services – Design/Bidding/Construction  
Melinda Shores Bridge Channel Reinforcement**

Dear Mayor and Council Members:

At the October 5, 2015 Crosslake Public Works Commission meeting, the study authorized by the City Council related to continuing deteriorated conditions at the Melinda Shores Bridge was discussed. As requested by the Commission, Widseth Smith Nolting is providing this proposal to implement the study's recommended solution of gabion reinforcement of the channel.

**Proposed Scope of Work**

**Design/Bidding – WSN Lump Sum Fee - \$9,000**

- Complete a design survey for the preparation of construction plans, and to establish bench marks that will be used during construction.
- Prepare plans, specifications, and contract documents for obtaining quotes from selected contractors.
- Prepare a permit application to the DNR for work within public waters. The permit fee will be paid by the City.
- Review and tabulate quotes received, and prepare a recommendation for award of the contract.

**Construction Observation – WSN Hourly Estimated Fee - \$8,500**

- Review construction periodically for conformance with the plans and specifications.
- Assist the Contractor in interpreting the plans and specifications.
- Review payment applications submitted by the Contractor, and prepare recommendations for payment to the City.



Honorable Mayor and City Council  
October 6, 2015  
Page 2 of 2

We understand this maintenance project will be paid from City reserves, no funding program requirements or special assessments apply to this project, and no public hearings are required. Any special meetings requiring our attendance will be billed hourly to the City in accordance with our fee schedule.

If you are in agreement with the scope of this proposal, please return one signed copy to WSN as our authorization to proceed.

Sincerely,

*WIDSETH SMITH NOLTING*

David S. Reese, P.E.  
City Engineer

The work described in this proposal will be performed in accordance with the General Provisions of Professional Services Agreement (attached). Fees shall be billed monthly in accordance with our fee schedule that is in effect when the work is performed with payment due within 30 days of billing. We have attached our 2015 Fee Schedule. A finance charge is computed at a periodic rate of 1% per month (annual percentage rate of 12%) on any past due balance.

Design/Bidding	Lump-Sum	\$9,000.00	
<del>Construction Observation</del>	<del>Hourly Estimated</del>	<del>\$8,500.00</del>	<i>W</i>

Proposed by Widseth Smith Nolting

Kent Rohr, Vice President

Accepted by the City of Crosslake

Steve Roe, Mayor

Dan Vogt, City Administrator

DATE 10-13-15

H. l. a.



**To:** Dan Vogt, City Administrator and Brad Person, City Attorney

**From:** Jon Kolstad, Land Services Specialist

**Date:** December 14, 2015

**RE:** Proposed list of Administrative Fines

---

The City Council requested at their regular meeting on October 12, 2015 to have the PC/BOA & staff suggest a listing of Administrative Fines and the dollar amounts for the City of Crosslake Offenses and Nuisances Ordinance.

Staff has reviewed several city and county ordinances and extracted those items (in whole or in part) and suggested the following items be used/included as Administrative Fines for violations of the Crosslake City Code. The PC/BOA at their 11/25/2015 meeting agreed with this list.

<b>Offense</b>	<b>Amount of Fine</b>	<b>Ordinance Reference</b>
Abandoned Motor Vehicle	\$75	Chapter 30, Article V
Littering, dumping	\$75	Chapter 30, Article II
Construction without a permit	\$75	Chapter 26, Article 3
Failure to follow Conditions of Approved Variance/CUP	\$75	Chapter 26, Article 7 & 8
Earth Moving without permit	\$75	Chapter 26, Article 21
Erosion control	\$75	Chapter 26, Article 20
Unfinished Construction Project	\$75	Chapter 26, Article 3, Sec 26-70
Sign Violation	\$75	Chapter 26, Article 33
Septic Violation	\$75	Chapter 26, Article 31
Public Property Infringement	\$75	Chapter 32, Article II, Sec. 32-36
Land Use Ordinance Violation	\$75	Chapter 26

ORDINANCE NO. \_\_\_\_

H.  
1.  
b.

AN ORDINANCE OF THE CITY OF CROSSLAKE AMENDING \_\_\_\_\_  
CITY OF CROSSLAKE  
COUNTY OF CROW WING  
STATE OF MINNESOTA

The City Council of the City of Crosslake, in the County of Crow Wing, State of Minnesota, does ordain as follows:

**SECTION 1.** Section \_\_\_\_\_ is hereby amended as follows:

\_\_\_\_\_: Procedures for Enforcing Administrative Offenses.

a) Purpose. The City Council has determined that there is a need for alternative methods of enforcing the City Codes. While criminal fines and penalties have been the most frequent enforcement mechanism, there are certain negative consequences for both the City and the accused. The delay inherent in that system does not ensure prompt resolution. Citizens resent being labeled as criminals for violations of administrative regulations. The higher burden of proof and the potential of incarceration do not appear appropriate for most administrative violations. The criminal process does not always regard City Code violations as being important. Accordingly, the City Council finds the use of administrative citations and the imposition of civil penalties is legitimate and a necessary alternative method of enforcement. This method of enforcement is in addition to any other legal remedy that may be pursued for City Code violations.

b) Alternative Methods of Enforcement. This administrative enforcement procedure seeks to gain compliance with certain provisions of the City Code and serves as an alternate to any formal criminal or civil court action. The administrative hearing process provided for in this Section shall be in addition to any other legal or equitable remedy available to the City for City Code violations, except that if a determination is made by the hearing officer pursuant to the hearing process detailed in this Section that a violation did not occur, the City may not then proceed with criminal prosecution of the same act or conduct.

c) Authority to Issue Order to Correct Letters and Administrative Citations. The following City employees and agents are authorized to issue compliance letters and administrative citations for violations of the City Code:

1. Licensed peace officers of the Crosslake Police Department;
2. Planning and Zoning Department Staff;
3. Fire Chief of the Crosslake Fire Department.

d) Administrative Offenses; Schedules of Fines and Fees.

1. Except as noted herein, a violation of any provision of the City Code is an administrative offense which may be subject to an administrative citation and civil penalties pursuant to this ordinance. Each day a violation exists constitutes a separate offense.

a. The following offenses shall not be subject to administrative citation:

- Traffic offenses under Minnesota State Statutes Chapter 169
- Crosslake City Code Sections \_\_\_\_\_

2. An administrative offense may be subject to a civil penalty not exceeding \$2,000.

3. The City Council shall adopt by resolution a schedule of recommended fines for offenses initiated by administrative citation. The City Council is not bound by that schedule when a matter is appealed for administrative review.

4. The City Council may adopt a schedule of fees to be paid to administrative hearing officers.

5. The City Council shall adopt written procedures for administering the administrative citation program.

e) Order to Correct; Administrative Citations. Upon the reasonable belief that an administrative offense has occurred, the City officials listed above shall serve on the violator an order to correct the violation. If compliance is not achieved within the timeline prescribed in the order to correct the violation, the official is authorized to issue an administrative citation. An administrative citation shall be presented in person or by first class mail to the person responsible for the violation. Service shall be deemed complete upon depositing the citation in the United States Mail, properly addressed to last known address of the person to be served and postage prepaid. The citation shall state the following: date, time and nature of the offense, citing the relevant portion of the City Code that was allegedly violated, the amount of the scheduled civil fine, and the manner for paying the fine, a statement that the City Code violation and the amount of the administrative penalty may be contested to be heard before an independent hearing officer by notifying the City Administrator or designated representative in writing within 10 [ten] days of the date of the citation, and a statement that failure to pay the administrative civil penalty may result in it being assessed against the property as provided in Minnesota Statutes Chapter 429.

f) Exceptions to Issuance of Order to Correct Letter. For violations of the following section the City shall not be required to issue a compliance letter and may proceed directly to the issuance of an administrative citation as provided in Section E listed above.

1. Repeat Offender. If the same owner commits a subsequent violation within 12 months after a compliance letter has been issued for the same or similar offense.

2. License Violations. This constitutes any violation of a City Code license requirement including not having a license.

3. Noncriminal Violations of:

- a. Public nuisance.
- b. Unlawful deposit of garbage.
- c. Off road vehicle violations.
- d. Snowmobile violations.
- e. Boating violations.
- f. Animal complaints.
- g. Barking dog violation.
- h. Trespassing in a city park
- i. Skateboards, etc., sidewalks.

4. Land Use Code

We need to determine what other portions of the Code will be covered by this Section.

g) Reasonable Extensions. Following service of the compliance letter, the City shall attempt to work with the owner to resolve the violation, including but not limited to responding to reasonable extensions for compliance.

h) Payment of Penalty and Correction of Violation. If the owner pays the administrative civil penalty and corrects the City Code violation, no further action will be taken against the owner or the owner's real property for that same violation. If payment is made but correction is not accomplished, a subsequent administrative citation may be issued, criminal proceedings may be initiated, or any other proceedings or remedies available in order to enforce correction of the violation. If no payment is made, no correction of the violation is made, and no request for hearing is made in accordance herein, the City may assess the administrative civil penalty against the property owner pursuant to Minnesota Statutes Chapter 429, issue a subsequent administrative citation and commence a new administrative process, initiate criminal proceedings or initiate other enforcement action authorized by law or a combination hereof.

i) Request for Hearing. An owner or occupant may contest the administrative citation and the amount of the fine by requesting a hearing, in writing, within ten [10] days of the date of the citation, to the City Administrator or designated representative.

j) Administrative Hearing Procedure.

1. Hearing Officers. The City Council will periodically approve a list of lawyers, from which the City Administrator will select a Hearing Officer to hear and determine a matter for which the hearing is requested. The person who has requested the hearing has the right to request, no later than fifteen [15] days before the date of the hearing, that the assigned Hearing Officer be removed from the case. One such request for each case will be granted by the City Administrator. A subsequent request must be directed to the assigned Hearing Officer who will decide whether the Hearing Officer can fairly and objectively review the case. If such a finding is made, the Hearing Officer shall remove himself or herself from the case, and the City Administrator shall assign another Hearing Officer. The Hearing Officer is not a judicial officer, but is a public officer as defined by Minnesota Statutes Section 609.415. The Hearing Officer shall not be a current or former employee of the City of Crosslake.

2. Notice of Hearing. Notice of the hearing must be served in person or by first class mail to the person responsible for the violation no less than 20 days in advance of the scheduled hearing, unless a shorter time is accepted by both parties. Service shall be deemed complete upon depositing the Notice of Hearing in the United States Mail, properly addressed to last known address of the person to be served and postage prepaid.

3. Payment for Cost of Hearing. The cost of the hearing shall be borne solely by the non-prevailing party. The City shall provide an estimate of the cost of the hearing at the time of the request for hearing. The City Council has the authority to reduce the non-prevailing party's costs where that party can demonstrate indigency by clear and convincing evidence.

Proof of indigency can be demonstrated by the party's receipt of means tested governmental benefits or a demonstrated lack of assets or current income. Such proof shall be presented to the City Council for determination subsequent to the hearing. However, the Hearing Officer at the time of the hearing shall make specific findings as to whether or not the party is indigent with said findings presented to the City Council. In all cases, where the party requesting the hearing is unable to attend and fails to request a continuance of the hearing at least 48 hours in advance of the scheduled hearing, all costs incurred by the City attributable to the hearing shall be charged to the requesting party.

4. Hearing Procedures. At the hearing, the parties shall have the opportunity to present testimony and question any witnesses, but strict rules of evidence shall not apply. The Hearing officer shall record the hearing and receive testimony and exhibits and the full record of the hearing shall be kept. The Hearing Officer shall receive and give weight to evidence, including hearsay evidence probative value commonly accepted by reasonable and prudent people in the conduct of their affairs.

5. Authority of the Hearing Officer. The Hearing Officer shall determine whether a violation did or did not occur. The Hearing Officer determines that a violation did not occur then the citation shall be dismissed. If the Hearing Officer determines that a violation did occur, then the officer may do any of the following: impose a fine anywhere within or up to, but not exceeding, the maximum penalty for an administrative offense, stay or waive a fine either unconditionally or upon compliance with the appropriate conditions. When imposing a penalty for a violation, the Hearing Officer may consider any or all of the following:

- a. The duration of the violation;
- b. The frequency of recurrence of the violation;
- c. The seriousness of the violation;
- d. The history of the violation;
- e. The violator's conduct after issuance of the notice of hearing;
- f. The good faith effort of the violator to comply;
- g. The economic impact of the penalty on the violator;
- h. The impact of the violation upon the community; and
- i. Any other factors appropriate to just result.

6. Fines for Continuing Violations. The Hearing Officer may exercise discretion to impose a fine for more than one day of a continuing violation but only on a finding that the violation caused a serious threat of harm to the public health, safety or welfare, or the accused intentionally and unreasonably refused to comply with the

Code requirement. The Hearing Officer's decision and supporting reasons for continuing violations must be in writing.

7. Decision of the Hearing Officer. The Hearing Officer shall issue a decision in writing to both parties within ten [10] days of the hearing. Any fines or penalties imposed must be paid no later than 30 days of the date of the Hearing Officer's order. If the fine is not paid, the City may assess the civil penalty against the owner's property pursuant to Minnesota Statutes Chapter 429. If the Hearing Officer determines that no violation occurred, the City may not proceed with criminal prosecution for the same act or conduct. The decision of the Hearing Officer is final and may only be appealed to the Minnesota Court of Appeals by petitioning for a writ of certiorari pursuant to Minnesota Statutes Section 606.01.

k) Payment of Fines. Prior to any assessment for unpaid fines, the City shall seek payment of the fines by notifying the owner of the property in writing of the fine imposed.

l) Assessment Procedure. Unpaid fines including an administrative charge of \$25.00 plus interest of the total balance will be assessed pursuant to Minnesota Statutes Chapter 429, against the property of the owner charged with the violation. For uncorrected or continued violations, the City will correct the violation and assess the charges for doing so.

**SECTION 2.** This Ordinance shall be in full force and effect upon its passage and publication according to law.

Passed by the Crosslake City Council on \_\_\_\_\_, 2015.

\_\_\_\_\_  
Steven Roe  
Its Mayor

ATTEST:

\_\_\_\_\_  
Charlene Nelson  
City Clerk

Published on \_\_\_\_\_, 2015.

THIS DOCUMENT DRAFTED BY:

J. Brad Person  
Breen and Person  
Box 472  
Brainerd, MN 56401