

**CLOSED – SPECIAL COUNCIL MEETING  
CITY OF CROSSLAKE  
MONDAY, APRIL 11, 2016  
6:30 P.M. – CITY HALL**

The City Council will meet on Monday, April 11, 2016 at 6:30 P.M. **Pursuant to Minnesota State Statute 13D.03, the meeting will be closed at 6:30 P.M. for the purpose of discussion related to Union negotiations/strategy.**

**AGENDA  
REGULAR COUNCIL MEETING  
CITY OF CROSSLAKE  
MONDAY, APRIL 11, 2016  
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 March 14, 2016
2. Special Joint Council Meeting with Crosslake Communications Advisory Board Meeting Minutes of March 17, 2016
3. Special Council Meeting Minutes of March 22, 2016
4. City – Month End Revenue Report dated March 2016
5. City – Month End Expenditures Report dated March 2016
6. 3/31/16 Preliminary Budget to Actual Analysis
7. Pledged Collateral Statement dated March 31, 2016
8. Crosslake Communications Balance Sheet, Income Statement, and Detail of Reserve Balances dated January 31, 2016
9. Crosslake Communications Check Register dated 1/1/2016-1/31/2016
10. Customer Counts
11. Police Report for Crosslake – March 2016
12. Police Report for Mission Township – March 2016
13. Fire Department Report – March 2016
14. EDA Meeting Minutes of March 2, 2016
15. Planning and Zoning Commission Meeting Minutes of February 26, 2016
16. Monthly Planning & Zoning Statistics
17. Crosslake Park/Library Commission Meeting Minutes of January 8, 2016
18. Public Works Meeting Minutes of March 7, 2016
19. Minutes of Construction Start Up Conference for County Road 36
20. Letter dated February 29, 2016 from WSN to MN DOT Re: Variance for Dream Island Bridge
21. Letter dated March 21, 2016 from MN DOT Re: Approval of Variance for Dream Island Bridge

22. Crosslake Rolloff Recycling Report for March 2016
23. Waste Partners Recycling Reports for January and February 2016
24. Application/Permit for Display of Fireworks on Saturday, July 2, 2016 from Zambelli Fireworks
25. Approval to Publish Summary of Ordinance No. 332 Granting a Franchise to Crosslake Communications to Construct, Operate and Maintain a Video Delivery System
26. Bills for Approval

**C. CRITICAL ISSUES –**

**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**

1. Memo dated April 11, 2016 from Mayor Roe Re: Commission Appointment (Council Action-Motion)

**F. CITY ADMINISTRATOR'S REPORT**

1. Memo dated April 7, 2016 from City Clerk Re: Ordinance Amendment Permitting On-Sale and Off-Sale Brewer Taproom Licenses (Council Action-Motion)
2. Memo dated April 7, 2016 from City Administrator Dan Vogt Re: Engineering Proposals (Council Action-Motion)

**G. COMMISSION REPORTS**

**1. PLANNING AND ZONING**

- a. Letter dated March 30, 2016 from David Hauser Re: Refund for Variance Application (Council Action-Motion)
- b. Ordinance Naming an Unnamed Road as White Pine Trail and Adding the Road Name to the Master Road Name Index (Council Action-Motion)
- c. Approval to Publish Summary of Ordinance Naming Unnamed Road (Council Action-Motion)

**2. CROSSLAKE COMMUNICATIONS**

- a. John Finke – Subcommittee Report

**3. PUBLIC WORKS/SEWER/CEMETERY**

- a. Approval to Publish Notice for Cemetery Clean Up During Week of May 16th (Council Action-Motion)
- b. Pay Request No. 1 from Pratt's Affordable Excavating (Council Action-Motion)
- c. City of Crosslake and Ideal Township Public Works Services Joint Powers Agreement (Council Action-Motion)
- d. Memo dated 4-7-16 from Ted Strand Re: Surplus Equipment (Council Action-Motion)
- e. Memo dated 4-7-16 from Ted Strand Re: Crack Sealing and Patching (Council Action-Motion)

- f. Memo dated 4-7-16 from Ted Strand Re: Improvements at Wastewater Plant (Council Action-Motion)
- g. Memo dated 4-7-16 from Ted Strand Re: Purchase of New Truck from State Contract (Council Action-Motion)

**4. PARK AND RECREATION/LIBRARY**

- a. Staff Report dated April 6, 2016 from Jon Henke (Council Information)
- b. Staff Report dated April 6, 2016 from Jon Henke Re: Regulation of ROW's That Lead to the Water and the Prevention of AIS Inside the City Limits of Crosslake (Council Action-Motion)

**H. CITY ATTORNEY REPORT**

**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**

B-1.

**REGULAR COUNCIL MEETING  
CITY OF CROSSLAKE  
MONDAY, MARCH 14, 2016  
7:00 P.M. – CITY HALL**

The Crosslake City Council met in the Council Chambers of City Hall on Monday, March 14, 2016. The following Council Members were present: Mayor Steve Roe, Gary Heacox, and Brad Nelson. Dave Schrupp and Mark Wessels were absent. Also present were Finance Director/Treasurer Mike Lyonais, City Clerk Char Nelson, Public Works Director Ted Strand, Park and Rec. Director Jon Henke, Police Chief Bob Hartman, Local Manager of Crosslake Communications Debby Floerchinger, Crow Wing County Land Service Supervisor Chris Pence, City Attorney Brad Person, City Engineer Mark Hallan, Northland Press Reporter Kate Perkins, and Echo Publishing Reporter Dan Determan. There were approximately twelve 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 03R-01-16 WAS MADE BY GARY HEACOX AND SECONDED BY BRAD NELSON TO APPROVE THE ADDITIONS TO THE AGENDA. MOTION CARRIED WITH ALL AYES.
- B. CONSENT CALENDAR** – MOTION 03R-02-16 WAS MADE BY BRAD NELSON AND SECONDED BY GARY HEACOX TO APPROVE THE FOLLOWING ITEMS LISTED ON THE CONSENT CALENDAR:
1. REGULAR COUNCIL MEETING MINUTES OF FEBRUARY 8, 2016
  2. CITY – MONTH END REVENUE REPORT DATED FEBRUARY 2016
  3. CITY – MONTH END EXPENDITURES REPORT DATED FEBRUARY 2016
  4. 2/29/16 PRELIMINARY BUDGET TO ACTUAL ANALYSIS
  5. PLEDGED COLLATERAL STATEMENT DATED FEBRUARY 29, 2016
  6. POLICE REPORT FOR CROSSLAKE – FEBRUARY 2016
  7. POLICE REPORT FOR MISSION TOWNSHIP – FEBRUARY 2016
  8. MEMO DATED MARCH 7, 2016 FROM CHIEF HARTMAN RE: 2016-2017 LAW ENFORCEMENT CONTRACT AND JOINT POWERS AGREEMENT BETWEEN CROSSLAKE AND MISSION TOWNSHIP
  9. FIRE DEPARTMENT REPORT – FEBRUARY 2016
  10. NORTH AMBULANCE RUN REPORT – JANUARY AND FEBRUARY 2016
  11. PLANNING AND ZONING COMMISSION MEETING MINUTES OF JANUARY 22, 2016
  12. MONTHLY PLANNING & ZONING STATISTICS
  13. PUBLIC WORKS MEETING MINUTES OF FEBRUARY 1, 2016
  14. PERMISSION TO ADVERTISE FOR ALTERNATES FOR PUBLIC WORKS COMMISSION
  15. LETTER DATED FEBRUARY 10, 2016 FROM COUNTY ENGINEER RE: BRIDGE MAINTENANCE-DREAM ISLAND BRIDGE
  16. DUE TO VARIOUS SCHEDULING CONFLICTS, THE ENGINEERING PROPOSALS WILL BE REVIEWED AT THE APRIL MEETING INSTEAD OF THE MARCH MEETING AS ORIGINALLY INTENDED
  17. RESOLUTION NO. 16-06 ACCEPTING DONATIONS

- 18. LG220 APPLICATION FOR EXEMPT PERMIT FROM CROSSLAKE COMMUNITY SCHOOL PTO TO CONDUCT RAFFLE
- 19. BILLS FOR APPROVAL IN THE AMOUNT OF \$137,549.66
- 20. CROSSLAKE COMMUNICATIONS CHECK REGISTER FOR 1/1/16-1/31/16 IN THE AMOUNT OF \$393,776.41
- 21. CROSSLAKE COMMUNICATIONS CUSTOMER COUNTS
- 22. CROSSLAKE ROLL-OFF RECYCLING REPORT FOR FEBRUARY 2016
- 23. LG220 APPLICATION FOR EXEMPT PERMIT FROM NORTHERN MN RAILROAD HERITAGE ASSN TO CONDUCT A RAFFLE
- 24. ADDITIONAL BILLS FOR APPROVAL IN THE AMOUNT OF \$25,515.13  
MOTION CARRIED WITH ALL AYES.

**C. CRITICAL ISSUES** – None.

**D. PUBLIC FORUM** – EDA President Patty Norgaard announced that three new businesses are opening in Crosslake: Crosslake Coffee, Passages of Time, and Bait, Tackle and Rentals. Lake Country Crafts & Cones and Cross-Tech Manufacturing have recently completed expansion projects. Ms. Norgaard reported that before making a final decision, the Minnesota Design Team will make a preliminary visit to Crosslake to meet with the “grass roots team” that put the application together. A presentation of the Crow Wing County Housing Study will be given at the next EDA meeting on April 6<sup>th</sup> at 8:30 A.M. All are welcome.

Cindy Myogeto, Mike O’Connell, and Laura Goerges of the St. Patrick’s Day parade committee thanked many people and organizations for the successful weekend. An application for a “sister city” will be submitted shortly. The committee hopes to receive a city in Ireland.

**E. MAYOR’S REPORT** –

1. Mayor Roe reported that the City received requests for funding from Crow Wing County Historical Society and the Paul Bunyan Scenic Byway Association (PBSBA). The City has given funds to PBSBA in the past. The Council thought it would be better to contribute to the local historical society rather than the county. MOTION 03R-03-16 WAS MADE BY BRAD NELSON AND SECONDED BY GARY HEACOX TO CONTRIBUTE \$200 TO PAUL BUNYAN SCENIC BYWAY ASSOCIATION. MOTION CARRIED WITH ALL AYES.

Mayor Roe reported that there have been requests to have more lighting near Andy’s. Mayor Roe suggested that action on this request be postponed until the Minnesota Design Team completes their study.

Mayor Roe reported that he received a complaint from a resident on Sand Pointe Drive who cannot hear the emergency siren. Public Works will be looking into this. Residents should contact the City if there are issues with the sirens near their residence.

Mayor Roe suggested that the Council consider hiring a full-time administrator because he is taking on tasks that would fall under an administrator’s job description.

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

1. The Council set the date to review the City's 2015 Financial Statement with the auditors from Clifton Larson Allen on Thursday, April 14<sup>th</sup> at 3:00 P.M.

## **G. COMMISSION REPORTS**

### **1. CROSSLAKE COMMUNICATIONS**

- a. Local Manager Debby Floerchinger presented the highlights report for February 2016. Staff continues to install the equipment for the E-7 fiber conversion. A joint meeting with the Council and Advisory Board has been scheduled for March 17<sup>th</sup> at 9:00 A.M. to review the annual audit of Crosslake Communications.

Consultant John Finke gave an update from the Crosslake Communications Vision Subcommittee. The legal team determined that a public vote was not required to sell the phone company. Because Crosslake Communications is part of the City, a public bid process is required, rather than a private search for potential buyers. This process allows any and all companies to submit a bid and negotiations will not be allowed. The subcommittee wants to move forward with the bid process at this time. The timeline for the process would be to advertise for bids by the end of March or early April, receive bids in early May, and make a decision by mid-May. The Council would have the final vote whether or not to proceed with a sale or merger.

A resolution approving the issuance of request for bids was presented to the Council for approval. Mayor Roe argued that the proposed resolution was inaccurate because it referred to a previous resolution that was adopted. The Council never approved a resolution to consider strategic alternatives for the sale of the company. Mayor Roe asked if a public hearing was required. Attorney Person responded that there is no requirement for a public hearing but that the Council could hold one if they choose. This would delay the proposed timeline. Mayor Roe stated that he is not convinced that the City should sell Crosslake Communications. John Finke reported that there will be several conditions in the bids to make sure companies have the same philosophies as Crosslake Communications.

Brad Nelson stated that he was confused and disappointed by the Mayor's comments. This process has been open and discussed at many meetings. The subcommittee was given direction from the Council to find strategic alternatives for the sale of the company and they have put many hours into this project. Mayor Roe stated that potential services and features are more important than a selling price. Brad Nelson replied that the price does not have to be the determining factor of the bids.

MOTION 03R-04-16 WAS MADE BY GARY HEACOX AND SECONDED BY BRAD NELSON TO ADOPT RESOLUTION NO. 16-07 APPROVING THE ISSUANCE OF REQUEST FOR BIDS RE: SALE OF CROSSLAKE COMMUNICATIONS ASSETS WITH THE FOLLOWING CHANGE: REPLACE THE WORD "RESOLUTION" WITH "MOTION". Steve Roe asked if the Council

should take comments from the public first. Brad Nelson replied that the Council has no information to give the public until the bids are received. MOTION APPROVED 2-1 WITH ROE OPPOSED.

Mike Winkels, Advisory Board Chair and subcommittee member addressed the Council and stated that he understands the Mayor's concerns; however, moving forward with the request for bids is the best thing to do at this time.

## **2. PUBLIC WORKS/SEWER/CEMETERY**

- a. MOTION 03R-05-16 WAS MADE BY GARY HEACOX AND SECONDED BY BRAD NELSON TO APPROVE CHANGE ORDER NO. 1 FROM PRATT'S AFFORDABLE EXCAVATING TO EXTEND THE COMPLETION DATE OF THE MILINDA SHORES BRIDGE STABILIZATION PROJECT TO AUGUST 1, 2016. MOTION CARRIED WITH ALL AYES.
- b. The Council reviewed a letter dated March 7, 2016 from WSN regarding proposal for engineering services for 2016 street improvements. The estimated cost for the project is \$400,000. The 2016 Budget includes \$340,000 for road projects and the City carried over \$60,000 from 2015 for projects that were not completed. Reduced oil prices make this a good time to do projects. The 2016 projects include South Landing intersection with Manhattan Point Blvd, South Land Road, Urbans Point Road, Forest Lodge Road, Fire Hall parking lot, USACE (Andy's) parking lot, and the remainder of Dream Island Bridge. The Council will have the choice to accept or reject the bids. MOTION 03R-06-16 WAS MADE BY BRAD NELSON AND SECONDED BY GARY HEACOX TO APPROVE ENGINEERING SERVICES AT A COST OF \$46,300 FOR 2016 STREET IMPROVEMENTS. MOTION CARRIED WITH ALL AYES.
- c. The Council reviewed a resolution requesting a variance from the State regarding the design of Dream Island Bridge. The variance would allow narrower lanes and reduced speed. If approved by the State, there would be less impact to the abutting properties. MOTION 03R-07-16 WAS MADE BY STEVE ROE AND SECONDED BY BRAD NELSON TO APPROVE RESOLUTION NO. 16-08 REQUESTING A VARIANCE FROM STANDARD FOR STATE AID OPERATION FOR PROJECT NO. S.A.P. 018-597-009 DREAM ISLAND BRIDGE. MOTION CARRIED WITH ALL AYES.
- d. MOTION 03R-08-16 WAS MADE BY GARY HEACOX AND SECONDED BY BRAD NELSON TO APPROVE THE PURCHASE OF EXMARK SPREADER SPRAYER MODEL #SSS270CSB00000 IN THE AMOUNT OF \$7,759. Ted Strand stated that they have a secure location to store the chemicals and that one of his employees is a licensed applicator. MOTION CARRIED WITH ALL AYES.

## **3. PARK AND RECREATION/LIBRARY**

- a. Jon Henke gave the Council an update on AAA classes, tax preparation services, and a new fundraiser called the Whitefish Warrior. MOTION 03R-09-16 WAS MADE BY GARY HEACOX AND SECONDED BY STEVE ROE TO ALLOW THE PARK DIRECTOR TO HIRE UP TO THREE PART-TIME EMPLOYEES TO COVER VARIOUS SHIFTS AT THE COMMUNITY CENTER DURING

NORMAL BUSINESS HOURS. Jon Henke reported that one employee is experiencing health issues and that it has been difficult to cover the weekend shifts with current staff. MOTION CARRIED WITH ALL AYES.

MOTION 03R-10-16 WAS MADE BY GARY HEACOX AND SECONDED BY BRAD NELSON TO APPROVE THE PURCHASE OF HAR TRU FROM FINLEY BROTHERS INC IN THE AMOUNT OF \$4,620. Har Tru is special clay that is used for bocce ball courts. Staff will install the material. The PAL Foundation donated \$4,620 for this project. MOTION CARRIED WITH ALL AYES.

**4. PLANNING AND ZONING**

- a. Chris Pence reported that legal training is available for the Planning Commission/Board of Adjustment. Attorney Paul Reuvers, hired by the League of MN Cities to defend the City's land use appeals, has offered to attend and observe the Planning Commission/Board of Adjustment meeting on May 27th and afterwards discuss with the commission members, staff and Council the legalities of the applications and effective ways to respond to these requests. MOTION 03R-11-16 WAS MADE BY STEVE ROE AND SECONDED BY GARY HEACOX TO HIRE PAUL REUVERS AT A COST NOT TO EXCEED \$2,000 TO CONDUCT A REVIEW OF THE PLANNING COMMISSION MEETING AND OFFER LEGAL ADVICE TO THE MEMBERS. MOTION CARRIED WITH ALL AYES.

**H. CITY ATTORNEY REPORT** – None.

**I. OLD BUSINESS** – None.

**J. NEW BUSINESS** – None.

**K. PUBLIC FORUM** – None.

**L.** The Mayor adjourned the meeting at 8:25 P.M.

Respectfully submitted by,

Charlene Nelson  
City Clerk  
City Clerk/Minutes/3-14-16

B.2.

CROSSLAKE COMMUNICATIONS ADVISORY BOARD/COUNCIL MEETING  
THURSDAY, MARCH 17, 2016

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, Alternate Doug Benzer and Dave Fischer. Members absent: Steve Kollman, Ann Schrupp and Jim Talbott. Also present were General Manager Kevin Larson, Local Manager Debby Floerchinger, Accountant Cyndi Perkins, Council Member Brad Nelson, Mayor Steve Roe, Finance Director/Treasurer Mike Lyonais, Helen Fraser, Patty Norgaard and Pat Powers from Olsen Thielen.

**Actions Taken:**

1. **The Crosslake Communications Advisory Board recommends to the City Council approval of Cable TV Rate Increase as follows:**

Basic TV	\$39.98
Expanded Basic	\$81.80
Digital	\$95.34

**along with associated packages.**
2. **The Crosslake Communications Advisory Board Recommends to the City Council approval of the Cable TV Franchise Agreement.**
3. **The Crosslake Communications Advisory Board Recommends to the City Council approval of the Employee Retention Agreement for the Local Manager and Accountant.**

The Minutes of the January 29, 2016 meeting were reviewed. Dave Fischer moved to approve the Minutes as presented. Second by Doug Benzer. All in favor, motion carried.

The Financial Statements for January 2016 were reviewed. Dave Fischer moved to approve the January 2016 Financial Statements. Second by Doug Benzer. All in favor, motion carried.

The Check Disbursements for January 2016 were reviewed. Mike Winkels moved to approve the January 2015 Check Disbursements. Second by Doug Benzer. All in favor, motion carried.

**COMMUNICATIONS**

- 1) Operations Report.
  - Debby reported that we had a slow start in 2016 in getting conversions done. We have been installing the shelves in the cabinets which will give us a much bigger pool of customers to schedule from. From January through last Friday, we have done 300 conversions. We have a total of 700 so we are almost half way there. Our goal is to have them completed by the end of June. It has been hard connecting with customers since so many are on vacation. With the weather being so nice, we anticipate having an

early return which will help. In order to keep our costs down, we are trying to juggle equipment by working on one shelf at a time. That in itself poses problems because the customers are on specific shelves and in order to remove a shelf, we need to have all customers off of that shelf. It's similar to working with a puzzle. With an even heavier workload, I have been relying on Jason Atwater from CTC to help more with the techs by making sure they have what they need to complete the process.

- The CSRs have been helping the scheduler call customers to set up appointments. They have also been doing a lot of clean-up work and helping me get documents and information ready for the data room.
  - Cyndi and I have been buried with pulling information together for the data room along with our everyday jobs.
  - Josh from CTC continues to assist us with computer upgrades, repairs and general Internet issues. We have changed his hours to Monday/Thursday and telephone support on Tuesday/Wednesday/Friday. He has noticed that things have picked up for him in the past couple of weeks.
- 2) Cable TV Programming Contracts. Debby reported that after taking AMC off the air, we were notified by FOX that we would need to put two of their channels on Expanded Basic in accordance with their contract. If you will recall, we had planned on putting INSP on to replace AMC. FOX said that replacing a channel was the same as adding a channel and that triggered the clause in their contract. The cost of these two "sports" channels was equivalent to the cost of AMC/IFC. We did hear from several customers (including an editorial) that they missed their "movies" on AMC. We had to make the decision of removing AMC all together and not replacing it or just adding it back on. We decided to add it back in our channel lineup.

We have added Hallmark Movies and Mysteries to the Digital line up on channel 361. IFC was also replaced on channel 365.

As I reported last month, NBCU was finalized and we renewed it. The impact of that renewal was \$0.70 per sub for 12 channels.

The Turner Network Services agreement was also renewed. There was no increase in programming costs this year. The catch in this contract negotiation was the penetration level. They were requiring a high penetration for their programming and if the penetration was not met, there was a penalty. The NCTC was able to get the penetration piece to a level that was more accommodating. We have renewed this contract.

- 3) Cable TV Rate Increase. Cyndi reviewed the programming and plant costs with the Advisory Board. She noted that we did not raise rates enough back in 2014 to cover the shortage at that time. That shortage is showing up in the difference today. The Advisory Board felt that we should raise rates to make up the difference. Dave Fischer moved to recommend to the City Council cable TV rate increases as follows:

Basic TV	\$39.98
Expanded Basic	\$81.80
Digital	\$95.34

along with associated packages. Second by Doug Benzer. All in favor, motion carried.

- 4) CATV Franchise Agreement. Kevin reported that the Cable TV Franchise Agreement with the city expired in 2013. We have updated the agreement and have had Brad Person review and approve it. Mike Winkels moved to recommend to the City Council approval of the Cable TV Franchise Agreement. Second by Doug Benzer. All in favor, motion carried.
  
- 5) Underground Fuel Tank. Kevin reported that we had budgeted to replace the standby generator. After giving it further thought, and not knowing what a future company may want for a generator, we have decided it might be better to wire the switch with a plug for an auxiliary standby generator. CTC has a standby generator that they would be able to loan for an extended time. Cyndi also noted that we have a 550 gallon underground fuel tank for the standby generator. This fuel tank is not registered with the State, was installed in 1989 and has not been monitored for many years and has not been tested. The cost for the testing is comparable to the cost to remove the tank. Cyndi has received an estimate of \$5,000 to remove the tank and \$3,700 to do the soil borings and testing. We want to make sure that there is no environmental hazard. We would like to take a proactive approach and make sure there is no future liability. The Advisory Board was in agreement that this needs to be taken care of.
  
- 6) Subcommittee Update. Debby gave the same report that John Finke had given at the March 14<sup>th</sup> council meeting. The question about the need for a referendum has been resolved and confirmed by Attorney Person that we do not need to go to a vote of the citizens. We have also learned that the sale will need to go through a public bid process. We reviewed the requirements with the subcommittee and have modified our approach to fit the requirements. We do not need to take highest bidder.

Gary Heacox joined the meeting at 8:45 am.

## PERSONNEL

- 1) Retention Agreement. Kevin reported that Debby and Cyndi have been pulling all the information together for the data room in addition to their jobs. Kevin has had a conversation with John Finke and his HR Manager, Kristi Westbrook, and in these types of processes, there are key people who have institutional knowledge about the organization and are quite important to the process. As the management company, Kevin is concerned about the stress and uncertainty that we are injecting into the operation. In talking with Mr. Finke, and his HR Director, and with the sub-committee's support, Kevin recommends offering a Retention Agreement with milestones. He feels it is imperative that Cyndi and Debby have a feeling that they are an important piece of the

sales process for doing all this work while they are in an unstable environment. In addition, it's important to CTC to continue to fulfill it's contractual obligation in providing the citizens with good service throughout this whole process. There is no payment if they do not fulfill the requirements of this agreement. Mike Winkels moved to recommend to the City Council approval of the Retention Agreement for the Local Manager and Accountant. Second by Dave Fischer. All in favor, motion carried.

OPEN FORUM – None.

The next Regular Meeting of the Advisory Board will be Tuesday, April 26, 2016 at 8:00 am at Crosslake Communications.

The meeting was recessed at 9:02 am.

Council Members Mayor Steve Roe and Gary Heacox joined the Advisory Board Meeting. Mayor Steve Roe called the Council meeting to order at 9:08 am.

The Advisory Board meeting was resumed at 9:08 am.

- 1) Audit Review. Pat Powers from Olsen Thielen Co., Ltd. was present to review the 2015 Audit for Crosslake Communications. Effective 2016, Crosslake Communications adopted a new accounting standard, GASB 68, relating to pensions. The auditors were up here in January for the final audit. The staff of Crosslake Communications was very well prepared. There were a couple of adjustments to the year-end financial statements. The biggest one being the PERA liability and reflecting that liability on the financial statements. The information came out in mid-February and is done by PERA as a whole. Once they received that information they were able to incorporate it into the financial statements. The other adjustment was a debt issuance cost. Pat noted two deficiencies both inherent with small staff. Mark Wessels joined the meeting at 9:37 am. MOTION 03S1-01-16 WAS MADE BY GARY HEACOX, SECONDED BY BRAD NELSON TO APPROVE THE 2015 AUDIT FOR CROSSLAKE COMMUNICATIONS. MOTION CARRIED 4-0.
  
- 2) Cable TV Franchise Agreement. Kevin reported that the existing Cable TV Franchise Agreement expired in 2013. We have prepared a new Agreement and Attorney Brad Person has reviewed and approved it. The purpose of the Franchise Agreement is to protect the city going forward and we felt it was necessary to have this in place. The term is for 15 years and is nonexclusive. MOTION 03S1-02-16 WAS MADE BY MARK WESSELS AND SECONDED BY GARY HEACOX TO APPROVE ORDINANCE NO. 332 REGARDING THE CABLE TV FRANCHISE AGREEMENT. MOTION CARRIED 4-0.

- 3) Cable TV Programming Costs. Kevin reported that the programming costs continue to go up. At this morning's Advisory Board meeting, the Board made a recommendation to the City Council for approval of the following Cable TV rate increases to cover additional programming costs:

Basic increase of \$2.49 for a total of \$39.98/month  
Expanded Basic increase of \$9.85 for a total of \$81.80/month  
Digital increase of \$9.85 for a total of \$95.34/month.  
All packages will also be increased according to these increases.

With the assistance of CTC Marketing staff, we will prepare a letter and informational piece to mail to each customer. The rate increase would be effective May 1, 2016.

MOTION 03S1-03-16 BY STEVE ROE TO INCREASE CABLE TV RATES EFFECTIVE MAY 1, 2016 AS FOLLOWS:

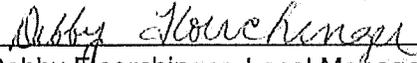
Basic increase of \$2.49 for a total of \$39.98/month  
Expanded Basic increase of \$9.85 for a total of \$81.80/month  
Digital increase of \$9.85 for a total of \$95.34/month.  
All packages will also be increased according to these increases.

SECONDED BY BRAD NELSON. MOTION CARRIED 4-0.

- 4) Employee Retention Agreement. Kevin reported that subcommittee consultant John Finke, CTC HR Manager Kristi Westbrook and he have talked about how critical it is to have two key employees while working through the potential sale of Crosslake Communications and providing excellent customer service to the citizens of Crosslake. They had an employee retention agreement drafted for the local manager and the accountant to encourage them to stay during this process. If one or both were to come to leave in the next couple of weeks with another offer, we would be in jeopardy at this critical time. Kevin, John and Kristi are proposing that a retention agreement be adopted that would give these two individuals an incentive to stay to the end. No payment would be made until there is a change of control or until a time when the city votes not to do anything. We need them to help the subcommittee develop and submit the necessary information for potential buyers. The Advisory Board made a recommendation this morning requesting that the City Council implement an Employee Retention Agreement for those two individuals. All other Crosslake Communications employees are covered under the IBEW Union Agreement. MOTION 03S1-04-16 BY MARK WESSELS TO APPROVE THE EMPLOYMENT RETENTION AGREEMENT SUBJECT TO CITY ATTORNEY APPROVAL. SECONDED BY GARY HEACOX. MOTION CARRIED 4-0.

MOTION 03S1-0516 WAS MADE BY MARK WESSELS AND SECONDED BY GARY HEACOX TO ADJOURN THE MEETING AT 10:25 AM. MOTION CARRIED WITH ALL AYES.

Mike Winkels moved to adjourn the meeting at 10:25 am. Second by Dave Fischer.

  
\_\_\_\_\_  
Debby Floerchinger, Local Manager

B.3.

**SPECIAL COUNCIL MEETING  
CITY OF CROSSLAKE  
MONDAY, MARCH 22, 2016  
5:30 P.M. – CITY HALL**

The Crosslake City Council met in the Council Chambers of City Hall on Tuesday, March 22, 2016. The following Council Members were present: Mayor Steve Roe, Brad Nelson, Gary Heacox, Mark Wessels. Dave Schrupp was present via Skype. City Administrator/Consultant Dan Vogt was present via telecom. Also present were Finance Director/Treasurer Mike Lyonais, City Clerk Char Nelson, Public Works Director Ted Strand, Police Chief Bob Hartman, Police Officer Bobby Willard, Crosslake Communications Employees Lydia Orlando, Ron Schmidt, Bill Gordon, and Northland Press Reporter Kate Perkins. There were four people in the audience.

Mayor Roe called the Special Council Meeting to order at 5:30 P.M. The Pledge of Allegiance was recited. Mayor Roe stated that he called this meeting so that the Council could reconsider the special retention agreement with two employees from Crosslake Communications that was approved at the Special Meeting on 3-17-16. A MOTION WAS MADE BY MAYOR ROE AND SECONDED BY DAVE SCHRUPP TO RECONSIDER AND REVIEW THE RETENTION AGREEMENT. Mayor Roe requested Council comments.

Mayor Roe stated that the Council did not follow the proper process in approving the agreement. Once drafted, the agreement should have been reviewed by the Personnel Committee and Administration. The first time the Mayor saw the agreement was at the meeting of 3-17-16.

Brad Nelson stated that the retention of the two employees in question is necessary and crucial to the process of obtaining bids and completing the sale of Crosslake Communications. The agreement was recommended for approval by consultants working with Crosslake Communications and reviewed by two attorneys. Mr. Nelson admits that the process could have been handled better but that this needs to be approved. Mr. Nelson stated that the City should not be running a business and that he was not concerned about how other employees viewed the issue.

Mark Wessels stated that against his usual practice, he voted for the agreement before he looked at it. Mr. Wessels agreed that it should have been reviewed by Administration Staff but that he is still in favor of the agreement. Mr. Wessels stated that the two employees are important and needed during this stressful time. Mr. Wessels stated that he would consider changing the wording from “retention” agreement to “severance or bonus” agreement.

Dave Schrupp stated that the situation is unfortunate for all of the Crosslake Communications employees and that employee morale is shot throughout the City. Mr. Schrupp suggested that the buyer be responsible for the payment of the retention agreement or that CTC employees fill in as needed should employees terminate employment.

Gary Heacox stated that these types of agreements are common in the private sector and that this should not be compared to other employees in the City because they are not going to lose their jobs.

Dave Schrupp asked if the City had a severance policy. The City does not have a written policy, just past practice. Gary Heacox stated that the past employees who were terminated were not working to help eliminate their own positions and that the two Crosslake Communications employees have had to take on extra work.

Mayor Roe stated that he has difficulty paying managers extra for something they are expected to do. Although this is a difficult situation for these two employees, it is brutally difficult for the rest of the employees to watch this type of special treatment. The City is a whole team that includes the phone company. Mayor Roe asked that the City Administrator comment.

Dan Vogt stated that he and the City's labor attorney thought that the agreement should be rescinded. The public sector is different than the private sector. Mr. Vogt suggested that the wording of the agreement be changed and that a redrafted agreement be reviewed by the Advisory Board and Personnel Committee before coming to the Council for consideration. Mr. Vogt thought that the dollar amount associated with the agreement was extreme and the labor attorney was concerned that this could make union negotiations more difficult.

Dave Schrupp added that the City has employees that don't even make \$30,000 in a year. Dan Vogt stated that his and the labor attorney's recommendation would be to rescind the agreement, although the Council needed to make the final decision. They suggested that a severance agreement be offered if the company ceases to exist.

Brad Nelson stated that he is concerned that this is a tactic to delay the process of selling Crosslake Communications. He is okay if the intent is to rescind, review and return with new draft. Mayor Roe replied that he is not trying to delay the process. Dave Schrupp stated that he is still in favor of moving ahead with the process and suggested that a severance policy be adopted that was based on years of service and current salary.

Mark Wessels stated that the intent of the agreement is to stop these two employees from job seeking and that he wants to leave the agreement as is. Brad Nelson stated that the proper process should be followed and although he is not happy about it, he will do it.

MOTION 03S2-01-16 WAS MADE BY STEVE ROE AND SECONDED BY DAVE SCHRUPP TO RESCIND THE SPECIAL RETENTION AGREEMENT WITH TWO CROSSLAKE COMMUNICATIONS EMPLOYEES AND TO SEND A REDRAFTED AGREEMENT THROUGH THE PROPER CHANNELS. MOTION CARRIED 3-2 WITH HEACOX AND WESSELS OPPOSED. Original motion was dropped and reworded.

The Mayor adjourned the meeting at 6:00 P.M.

Respectfully submitted by,

Charlene Nelson  
City Clerk  
City Clerk/Minutes/3-22-16

B.  
4.

## CITY OF CROSS LAKE

### Month-End Revenue

Current Period: MARCH 2016

SRC	SRC Descr	2016 Budget	MARCH 2016 Amt	2016 YTD Amt	2016 YTD Balance	2016 % of Budget
FUND 101 GENERAL FUND						
31000	General Property Taxes	\$2,843,909.00	\$0.00	\$0.00	\$2,843,909.00	0.00%
31055	Tax Incr 1-8 Crosswoods Dev	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31101	County Payment Joint Facility	\$112,467.00	\$0.00	\$104,186.72	\$8,280.28	92.64%
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%
31310	2012 Series A Levy	\$123,249.00	\$0.00	\$0.00	\$123,249.00	0.00%
31800	Other Taxes	\$1,500.00	\$4,158.13	\$4,158.13	-\$2,658.13	277.21%
31900	Penalties and Interest DelTax	\$1,000.00	\$0.00	\$1,121.46	-\$121.46	112.15%
32110	Alcoholic Beverages	\$16,000.00	\$0.00	\$0.00	\$16,000.00	0.00%
32111	Club Liquor License	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
32112	Beer and Wine License	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
32180	Other Licenses/Permits	\$200.00	\$100.00	\$150.00	\$50.00	75.00%
33400	State Grants and Aids	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
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	\$0.00	\$2,000.00	0.00%
33417	Police State Aid	\$33,000.00	\$0.00	\$0.00	\$33,000.00	0.00%
33418	Fire State Aid	\$28,000.00	\$0.00	\$0.00	\$28,000.00	0.00%
33419	Fire Training Reimbursement	\$0.00	\$230.00	\$4,840.00	-\$4,840.00	0.00%
33420	Insurance Premium Reimburse	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
33422	PERA State Aid	\$2,979.00	\$0.00	\$0.00	\$2,979.00	0.00%
33423	Insurance Claim Reimbursement	\$0.00	\$1,123.26	\$8,526.91	-\$8,526.91	0.00%
33650	Recycling Grant	\$29,200.00	\$0.00	\$29,200.00	\$0.00	100.00%
34000	Charges for Services	\$200.00	\$10.00	\$10.00	\$190.00	5.00%
34010	Sale of Maps and Publications	\$30.00	\$0.00	\$0.00	\$30.00	0.00%
34050	Candidate Filing Fees	\$20.00	\$0.00	\$0.00	\$20.00	0.00%
34103	Zoning Permits	\$28,000.00	\$5,800.00	\$6,550.00	\$21,450.00	23.39%
34104	Plat Check Fee/Subdivision Fee	\$1,000.00	\$850.00	\$1,250.00	-\$250.00	125.00%
34105	Variances and CUPS/IUPS	\$8,800.00	\$1,500.00	\$2,500.00	\$6,300.00	28.41%
34106	Sign Permits	\$500.00	\$100.00	\$100.00	\$400.00	20.00%
34107	Assessment Search Fees	\$800.00	\$75.00	\$185.00	\$615.00	23.13%
34108	Zoning Misc/Penalties	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
34109	Zoning Reimb Eng/Legal/Survey	\$2,500.00	\$0.00	\$0.00	\$2,500.00	0.00%
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	\$1,100.00	\$1,350.00	\$2,650.00	33.75%
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	\$0.00	\$200.00	0.00%
34202	Fire Protection and Calls	\$31,250.00	\$18,242.91	\$25,291.94	\$5,958.06	80.93%
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	\$16,000.00	\$32,000.00	33.33%
34211	Police Donations	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34213	Police Receipts	\$5,000.00	\$0.00	\$0.00	\$5,000.00	0.00%
34214	Tac Team Donations	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34215	Pass Thru Donations	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34300	E911 Signs	\$1,000.00	\$300.00	\$400.00	\$600.00	40.00%
34700	Park & Rec Donation	\$300.00	\$20.00	\$20.00	\$280.00	6.67%

CITY OF CROSS LAKE

Month-End Revenue

Current Period: MARCH 2016

SRC	SRC Descr	2016 Budget	MARCH 2016 Amt	2016 YTD Amt	2016 YTD Balance	2016 % of Budget
34701	Halloween Donations	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34711	Taxable Merchandise/Rentals	\$200.00	\$50.00	\$90.00	\$110.00	45.00%
34740	Park Concessions	\$500.00	\$35.00	\$67.00	\$433.00	13.40%
34741	Gen Gov t Concessions	\$100.00	\$48.40	\$108.76	-\$8.76	108.76%
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	\$16.00	\$16.00	-\$16.00	0.00%
34750	CCC/Park User Fee	\$3,800.00	\$213.00	\$473.00	\$3,327.00	12.45%
34751	Shelter/Beer/Wine Fees	\$300.00	\$0.00	\$0.00	\$300.00	0.00%
34760	Library Cards	\$1,300.00	\$86.00	\$178.00	\$1,122.00	13.69%
34761	Library Donations	\$500.00	\$0.00	\$75.00	\$425.00	15.00%
34762	Library Copies	\$300.00	\$32.15	\$83.95	\$216.05	27.98%
34763	Library Events	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
34764	Library Miscellaneous	\$50.00	\$0.00	\$0.00	\$50.00	0.00%
34765	Summer Reading Program	\$300.00	\$0.00	\$0.00	\$300.00	0.00%
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	\$0.00	\$1,000.00	0.00%
34769	PAL Foundation - Park	\$6,000.00	\$132.00	\$4,752.00	\$1,248.00	79.20%
34770	Silver Sneakers	\$6,000.00	\$653.50	\$1,968.50	\$4,031.50	32.81%
34790	Park Dedication Fees	\$1,000.00	\$0.00	\$6,000.00	-\$5,000.00	600.00%
34800	Tennis Fees	\$1,100.00	\$0.00	\$0.00	\$1,100.00	0.00%
34801	Recreational-Program	\$3,000.00	\$94.00	\$559.00	\$2,441.00	18.63%
34802	Softball/Baseball Fees	\$1,300.00	\$0.00	\$0.00	\$1,300.00	0.00%
34803	Recreation-Misc. Receipts	\$1,200.00	\$0.00	\$24.00	\$1,176.00	2.00%
34805	Aerobics Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34806	Weight Room Fees	\$30,000.00	\$3,524.00	\$8,635.50	\$21,364.50	28.79%
34807	Volleyball Fees	\$500.00	\$40.00	\$341.00	\$159.00	68.20%
34808	Silver and Fit	\$10,000.00	\$0.00	\$2,075.00	\$7,925.00	20.75%
34809	Soccer Fees	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
34910	Transit Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34940	Cemetery Lots	\$3,000.00	\$250.00	\$250.00	\$2,750.00	8.33%
34941	Cemetery Openings	\$3,500.00	\$500.00	\$800.00	\$2,700.00	22.86%
34942	Cemetery Other	\$450.00	\$0.00	\$0.00	\$450.00	0.00%
34950	Public Works Revenue	\$1,500.00	\$0.00	\$267.50	\$1,232.50	17.83%
34952	County Joint Facility Payments	\$45,000.00	\$0.00	\$0.00	\$45,000.00	0.00%
34953	Recycling Revenues	\$50.00	\$30.50	\$32.50	\$17.50	65.00%
35100	Court Fines	\$10,000.00	\$430.52	\$536.88	\$9,463.12	5.37%
35103	Library Fines	\$600.00	\$55.00	\$87.00	\$513.00	14.50%
35105	Restitution Receipts	\$1,000.00	\$107.80	\$107.80	\$892.20	10.78%
36200	Miscellaneous Revenues	\$500.00	\$20.00	\$1,020.00	-\$520.00	204.00%
36201	Misc Reimbursements	\$0.00	\$2,279.36	\$4,118.92	-\$4,118.92	0.00%
36202	LIBRARY GRANTS	\$5,000.00	\$5,000.00	\$5,000.00	\$0.00	100.00%
36210	Interest Earnings	\$3,000.00	\$383.65	\$1,154.33	\$1,845.67	38.48%
36230	Contributions and Donations	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36254	Sp Assess Prin-Sunrise Isl 11	\$3,062.00	\$0.00	\$0.00	\$3,062.00	0.00%
36255	Sp Assess Int-Sunrise Isl 11	\$812.00	\$0.00	\$93.01	\$718.99	11.45%
38050	Telephone Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
38051	Telephone True-Up	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
38052	Telephone Miscellaneous Rev	\$25,000.00	\$0.00	\$1,032.67	\$23,967.33	4.13%
39101	Sales of General Fixed Assets	\$0.00	\$0.00	\$2,000.00	-\$2,000.00	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: MARCH 2016

SRC	SRC Descr	2016 Budget	MARCH 2016 Amt	2016 YTD Amt	2016 YTD Balance	2016 % 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	\$0.00	\$0.00	0.00%
39330	Proceeds from Capital Lease	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
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		\$3,502,028.00	\$47,590.18	\$247,787.48	\$3,254,240.52	7.08%
FUND 301 DEBT SERVICE FUND						
31000	General Property Taxes	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31001		\$0.00	\$0.00	\$0.00	\$0.00	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	\$0.00	\$0.00	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	\$0.00	\$0.00	0.00%
31302	1999 Series B Levy	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31303	2001 Series A Levy	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31304	2002 Series A 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%
31306	2003 Disposal System Levy	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31307	2004 Series A Levy	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31308	2006 Series B Levy	\$137,746.00	\$0.00	\$0.00	\$137,746.00	0.00%
31309	2006 Series C Levy	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31310	2012 Series A Levy	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31311	2015 GO Equip Certs 2015B	\$10,473.00	\$0.00	\$0.00	\$10,473.00	0.00%
31900	Penalties and Interest DelTax	\$500.00	\$0.00	\$31.53	\$468.47	6.31%
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 Assess Prin Ox Lake 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36106	Sp Assess 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	\$0.00	\$0.00	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	\$0.00	\$0.00	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%

CITY OF CROSS LAKE

Month-End Revenue

Current Period: MARCH 2016

SRC	SRC Descr	2016 Budget	MARCH 2016 Amt	2016 YTD Amt	2016 YTD Balance	2016 % of Budget
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%
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%

CITY OF CROSS LAKE

Month-End Revenue

Current Period: MARCH 2016

SRC	SRC Descr	2016 Budget	MARCH 2016 Amt	2016 YTD Amt	2016 YTD Balance	2016 % of Budget
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%
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	\$0.00	\$0.00	0.00%
36196	SpAssess Int ABC Drive	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36197	SpAssess Prin Wildwood/White B	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36198	SpAssess Int Wildwood/White B	\$0.00	\$0.00	\$0.00	\$0.00	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	\$2,530.00	\$0.00	\$0.00	\$2,530.00	0.00%
36245	Sp Assess Int - Duck Lane	\$140.00	\$0.00	\$0.00	\$140.00	0.00%
36246	Sp Assess Prin - Sunset Drive	\$2,989.00	\$0.00	\$0.00	\$2,989.00	0.00%
36247	Sp Assess Int - Sunset Drive	\$164.00	\$0.00	\$0.00	\$164.00	0.00%
36248	Sp Assess Prin - Maroda Drive	\$1,105.00	\$0.00	\$0.00	\$1,105.00	0.00%
36249	Sp Assess Int - Maroda Drive	\$61.00	\$0.00	\$0.00	\$61.00	0.00%
36250	Sp Assess Prin - Johnie/Rober	\$4,270.00	\$0.00	\$0.00	\$4,270.00	0.00%
36251	Sp Assess Int - Johnie/Robert	\$235.00	\$0.00	\$11.18	\$223.82	4.76%
36252	Sp Assess Prin - Brita/Pinevie	\$16,137.00	\$0.00	\$0.00	\$16,137.00	0.00%
36253	Sp Assess Int - Brita/Pineview	\$888.00	\$0.00	\$0.00	\$888.00	0.00%
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	\$0.00	\$0.00	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		\$177,738.00	\$0.00	\$42.71	\$177,695.29	0.02%

FUND 401 GENERAL CAPITAL PROJECTS

CITY OF CROSS LAKE

Month-End Revenue

Current Period: MARCH 2016

SRC	SRC Descr	2016 Budget	MARCH 2016 Amt	2016 YTD Amt	2016 YTD Balance	2016 % of Budget
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%
34790	Park Dedication Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36210	Interest Earnings	\$500.00	\$53.56	\$157.19	\$342.81	31.44%
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	\$53.56	\$157.19	\$342.81	31.44%
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	\$12,000.00	\$0.00	\$0.00	\$12,000.00	0.00%
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		\$12,000.00	\$0.00	\$0.00	\$12,000.00	0.00%
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%

CITY OF CROSS LAKE

Month-End Revenue

Current Period: MARCH 2016

SRC	SRC Descr	2016 Budget	MARCH 2016 Amt	2016 YTD Amt	2016 YTD Balance	2016 % of Budget
FUND 415 AMBULANCE PROJECT						
39200	Operating Transfers	\$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						
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	\$12,500.00	\$0.00	\$0.00	\$12,500.00	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		\$12,500.00	\$0.00	\$0.00	\$12,500.00	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	\$0.00	\$251.71	\$1,048.29	19.36%
36211	Revolving Loan Interest	\$6,359.00	\$767.24	\$1,693.77	\$4,665.23	26.64%
39200	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 503 EDA (REVOLVING LOAN)		\$7,659.00	\$767.24	\$1,945.48	\$5,713.52	25.40%
FUND 601 SEWER OPERATING FUND						
33423	Insurance Claim Reimbursement	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34410	Unallocated Reserves	\$0.00	-\$537.15	-\$287.24	\$287.24	0.00%
36104	Penalty & Interest	\$1,000.00	\$52.22	\$207.96	\$792.04	21.25%
36200	Miscellaneous Revenues	\$1,000.00	\$0.00	\$0.00	\$1,000.00	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%
37200	User Fee	\$237,060.00	\$20,879.69	\$62,590.62	\$174,469.38	26.44%
37250	Sewer Connection Payments	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

CITY OF CROSS LAKE

Month-End Revenue

Current Period: MARCH 2016

SRC	SRC Descr	2016 Budget	MARCH 2016 Amt	2016 YTD Amt	2016 YTD Balance	2016 % of Budget
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%
39204	Transfer Frm Needs Assess Fund	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 601 SEWER OPERATING FUND		\$239,060.00	\$20,394.76	\$62,511.34	\$176,548.66	26.19%
FUND 651 SEWER RESTRICTED SINKING FUND						
31306	2003 Disposal System Levy	\$221,000.00	\$0.00	\$0.00	\$221,000.00	0.00%
33402	Homestead Credit	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36104	Penalty & Interest	\$1,500.00	\$0.00	\$10.95	\$1,489.05	0.73%
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	\$12.96	\$38.03	\$461.97	7.61%
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	\$12.96	\$48.98	\$222,951.02	0.02%
		\$4,174,485.00	\$68,818.70	\$312,493.18	\$3,861,991.82	7.49%

B.5.

# CITY OF CROSS LAKE

## Month End Expenditures

Current Period: MARCH 2016

OBJ	OBJ Descr	2016 Budget	MARCH 2016 Amt	2016 YTD Amt	2016 YTD Balance	%YTD Budget
FUND 101 GENERAL FUND						
DEPT 41110 Council						
100	Wages and Salaries Dept Head	\$27,000.00	\$2,130.00	\$6,190.00	\$20,810.00	22.93%
122	FICA	\$2,066.00	\$162.97	\$498.09	\$1,567.91	24.11%
151	Workers Comp Insurance	\$78.00	\$0.00	\$0.00	\$78.00	0.00%
208	Instruction Fees	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.00%
321	Communications-Cellular	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
331	Travel Expenses	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.00%
340	Advertising	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
360	Insurance	\$150.00	\$0.00	\$0.00	\$150.00	0.00%
430	Miscellaneous	\$706.00	\$200.00	\$200.00	\$506.00	28.33%
433	Dues and Subscriptions	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 41110 Council		\$33,000.00	\$2,492.97	\$6,888.09	\$26,111.91	20.87%
DEPT 41400 Administration						
100	Wages and Salaries Dept Head	\$83,636.00	\$6,246.16	\$17,623.09	\$66,012.91	21.07%
101	Assistant	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
102	Consultant	\$26,000.00	\$0.00	\$1,332.50	\$24,667.50	5.13%
105	Part-time	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.00%
109	Secretary/Bookkeeper	\$59,212.00	\$4,438.08	\$12,524.58	\$46,687.42	21.15%
121	PERA	\$10,826.00	\$801.32	\$2,403.96	\$8,422.04	22.21%
122	FICA	\$11,043.00	\$748.68	\$2,246.96	\$8,796.04	20.35%
131	Employer Paid Health	\$27,926.00	\$2,327.20	\$6,981.60	\$20,944.40	25.00%
132	Employer Paid Disability	\$1,184.00	\$102.87	\$308.61	\$875.39	26.07%
133	Employer Paid Dental	\$2,233.00	\$186.00	\$509.64	\$1,723.36	22.82%
134	Employer Paid Life	\$134.00	\$11.20	\$33.60	\$100.40	25.07%
136	Deferred Compensation	\$1,300.00	\$100.00	\$300.00	\$1,000.00	23.08%
151	Workers Comp Insurance	\$1,496.00	\$0.00	\$0.00	\$1,496.00	0.00%
152	Health Savings Account Contrib	\$12,000.00	\$0.00	\$3,000.00	\$9,000.00	25.00%
200	Office Supplies	\$1,800.00	\$277.87	\$409.09	\$1,390.91	22.73%
208	Instruction Fees	\$2,000.00	\$0.00	\$265.00	\$1,735.00	13.25%
210	Operating Supplies	\$1,500.00	\$0.00	\$83.50	\$1,416.50	5.57%
220	Repair/Maint Supply - Equip	\$3,834.00	\$252.66	\$419.32	\$3,414.68	10.94%
301	Auditing and Acct g Services	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
320	Communications	\$4,000.00	\$262.69	\$517.79	\$3,482.21	12.94%
322	Postage	\$1,000.00	\$216.12	\$216.12	\$783.88	21.61%
331	Travel Expenses	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.00%
334	Vehicle Expense	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
340	Advertising	\$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	\$1,000.00	\$68.00	\$204.00	\$796.00	20.40%
413	Office Equipment Rental/Repair	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
430	Miscellaneous	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
433	Dues and Subscriptions	\$650.00	\$0.00	\$0.00	\$650.00	0.00%
443	Sales Tax	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
500	Capital Outlay	\$3,000.00	\$0.00	\$0.00	\$3,000.00	0.00%
600	Principal	\$775.00	\$64.08	\$128.03	\$646.97	16.52%
610	Interest	\$89.00	\$7.92	\$15.97	\$73.03	17.94%
DEPT 41400 Administration		\$261,238.00	\$16,110.85	\$49,523.36	\$211,714.64	18.96%
DEPT 41410 Elections						
107	Services	\$4,200.00	\$0.00	\$0.00	\$4,200.00	0.00%
122	FICA	\$321.00	\$0.00	\$0.00	\$321.00	0.00%
210	Operating Supplies	\$100.00	\$0.00	\$0.00	\$100.00	0.00%

OBJ	OBJ Descr	2016 Budget	MARCH 2016 Amt	2016 YTD Amt	2016 YTD Balance	%YTD Budget
351	Legal Notices Publishing	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
413	Office Equipment Rental/Repair	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
430	Miscellaneous	\$779.00	\$0.00	\$0.00	\$779.00	0.00%
500	Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 41410 Elections		\$5,500.00	\$0.00	\$0.00	\$5,500.00	0.00%
DEPT 41600 Audit/Legal Services						
301	Auditing and Acct g Services	\$28,000.00	\$0.00	\$30.00	\$27,970.00	0.11%
304	Legal Fees (Civil)	\$10,000.00	\$750.00	\$1,655.00	\$8,345.00	16.55%
307	Legal Fees (Labor)	\$14,000.00	\$5,511.66	\$5,511.66	\$8,488.34	39.37%
DEPT 41600 Audit/Legal Services		\$52,000.00	\$6,261.66	\$7,196.66	\$44,803.34	13.84%
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	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
151	Workers Comp Insurance	\$125.00	\$0.00	\$0.00	\$125.00	0.00%
200	Office Supplies	\$0.00	\$47.04	\$67.92	-\$67.92	0.00%
208	Instruction Fees	\$600.00	\$0.00	\$0.00	\$600.00	0.00%
210	Operating Supplies	\$1,500.00	\$0.00	\$97.05	\$1,402.95	6.47%
212	Motor Fuels	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
220	Repair/Maint Supply - Equip	\$3,834.00	\$166.67	\$333.34	\$3,500.66	8.69%
221	Repair/Maint Vehicles	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
303	Engineering Fees	\$2,500.00	\$0.00	\$0.00	\$2,500.00	0.00%
304	Legal Fees (Civil)	\$5,000.00	\$465.00	\$660.00	\$4,340.00	13.20%
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	\$164.92	\$330.48	\$3,169.52	9.44%
322	Postage	\$500.00	\$200.11	\$200.11	\$299.89	40.02%
331	Travel Expenses	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
332	Travel Expense- P&Z Comm	\$1,500.00	\$980.00	\$980.00	\$520.00	65.33%
340	Advertising	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
351	Legal Notices Publishing	\$2,000.00	\$140.25	\$293.25	\$1,706.75	14.66%
352	Filing Fees	\$1,500.00	\$0.00	\$46.00	\$1,454.00	3.07%
356	Mapping	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
360	Insurance	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
413	Office Equipment Rental/Repair	\$860.00	\$0.00	\$0.00	\$860.00	0.00%
430	Miscellaneous	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
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	\$175.00	\$175.00	\$325.00	35.00%
470	Consultant Fees	\$198,500.00	\$16,600.00	\$49,800.00	\$148,700.00	25.09%
500	Capital Outlay	\$3,000.00	\$0.00	\$449.00	\$2,551.00	14.97%
600	Principal	\$775.00	\$64.08	\$128.03	\$646.97	16.52%

OBJ	OBJ Descr	2016 Budget	MARCH 2016 Amt	2016 YTD Amt	2016 YTD Balance	%YTD Budget
610	Interest	\$89.00	\$7.92	\$15.97	\$73.03	17.94%
DEPT 41910	Planning and Zoning	\$230,483.00	\$19,010.99	\$53,576.15	\$176,906.85	23.25%
DEPT 41940 General Government						
131	Employer Paid Health	\$18,108.00	\$3,977.00	\$11,713.75	\$6,394.25	64.69%
133	Employer Paid Dental	\$391.00	\$131.25	\$131.25	\$259.75	33.57%
151	Workers Comp Insurance	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
152	Health Savings Account Contrib	\$5,250.00	\$0.00	\$0.00	\$5,250.00	0.00%
210	Operating Supplies	\$2,500.00	\$553.58	\$677.01	\$1,822.99	27.08%
220	Repair/Maint Supply - Equip	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
223	Bldg Repair Suppl/Maintenance	\$4,000.00	\$506.81	\$1,718.35	\$2,281.65	42.96%
235	Signs	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
254	Concessions - Pop	\$300.00	\$68.10	\$68.10	\$231.90	22.70%
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	\$0.00	\$800.00	0.00%
335	Background Checks	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
341	Newsletter Expenditures	\$13,000.00	\$0.00	\$0.00	\$13,000.00	0.00%
351	Legal Notices Publishing	\$250.00	\$0.00	\$0.00	\$250.00	0.00%
354	Ordinance Codification	\$15,000.00	\$0.00	\$0.00	\$15,000.00	0.00%
360	Insurance	\$26,500.00	\$0.00	\$0.00	\$26,500.00	0.00%
381	Electric Utilities	\$14,500.00	\$1,053.00	\$2,182.00	\$12,318.00	15.05%
383	Gas Utilities	\$4,500.00	\$398.10	\$920.60	\$3,579.40	20.46%
384	Refuse/Garbage Disposal	\$500.00	\$50.38	\$97.29	\$402.71	19.46%
385	Sewer Utility	\$600.00	\$45.00	\$90.00	\$510.00	15.00%
389	Generator Expense	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.00%
405	Cleaning Services	\$9,600.00	\$707.50	\$2,122.50	\$7,477.50	22.11%
430	Miscellaneous	\$2,500.00	\$0.00	\$0.00	\$2,500.00	0.00%
433	Dues and Subscriptions	\$3,500.00	\$0.00	\$114.00	\$3,386.00	3.26%
437	Brainerd Lakes Area Dev Corp	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
438	Initiative Foundation	\$1,500.00	\$0.00	\$1,600.00	-\$100.00	106.67%
439	Emergency Mgmt Expense	\$2,000.00	\$0.00	\$0.00	\$2,000.00	0.00%
440	Telephone Co Reimb Expense	\$25,000.00	\$62.50	\$1,095.17	\$23,904.83	4.38%
441	Enhanced 911	\$300.00	\$0.00	\$0.00	\$300.00	0.00%
442	Safety Prog/Equipment	\$8,500.00	\$0.00	\$1,885.33	\$6,614.67	22.18%
443	Sales Tax	\$50.00	\$0.00	\$0.00	\$50.00	0.00%
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	\$14,000.00	\$14,000.00	\$14,000.00	\$0.00	100.00%
460	Fines/Fees Reimburse	\$6,000.00	\$0.00	\$0.00	\$6,000.00	0.00%
470	Consultant Fees	\$2,500.00	\$0.00	\$0.00	\$2,500.00	0.00%
490	Donations to Civic Org s	\$3,700.00	\$0.00	\$0.00	\$3,700.00	0.00%
493	Pass Thru Donations	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
500	Capital Outlay	\$20,000.00	\$0.00	\$0.00	\$20,000.00	0.00%
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	\$208,849.00	\$21,553.22	\$38,415.35	\$170,433.65	18.39%
DEPT 42110 Police Administration						
100	Wages and Salaries Dept Head	\$77,334.00	\$5,738.70	\$16,194.19	\$61,139.81	20.94%
101	Assistant	\$64,813.00	\$4,810.14	\$13,574.32	\$51,238.68	20.94%
103	Tech 1	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

OBJ	OBJ Descr	2016 Budget	MARCH 2016 Amt	2016 YTD Amt	2016 YTD Balance	%YTD Budget
108	Tech 3	\$25,000.00	\$1,140.57	\$3,124.92	\$21,875.08	12.50%
110	Tech 4	\$56,269.00	\$4,027.60	\$11,288.28	\$44,980.72	20.06%
112	Tech 5	\$56,769.00	\$4,300.31	\$12,653.75	\$44,115.25	22.29%
113	Tech 6	\$58,749.00	\$4,111.73	\$12,285.35	\$46,463.65	20.91%
121	PERA	\$54,907.00	\$3,908.92	\$11,771.36	\$43,135.64	21.44%
122	FICA	\$4,915.00	\$317.95	\$958.25	\$3,956.75	19.50%
131	Employer Paid Health	\$63,096.00	\$5,258.00	\$15,771.00	\$47,325.00	25.00%
132	Employer Paid Disability	\$2,536.00	\$215.05	\$645.15	\$1,890.85	25.44%
133	Employer Paid Dental	\$4,884.00	\$407.00	\$1,116.22	\$3,767.78	22.85%
134	Employer Paid Life	\$336.00	\$28.00	\$84.00	\$252.00	25.00%
136	Deferred Compensation	\$1,300.00	\$100.00	\$300.00	\$1,000.00	23.08%
140	Unemployment	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
151	Workers Comp Insurance	\$13,550.00	\$0.00	\$0.00	\$13,550.00	0.00%
152	Health Savings Account Contrib	\$27,000.00	\$0.00	\$8,250.00	\$18,750.00	30.56%
200	Office Supplies	\$300.00	\$86.89	\$122.79	\$177.21	40.93%
208	Instruction Fees	\$3,500.00	\$20.00	\$437.11	\$3,062.89	12.49%
209	Physicals	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
210	Operating Supplies	\$1,300.00	\$0.00	\$8.00	\$1,292.00	0.62%
212	Motor Fuels	\$18,000.00	\$0.00	\$10.00	\$17,990.00	0.06%
214	Auto Expense- 08 Ford	\$2,000.00	\$1,202.33	\$1,308.38	\$691.62	65.42%
216	Auto Expense- 09 Ford	\$1,000.00	\$0.00	\$57.16	\$942.84	5.72%
217	Auto Expense- 10 Ford	\$800.00	\$31.39	\$31.39	\$768.61	3.92%
218	Auto Expense- 11 Ford	\$1,200.00	\$30.07	\$90.07	\$1,109.93	7.51%
219	Auto Expense- 12 Dodge	\$1,500.00	\$61.77	\$4,910.48	-\$3,410.48	327.37%
220	Repair/Maint Supply - Equip	\$5,532.00	\$1,921.08	\$3,772.00	\$1,760.00	68.19%
221	Repair/Maint Vehicles	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
258	Unif Bob/Ted/Gerald	\$700.00	\$0.00	\$251.97	\$448.03	36.00%
259	Unif Erik/Joe	\$700.00	\$137.96	\$151.80	\$548.20	21.69%
260	Unif Eric & Nate	\$700.00	\$0.00	\$48.00	\$652.00	6.86%
261	Unif Jake/Jon/Leigh	\$700.00	\$0.00	\$48.00	\$652.00	6.86%
264	Unif Bobby/Ron	\$700.00	\$283.86	\$283.86	\$416.14	40.55%
265	Unif & P/T Expense	\$0.00	\$0.00	\$100.00	-\$100.00	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	\$241.25	\$758.75	24.13%
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	\$253.42	\$513.00	\$2,287.00	18.32%
321	Communications-Cellular	\$5,400.00	\$373.42	\$758.67	\$4,641.33	14.05%
322	Postage	\$200.00	\$4.14	\$21.18	\$178.82	10.59%
331	Travel Expenses	\$1,700.00	\$13.97	\$454.98	\$1,245.02	26.76%
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	\$0.00	\$14,000.00	0.00%
413	Office Equipment Rental/Repair	\$400.00	\$0.00	\$0.00	\$400.00	0.00%
430	Miscellaneous	\$200.00	\$37.41	\$37.41	\$162.59	18.71%
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	\$10,200.00	\$0.00	\$0.00	\$10,200.00	0.00%
550	Capital Outlay - Vehicles	\$20,000.00	\$145.00	\$19,131.44	\$868.56	95.66%
600	Principal	\$128.00	\$10.68	\$21.34	\$106.66	16.67%
610	Interest	\$15.00	\$1.32	\$2.66	\$12.34	17.73%
DEPT 42110 Police Administration		\$608,083.00	\$38,978.68	\$141,069.73	\$467,013.27	23.20%

OBJ	OBJ Descr	2016 Budget	MARCH 2016 Amt	2016 YTD Amt	2016 YTD Balance	%YTD Budget
DEPT 42280 Fire Administration						
100	Wages and Salaries Dept Head	\$6,000.00	\$500.00	\$1,000.00	\$5,000.00	16.67%
101	Assistant	\$1,200.00	\$100.00	\$200.00	\$1,000.00	16.67%
106	Training	\$2,100.00	\$75.00	\$150.00	\$1,950.00	7.14%
107	Services	\$45,500.00	\$0.00	\$0.00	\$45,500.00	0.00%
122	FICA	\$4,193.00	\$51.63	\$154.89	\$4,038.11	3.69%
151	Workers Comp Insurance	\$4,590.00	\$0.00	\$0.00	\$4,590.00	0.00%
200	Office Supplies	\$100.00	\$0.00	\$133.88	-\$33.88	133.88%
208	Instruction Fees	\$7,000.00	\$1,575.00	\$7,566.00	-\$566.00	108.09%
209	Physicals	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
210	Operating Supplies	\$3,000.00	\$476.60	\$695.05	\$2,304.95	23.17%
212	Motor Fuels	\$500.00	\$91.61	\$183.70	\$316.30	36.74%
213	Diesel Fuel	\$2,500.00	\$80.91	\$104.70	\$2,395.30	4.19%
220	Repair/Maint Supply - Equip	\$3,000.00	\$453.97	\$1,110.85	\$1,889.15	37.03%
221	Repair/Maint Vehicles	\$9,000.00	\$395.94	\$1,914.31	\$7,085.69	21.27%
222	Tires	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
223	Bldg Repair Suppl/Maintenance	\$1,000.00	\$66.95	\$659.89	\$340.11	65.99%
233	FIRE PREVENTION	\$2,000.00	\$0.00	\$632.92	\$1,367.08	31.65%
240	Small Tools and Minor Equip	\$1,500.00	\$569.32	\$1,615.58	-\$115.58	107.71%
319	Donation Expenditures	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
320	Communications	\$1,200.00	\$603.85	\$855.20	\$344.80	71.27%
322	Postage	\$25.00	\$0.49	\$0.49	\$24.51	1.96%
331	Travel Expenses	\$2,500.00	\$1,491.23	\$4,096.08	-\$1,596.08	163.84%
340	Advertising	\$200.00	\$0.00	\$0.00	\$200.00	0.00%
351	Legal Notices Publishing	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
360	Insurance	\$7,000.00	\$0.00	\$162.00	\$6,838.00	2.31%
430	Miscellaneous	\$150.00	\$10.00	\$10.00	\$140.00	6.67%
433	Dues and Subscriptions	\$1,200.00	\$585.00	\$912.00	\$288.00	76.00%
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	\$50,000.00	\$3,532.42	\$37,634.94	\$12,365.06	75.27%
550	Capital Outlay - Vehicles	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
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%
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%
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 42280 Fire Administration		\$207,058.00	\$10,659.92	\$59,792.48	\$147,265.52	28.88%
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	\$48,455.00	\$3,430.62	\$9,547.96	\$38,907.04	19.70%
104	Tech 2	\$52,109.00	\$3,202.97	\$10,086.12	\$42,022.88	19.36%
105	Part-time	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
108	Tech 3	\$54,060.00	\$3,487.47	\$10,877.72	\$43,182.28	20.12%
121	PERA	\$11,597.00	\$759.08	\$2,406.49	\$9,190.51	20.75%
122	FICA	\$11,826.00	\$677.79	\$2,166.28	\$9,659.72	18.32%

OBJ	OBJ Descr	2016 Budget	MARCH 2016 Amt	2016 YTD Amt	2016 YTD Balance	%YTD Budget
131	Employer Paid Health	\$35,170.00	\$2,930.80	\$8,792.40	\$26,377.60	25.00%
132	Employer Paid Disability	\$1,030.00	\$86.41	\$259.23	\$770.77	25.17%
133	Employer Paid Dental	\$2,651.00	\$221.00	\$606.58	\$2,044.42	22.88%
134	Employer Paid Life	\$202.00	\$16.80	\$50.40	\$151.60	24.95%
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	\$16,238.00	\$0.00	\$0.00	\$16,238.00	0.00%
152	Health Savings Account Contrib	\$15,000.00	\$0.00	\$3,750.00	\$11,250.00	25.00%
200	Office Supplies	\$450.00	\$0.00	\$156.14	\$293.86	34.70%
208	Instruction Fees	\$1,000.00	\$1,004.62	\$1,004.62	-\$4.62	100.46%
210	Operating Supplies	\$1,200.00	\$46.71	\$100.56	\$1,099.44	8.38%
212	Motor Fuels	\$8,000.00	\$0.00	\$55.59	\$7,944.41	0.69%
213	Diesel Fuel	\$15,000.00	\$0.00	\$182.46	\$14,817.54	1.22%
215	Shop Supplies	\$2,750.00	\$86.91	\$784.79	\$1,965.21	28.54%
220	Repair/Maint Supply - Equip	\$18,000.00	\$2,110.39	\$5,017.00	\$12,983.00	27.87%
221	Repair/Maint Vehicles	\$15,000.00	\$0.00	\$1,514.97	\$13,485.03	10.10%
222	Tires	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.00%
223	Bldg Repair Suppl/Maintenance	\$4,500.00	\$641.24	\$1,188.80	\$3,311.20	26.42%
224	Street Maint Materials	\$20,000.00	\$1,678.11	\$1,716.66	\$18,283.34	8.58%
225	New Roads Materials	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
226	Bridge Materials	\$25,000.00	\$4,221.40	\$10,786.30	\$14,213.70	43.15%
228	Street Lighting	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
232	Striping	\$8,000.00	\$0.00	\$0.00	\$8,000.00	0.00%
235	Signs	\$3,000.00	\$0.00	\$0.00	\$3,000.00	0.00%
240	Small Tools and Minor Equip	\$2,500.00	\$743.12	\$1,847.46	\$652.54	73.90%
254	Concessions - Pop	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
259	Unif Erik/Joe	\$300.00	\$0.00	\$0.00	\$300.00	0.00%
260	Unif Eric & Nate	\$300.00	\$0.00	\$0.00	\$300.00	0.00%
261	Unif Jake/Jon/Leigh	\$300.00	\$0.00	\$159.99	\$140.01	53.33%
303	Engineering Fees	\$25,000.00	\$431.15	\$3,024.62	\$21,975.38	12.10%
304	Legal Fees (Civil)	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
314	Surveyor	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
316	Security Monitoring	\$200.00	\$0.00	\$42.30	\$157.70	21.15%
320	Communications	\$1,600.00	\$105.14	\$211.26	\$1,388.74	13.20%
322	Postage	\$50.00	\$23.52	\$23.52	\$26.48	47.04%
331	Travel Expenses	\$1,000.00	\$0.00	\$491.73	\$508.27	49.17%
340	Advertising	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
351	Legal Notices Publishing	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
360	Insurance	\$27,000.00	\$0.00	\$0.00	\$27,000.00	0.00%
381	Electric Utilities	\$14,000.00	\$1,249.11	\$2,721.84	\$11,278.16	19.44%
383	Gas Utilities	\$6,000.00	\$471.43	\$866.17	\$5,133.83	14.44%
384	Refuse/Garbage Disposal	\$1,000.00	\$58.13	\$114.17	\$885.83	11.42%
385	Sewer Utility	\$400.00	\$84.60	\$148.05	\$251.95	37.01%
405	Cleaning Services	\$3,700.00	\$176.25	\$528.75	\$3,171.25	14.29%
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	\$55.32	\$840.53	\$159.47	84.05%
433	Dues and Subscriptions	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
442	Safety Prog/Equipment	\$1,000.00	\$29.99	\$29.99	\$970.01	3.00%
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%
454	Joint Facility County Expense	\$45,000.00	\$2,535.35	\$5,969.24	\$39,030.76	13.26%
500	Capital Outlay	\$95,000.00	\$0.00	\$0.00	\$95,000.00	0.00%
550	Capital Outlay - Vehicles	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
551	Capital Outlay-Building	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

OBJ	OBJ Descr	2016 Budget	MARCH 2016 Amt	2016 YTD Amt	2016 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	\$50,000.00	\$0.00	\$0.00	\$50,000.00	0.00%
583	Capital Outlay - Overlays	\$340,000.00	\$0.00	\$0.00	\$340,000.00	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)		\$991,088.00	\$30,565.43	\$88,070.69	\$903,017.31	8.89%
DEPT 43100 Cemetery						
210	Operating Supplies	\$940.00	\$0.00	\$0.00	\$940.00	0.00%
220	Repair/Maint Supply - Equip	\$250.00	\$0.00	\$0.00	\$250.00	0.00%
360	Insurance	\$60.00	\$0.00	\$0.00	\$60.00	0.00%
381	Electric Utilities	\$350.00	\$11.20	\$23.66	\$326.34	6.76%
430	Miscellaneous	\$400.00	\$0.00	\$0.00	\$400.00	0.00%
452	Refund	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
500	Capital Outlay	\$1,000.00	\$0.00	\$0.00	\$1,000.00	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%
DEPT 43100 Cemetery		\$3,000.00	\$11.20	\$23.66	\$2,976.34	0.79%
DEPT 45100 Park and Recreation (GENERAL)						
100	Wages and Salaries Dept Head	\$68,752.00	\$5,131.18	\$14,485.47	\$54,266.53	21.07%
101	Assistant	\$28,228.00	\$2,108.16	\$6,385.27	\$21,842.73	22.62%
103	Tech 1	\$38,349.00	\$1,182.85	\$3,992.05	\$34,356.95	10.41%
104	Tech 2	\$15,018.00	\$0.00	\$0.00	\$15,018.00	0.00%
105	Part-time	\$21,661.00	\$2,520.00	\$6,635.25	\$15,025.75	30.63%
108	Tech 3	\$32,672.00	\$2,456.00	\$7,676.82	\$24,995.18	23.50%
121	PERA	\$15,351.00	\$731.64	\$2,217.12	\$13,133.88	14.44%
122	FICA	\$15,656.00	\$896.42	\$2,688.41	\$12,967.59	17.17%
131	Employer Paid Health	\$35,170.00	\$1,163.60	\$3,490.80	\$31,679.20	9.93%
132	Employer Paid Disability	\$1,507.00	\$115.26	\$345.78	\$1,161.22	22.94%
133	Employer Paid Dental	\$3,767.00	\$279.00	\$764.46	\$3,002.54	20.29%
134	Employer Paid Life	\$274.00	\$16.80	\$50.40	\$223.60	18.39%
136	Deferred Compensation	\$650.00	\$50.00	\$150.00	\$500.00	23.08%
140	Unemployment	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
151	Workers Comp Insurance	\$7,330.00	\$0.00	\$0.00	\$7,330.00	0.00%
152	Health Savings Account Contrib	\$15,000.00	\$0.00	\$2,250.00	\$12,750.00	15.00%
200	Office Supplies	\$200.00	\$42.35	\$42.35	\$157.65	21.18%
208	Instruction Fees	\$500.00	\$20.00	\$197.00	\$303.00	39.40%
210	Operating Supplies	\$1,600.00	\$0.00	\$462.71	\$1,137.29	28.92%
212	Motor Fuels	\$2,000.00	\$8.43	\$15.43	\$1,984.57	0.77%
213	Diesel Fuel	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.00%
220	Repair/Maint Supply - Equip	\$3,000.00	\$29.77	\$49.31	\$2,950.69	1.64%
221	Repair/Maint Vehicles	\$2,000.00	\$0.00	\$16.00	\$1,984.00	0.80%
223	Bldg Repair Suppl/Maintenance	\$10,000.00	\$515.20	\$3,779.25	\$6,220.75	37.79%
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	\$0.00	\$300.00	0.00%
255	Concessions - Food	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
258	Unif Bob/Ted/Gerald	\$300.00	\$0.00	\$0.00	\$300.00	0.00%
261	Unif Jake/Jon/Leigh	\$300.00	\$0.00	\$0.00	\$300.00	0.00%
264	Unif Bobby/Ron	\$225.00	\$0.00	\$195.60	\$29.40	86.93%
304	Legal Fees (Civil)	\$250.00	\$0.00	\$0.00	\$250.00	0.00%

OBJ	OBJ Descr	2016 Budget	MARCH 2016 Amt	2016 YTD Amt	2016 YTD Balance	%YTD Budget
308	Instructors Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
309	Tennis	\$1,600.00	\$0.00	\$0.00	\$1,600.00	0.00%
310	Program Supplies	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
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	\$18.70	\$45.42	\$954.58	4.54%
316	Security Monitoring	\$700.00	\$0.00	\$0.00	\$700.00	0.00%
317	Soccer/Skating	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.00%
318	Garage (North)	\$3,000.00	\$101.00	\$194.00	\$2,806.00	6.47%
319	Donation Expenditures	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
320	Communications	\$3,500.00	\$277.80	\$553.21	\$2,946.79	15.81%
322	Postage	\$150.00	\$1.47	\$1.47	\$148.53	0.98%
323	Garage (East)	\$800.00	\$12.13	\$26.78	\$773.22	3.35%
324	Disc Golf Expenses	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
331	Travel Expenses	\$700.00	\$433.06	\$456.01	\$243.99	65.14%
335	Background Checks	\$150.00	\$0.00	\$0.00	\$150.00	0.00%
340	Advertising	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
351	Legal Notices Publishing	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
360	Insurance	\$15,000.00	\$0.00	\$0.00	\$15,000.00	0.00%
381	Electric Utilities	\$13,000.00	\$1,297.17	\$2,583.26	\$10,416.74	19.87%
383	Gas Utilities	\$7,500.00	\$749.29	\$1,801.97	\$5,698.03	24.03%
384	Refuse/Garbage Disposal	\$800.00	\$71.13	\$141.74	\$658.26	17.72%
403	Improvements Other Than Bldgs	\$3,800.00	\$0.00	\$0.00	\$3,800.00	0.00%
413	Office Equipment Rental/Repair	\$700.00	\$0.00	\$0.00	\$700.00	0.00%
415	Equipment Rental	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
430	Miscellaneous	\$800.00	\$0.00	\$0.00	\$800.00	0.00%
433	Dues and Subscriptions	\$500.00	\$0.00	\$442.00	\$58.00	88.40%
442	Safety Prog/Equipment	\$1,500.00	\$127.50	\$127.50	\$1,372.50	8.50%
443	Sales Tax	\$3,200.00	\$176.00	\$369.00	\$2,831.00	11.53%
445	Sr Meals Expense	\$400.00	\$0.00	\$0.00	\$400.00	0.00%
448	Weight Room Ins Reimbur	\$150.00	\$12.75	\$34.00	\$116.00	22.67%
450	Permits	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
452	Refund	\$150.00	\$0.00	\$0.00	\$150.00	0.00%
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	\$700.00	-\$200.00	140.00%
459	PAL Foundation Expenditures	\$3,000.00	\$0.00	\$0.00	\$3,000.00	0.00%
461	Silver Sneakers	\$5,000.00	\$552.00	\$1,518.00	\$3,482.00	30.36%
481	Park Master Plan	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
500	Capital Outlay	\$34,500.00	\$0.00	\$0.00	\$34,500.00	0.00%
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	\$312.42	\$937.58	24.99%
610	Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 45100 Park and Recreation (GENERA		\$433,910.00	\$21,200.80	\$65,196.26	\$368,713.74	15.03%
DEPT 45500 Library						
101	Assistant	\$30,037.00	\$2,160.00	\$6,158.40	\$23,878.60	20.50%
121	PERA	\$2,253.00	\$162.00	\$486.00	\$1,767.00	21.57%
122	FICA	\$2,297.00	\$141.22	\$424.10	\$1,872.90	18.46%
131	Employer Paid Health	\$13,963.00	\$1,163.60	\$3,490.80	\$10,472.20	25.00%
132	Employer Paid Disability	\$246.00	\$20.67	\$62.01	\$183.99	25.21%
133	Employer Paid Dental	\$1,117.00	\$93.00	\$254.82	\$862.18	22.81%
134	Employer Paid Life	\$67.00	\$5.60	\$16.80	\$50.20	25.07%
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	2016 Budget	MARCH 2016 Amt	2016 YTD Amt	2016 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	\$1,500.00	\$4,500.00	25.00%
201	Library Operating Supplies	\$2,000.00	\$0.00	\$0.00	\$2,000.00	0.00%
202	Library Subscriptions	\$500.00	\$394.16	\$354.22	\$145.78	70.84%
203	Library Books	\$500.00	\$730.83	\$1,423.55	-\$923.55	284.71%
204	Children s Program Expense	\$150.00	\$0.00	\$0.00	\$150.00	0.00%
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	\$58.90	\$118.25	\$881.75	11.83%
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	\$0.00	\$500.00	0.00%
430	Miscellaneous	\$1,000.00	\$1,000.00	\$1,000.00	\$0.00	100.00%
443	Sales Tax	\$0.00	\$1.00	\$3.00	-\$3.00	0.00%
452	Refund	\$50.00	\$0.00	\$0.00	\$50.00	0.00%
459	PAL Foundation Expenditures	\$250.00	\$0.00	\$0.00	\$250.00	0.00%
500	Capital Outlay	\$3,000.00	\$0.00	\$0.00	\$3,000.00	0.00%
600	Principal	\$1,250.00	\$104.14	\$312.42	\$937.58	24.99%
DEPT 45500 Library		\$66,430.00	\$6,035.12	\$15,604.37	\$50,825.63	23.49%
DEPT 47014 2012 Series A						
600	Principal	\$180,000.00	\$0.00	\$180,000.00	\$0.00	100.00%
610	Interest	\$30,853.00	\$0.00	\$16,326.25	\$14,526.75	52.92%
620	Fiscal Agent s Fees	\$0.00	\$0.00	\$252.45	-\$252.45	0.00%
DEPT 47014 2012 Series A		\$210,853.00	\$0.00	\$196,578.70	\$14,274.30	93.23%
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	\$0.00	\$0.00	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	\$0.00	\$0.00	0.00%
DEPT 48000 Recycling						
384	Refuse/Garbage Disposal	\$32,340.00	\$2,433.00	\$7,299.00	\$25,041.00	22.57%
388	Recycling Expenses	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
430	Miscellaneous	\$2,340.00	\$262.00	\$786.00	\$1,554.00	33.59%
DEPT 48000 Recycling		\$34,780.00	\$2,695.00	\$8,085.00	\$26,695.00	23.25%
FUND 101 GENERAL FUND		\$3,346,272.00	\$175,575.84	\$730,020.50	\$2,616,251.50	21.82%
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	2016 Budget	MARCH 2016 Amt	2016 YTD Amt	2016 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	\$155,000.00	\$0.00	\$0.00	\$155,000.00	0.00%
610	Interest	\$6,355.00	\$0.00	\$3,177.50	\$3,177.50	50.00%
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		\$161,355.00	\$0.00	\$3,177.50	\$158,177.50	1.97%
DEPT 47012 2006 Series C Equipment Cert						

OBJ	OBJ Descr	2016 Budget	MARCH 2016 Amt	2016 YTD Amt	2016 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	\$0.00	\$1,200.00	0.00%
621	Continung Disclosure Expene	\$1,200.00	\$0.00	\$0.00	\$1,200.00	0.00%
DEPT 47013 Bond Disclosure		\$2,400.00	\$0.00	\$0.00	\$2,400.00	0.00%
DEPT 47014 2012 Series A						
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 47014 2012 Series A		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47015 47015 Series 2015B						
600	Principal	\$11,220.00	\$0.00	\$0.00	\$11,220.00	0.00%
610	Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47015 47015 Series 2015B		\$11,220.00	\$0.00	\$0.00	\$11,220.00	0.00%
FUND 301 DEBT SERVICE FUND		\$174,975.00	\$0.00	\$3,177.50	\$171,797.50	1.82%
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 Financing Uses						
720	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 49300 Other Financing 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	\$0.00	\$650.00	0.00%
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	2016 Budget	MARCH 2016 Amt	2016 YTD Amt	2016 YTD Balance	%YTD Budget
650	Administrative Costs	\$650.00	\$0.00	\$0.00	\$650.00	0.00%
720	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 46000 Tax Increment Financing		\$1,300.00	\$0.00	\$0.00	\$1,300.00	0.00%
DEPT 46001 TIF 1-9 MidWest Asst Living						
646	TaxIncrement 9-C&J Dev	\$10,200.00	\$0.00	\$0.00	\$10,200.00	0.00%
DEPT 46001 TIF 1-9 MidWest Asst Living		\$10,200.00	\$0.00	\$0.00	\$10,200.00	0.00%
FUND 405 TAX INCREMENT FINANCE PROJEC		\$11,500.00	\$0.00	\$0.00	\$11,500.00	0.00%
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	2016 Budget	MARCH 2016 Amt	2016 YTD Amt	2016 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 PROJECT		\$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	2016 Budget	MARCH 2016 Amt	2016 YTD Amt	2016 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	\$12,500.00	\$69.12	\$174.12	\$12,325.88	1.39%
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						
		\$12,500.00	\$69.12	\$174.12	\$12,325.88	1.39%
FUND 502 ECONOMIC DEVELOPMENT FUND						
		\$12,500.00	\$69.12	\$174.12	\$12,325.88	1.39%
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	\$73,681.00	\$5,520.26	\$15,577.88	\$58,103.12	21.14%
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	\$5,526.00	\$414.02	\$1,242.06	\$4,283.94	22.48%
122	FICA	\$5,635.00	\$387.96	\$1,164.34	\$4,470.66	20.66%
131	Employer Paid Health	\$13,963.00	\$1,163.60	\$3,490.80	\$10,472.20	25.00%
132	Employer Paid Disability	\$606.00	\$52.58	\$157.74	\$448.26	26.03%
133	Employer Paid Dental	\$1,117.00	\$93.00	\$254.82	\$862.18	22.81%
134	Employer Paid Life	\$67.00	\$5.60	\$16.80	\$50.20	25.07%
136	Deferred Compensation	\$650.00	\$50.00	\$150.00	\$500.00	23.08%
151	Workers Comp Insurance	\$4,279.00	\$0.00	\$0.00	\$4,279.00	0.00%
152	Health Savings Account Contrib	\$6,000.00	\$0.00	\$1,500.00	\$4,500.00	25.00%
200	Office Supplies	\$250.00	\$0.00	\$221.46	\$28.54	88.58%
208	Instruction Fees	\$2,000.00	\$0.00	\$1,105.00	\$895.00	55.25%
210	Operating Supplies	\$1,500.00	\$319.14	\$630.66	\$869.34	42.04%

OBJ	OBJ Descr	2016 Budget	MARCH 2016 Amt	2016 YTD Amt	2016 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	\$209.67	\$543.78	\$6,456.22	7.77%
221	Repair/Maint Vehicles	\$1,500.00	\$0.00	\$156.48	\$1,343.52	10.43%
222	Tires	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
223	Bldg Repair Suppl/Maintenance	\$1,500.00	\$0.00	\$754.92	\$745.08	50.33%
229	Oper/Maint - Lift Station	\$12,000.00	\$214.05	\$438.03	\$11,561.97	3.65%
230	Repair/Maint - Collection Syst	\$7,000.00	\$950.00	\$950.00	\$6,050.00	13.57%
231	Chemicals	\$10,000.00	\$4,990.24	\$6,718.11	\$3,281.89	67.18%
258	Unif Bob/Ted/Gerald	\$300.00	\$0.00	\$0.00	\$300.00	0.00%
303	Engineering Fees	\$1,000.00	\$2,850.00	\$2,850.00	-\$1,850.00	285.00%
304	Legal Fees (Civil)	\$250.00	\$0.00	\$0.00	\$250.00	0.00%
320	Communications	\$600.00	\$45.98	\$95.28	\$504.72	15.88%
321	Communications-Cellular	\$1,400.00	\$123.58	\$247.16	\$1,152.84	17.65%
322	Postage	\$800.00	\$270.15	\$270.15	\$529.85	33.77%
331	Travel Expenses	\$2,000.00	\$409.08	\$409.08	\$1,590.92	20.45%
340	Advertising	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
351	Legal Notices Publishing	\$200.00	\$0.00	\$0.00	\$200.00	0.00%
360	Insurance	\$7,500.00	\$0.00	\$0.00	\$7,500.00	0.00%
381	Electric Utilities	\$26,000.00	\$2,632.41	\$4,937.37	\$21,062.63	18.99%
383	Gas Utilities	\$3,000.00	\$437.52	\$769.84	\$2,230.16	25.66%
384	Refuse/Garbage Disposal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
406	Lab Testing	\$10,000.00	\$1,231.20	\$2,520.00	\$7,480.00	25.20%
407	Sludge Disposal	\$12,000.00	\$6,960.00	\$6,960.00	\$5,040.00	58.00%
420	Depreciation Expense	\$200,000.00	\$0.00	\$0.00	\$200,000.00	0.00%
430	Miscellaneous	\$100.00	\$0.00	\$29.98	\$70.02	29.98%
433	Dues and Subscriptions	\$300.00	\$0.00	\$250.00	\$50.00	83.33%
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	\$0.00	\$200.00	0.00%
452	Refund	\$100.00	\$187.13	\$187.13	-\$87.13	187.13%
500	Capital Outlay	\$273,800.00	\$0.00	\$5,327.16	\$268,472.84	1.95%
553	Capital Outlay - Sewer Filters	\$0.00	\$0.00	\$0.00	\$0.00	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		\$699,024.00	\$29,517.17	\$59,926.03	\$639,097.97	8.57%
FUND 601 SEWER OPERATING FUND		\$699,024.00	\$29,517.17	\$59,926.03	\$639,097.97	8.57%
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	\$30,597.00	\$0.00	\$3,058.30	\$27,538.70	10.00%
615	Issuance Costs (Other Financin	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
620	Fiscal Agent s Fees	\$750.00	\$0.00	\$242.55	\$507.45	32.34%
DEPT 47007 2003 Series A Disposal		\$201,347.00	\$0.00	\$3,300.85	\$198,046.15	1.64%
DEPT 47008 2003 Series B Sewer						

OBJ	OBJ Descr	2016 Budget	MARCH 2016 Amt	2016 YTD Amt	2016 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		\$201,347.00	\$0.00	\$3,300.85	\$198,046.15	1.64%
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%
		\$4,446,618.00	\$205,162.13	\$796,599.00	\$3,650,019.00	17.91%

B.6.

**City of Crosslake**  
**03/31/2016 Preliminary Budget to Actual Analysis (Remove Debt Service, Capital Outlay and Operating Transfers)**

Description	2016 Budget	31-Mar	2016 YTD Amount	2016 YTD Balance	2016 %YTD Budget
<b>Total Expense (From Month End Report For March 31, 2016)</b>	<b>\$ 4,446,618</b>	<b>\$ 205,162</b>	<b>\$ 796,599</b>	<b>\$ 3,650,019</b>	<b>17.91%</b>
<b>Adjustments:</b>					
<i>Less: All DS Issues</i>					
(101-41400-600) Administration: Copier Lease	(864)	(72)	(144)	(720)	16.67%
(101-41910-600) Planning and Zoning: Copier Lease	(864)	(72)	(144)	(720)	16.67%
(101-42110-600) Police: Copier Lease	(143)	(12)	(24)	(119)	0.00%
(101-42280-600) Fire Administration - Principal	0	0	0	0	0.00%
(101-42280-600) Fire Administration - Interest	0	0	0	0	0.00%
(101-42280-620) Fire Administration - Fiscal Agent Fees	0	0	0	0	0.00%
(101-45100-600) Parks and Rec.: Copier Lease	(1,250)	(104)	(312)	(938)	24.99%
(101-45500-600) Library: Copier Lease	(1,250)	(104)	(312)	(938)	24.99%
(101-47014-600) 2012 Series A - Principal	(180,000)	0	(180,000)	0	100.00%
(101-47014-610) 2012 Series A - Interest	(30,853)	0	(16,326)	(14,527)	52.92%
(101-47014-620) 2012 Series A - Fiscal Agent Fees	0	0	(252)	252	0.00%
(101-47015-615) Series 2015B Equip. Cert. Issuance Costs	0	0	0	0	0.00%
(301-47011-600) 2006 Series B - Principal	(155,000)	0	0	(155,000)	0.00%
(301-47011-610) 2006 Series B - Interest	(6,355)	0	(3,178)	(3,178)	50.00%
(301-47014-600) 2012 Series A - Principal	0	0	0	0	0.00%
(301-47014-610) 2012 Series A - Interest	0	0	0	0	0.00%
(301-47014-621) Fiscal Agent Fees	(2,400)	0	0	(2,400)	0.00%
(301-47013-440/621) Fiscal Agent Fees	0	0	0	0	0.00%
(301-47015-610) 2015 Series B - Interest	(11,220)	0	0	(11,220)	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	(30,597)	0	(3,058)	(27,539)	10.00%
(651-47007-620) 2012 Series A Disposal - Fiscal Agent Fees	(750)	0	(243)	(507)	32.34%
<i>Total Debt Service</i>	<u>(591,546)</u>	<u>(364)</u>	<u>(203,994)</u>	<u>(387,552)</u>	34.48%
<i>Less - All Capital Outlay Accounts:</i>					
(101-41400-600) Administration	(3,000)	0	0	(3,000)	0.00%
(101-41910-500) Planning and Zoning	(3,000)	0	(449)	(2,551)	14.97%
(101-41940-500) General Government Capital Outlay	(20,000)	0	0	(20,000)	0.00%
(101-42110-500) Police Administration Capital Outlay	(10,200)	0	0	(10,200)	0.00%
(101-42110-550) Police Administration Capital Outlay - Vehicles	(20,000)	(145)	(19,131)	(869)	95.66%
(101-42280-500) Fire Administration - Capital Outlay	(50,000)	(3,532)	(37,635)	(12,365)	75.27%
(101-42280-550) Fire Administration - Capital Outlay - Vehicles	0	0	0	0	0.00%
(101-43000-500) Public Works - Capital Outlay	(485,000)	0	0	(485,000)	0.00%
(101-43100-500) Cemetery - Capital Outlay	(1,000)	0	0	(1,000)	0.00%
(101-45100-500) Parks and Recreation - Capital Outlay	(34,500)	0 #	0	(34,500)	0.00%
(101-45500-500) Library	(3,000)	0	0	(3,000)	0.00%
(601-43200-500) Sewer - Capital Outlay	(273,800)	0	(5,327)	(268,473)	1.95%
<i>Total Capital Outlay</i>	<u>(903,500)</u>	<u>(3,677)</u>	<u>(62,543)</u>	<u>(840,957)</u>	6.92%
<i>Less: Construction in Progress - Bridge Projects:</i>					
Dream Island Bridge	0	0	0	0	0%
Milinda Shores Bridge	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%
<i>Less: Depreciation/Amortization</i>					
(601) Depreciation	(200,000)	0	0	(200,000)	0.00%
<b>Adjusted Expenditures</b>	<b>\$ 2,751,572</b>	<b>\$ 201,120</b>	<b>\$ 530,063</b>	<b>\$ 2,221,509</b>	<b>19.26%</b>
<i>Linear Assumption (3 Month/12 Months) = 25.00%</i>					
	<b>25.00%</b>	<b>\$ 1,111,655</b>			<b>-5.74%</b>

City of Crosslake  
March 31, 2016

Depository	Percent of Total Bank Balance	Bank Balance	Less: Insurance FDIC/NCUA	Deposits Requiring Collateral	Amount of Collateral Required (110% of Deposits Requiring Collateral)	Market Value of Collateral Provided	Sufficient (Insufficient) Collateral Coverage	Collateral Description	Expiration Date
Riverwood Bank	9.5% #	\$ 199,974	\$ 250,000	\$ 0	\$ 0	\$ 0	\$ 0		
First National Bank	16.4%	\$ 342,870	\$ 250,000	\$ 92,870	\$ 102,157	\$ 200,000	\$ 97,843	Letter of Credit #2552-16	11/14/2016
BlackRidge Bank	37.1%	\$ 776,972	\$ 250,000	\$ 526,972	\$ 579,669	\$ 1,000,000	\$ 420,331	Letter of Credit 4072-161	12/31/2016
Frandsen Bank and Trust	37.0%	\$ 775,719	\$ 250,000	\$ 525,719	\$ 578,291	\$ 1,457,081	\$ 878,790	3622A2JV5 GNMA; 3128MDTJ2 FHLMC	04/15/2026; 08/01/2028
<b>Totals</b>	<b>100.0%</b>	<b>\$ 2,095,534</b>		<b>\$ 1,145,561</b>	<b>\$ 1,260,117</b>	<b>\$ 2,657,081</b>	<b>\$ 1,396,964</b>		

B.7.

B.  
8.

03/11/2016 10:03:38 am

# Crosslake Communications Balance Sheet

For The One Month Ending January 31, 2016

	<u>YTD Amount</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
Cash in Checking and Savings Accounts	344,032.49
Temporary Cash Investments	860,777.76
Restricted Cash Investments	504,663.91
Due From Customers	8,254.74
Other Accounts Receivable	79,917.61
Interest Receivable	3,934.27
Material - Regulated	47,150.37
Materials - Deregulated	6,791.08
Prepayments and Other	39,554.83
<b>Total Current Assets</b>	<u><u>1,895,077.06</u></u>
<b>Noncurrent Assets</b>	
Other Investments	57,075.26
Nonreg Plant and Equipment	311,015.58
Deferred Charges	87,403.61
<b>Total Noncurrent Assets</b>	<u><u>455,494.45</u></u>
<b>Plant, Property and Equipment - Telephone</b>	
Telecommunications Plant in Service	12,527,328.76
Plant Under Construction	239,180.95
Less Accumulated Depreciation - Telephone	<u>(7,726,114.50)</u>
<b>Net Plant - Telephone</b>	<u><u>5,040,395.21</u></u>
<b>Plant, Property and Equipment - Cable</b>	
Cable Plant in Service	2,857,547.29
Less Accumulated Depreciation - Cable	<u>(2,618,868.28)</u>
<b>Net Plant - Cable</b>	<u><u>238,679.01</u></u>
<b>Total Assets</b>	<u><u>\$ 7,629,645.73</u></u>
<b>LIABILITIES</b>	
<b>Current Liabilities</b>	
Accounts Payable	153,125.97
Advance Billings and Prepayment	24,021.88
Customer Deposits	61,365.10
Accrued Interest	7,800.00
Other Current Liabilities	34,318.65
<b>Total Current Liabilities</b>	<u><u>280,631.60</u></u>
<b>Long-Term Debt</b>	
Utility Revenue Bond	2,130,000.00
<b>Total Long-Term Debt</b>	<u><u>2,130,000.00</u></u>
<b>Other Liabilities and Deferred Credits</b>	
Other Long-Term Liabilities	831,470.80
Other Deferred Credits	0.00
<b>Total Other Liabilities and Credits</b>	<u><u>831,470.80</u></u>
<b>EQUITY</b>	
Income Balance	27,902.47
Fund Equity	4,359,640.86
<b>Total Equity</b>	<u><u>4,387,543.33</u></u>
<b>Total Liabilities and Equity</b>	<u><u>\$ 7,629,645.73</u></u>

## Crosslake Communications Income Statement

For The One Month Ending January 31, 2016

	<u>PTD Amount</u>	<u>LYPTD Amount</u>	<u>YTD Amount</u>	<u>LYTD Amount</u>
<b>Revenues</b>				
Local Network Service	33,461.02	33,368.04	33,461.02	33,368.04
Network Access Service Revenue	68,448.32	65,799.68	68,448.32	65,799.68
Directory and Other Misc. Reg Revenue	3,518.58	4,295.66	3,518.58	4,295.66
Internet, Computer Sales	73,354.56	67,331.90	73,354.56	67,331.90
Uncollectible Revenue	(171.07)	52.94	(171.07)	52.94
Cable Revenue	75,293.66	72,471.61	75,293.66	72,471.61
Tower, Rent and Ad Revenue	16,713.13	14,246.21	16,713.13	14,246.21
Other Sales, Lease and Install Revenue	22,722.67	10,697.21	22,722.67	10,697.21
<b>Total Operating Revenue</b>	<b>293,340.87</b>	<b>268,263.25</b>	<b>293,340.87</b>	<b>268,263.25</b>
<b>Operating Expenses</b>				
Plant Specific Operations Expense	23,815.28	33,857.98	23,815.28	33,857.98
Plant Nonspecific Operations Expense	25,298.95	26,475.24	25,298.95	26,475.24
Depreciation Expense	66,179.19	63,981.32	66,179.19	63,981.32
Customer Operations Expense	20,210.39	24,254.61	20,210.39	24,254.61
Corporate Operations Expense	31,466.52	56,918.88	31,466.52	56,918.88
Internet, Computer Sales Expense	23,225.94	15,869.90	23,225.94	15,869.90
Other Non Reg Expenses	1,581.44	(311.19)	1,581.44	(311.19)
Signal Purchases	56,109.99	55,013.34	56,109.99	55,013.34
Operating Transfers to City	1,070.05	24,052.91	1,070.05	24,052.91
<b>Total Operating Expenses</b>	<b>248,957.75</b>	<b>300,112.99</b>	<b>248,957.75</b>	<b>300,112.99</b>
<b>Total Operating Income (Loss)</b>	<b>44,383.12</b>	<b>(31,849.74)</b>	<b>44,383.12</b>	<b>(31,849.74)</b>
<b>Total Operating Ratio</b>	<b>84.87 %</b>	<b>111.87 %</b>	<b>84.87 %</b>	<b>111.87 %</b>
<b>Other Income (Expense)</b>				
Investment Income	2,124.52	1,385.20	2,124.52	1,385.20
Revenue Bond/Co Bank Interest	(3,900.00)	(10,525.42)	(3,900.00)	(10,525.42)
Amortize Debt Expense	(279.94)	(781.70)	(279.94)	(781.70)
Gain/(Loss) on Investments	15,574.96	195.46	15,574.96	195.46
Miscellaneous	(30,000.19)	0.02	(30,000.19)	0.02
<b>Total Other Income (Expense)</b>	<b>(16,480.65)</b>	<b>(9,726.44)</b>	<b>(16,480.65)</b>	<b>(9,726.44)</b>
<b>Total Net Income (Loss)</b>	<b>27,902.47</b>	<b>(41,576.18)</b>	<b>27,902.47</b>	<b>(41,576.18)</b>

**Crosslake Communications**  
**Detail of Reserve Balances**  
1/31/2016

<b><i>Restricted and Designated Investments</i></b>	
Revenue Bond Reserve	\$248,500.00
Bond Payment Account	\$0.00
Cable Operations & Maintenance Reserve	\$32,911.69
Reserve for BiAnnual Debt Payments	85,078.71
New Central Office Reserve (Switch)	0.00
Heavy Equipment Reserve	60,666.76
Vehicle Reserve	17,955.02
Building Maintenance Reserve	0.00
New Technology Reserve	59,551.73
<b>Total Restricted and Designated Investments</b>	<u>\$504,663.91</u>
Unrestricted Investments	860,777.76
<b>Total Investments</b>	<u><u>\$1,365,441.67</u></u>

Unposted Market Value Allow           (\$13,325.39)

Wells Fargo	1,087,765.49
Riverwood Bank	199,898.81
4M Fund	64,451.98
<b>Total Per Statements</b>	<u><u>1,352,116.28</u></u>

B.9.

CROSSLAKE COMMUNICATIONS  
Accounts Payable  
Check Register  
01/01/2016 To 01/31/2016

Bank Account: I - GENERAL ACCOUNT

Check No.	Date	Vendor Name	Reference	Amount
2171	01/04/2016	FRANSEN BANK AND TRUST	SURGEMAIL & DOMAIN RENEW & OTHER VISA CHGS	\$2,464.78
2180	01/15/2016	INTERNAL REVENUE SERVICE	FEDERAL , FICA, MEDICARE	5,578.43
2181	01/15/2016	PERA	PERA EE & ER	2,659.70
2182	01/15/2016	MINNESOTA DEPT OF REVENUE	MN WITHHOLDING	912.51
2183	01/15/2016	DEFERRED COMP	DEFERRED COMP	1,925.00
2184	01/11/2016	CITY OF CROSSLAKE (SEWER)	DECEMBER SEWER	45.00
2185	01/29/2016	INTERNAL REVENUE SERVICE	JANUARY EXCISE TAX	1,196.19
2193	01/29/2016	INTERNAL REVENUE SERVICE	FEDERAL , FICA, MEDICARE	4,018.34
2194	01/29/2016	PERA	PERA EE & ER	2,198.80
2195	01/29/2016	MINNESOTA DEPT OF REVENUE	MN WITHHOLDING	649.41
2196	01/29/2016	DEFERRED COMP	DEFERRED COMP	1,925.00
2197	01/26/2016	CROW WING POWER	DECEMBER ELECTRIC SERVICE	4,551.07
2198	01/29/2016	MINNESOTA DEPT OF REVENUE	JANUARY SALES & USE TAX	10,290.00
31897	01/12/2016	PAUL BUNYAN COMMUNICATIONS	JANUARY LOCAL CHANNEL TRANSPORT	800.00
31898	01/12/2016	NEIL LUZAR	PLOWING 12-16 & 12-27-15	180.00
31899	01/12/2016	BRAINERD DAILY DISPATCH	WINTER SPORTS AND HOLIDAY GREET ADS	98.00
31900	01/12/2016	REEDS MARKET	DONUTS-CHAMBER MTG, HOLIDAY OPEN HOUSE	76.64
31901	01/12/2016	GOPHER STATE ONE CALL	LOCATES	49.30
31902	01/12/2016	ONVOY VOICE SERVICES	6264 PROGRAM	7,297.43
31904	01/12/2016	UNITED PARCEL SERVICE	WEEKLY SERVICE & MISC SHIPPING	133.00
31905	01/12/2016	CROSSLAKE COMMUNICATIONS	PHONE SERVICES	659.68
31906	01/12/2016	DEBORAH FLOERCHINGER	CAFE PLAN REIMBURSE - BALANCE 0	800.00
31907	01/12/2016	CONSOLIDATED TELEPHONE	MANAGEMENT SERVICES & MISC.	27,336.47
31908	01/12/2016	THE OFFICE SHOP INC.	3RD QUARTER OF CONTRACT - COPIER MAINT.	223.40
31909	01/12/2016	DRIVER & VEHICLE SERVICES	LICENSES FOR VEHICLES & TRAILERS	128.00
31910	01/12/2016	AMERIPRIDE LINEN & APPAREL	RUG & TOWEL SERVICE	151.63
31911	01/12/2016	WILLIAM GORDON	CAFE PLAN REIMBURSEMENT - BALANCE 922.56	277.44
31912	01/12/2016	MINNESOTA 9-1-1 PROGRAM	911, TAP & TAM	1,592.74
31913	01/12/2016	CENTRAL TRANSPORT GROUP LLC	4 EA DS1'S	2,332.32
31914	01/12/2016	THE DOOR DOCTOR	REPAIR GARAGE DOORS	906.23
31915	01/12/2016	GRAYBAR ELECTRIC COMPANY INC	INSPECT AND TEST UNIT VIAVA/JDSU	4,018.50
31916	01/12/2016	PURCHASE POWER	POSTAGE METER RENTAL & POSTAGE FILL	395.25
31917	01/12/2016	MINNESOTA LIFE INSURANCE CO	JANUARY LIFE PREMIUM	95.00
31918	01/12/2016	PINNACLE	TELEPHONE DIRECTORY-5	1,020.38
31919	01/12/2016	ROVI GUIDES	AFFILIATE PAYMENT	728.01
31920	01/12/2016	SHOWTIME NETWORKS INC	AFFILIATE PAYMENT	307.44
31921	01/12/2016	FOX SPORTS NET NORTH	AFFILIATE PAYMENT	7,088.82
31922	01/12/2016	TOWER DISTRIBUTION COMPANY	AFFILIATE PAYMENT	258.97
31923	01/12/2016	JOAN HARRELL	CAFE PLAN REIMBURSEMENT - BAL 0	208.60
31924	01/12/2016	AT&T - DALLAS TX	PARS - JANUARY 2016 - BAN 1499	78.68
31925	01/12/2016	7SIGMA SYSTEMS INC	DECEMBER CONSULTING	6,448.00
31926	01/12/2016	CROSSLAKE ACE	GRAY PAINT FOR NIDS	3.73
31927	01/12/2016	NATIONAL CABLE TEL COOP INC	AFFILIATE PAYMENT	34,570.80
31928	01/12/2016	CLEARFIELD INC.	8 EA RACK MOUNT SPLITTER ASSY'S	8,892.88
31929	01/12/2016	CALIX NETWORKS INC	E7 CONVERSION MATERIALS	155,659.90
31930	01/12/2016	WASTE PARTNERS INC.	DECEMBER TRASH REMOVAL	78.00
31931	01/12/2016	NORTHLAND PRESS	OPEN HOUSE AD	144.00
31932	01/12/2016	CHARTER BUSINESS	MONTH 18 OF 36 - JANUARY INTERNET FEED	3,000.00
31933	01/12/2016	4M FUND F.B.O. 35373-101	FUND DEBT SERVICE RESERVE	31,817.00
31934	01/12/2016	ONLINE INFORMATION SERVICES	9 EXCHANGE REPORTS	54.30
31935	01/12/2016	BIG 10	AFFILIATE PAYMENT	1,868.16
31936	01/12/2016	COOPERATIVE NETWORK SERV LLC	DECEMBER LOCAL CHANNEL TRANSPORT	500.00
31937	01/12/2016	DQ TECHNOLOGY	20 EA M505N ROUTERS	1,165.98
31938	01/12/2016	NISC	DECEMBER LICENSE FEES & JANUARY BILLING	6,034.43
31939	01/12/2016	FOX TELEVISION STATIONS, INC.	AFFILIATE PAYMENT	1,993.25

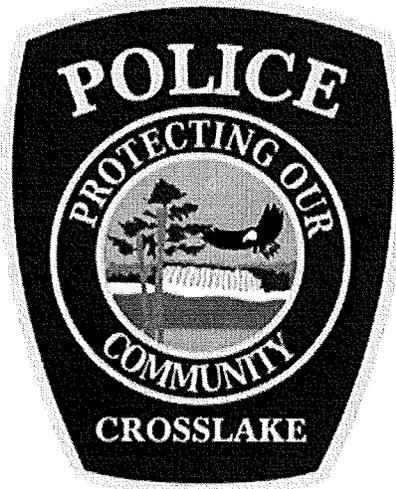
31940	01/12/2016	CBS TELEVISION STATIONS	AFFILIATE PAYMENT	1,765.45
31941	01/12/2016	CANON FINANCIAL SERVICES, INC.	COPIER LEASE 10 OF 60 12/20-1/19/16	158.93
31942	01/12/2016	CITRUS COMMUNICATIONS, INC.	10 EA DCX700	1,291.72
31943	01/12/2016	JOHN DERUS	CREDIT REFUND	98.95
31944	01/12/2016	JAMES BEAUPRE	CREDIT REFUND	62.19
31945	01/12/2016	MAUREEN ANDERSON	CREDIT REFUND	209.20
31946	01/12/2016	RILEY A VAHLSING	CREDIT REFUND	40.00
31947	01/12/2016	FRANSDEN BANK AND TRUST	1ST QUARTER HSA FUNDING	3,000.00
31948	01/15/2016	FRANSDEN BANK AND TRUST	HSA DEDUCTION	210.00
31949	01/29/2016	IBEW LOCAL UNION 949	UNION DUES	309.65
31950	01/29/2016	FRANSDEN BANK AND TRUST	HSA DEDUCTION	210.00
31951	01/26/2016	NEIL LUZAR	PLOWING 1-14-16	90.00
31952	01/26/2016	RONALD J. SCHMIDT	2015 CAFE PLAN REIMBURSEMENT - BAL 0	1,200.00
31953	01/26/2016	CROW WING POWER	PLOW PIPE TO 36306 CO RD 3	253.00
31954	01/26/2016	POWER & TELEPHONE SUPPLY	12 EA 48V BATTERY BACKUPS	1,830.17
31955	01/26/2016	CITY OF CROSSLAKE	MMUA 2016 DUES	942.67
31956	01/26/2016	CONSOLIDATED TELEPHONE	150M INTERNET SERVICE	900.00
31957	01/26/2016	CITI LITES INC	LOCATES	148.20
31958	01/26/2016	THE OFFICE SHOP INC.	DESK CALENDARS, PENS	36.20
31959	01/26/2016	MEDTOX LABORATORIES	EMPLOYEE SCREENING	67.76
31960	01/26/2016	LYDIA ORLANDO	2015 CAFE PLAN REIMB. - BAL 10.35	12.00
31961	01/26/2016	NLES	SHIRTS FOR RON & BILL	355.00
31962	01/26/2016	NEUSTAR INC.	SOW & LNP CHARGES	175.01
31963	01/26/2016	ASSURANT EMPLOYEE BENEFITS	FEBRUARY LONG TERM DISABILITY	266.28
31964	01/26/2016	AVID COMMUNICATION CONST. INC	ADD'L DUE ON BOYD LODGE PROJECT	5,000.00
31965	01/26/2016	D F COUNTRYMAN CO INC	2 EA CLEETOP CLEANERS	72.87
31966	01/26/2016	POP MEDIA NETWORKS, LLC	AFFILIATE PAYMENT	623.67
31967	01/26/2016	VANTAGE POINT	DECEMBER TTP SERVICE	210.00
31968	01/26/2016	CORNERSTONE PUBL GROUP INC.	FEBRUARY NEWSLETTER	1,917.80
31969	01/26/2016	TEGNA	AFFILIATE PAYMENT	1,765.45
31970	01/26/2016	CHERI E. AYD	JANUARY OFFICE CLEANING	748.13
31971	01/26/2016	HUBBARD BROADCASTING, INC.	CREDIT FOR OVERPAYMENT	1,852.55
31972	01/26/2016	LITURGICAL PUBLICATIONS INC	1" AD 3/27/16 - 3/19/17	352.00
31973	01/26/2016	AQUARIUS WATER CONDITIONING INC.	JANUARY SOFTENER RENTAL	44.89
31974	01/26/2016	NTCA GROUP HEALTH PLAN	FEBRUARY HEALTH & LIFE INSURANCE	9,572.76
31975	01/26/2016	INTELLIWEATHER, INC	AFFILIATE PAYMENT	349.00
31976	01/26/2016	DIAMOND METAL PRODUCTS, INC.	730 EA 700 SERIES MOUNTING PLATES	8,869.50
31978	01/26/2016	KTECH TELECOMMUNICATIONS	REPAIR RECEIVER/DECODER	557.35
31979	01/26/2016	RUTH HOAG	CREDIT REFUND	160.88
31980	01/26/2016	NICK LOSCHIEDER	CREDIT REFUND	47.94
31981	01/26/2016	JERRY L REICHERT	CREDIT REFUND	19.56
31982	01/26/2016	ANGELINE TURBES	CREDIT REFUND	82.29
31983	01/26/2016	CLAUDETTE M HATHAWAY	CREDIT REFUND	10.80
			<b>Total for General Account</b>	<b><u>\$393,776.41</u></b>

B.10.

CROSSLAKE COMMUNICATIONS  
CUSTOMER COUNTS

	Mar-15	Apr-15	May-15	Jun-15	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16
<b>Telephone Service</b>													
Telephone Lines	1601	1591	1574	1575	1572	1561	1550	1537	1530	1521	1501	1497	1496
Telephone Vacation Disconnected	117	37	21	19	20	22	40	104	123	133	138	141	99
Percentage of Telephone Customers Disconnected	7%	2%	1%	1%	1%	1%	3%	7%	8%	9%	9%	9%	7%
Extended Calling/Pequot	280	279	280	278	278	278	277	271	268	265	263	262	260
Expanded Calling/CTC,Emily	41	41	40	42	42	42	42	42	42	44	44	44	43
<b>Cable TV Service</b>													
Basic	270	266	262	246	251	243	248	244	250	253	250	250	247
Expanded Basic	1333	1327	1347	1344	1339	1339	1327	1277	1261	1241	1235	1233	1239
Digital TV	256	259	257	257	256	255	252	249	251	253	250	251	249
Total Crosslake Customers	1859	1852	1856	1847	1846	1837	1827	1770	1762	1747	1735	1734	1735
<b>Total Cable Customers</b>													
Cable Vacation Disconnected	677	302	50	21	22	39	211	491	598	633	670	654	584
Percentage of Cable Customers Disconnected	36%	16%	3%	1%	1%	2%	12%	28%	34%	36%	39%	38%	34%
<b>Premium Channels</b>													
HBO Pkg	63	58	57	58	57	57	55	57	57	56	56	56	56
Cinemax	36	34	33	31	32	31	30	31	31	31	31	31	32
Showtime Pkg	34	33	32	33	33	34	33	35	35	34	33	33	34
Starz/Encore Pkg	44	42	41	43	43	43	42	42	43	43	42	41	41
HD TV	302	309	325	322	327	329	326	326	321	323	321	323	330
DVR and 2nd HD boxes	225	226	257	262	272	273	272	269	274	274	269	268	270
1st Box No Charge	187	184	180	181	179	177	177	174	175	175	173	171	170
<b>Internet Service</b>													
Dial Up Internet	11	11	12	12	10	10	10	9	8	7	7	7	7
<b>High Speed Internet</b>													
High Speed	1355	1375	1401	1431	1449	1460	1465	1452	1438	1441	1438	1437	1448
High Speed Plus	124	124	120	120	118	115	120	117	116	113	113	111	114
High Speed Super	23	26	28	27	29	30	30	30	30	34	34	32	33
<b>High Speed Internet Totals</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>	<b>1588</b>	<b>1585</b>	<b>1580</b>	<b>1595</b>
High Speed Vacation Disconnected	331	151	23	12	12	21	88	221	273	286	323	327	285
Percentage of High Speed Customers Disconnected	22%	10%	1%	1%	1%	1%	5%	14%	17%	18%	20%	21%	18%
Mail Box Only	206	183	180	180	181	180	183	191	196	206	212	215	215

B.11.



# CROSSLAKE POLICE DEPARTMENT

## MONTHLY REPORT

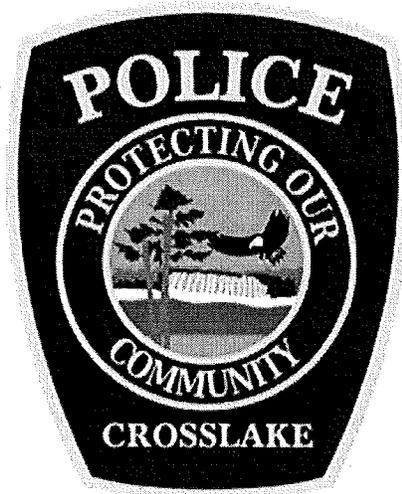
March

2016

**Crosslake Police Department  
Monthly Report  
March 2016**

911 Hangup	1
Agency Assists	11
Alarm	9
Assault	1
Attempt To Locate	1
Compliance Check	2
Damage To Property	1
Dangerous Dog	1
Disturbance	1
Driving Complaint	4
Ems	16
Escort	1
Fire	3
Fraud	1
Gun Permits	2
Hazard In Road	1
Information	8
Intoxicated Person	3
OFP Violation	1
Property Damage Acc	4
Public Assist	3
Suspicious Activity	2
Theft	1
Traffic Arrest	1
Traffic Citations	1
Traffic Warnings	35
Vulnerable Adult	1
<b>Total</b>	<b>116</b>

B.12.



# CROSSLAKE POLICE DEPARTMENT

## MISSION MONTHLY REPORT

March

2016

**Crosslake Police Department  
Mission Monthly Report  
March 2016**

Driving Complaint	1
Information	1
Property Damage Acc	1
Traffic Citations	7
Traffic Warnings	27
<b>Total</b>	<b>37</b>

B. 13.

**Crosslake Fire Department**  
**Date: March 2016**

**Calls**

Description of Incident	Calls	YTD
<b>3 - Rescue &amp; Emergency Medical Services</b>		
311 - Medical Assist - Assist EMS Crew	11	61
300 - Rescue, EMS Incident		
322 - Motor Vehicle Accident with Injuries	2	3
324 - Motor Vehicle Accident with No Injuries		
340 - Search for Lost Person		
342 - Search for Lost Person in Water		
362 - Ice Rescue		1
326 - Snowmobile Accident With Injuries		
<b>Total Medical:</b>	<b>13</b>	<b>65</b>
<b>1 - Fire</b>		
111 - Building Fire	2	3
111 - Building Fire (Mutual Aid)		
114 - Chimney Fire		
143 - Grass Fire/Wildland Fire	1	1
131 - Automobile Fire		
<b>Total Fire:</b>	<b>3</b>	<b>4</b>
<b>4 - Hazardous Condition (No Fire)</b>		
412 - Gas Leak (Natural Gas or LPG)		
424 - Carbon Monoxide Alarm		
444 - Power Line Down/Trees on Road		
<b>Total Hazardous Condition:</b>	<b>0</b>	<b>0</b>
<b>5- Service Call</b>		
571 - Cover Assignment , Standby	2	4
<b>Total Service call:</b>	<b>2</b>	<b>4</b>
<b>6 - Good Intent Call</b>		
611 - Dispatched and Cancelled en route		
609 - Smoke scare, Odor of smoke	1	1
<b>Total Good Intent:</b>	<b>1</b>	<b>1</b>
<b>7 - False Alarm &amp; False Call</b>		
743 - Smoke Detector Activation - No Fire	1	2
733 - Smoke Detector Activation due to Malfunction		
746 - Carbon Monoxide Detector Activation - No CO		
731 - Sprinkler Activation due to Malfunction		
<b>Total False Alarms:</b>	<b>1</b>	<b>2</b>

**Total Incidents:**

18	76
----	----

B.14.

ECONOMIC DEVELOPMENT AUTHORITY  
MEETING MINUTES  
8:30 A.M. – MARCH 2, 2016  
CITY HALL

The regular monthly meeting of the Crosslake EDA was called to order at 8:30 A.M. by Patty Norgaard with the following members present: Patty Norgaard, Steve Roe, Mark Wessels, Bill Forsythe and Jo Smith. Also in attendance was Sheila Haverkamp of BLAEDC. There were 2 people in the audience.

A MOTION WAS MADE BY STEVE ROE, SECONDED BY JO SMITH TO APPROVE THE MINUTES OF THE JANUARY 6, 2016 EDA MEETING. AYES: ALL.

Bill Forsythe reported on the Revolving Loan Fund balance information. There were no delinquencies. Mike Stone of Crosswoods Golf Course refinanced the loan with the bank for better terms, which improved Crosslake EDA's position. It was reviewed by the City Attorney. A MOTION WAS MADE BY STEVE ROE, SECONDED BY BILL FORSYTHE TO APPROVE PAYMENT TO CITY ATTORNEY IN THE AMOUNT OF \$105 FOR THE REVIEW OF CROSSWOODS GOLF REFINANCING LOAN. AYES: ALL.

Sheila Haverkamp with BLAEDC gave an overview of the BLAEDC annual meeting which was held on February 10<sup>th</sup> in Baxter. EDA Member Steve Roe was in attendance. The success of two new businesses, Gullview Technology Consulting and Avantech, was discussed. Ms. Haverkamp announced that the Tech Ready Brainerd Lakes Area Hackfest will take place on May 7<sup>th</sup> at Central Lakes College in Brainerd. This is a daylong event that leverages the technological and creative assets of local residents for social and civic good. People with ideas to leverage web and mobile applications in support of projects for improving the quality of life in our region, work alongside application developers to design creative data and communications solutions. The Board continued discussion of the electronic billboard.

Patty Norgaard attended a GreenStep Cities conference on January 12, 2016 in St. Paul. Maddie Norgaard was scheduled to speak at today's EDA meeting but was unable to attend. Jo Smith will take the project on if it is approved by the Council at the regular April meeting.

Patty Norgaard reported that the Crow Wing County HRA Housing Study that the Crosslake EDA helped fund has been completed and that Jennifer Bergman will attend an EDA meeting to review the findings.

Patty Norgaard reported that the MN Design Team reviewed Crosslake's application and replied that it looks "promising". After a brief visit to Crosslake in March, the Team will make a decision whether to accept Crosslake as a project for 2016.

The St. Patrick's Day parade and activities will be held on March 12<sup>th</sup>. Remax will have hot air balloon rides at the Crosslake Dam.

There being no further business at 10:00 A.M., Patty Norgaard adjourned the meeting.

Respectfully Submitted,

Jo Smith, EDA Member

B.  
15.



**STATED MINUTES**

**City of Crosslake  
Planning Commission/Board of Adjustment**

**February 26, 2016  
9:00 A.M.**

**Crosslake City Hall  
37028 County Road 66  
Crosslake, MN 56442**

1. Present: Aaron Herzog, Chair; Dave Nevin, Vice-Chair; Mark LaFon; Matt Kuker , Joel Knippel, Council Member Mark Wessels, City Attorney Brad Persons
2. Staff: Chris Pence, Crow Wing County Land Services Supervisor; Jon Kolstad, Crosslake Land Services Specialist and Celeste Torgerson, Technical/Administration Specialist
3. 2016 Election of Officers – **Motion by Nevin; supported by Knippel to elect Herzog as Chair; Motion by Knippel; supported by LaFon to elect Nevin as Vice-Chair. All members voting “Aye”, Motion carried.**
4. Adoption of 2016 Rules of Business – **Motion by LaFon; supported by Kuker to adopt the 2016 Rules of Business. All members voting “Aye”, Motion carried.**
5. 1-22-16 Minutes & Findings – **Motion by Nevin; supported by Knippel to approve the minutes & findings as written. All members voting “Aye”, Motion carried.**
6. Old Business
  - 6.1 None
7. New Business
  - 7.1 David D. Hauser & Carolyn Hauser Corbett – Variance for lot size and width
  - 7.2 David D. Hauser & Carolyn Hauser Corbett – Metes & Bounds Subdivision
  - 7.3 Tom & Carole Hektner – Variance for road right-of-way setback
  - 7.4 Chad & Barb Anderson – After-the-Fact Variance for bluff setback
8. Adjournment

**David D. Hauser & Carolyn Hauser Corbett  
142080010100009**

Kevin McCormick from Land Design Solutions LLC and David Hauser were present. Kolstad read the variance request and new letters received into record. Cross Lake Planning and Zoning Department received nine (9) letters in support and two (2) letters in opposition. McCormick presented a map of the area stating that most lots do not meet the lot standards for the zoning and the lots they are proposing are larger than most lots there and fit nicely into the established community. The lot split would previously have been allowed, but ordinance changes no longer allow the split without going through the variance process. Hauser added that the property values would be increased, splitting the lots is not motivated by profit and the intentions of the ordinance should not be to restrict growth. Nevins expressed concern that creating back lots would promote pole buildings being built on lots without a primary structure. Persons stated that if they did not want to allow pole buildings without a primary structure that they could look at an ordinance change. McCormick stated that a deed restriction could be done that does not allow a pole building on the lots without a primary structure first. Herzog opened the discussion up to public comment. Jane Monson, the neighbor to the west of the Hauser's spoke in opposition stating that there is a new ordinance in place and under the new ordinance this would be the development of a nonconforming lot and questioned when the new ordinance would go into effect. Larry Smith, the neighbor to the east of the Hauser's spoke in opposition stating that the intent of a plat is that it is final once it is done, the purpose behind this has to be monetary to a certain point and that this would create access to the north property for development and a precedent should not be set to splitting lots. McCormick stated that a deed restriction could be done to not allow access to other lots. Bart Taylor spoke in favor of the application stating change should be allowed and does not want to see the neighbors controlled. Bruce Larson spoke in favor of the application stating the lots compliment the development of the neighborhood and this has nothing to do with economics, it promotes good development and smaller lots are more marketable. Herzog closed public comment. Discussion by board focused on the change in the ordinance created the needed for the variance where it would have been allowed previously; creating the lots makes them more marketable to sell and the size of the surrounding lots.

**February 26, 2016 Action:**

**Motion by Kuker; supported by LaFon to deny the variance for lot size and lot width to create new lots.**

**Findings: See attached**

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

February 26, 2016 Planning & Zoning Commission Meeting

**Tom and Carole Hektner  
141810010010009**

Jeremy Kunz from Wes Hanson Builders was present to represent the applicant. Kolstad read the variance request into record. There was no public comment. Discussion concerned that the lot is an existing non-conforming lot that has limited area for expansion. The request would be an improvement to the lot and add value to it. The findings of fact questions were all answered yes.

**February 26, 2016 Action:**

**Motion by Nevin; supported by Knippel to approve the variance for road right of way setback of 19 feet where 35 feet is required to proposed garage.**

**Condition:**

- 1. A stormwater plan be submitted at the time the permit is applied for and implemented.**

**Findings: See attached**

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

February 26, 2016 Planning & Zoning Commission Meeting

**Chad & Barb Anderson**  
**141490410090009**

Lonnie Thomas of Thomas & Severson P.A. was present to represent the applicant. Kolstad read the variance request into record. There was no public comment. Thomas stated that his clients are aware they need a berm as part of the stormwater plan and that they would like the deck and berm specifics to be defined.

**February 26, 2016 Action:**

**Motion by Nevin; supported by Knippel to table the variance for more defined specifications on the berm and deck.**

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

February 26, 2016 Planning & Zoning Commission Meeting

**Matters not on the Agenda:**

1. Herzog raised the question if the ordinance should be changed that requires a dwelling be built prior to an accessory structure on a lot.
2. The topic of alternates was brought up and whether or not alternates should have terms so new ones can be appointed.

**Motion by Nevin; supported by LaFon to adjourn at 11:11 A.M.**

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

Respectfully yours,

*Celeste Torgerson*

Celeste Torgerson  
Technical/Administrative Specialist

# MONTHLY PLANNING & ZONING STATISTICS - CROSSLAKE

B.16.

PERMITS	March-2016	Year-to-Date 2016	March-2015	Year-to-Date 2015
New Construction (Dwellings)	5	6	1	3
Septic - New	4	5	0	0
Septic Upgrades	1	1	2	2
Porch / Deck	3	5	2	3
Additions	1	1	1	1
Landscape Alterations	1	2	4	4
Access. Structures	6	6	0	0
Demo/Move	0	0	0	2
Signs	1	1	1	1
Fences	2	2	0	0
E911 Addresses Assigned	3	4	1	1
<b>Total Permits</b>	<b>27</b>	<b>33</b>	<b>12</b>	<b>17</b>

ENFORCEMENT / COMPLAINTS	Year-to-Date 2016	Year-to-Date Closed	Year-to-Date Open	Year-to-Date % Closed
Enforcement	4*	3	1	75.0%

\*4 carry-over complaints from 2015

CUSTOMER SERVICE STATISTICS	March-2016	Year-to-Date 2016	March-2015	Year-to-Date 2015
Counter Visits	72	156	74	176
Phone Calls	123	286	124	248
Email	50	113	49	113
<b>Total</b>	<b>245</b>	<b>555</b>	<b>247</b>	<b>537</b>

Call For Service	5	9	4	7
Shoreland Rapid Assessment Completed (Buffer)	3	3	1	2
Stormwater Plans Submitted	8	11	3	6
Site Visits	56	63	28	37

COMPLIANCE SEPTIC STATISTICS	Year-To-Date Received 2016	Year-To-Date Failed 2016	Year-To-Date Received 2015	Year-To-Date Failed 2015
Septic Compliance Inspections	13	0	6	0
Passing Septic Compliance Percentage		100%		100.0%

PUBLIC HEARINGS	March-2016	Year-to-Date 2016	March-2015	Year-to-Date 2015
DRT	5	12	3	6
Variance	2	4	0	0
CUP/IUP	0	0	0	1
Land Use Map	0	0	0	0
Subdivisions (Metes & Bounds; Preliminary; Final)	0	1	1	1

Consolidations/Lot Line Adjustments	0	2	0	1
-------------------------------------	---	---	---	---

B.17.

**Crosslake Park/Library Commission Minutes  
Special Meeting January 8, 2016**

**Members Present: John Pribyl, Patty Norgaard, City Council Liaison Mark Wessels, Ron Lessard, Robb Reed and Park Director Jon Henke**

The Crosslake Parks, Recreation and Library Commission met on January 8th to make recommendations on various pending subdivisions regarding Park Dedication within the City of Crosslake.

**The Crosslake Parks/Library Commission recommends cash in lieu of land for the Eggena Subdivision request. Motion made by: Pribyl, Seconded by Norgaard. Motion passed unanimously.**

**The Crosslake Parks/Library Commission recommends cash in lieu of land for the Hauser/Corbett Subdivision request. Motion made by: Reed, Seconded by Lessard. Motion passed unanimously.**

**The Crosslake Parks/Library Commission recommends cash in lieu of land for the Fraser Subdivision request. Motion made by: Pribyl, Seconded by Reed. Motion passed unanimously.**

**The Crosslake Parks/Library Commission recommends cash in lieu of land for the Kelly Subdivision request. Motion made by: Lessard, Seconded by Norgaard. Motion passed unanimously.**

**Motion to Adjourn: Moved by Norgaard, Seconded by Reed, Motion passed Unanimously.**

B.  
18.

Public Works Meeting Notes  
City of Crosslake  
Monday, March 7, 2016  
4:00 PM - City Hall

Members Present: Darrell Shannon, Doug Vierzba, Tim Berg

Members Absent: John Pribyl, Dale Melberg

Others Present: Dave Reese and Mark Hallan (WSN), Ted Strand, Dave Schrupp (Council Liaison)

1. Meeting called to order at 4:00 pm by Chairman Darrel Shannon.
2. Approve Minutes of Feb 1, 2016: Motion to approve by Vierzba, second by Shannon, all in favor.
3. Dream Island Bridge Status:
  - a. Letter dated February 29, 2016 from MN DOT Re: Resolution Requesting a Variance from Standard for State Aid Operation.
    - i. Reese explained the Variance Application to MDOT to request (1) a 20 MPH design speed and (2) approach road width change to 9 foot lanes instead of 11 foot drive lanes. Both will help reduce the impact to residents on each side of the road. The bypass road will still impact the resident on the SE side of the project. WSN is waiting to hear back from MDOT when the variance meeting will be scheduled and WSN will attend. The District State Aid Engineer, Mr. Kelvin Howieson is supporting the variance request (see the attached variance request documentation dated February 29, 2016). The variance is part of the process and will not impact the city's ability to obtain bridge bond funding. The Mayor must sign this variance request. **Motion by Vierzba to submit the variance request documentation to the council for approval and signature, second by Berg, all in favor.** If the variance is approved, the road height on the north side of the bridge will result in minimal elevation change, resulting in minimal or no property impact to those residents on the north side of the bridge.
    - ii. It was noted that Element Materials Technology of St. Paul was at the bridge site today completing geotechnical exploration/boring samples for the project.
  - b. Letter dated February 10, 2016 from Crow Wing County Engineer Re: Bridge Maintenance. Letter reviewed from Tim Bray of Crow Wing County regarding the Dream Island Bridge. The letter stated, *"This bridge is considered structurally deficient and has a sufficiency rating of 32.6%. This office supports the advancement of planning and the replacement of this structure, Bridge L6376 is currently on Crow Wing County's "Bridge Priority Resolution" list."* (Copy of the letter is attached)
4. Melinda Shores Bridge Channel Reinforcement Project Update. Letter dated 1-23-16 received from our contractor Pratt's, requesting a time extension due to lack of the treated 3" x 8" rub railing material necessary to complete the bridge. Pratt's was not able to start the project without this material. Pratt's indicated the material has arrived but now the lake beneath the bridge is frozen beyond the capabilities of his small excavation equipment. The letter received

requests an extension to complete until August 1, 2016. Pratts' intentions are to complete the project early this spring when the weather warms up. **Motion by Vierzba to recommend to the council to extend the project completion to August 1, 2016 as a result of the delay, second by Berg, all in favor.** Dave indicated that the contractor has located rip rap close to the bridge to allow the project to commence as soon as weather allows.

5. **Waste Water Treatment Facility Programming Study:** Mark Hallan presented an update to the commission regarding the facility updates that have been requested by Ted. Year to year prioritization of the improvements will be the next step. See attached study.
6. **WWTF Issue:** Ted updated the commission regarding the filtration issue the plant experienced the week of February 29<sup>th</sup>. No spill event occurred and it appears the issue may have been related to the mixture of the chemical ferric chloride, either an incorrect amount of a defective container of chemical. No spills occurred and the plant is back up in operation.
7. **2016 Street Improvement Status:** WSN presented their March 7<sup>th</sup> letter outlining recommended 2016 road improvements. 7 projects were identified in this proposal at a total cost of estimate of \$400,000. The capital budget for road improvements for 2016 is \$340,000. Dave noted he has seen estimates for road work in other cities come in 30% less than estimated due to the current low cost of oil. The list is as follows:

• South Landing Intersection with Manhattan Point Blvd.	\$28,000
• South Landing Road	\$67,000
• Urbans Point Road	\$108,000
• Forest Lodge Road	\$39,000
• Fire Hall Parking Lot	\$58,000
• USACE (Andy's) Parking Lot	\$77,000
• Dream Island Bridge (2016 Design)	<u>\$23,000</u>
	\$400,000

South Landing Intersection with Manhattan Point Blvd, South Landing road, Urbans Point Road and the Fire hall parking lot all have safety related issues with standing water or ice. Strand, Reese, Shannon and Schrupp toured all of the suspect roads earlier in the day to review the list of possible projects for 2016. Berg felt the corner in front of Andy's needed some sort of signage/flower for visitors to see when they come to Crosslake, if possible. Ted is still planning on adding 2 or 3 street lights in the parking lot area and will look into the installation of water lines, additional conduits should the project move forward. Corrine at the Corp has asked to be updated of our progress with respect to Andy's parking lot.

Ted indicated we need to review improvements for 2017 in time for 2017 budget creation which will begin in August. Most cities obtain bids for their road projects in Q1 of each year to obtain the best possible pricing from contractors. The identification of 2017 road improvement projects in late summer would allow for Engineering work to be in late fall.

Road assessments were discussed regarding these road improvements but assessing the cost on these projects was not being considered at this time. It was felt the commission needs to discuss further to be able to make a recommendation to the council regarding assessments. Vierzba indicated his experience in Coon Rapids was that they could not possibly pay for road improvements without assessing a portion of the cost to impacted residents. The commission asked Reese to contact a couple of real estate appraisers that could help us understand the improvement values that might result of such road improvements. This will allow for a recommendation regarding an assessment policy.

**Motion by Berg, second by Vierzba to recommend to the City Council to move ahead with the Proposal for Engineering Services 2016 Street Improvements as outlined in the March 7<sup>th</sup>, 2016 WSN letter, all in favor.**

8. Other Business. Reese updated the commission regarding the Lakes Utility Commission meeting he attended last week, specifically with projects involving Crosslake.
  - Manhattan Point Blvd- Crow Wing Power-Overhead Power rebuild
  - Silver Peaks, Melinda Shores-Crow Wing Power-electrical work
  - Bonnie Lakes Road- Crow Wing Power-Overhead Power rebuilds
  - Daggett Pine Road-Crow Wing Power-underground electric
9. Adjourn: The meeting was adjourned at 5:15 pm.

B.19.

## CONSTRUCTION START UP CONFERENCE AGENDA

1. **PROJECT NAME:** CSAH 36 Reconstruction
2. **PROJECT NUMBER:** SP 018-636-008
3. **WHEN:** **Wednesday, March 16, 2016 at 10:30 A.M.**
4. **LOCATION:** Crow Wing County Highway Department  
16589 County Road 142, Brainerd, MN 56401
5. **PROJECT OWNER:** Crow Wing County Highway Department - 218-824-1110  
Project Engineer: Rob Hall  
Project Manager: Luke Wehseler - luke.wehseler@crowwing.us - 218-232-1788  
Engineering Coordinator: Mark Melby - mark.melby@crowwing.us - 218-839-6207  
Lead Inspector: Chris Roe - chris.roe@crowwing.us - 218-821-5421
6. **CONTRACTOR:** Tri-City Paving of Little Falls  
PO Box 326  
Little Falls, MN 56435  
320-632-5435

### Key Personnel

- 
- Project Manager** - Tim Otremba, 320-360-4853
  - Safety Officer** - Adam Surma, 320-630-5892
  - EC Supervisor** - Adam Surma, 320-630-5892
  - Emergency Contacts** - Adam Surma, 320-630-5892
  - Damage Complaints Contact** - Michelle Schneider, 320-632-5435

### Paperwork/ Special Requirements

- Poster Board Requirements – Need to be onsite – **Install next to surcharge area**
- Refer to Schedule of Materials Control for Material Requirements and Certificates of Compliance
- Certification of Aggregates – **Same source and stockpile for Cl. 5 from last year.**
- Erosion Control - Site Plans & Weekly Schedule – **Meet with Steve a week before start up to see if anything is needed.**

7. **Surcharge Area Requirements/Submittals (Gale-Tec Engineering, Inc.) - S-26, S-27, S-28**
  - Piezometers/Settlement Plates – abandoning the settlement plates - unscrew the last riser pipe added then cut the pvc off at the ground surface and fill with soil. Abandoning piezometers - cut the cable and pvc pipe off at the ground surface and fill it in.
  - Staged Loading – Frost needs to be out before removing surcharge.
  - Need a couple day’s notice prior to installing pipe – GTE may be onsite for this activity
  - **May use ¾” rock from pit for aggregate bedding. Minnerath would like to see 1.5” Rock. Once bedding is dry we can use the CL. 5 Aggregate Bedding.**
  - **Will salvage and stockpile the existing CL. 5.**

### 8. **PROJECT SCHEDULE**

- Project End Date: June 24, 2016
- Overall Project Schedule – **Start removing surcharge on April 25<sup>th</sup>, Cl. 5 and Bituminous will follow right after. Detour could be off possibly by fishing opener (May 13<sup>th</sup>) with CL. 5 on. Everything completed by Memorial Day weekend.**
- Phases – **Detour while grading, pipes and placing Cl. 5**
- Hours of Work – **M-F and possibly Saturdays**
- County will issue Press Releases.

**WEEKLY UPDATES – Provide weekly updates by Noon on Thursdays.**  
**– Goal is to have look ahead schedules for the following week**

### 9. **UTILITIES**

- Crosslake Communications – Debbie Floerchinger 218-692-2777
- Crow Wing Power – **Justin McKee – 218-368-3101 Bore and trench line on north side once grading is complete.**
- Emily Cooperative Telephone Company – Tyson Kinkaid – 218-380-1596 **Fiber at location were entrance culvert is being installed (Station 234+75 Right).**
- Xcel Energy – Sharon Thorson – 218-820-1801 **Gas was bored on south side last fall. Verify depth when installing culverts.**

10. **SUBCONTRACTORS**

- A. Traffic Control/Signing, Mailbox Supports – ITS, 218-547-4900  
Maintenance – 2 local contacts Tim Otremba, 320-360-4853,  
Notify John Bowen, Sheriff's Office - EMO at john.bowen@crowwing.us - 218-825-3445  
Detour  
Work Zone Safety Coordinator - Adam Surma 320-630-5892
- B. Storm Water Management/Controlling Erosion & Establishing Vegetation  
Doucette's Landscaping – Steve Doucette 320-412-6297  
SWPPP Provisions – Plan & Proposal  
NPDES Permit Transfer
- C. Grading – Minnerath Construction Company - Loren Minnerath, 320-685-8137  
Coordinate staking with County
- D. Pavement Markings – Traffic Marking Services, Inc. - Shane Goering, 612-749-9009
- E. Trucking  
The Contractor shall have a completed Weight Information Card in each vehicle used for hauling bituminous mixture, aggregate, batch concrete, and grading material (including borrow and excess) prior to starting work. This card shall identify the truck or tractor and trailer by Minnesota or prorated license number and shall contain the tare, maximum allowable legal gross mass, supporting information, and the signature of the owner. The card shall be available to the Engineer upon request. All Contractor-related costs in providing, verifying, and spot checking the cab card information (including weighing trucks on certified commercial scales, both empty and loaded) will be incidental, and no compensation other than for Plan pay items will be made.

11. **STORM WATER MANAGEMENT**

NPDES PERMIT – Inspection Requirement – Mailbox  
Erosion Control Supervisor - Adam Surma 320-630-5892

12. **CERTIFIED PLANTS AND MATERIALS –SCHEDULE OF MATERIALS CONTROL**

Pits – Bituminous, Aggregate, Concrete – Paving out of the Doucette's Pit  
Material requirements - Special Provisions and Schedule of Materials Control  
Tests & Inspections  
Warm Mix Asphalt requirements  
Per Special Provisions and Schedule of Materials Control  
Certification of Aggregates, Quality, percent crushing and gradation results  
Certified Asphalt Plant  
Asphalt Supplier  
Certified Sources/ Approved Products List - Seed, ECB, Pavement Markings, others

Have all pre-approved fabric and geogrid materials.

13. **LABOR PROVISIONS/ EEO**

Poster Board Requirements  
Weekly Certified Payrolls – Monthly EEO Reports  
Truck Rental Reports  
Employee Interviews  
Monthly Contract Payment Form (contractor responsible for submitting monthly to Office of Civil Rights and Project Engineer)

14. **MISCELLANEOUS ITEMS**

Bonnie Lakes Road Residents – Go west if going South to Brainerd, St. Cloud, etc..  
Crosby-Ironton Bus Concerns – Josh Schiffler (218) 546-6156 – Possibly not going that far. Crow Wing

County will verify.

- Will use dump trucks to haul surcharge. Will minimize the loads to prevent damage to the new roadway.
- A new 15" CMP will need to be installed at Station 234+75 right. County will provide pipe and Minnerath will install
- Need to address some punch items.
- RAP will be used on the inside of the super elevated curves in lieu of CL. 1 shouldering material.
- Detour will be set up for surcharge removal and CL. 5 placement. Need road closed signs just past Bonnie Lakes Road. Barricades set just past Sleepy Valley on the west and just past Stark Driveway on the east.

SP 018-636-008 (CSAH 36)  
From CSAH 37 to CR 114

Construction Start Up Meeting  
March 16, 2016

<u>Name</u>	<u>Representing</u>	<u>e-mail</u>	<u>Phone #/Cell #</u>
Greg Rogin	MINNEAPOLIS		320-293-1422
TYSON KIMMUS	ECTC		218-380-1596
Luke Wehser	Cowling	luke.wehser@cowling.us	218.824.1110/218.292.1788
Mark Melby	CWC	mark.melby@cowling.us	839-6207
Tim Strenba	TRICITY	tim@tricityps.org	320.360.4553
Justin McKee	CWA	mckee@cwa.org	218 368 3101
Chris Roe	CWC		
<del>Mark Melby</del>	CWC		
Rob Hall			

B.20.



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

February 29, 2016

Kelvin Howieson  
MnDOT District 3  
7694 Industrial Park Rd.  
Baxter, MN 56425

Via Email and Delivery (2/29/16)

**RE: S.A.P. 018-597-009 – Bridge #L6376 Replacement – Dream Island Bridge  
Crosslake, Minnesota**

Dear Mr. Howieson:

The design process for the replacement the Dream Island Bridge in Crosslake, Minnesota has encountered limiting constraints in meeting minimum requirements per 8820.9922 Minimum Design Standards, Rural; Bridge Replacement Projects, not on the State-Aid system.

Please consider the attached Variance Request Checklist and supporting information to allow for pertinent design factors in the context and function of this local road and bridge system.

Thank you for your consideration concerning this design exception request. Please let us know if you have any questions.

Very truly,

WIDSETH SMITH NOLTING

David S. Reese, P.E.  
Project Engineer

Enc(s): Variance Request Checklist  
Preliminary Plan/Profile

Cc: Ted Strand, Crosslake Public Works Director  
Char Nelson, Crosslake City Clerk  
Ken Larson, MnDOT District 3  
Rob Hall, Asst. County Highway Engineer

4. ***Describe the needs of motorists, pedestrians, transit users, and vehicles, bicyclists, and commercial and emergency vehicles moving along and across roads, intersections, and crossings should be consideration in a manner that is sensitive to the local context. If applicable, cite the relevant guidance provided in the Institute of Transportation Engineers' "Context Sensitive Solutions in Designing Major Urban Thoroughfares for Walkable Communities".***

NEED: This bridge and road provide the only access for homeowners to Dream Island located in Little Pine Lake

5. ***Describe effects of designing in accordance to Rule versus proposed non-standard element on adjacent properties, pedestrians, bicycles, motoring public, and emergency vehicles.***

#### EFFECTS OF STANDARD DESIGN:

Roadway Width: Designing the roadway width to 24 feet will result in more extensive fill impacts into public waters, and embankment fill into adjacent private lake properties. Also, this width will require the road to be tapered down to match the new bridge and at both touch down points to match existing road width conditions. Guardrail will be required at the new bridge due to the road being constructed wider than the new bridge width of 20 feet.

Design Speed: Designing the roadway vertical profile to meet a 30 mph design speed will require extending the touch down points farther out, and raising the new profile which will result in more extensive embankment fill impacts into public waters and embankment fill into adjacent private lake properties. Designing the horizontal alignment to meet 30 mph will result in additional private property acquisition and disturbance along with public water impacts.

#### EFFECTS OF NON-STANDARD DESIGN:

Roadway Width: Narrower lanes provide less room for passing vehicles, which could slow traffic.

Design Speed: Reduced design speed will slow traffic to speeds that are consistent with the residential and recreational use of this area.

6. ***Define the critical design element involved (i.e. not "Design Speed"): horizontal alignment (radius or degree of curvature), vertical alignment, grades, lane width, shoulder width, bridge width, structural capacity, stopping sight distance (horizontal and vertical), cross slope, super-elevation, clearance (horizontal and vertical).***

#### DESIGN ELEMENTS INVOLVED AND REQUIRED STANDARD:

Roadway Width: Minimum roadway width for ADT < 50 is 24 feet.

Vertical Alignment: The vertical alignment would need to be designed for a minimum design speed of 30 mph for ADT < 50.

Horizontal Alignment: The horizontal alignment would need to be designed for a minimum design speed of 30 mph for ADT < 50.

#### PROPOSED DESIGN:

Roadway Width: 20 feet, Vertical and Horizontal Design Speed: 20 mph

***11. Indicate if future improvements are planned on the roadway or on adjacent property.***

**FUTURE IMPROVEMENTS:**

Roadway improvements made in the future will consist mainly of maintenance items. Reduced roadway width and roadway profile are not anticipated to negatively affect use or capacity for future improvements to the roadway system.

***12. Describe safety mitigation considered, such as signing in accordance with MMUTCD, side-slope flattening, etc.***

**SAFETY IMPROVEMENTS:**

Post road at 20 mph.

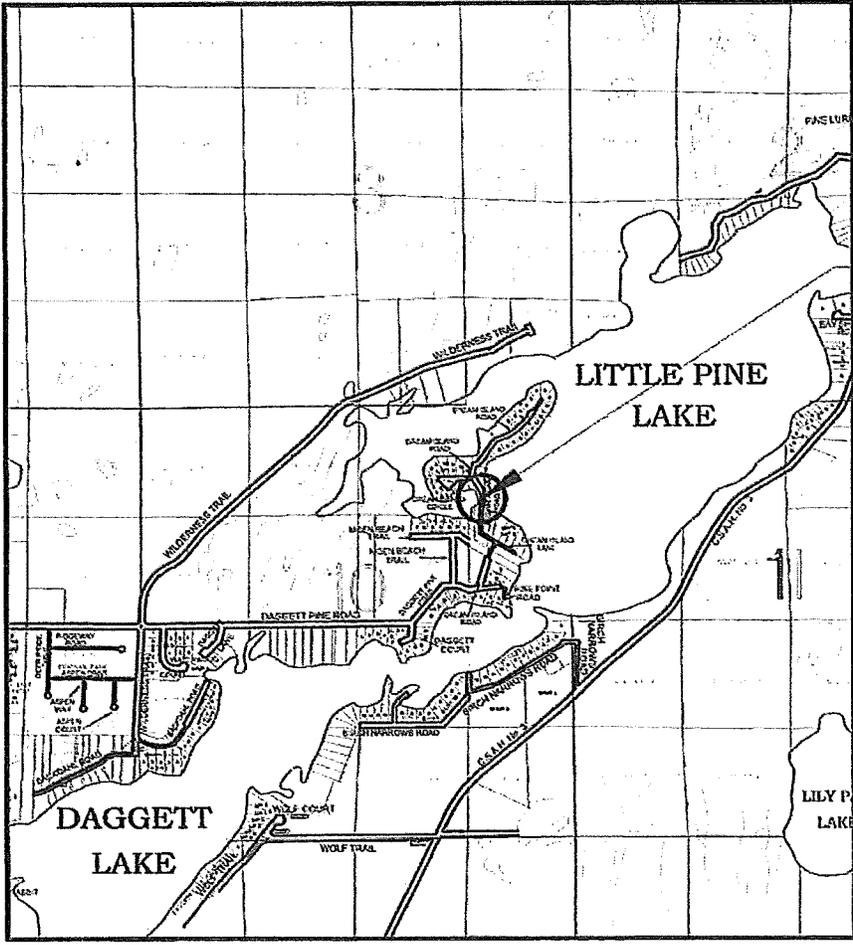
***13. Any other pertinent factors.***

**PERTINENT FACTORS:**

The existing bridge is less than 15 feet wide, and the approach grading width varies from 15' to approximately 21'. The existing vertical profile and horizontal alignment do not meet 20 mph design requirements. Designing the roadway and bridge to 20 feet wide, and designing for 20 mph horizontal and vertical alignments will be an improvement from the in-place conditions.

**PROPOSED IMPROVEMENT:** The proposed project is replacement of Bridge L6376 and associated approach grading.

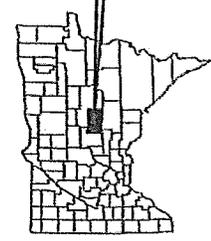
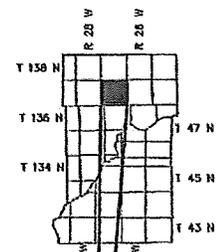
# CROW WING COUNTY SECTION 10, T137N, R27W CITY OF CROSSLAKE



NOT TO SCALE

SAP NO. 018-597-009  
REPLACE BRIDGE L6376  
PROPOSED BRIDGE NO. 18533

T 137 N



R 27 W

LOCATED IN THE CITY OF CROSSLAKE  
ON DREAM ISLAND ROAD  
0.20 MILE NORTH JCT. DAGGETT PINE ROAD

CROW WING COUNTY

J:\10178-City of Crosslake\101780147-Dream Island Bridge Replacement\101780147-009-Dream Island Bridge Replacement\CAD\DWG-REQUEST-1478.DWG Plotted by:cah/ehs 2/22/2016 10:01:28 AM © 2016 WIDSETH SMITH NOLTING

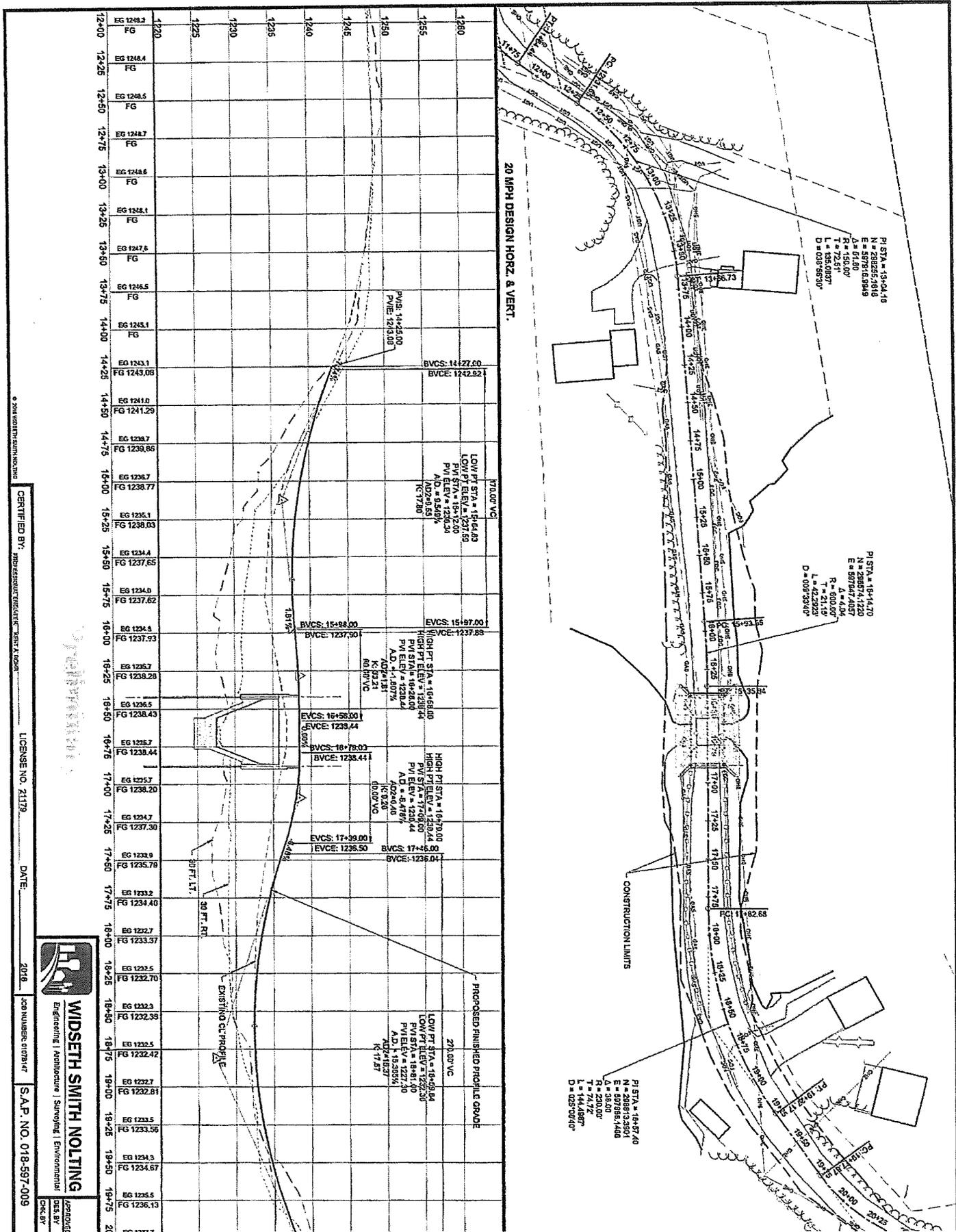


**WIDSETH SMITH NOLTING**  
Engineering | Architecture | Surveying | Environmental

DATE: FEB 2016  
SCALE: AS SHOWN  
DRAWN BY: JMJ  
CHECKED BY: PJS  
JOB NUMBER: 010780147

SAP NO. 018-597-009  
CROW WING COUNTY, MN  
SECTION 10, T137N, R27W  
NEW BRIDGE NO. 18533

SHEET NO.  
**1**  
SHEET 1 OF 1



CERTIFIED BY: PROFESSIONAL ENGINEER - ROAD & HIGHWAY

LICENSE NO. Z1179

DATE:

2018

JOB NUMBER 0107B147

S.A.P. NO. 018-597-009

**WIDSETH SMITH NOLLING**  
 Engineering | Architecture | Surveying | Environmental

DATE: 2/29/2016  
 DRAWN BY: JACOB EKOLA  
 CHECKED BY: JACOB EKOLA

**CITY OF CROSSLAKE  
RESOLUTION NO. 16-08**

**RESOLUTION REQUESTING A VARIANCE FROM STANDARD FOR STATE AID  
OPERATION FOR PROJECT NO. S.A.P. 018-597-009**

**WHEREAS**, the City of Crosslake is preparing plans for Replacement of Dream Island Bridge, bridge number L6376;

**WHEREAS**, Minnesota Rules for State Aid Operation 8820.9922 require 11 foot lanes, and 1 foot shoulders, and a design speed of 30-60 mph for an ADT of less than 50;

**WHEREAS**, the reasons for these variance requests are to reduce the design speed to 20 mph to allow for the vertical profile to more closely match in-place road and bridge conditions and topography, resulting in less environmental impact of filling the lake and impacts to adjacent private residential properties resulting from less tree clearing and right-of-way area that must be acquired. Reducing the roadway to 9 foot lanes with 1 foot shoulders will reduce the approach fill, fill that will be placed in the lake, and also will match the new bridge width of 20 feet;

**NOW, THEREFORE BE IT RESOLVED**, the City of Crosslake City Council does hereby request variances from the Minnesota Department of Transportation State Aid Operations Rules Chapter 8820.9922 Minimum Design Standards to allow 9 foot lanes with 1 foot shoulders and 20 mph design speed in lieu of 11 foot lanes and 1 foot shoulders and 30 mph design speed;

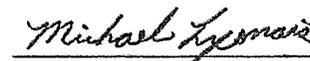
**BE IT FURTHER RESOLVED**, the City of Crosslake City Council hereby indemnifies, saves and hold harmless the State of Minnesota and its agents and employees of and from claims, demands, actions, or causes of action arising out of or by reason of replacements of bridge L6376 in accordance with Minnesota Rules 8820.9922 and further agrees to defend at their sole cost and expense any action or proceeding commenced for the purpose of asserting any claim arising as a result of the granting this variance.

I CERTIFY THAT the above resolution was adopted by the Crosslake City Council on March 14, 2016.

SIGNED:

WITNESSED:

  
\_\_\_\_\_  
Name: Steve Roe  
Title: Mayor

  
\_\_\_\_\_  
Name: Michael Lyonais  
Title: Finance Director/Treasurer

## Stine, Paul (DOT)

---

**From:** Rob Hall <Rob.Hall@crowwing.us>  
**Sent:** Friday, March 18, 2016 2:27 PM  
**To:** Stine, Paul (DOT); Howieson, Kelvin (DOT); Dave Reese  
**Cc:** Larson, Kenneth (DOT); Kent Rohr; Tim Bray  
**Subject:** RE: SAP 018-597-009 - Dream Island Bridge

Paul, Crow Wing County is in agreement with the variance request. If you need something more formal or some additional background, feel free to let me know.

Robert Hall  
Assistant County Engineer  
Crow Wing County Highway Department  
16589 CR 142  
Brainerd, MN 56401

Office (218) 824-1110  
Fax (218) 824-1111  
[www.crowwing.us](http://www.crowwing.us)

-----Original Message-----

**From:** Stine, Paul (DOT) [<mailto:paul.stine@state.mn.us>]  
**Sent:** Friday, March 18, 2016 2:24 PM  
**To:** Howieson, Kelvin (DOT) <[kelvin.howieson@state.mn.us](mailto:kelvin.howieson@state.mn.us)>; Dave Reese <[Dave.Reese@wsn.us.com](mailto:Dave.Reese@wsn.us.com)>  
**Cc:** Larson, Kenneth (DOT) <[ken.larson@state.mn.us](mailto:ken.larson@state.mn.us)>; Rob Hall <[Rob.Hall@crowwing.us](mailto:Rob.Hall@crowwing.us)>; Kent Rohr <[Kent.Rohr@wsn.us.com](mailto:Kent.Rohr@wsn.us.com)>  
**Subject:** RE: SAP 018-597-009 - Dream Island Bridge

I will process approval Monday .

Paul H. Stine, P.E.  
State Aid Operations Engineer  
Minnesota Department of Transportation  
Mail Stop 500  
395 John Ireland Blvd; St. Paul, MN 55125  
(651) 366-3830

---

**From:** Howieson, Kelvin (DOT)  
**Sent:** Friday, March 18, 2016 1:24 PM  
**To:** Dave Reese  
**Cc:** Larson, Kenneth (DOT); Rob Hall ([rob.hall@crowwing.us](mailto:rob.hall@crowwing.us)); Stine, Paul (DOT); Kent Rohr  
**Subject:** RE: SAP 018-597-009 - Dream Island Bridge

Actually your project will be receiving an administrative variance once Paul receives the OK from Crow Wing County. Good news you will not be required to attend the variance meeting.

**From:** Dave Reese [<mailto:Dave.Reese@wsn.us.com>]

# Minnesota Administrative Rules

Authenticate

## **8820.9922 MINIMUM DESIGN STANDARDS; NEW BRIDGE, BRIDGE REPLACEMENT, OR BRIDGE REHABILITATION PROJECTS AND APPROACH ROADWAYS ON RURAL OR SUBURBAN UNDIVIDED ROADWAYS THAT ARE NOT ON THE STATE-AID SYSTEM.**

New bridge, bridge replacement, or bridge rehabilitation projects and approach roadways on rural or suburban undivided roadways that are not on the state-aid system must meet or exceed the minimum dimensions indicated in the following design chart.

Existing ADT (a)	Lane Width (feet)	Shoulder Width (feet)	Inslope (rise: run)	Clear Zone (feet)	Design Speed (mph)
0-49	11	1	1:3	7	30-60
50-149	11	3	1:4	9	30-60
150-400	12	4	1:4	15(e)	30-60

Engineering judgment may be used to choose a lane-width or shoulder-width dimension other than the widths indicated in the chart for roadways. Factors to consider may be safety, speed, population, land use, benefit/cost analysis, traffic mix, farm equipment, environmental impacts, terrain limitations, bicycle traffic, pedestrian traffic, other nonmotorized uses, functional classification, or other factors. Widths less than those indicated in the chart require a variance in accordance with parts 8820.3300 and 8820.3400.

(a) For existing ADT greater than 400, part 8820.9920 standards apply.

(b) Applies to slope within the clear zone only.

(c) Culverts with less than 30-inch vertical height allowed without protection in the clear zone.

(d) Subject to terrain.

(e) For roadways in suburban areas, the clear zone may be reduced to a width of ten feet for projected ADT under 1,000 and to 20 feet for projected ADT of 1,000 or over. Wherever the legal posted speed limit is 40 miles per hour or less, the clear zone may be reduced to a width of ten feet.

HS 25 loading with AASHTO Standard Specifications or HL-93 loading with load and resistance factor design (LRFD) is required for new or reconstructed bridges. HS 18 loading is required for all rehabilitated bridges. The curb-to-curb minimum width for new or reconstructed bridges must be equal to the proposed lane plus shoulder widths, but in no case less than the minimum lane width plus four feet, and in no case less than required per Minnesota Statutes, section 165.04.

Bridge structures of minimum 20-foot clear width may be constructed where existing ADT is less than 50, potential for increasing ADT is low, and the local government agency finds that the bridge width can operate effectively at that width for the expected life of the bridge.

**Statutory Authority:** *MS s 14.389; 162.02; 162.09*

**History:** *29 SR 449; 36 SR 925*

B.21.



**Minnesota Department of Transportation**

State Aid Division; Mail Stop 500  
395 John Ireland Boulevard  
Saint Paul, MN 55155

March 21, 2016

Mr. Ted Strand  
City of Crosslake Public Works Director  
37028 County Road 66  
Crosslake, MN 56442

RE: Variance Approval 2016-01  
Dream Island Road Bridge over Little Pine Lake Channel in the City of Crosslake  
Replace L6376 Bridge with Bridge 18533; SAP 18-597-009

Dear Mr. Strand,

Per City of Crosslake Resolution 16-08, the City has requested variance from *Minnesota Rules; 8820.9922 Minimum Design Standards; New Bridge, Bridge Replacement, or Bridge Rehabilitation Projects and Approach Roadways on Rural or Suburban Undivided Roadways that are not on the State-Aid System.* Requested:

9' lane widths and 20 mph design speed in lieu of 11' lane widths and 30 mph design speed.

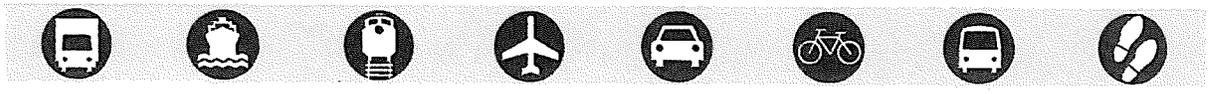
8820.9922 does allow bridge structures of minimum 20-foot clear width where existing ADT is less than 50, potential for increasing ADT is low, and the local government agency finds that the bridge width can operate effectively at that width for the expected life of the bridge. Currently there is a proposed rule revision which will allow the 20' minimum width to extend to the adjacent approach roadway; this proposal has been approved the MCEA Standards Committee and will be taken to the State Aid Rules Committee at their next convening. Also considered is that the proposed cross-section improves the current approach roadway by adding 1' shoulders, and that the roadway terminates on the island. I hereby **approve** the variance at the bridge approach as requested on the condition that appropriate advance signage in accordance with MnMUTCD is considered.

Sincerely,

*for* Mitchell J Rasmussen, P.E.  
State Aid for Local Transportation, Division Director

cc: Tim Bray, Crow Wing County Engineer  
Kelvin Howieson, DSAE-3

An Equal Opportunity Employer



B.22.

# Crosslake Roll-Off & Recycling Services

March 2016

	Paper	Mixed	Aluminum	Tin	Glass	Plastic	Metal	Cardboard	Electro	Total lbs	2000#	Total Tons
January	0	890	0	7540	1540	0	5500	0	0	15470	2000	7.735
February	9960	0	0	0	2240	5960	3220	0	0	21380	2000	10.69
March	0	850	2140	6480	2240	28700	4340	0	0	44750	2000	22.375
April								0	0	0	2000	0
May								0	0	0	2000	0
June								0	0	0	2000	0
July								0	0	0	2000	0
August								0	0	0	2000	0
September								0	0	0	2000	0
October								0	0	0	2000	0
November								0	0	0	2000	0
December								0	0	0	2000	0

TOTAL IBS	9960	1740	2140	14020	6020	34660	13060	0	0			
2000#	2000	2000	2000	2000	2000	2000	2000	2000	2000			
TOTAL TONS	4.98	0.87	1.07	7.01	3.01	17.33	6.53	0	0			

Tires 0

# SCORE REPORT FORM

B.  
23.

Mo./Yr. **JAN 2016**

**CROSSLAKE REPORT**

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

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

## RESIDENTIAL      COMMERCIAL

**Total Paper : (includes)**

Corrugated Cardboard  
 Newspaper  
 Mixed Paper (News, Mags, Mixed Mail, CDBD)

<b>16471</b>	

**Metal: Appliances, misc...**

<b>0</b>	
----------	--

**Commingled Materials: (includes)**

<b>7650</b>	
-------------	--

%		lbs
0.05	Metals- Aluminum Cans	382
0.21	Tin Cans	1606
0.61	Glass-	4666
	Clear bottles	
	Green bottles	
	brown bottles	
0.1	Plastic - #1 & #2 bottles	765
0.03	Reject	229
1.00		7650

**Total LBS.  
Total Tons**

<b>24121</b>	<b>0</b>
<b>12.06</b>	<b>0</b>

**OUT OF COUNTY Waste Disposal**

Final Destination: N/A  
 Disposal Site Permit #: \_\_\_\_\_  
 Tons Delivered: **NONE**

**Total Number of  
Households  
Served this Month**

**934**

	Trash		Recycling		89948      66560	
	Accounts	Rate	Accounts	%	Paper	Commingle
BRD	2946	0.49	1441	0.36	29700	18311
BAX	1411	0.91	1284	0.32	26464	16316
B.P.	620	0.86	534	0.13	11006	6786
P.L.	269	0.64	173	0.04	3566	2198
C.L.	934	0.64	602	0.15	12408	7650
NIS	70	0.00	0	0.00	0	0
	<b>6250</b>	0.65	<b>4034</b>			

NIS DROP

<b>6804</b>	<b>15300</b>
-------------	--------------

# SCORE REPORT FORM

Mo./Yr. **FEB 2016**

**CROSSLAKE REPORT**

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

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

**RESIDENTIAL      COMMERCIAL**

**Total Paper : (includes)** **16740**  
 Corrugated Cardboard  
 Newspaper  
 Mixed Paper (News, Mags, Mixed Mail, CDBD)

**Metal: Appliances, misc...** **0**

**Commingled Materials: (includes)** **6990**

%		lbs
0.05	Metals- Aluminum Cans	350
0.21	Tin Cans	1468
0.61	Glass-	4264
	Clear bottles	
	Green bottles	
	brown bottles	
0.1	Plastic - #1 & #2 bottles	699
0.03	Reject	210
1.00		6990

**Total LBS.** **23730** **0**  
**Total Tons** **11.86** **0**

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

**Total Number of  
Households  
Served this Month**

**934**

	Trash		Recycling		91482	59860
	Accounts	Rate	Accounts	%	Paper	Commingle
BRD	2946	0.49	1441	0.36	30673	16732
BAX	1411	0.91	1284	0.32	27331	14909
B.P.	620	0.86	534	0.13	11366	6200
P.L.	269	0.64	173	0.04	3682	2009
C.L.	934	0.64	602	0.15	12814	6990
NIS	70	0.00	0	0.00	0	0
	<b>6250</b>	<b>0.65</b>	<b>4034</b>			

NIS DROP

5616

13020

B. 24.

# APPLICATION / PERMIT FOR DISPLAY OF FIREWORKS/PYROTECHNIC SPECIAL EFFECTS

**Applicant instructions:**

This application must be completed and returned at least 15 day prior to date of display.  
Fee upon application is \$ \_\_\_\_\_ and must be made payable to the \_\_\_\_\_

Name of applicant (Sponsoring Organization): CROSSLAKE Chamber of Commerce

Address of Applicant: CTY Rd 3466 P.O. Box 315 Crosslake MN 56442

Name of authorized agent of applicant: Zambelli Fireworks Internationale

Address of agent: 2240 Homebrook Trail SW Pequot Lakes, MN 56472

Telephone number of agent: 320-492-4471

Date of display: July 2, 2016 Time of display: Approx 10:00 PM

Location of display: ON ISLAND IN THE LAKE / WITH USE OF PONTOONS. (CROSSLAKE)

Manner and place of storage of fireworks/pyrotechnic special effects prior to display: Zambelli Fireworks facility/Delivery and storage in truck on day of display.

Type & number of fireworks/pyrotechnic special effects to be discharged: 1.3G Cakes AND AERIAL Shells 3", 4", 5", 6" Shells

Minnesota state law requires that this display be conducted under the direct supervision of a pyrotechnic operator certified by the State Fire Marshal.

Name of supervising operator: BRANDON COFFEY Certificate No. #628

I understand and agree to comply with all provisions of this application and the requirements of the issuing authority, and will ensure that the fireworks/pyrotechnic special effects are discharged in a manner that will not endanger persons or property or constitute a nuisance.

Signature of applicant (or agent): [Signature] Date of application: 3/12/16

**Required attachments. The following attachments must be included with this application:**

1. Proof of a certificate of insurance in amount of \$10,000,000.00
2. A diagram of the grounds, at which the display will be held. This diagram (drawn to scale or with dimensions included) must show the point at which the fireworks are to be discharged; the location of ground pieces; the location of all buildings, highways, streets, communication lines and other possible overhead obstructions; and the lines behind which the audience will be restrained.
3. Names and ages of all assistants that will be participating in the display.

The discharge of the listed fireworks on the date and at the location shown on this application is hereby approved, subject to the following conditions, if any:

Signature of fire chief: \_\_\_\_\_ Date: \_\_\_\_\_

And / or

Signature of issuing authority: \_\_\_\_\_ Date: \_\_\_\_\_



B.25.

**ORDINANCE NO. 332**

**AN ORDINANCE GRANTING A FRANCHISE TO CROSSLAKE COMMUNICATIONS OF MINNESOTA TO CONSTRUCT, OPERATE AND MAINTAIN A VIDEO DELIVERY SYSTEM IN THE CITY OF CROSSLAKE AND RULES GOVERNING THE OPERATION OF SAME**

**SUMMARY**

On March 17, 2016, the City Council of the City of Crosslake, Minnesota, approved Ordinance No. 332 granting a franchise agreement to Crosslake Communications.

The City Council, by unanimous vote, hereby agrees to publish such ordinance by summary publication pursuant to Minn. Stat. Section 412.191, subdivision 4.

PLEASE TAKE NOTICE that this is only a summary of these ordinances. A printed copy of the entire text and an associated map is available for inspection during regular office hours in the office of the City Clerk at the City Hall, Crosslake, Minnesota and on the City website ([www.cityofcrosslake.org](http://www.cityofcrosslake.org)).

Dated: April 11, 2016.

CITY OF CROSSLAKE, MINNESOTA

By \_\_\_\_\_

Its Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

Published on April 5, 2016

B.26.

BILLS FOR APPROVAL  
April 11, 2016

VENDORS	DEPT		AMOUNT
Ace Hardware, ratching tie downs	Fire		53.98
Ace Hardware, hose reel, hammer	PW		121.98
Ace Hardware, hose, hardware	PW		42.96
Ace Hardware, velcro	Police		2.29
Ace Hardware, impact set, sawhorse, tape, sockets	PW		93.43
Ace Hardware, deadlock	Park		15.99
Ace Hardware, utility pull	Park		4.99
Ace Hardware, keys, gloves	Park		30.94
Ace Hardware, trash cans	PW		35.98
Ace Hardware, led lights	PW		99.96
Ace Hardware, hardware	PW		8.34
Ace Hardware, extension cord, plug set	PW		31.45
Ace Hardware, lights, bulbs	Sewer		77.96
Ace Hardware, cable ties, hardware	PW		41.74
Ace Hardware, hardware	PW		2.12
Ace Hardware, hardware	PW		9.20
Ace Hardware, hardware	PW		4.00
Ace Hardware, pocket knife, propane	PW		52.47
Ace Hardware, chainsaw sharpening	PW		15.98
Ace Hardware, wiring	PW		27.96
Ace Hardware, hardware	Sewer		8.98
Ace Hardware, rip hammer, ziploc bags	PW		36.45
American Steel, parts	PW		308.99
Aspen Mills, uniform	Fire	pd 3-14	345.50
ATD, tires	Police	pd 4-4	493.72
AW Research, water testing	Sewer		1,090.70
Baker & Taylor, books	Library		178.07
Batteries Plus, recycle bulbs	PW		87.67
Batteries Plus, batteries	PW		21.34
Batteries Plus, batteries	Fire		125.64
Batteries Plus, batteries	Fire		156.24
Batteries Plus, bulbs	Park		57.25
Birchdale Fire & Security, 2nd quarter monitoring	PW		105.00
Blue Cross Blue Shield, health insurance march	ALL		20,664.00
Brainerd Hydraulics, parts	PW		261.36
Breen & Person, legal fees	ALL		2,670.00
Budget Lighting, light bulbs	PW		2,324.00
City of Crosslake, sewer utilities	PW/Govt		135.00
Clean Team, april cleaning	PW/Govt		1,082.50
Council #65, union dues	Gov't		385.00
Crosslake Rolloff, recycling	Gov't		2,695.00
Crow Wing County Attorney, forfeiture proceeds	Police		13.00
Crow Wing County Highway Dept, fuel	ALL		2,159.69
Crow Wing County Treasurer, 2016 phone factor	Police		227.48
Crow Wing County Treasurer, property tax	ALL		90.00

Culligan, water and cooler rental	PW/Govt		44.53
Dacotah Paper, paper towels	Gov't		62.32
Deferred Comp	ALL		300.00
Delta Dental, dental insurance	ALL		1,730.00
DJV Consulting, february through april services	Admin		3,380.00
East Side Oil Companies, filter recycling	PW		50.00
Emergency Response Solutions, neckstraps, mounting brackets	Fire		1,657.56
Emergency Response Solutions, helmets	Fire		6,659.88
Fastenal, cable ties	Park		561.00
Fastenal, connectors	PW		7.81
Fire Instruction & Rescue, elevated rescue/ladders	Fire	pd 4-4	800.00
Fire Instruction & Rescue, building construction/collapse	Fire	pd 4-4	300.00
Fortis, disability	ALL		592.84
GLS Promotions, awards	Gov't		96.00
Grand Forks Fire Equipment, hoses	Fire		2,094.00
Granite Electronics, radio repair	Police		275.00
Guardian Pest Solutions, pest control	ALL		77.60
Hawkins, chemicals	Sewer		2,157.11
Hawkins, chemicals	Sewer		643.63
Hildi, actuarial disclosures under GASB 45	Admin		50.00
Holiday, oil, coffee mate	Fire		10.57
IP Networks, firewall	Gov't		329.00
League of MN Cities, loss control workshop	ALL	pd 3-21	60.00
Leigh Martineau, reimbruse mileage	Sewer		145.80
Marco, copier lease	Park		218.05
Mastercard, Amazon, routers	Gov't		196.41
Mastercard, Marriot, lodging	Fire	pd 3-21	266.86
Mastercard, Marriot, lodging, meals	Sewer		764.05
Mastercard, MN Nursery and Landscape	PW	pd 3-25	169.00
Mastercard, MN Society of CPA's, membership dues	Admin		280.00
Mastercard, Moonlite Bay, chiefs meeting	Police		14.85
Mastercard, Post Office, postage	Sewer		90.68
Mastercard, Shoebuy.com, shoes	Police		65.95
Med Compass, medical exams, blood analysis, fit tests	Fire	pd 4-4	2,363.00
Menards, wastebasket	PW		14.91
Menards, rakes, shovels, chop saw	PW		326.66
Metro Sales, copier contract	ALL		318.65
Midwest Machinery, nozzle	PW		13.42
Midwest Machinery, end of warranty inspection	Park		76.13
Midwest Machinery, brushes, oil, filters, blade, nozzle, bar	PW/Park		1,191.49
Mikes Electric, install new meter for heater	Park		548.50
MN Life, life insurance	ALL		387.20
Moonlite Square, batteries, fuel	Fire		37.35
Napa, backup camera, portable power	PW		248.99
Napa, battery	PW		123.49
Nate Deshayes, reimburse mileage	Sewer		143.00
NCPERS-Life Insurance	ALL		96.00
Neopost, ink cartridge	Gov't		179.00
Northland Fire Protection, extinguisher service	ALL		1,306.75
Northland Press, meeting notice of 3/25	PZ		68.00



E.  
l.

MEMO TO: City Council  
FROM: Mayor Roe  
DATE: April 11, 2016  
SUBJECT: Commission Appointment

I hereby recommend the following appointment:

Economic Development Authority  
Dean Fitch - new appointment as alternate (see attached application)



**CITY OF CROSSLAKE**  
**APPLICATION FOR APPOINTMENT TO CITY BOARD OR COMMISSION**

**PERSONAL INFORMATION**

Name: Last Fitch First Dean

Address: \_\_\_\_\_

Phone: (H) \_\_\_\_\_ (W) \_\_\_\_\_ (Cell) \_\_\_\_\_

Occupation: Bus. Mgr and Owner Employer: retired

Email Address: \_\_\_\_\_

Are you a Crosslake resident or property owner?  Yes  No If yes,  Seasonal  Permanent

If yes, how long have you been a Crosslake resident or property owner? 2<sup>+</sup> yrs

Please check this box if you are currently on a board or commission and wish to be considered for reappointment. Please note below the current board or commission you are currently serving. You are not required to complete the remainder of the application.

Please rank in order which of the following boards and commissions you are interested in serving on:

- \_\_\_\_\_ Planning and Zoning Commission (Crosslake residency or property ownership required)
- X Economic Development Authority (Crosslake residency or property ownership required)
- \_\_\_\_\_ Public Works/Cemetery/Sewer Commission (Crosslake residency or property ownership required)
- \_\_\_\_\_ Parks and Recreation/Library Commission (Crosslake residency or property ownership not required)
- \_\_\_\_\_ Crosslake Communications Advisory Board (Must own property within service area)

Why are you interested in being appointed to a City advisory board or commission?

*I am keenly interested in preserving the great Natural beauty of Crosslake while growing and enhancing the business climate.*

What strengths and abilities would you bring to the board or commission? Please include any education and experience that would assist you in serving on a board or commission.

*Strengths in strategic planning and marketing.  
Extensive experience as a business owner and corp executive  
(See resume attached)*

What are the most important issues facing our community over the next several years? What do you think the role of your board or commission should be in addressing those issues?

*EDA needs to implement a consistent plan of growth that complements city and community plans for Crosslake. I think the role is to be a conduit for growth (over) while protecting the Crosslake area's great natural beauty and attractiveness to visitors and residents, to make =>*

Crosslake a great place to live, work and play.

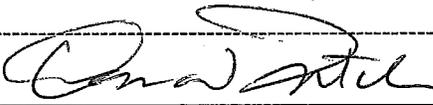
Attendance: Are you aware of the importance of regular meeting attendance, including the time commitment involved in preparing for meetings, and do you feel you have the time available to be an active participant?  Yes  No

Comments:

**POTENTIAL CONFLICTS**

*Conflicts of Interest* may arise by the participation in any activity, recommended action, or decision from which you receive or could potentially receive direct or indirect personal financial gain. In accordance with this definition, do you have any legal or equitable interest in any business which could be construed as a conflict of interest?  Yes  No

If yes, please explain:

-----  
  
Signature

Date 3/18/16

Note: The selection process will vary according to the number of applications and vacancies, and may not include interviews with all applicants.

THANK YOU FOR YOUR INTEREST IN SERVING ON A CITY BOARD OR COMMISSION!

Please return application to:  
City of Crosslake  
37028 County Road 66  
Crosslake, MN 56442  
218-692-2688 Phone  
218-692-2687 Fax

**DATA PRACTICES ADVISORY**

We are required to provide the following information to you. Under Minnesota law, some of the information requested above is public information, which must be provided to anyone who requests it. Some of it is classified as private information, which is not generally available to the public. However, all of the information will be used by the City Council in determining whether you should be appointed to a Board or Commission. Therefore, the information will be provided to the City Council in a public forum and will be reviewed in public. It will therefore be part of the public record, which will be available to anyone. Failure to provide the requested information may result in your not being considered for appointment. If you have concerns about providing any of the requested information, please contact City Hall at 218-692-2688.

F. l.

MEMO TO: City Council  
FROM: City Clerk  
DATE: April 7, 2016  
SUBJECT: Ordinance Amendment Permitting On-Sale and Off-Sale Brewer Taproom Licenses

The Planning and Zoning Commission will consider an application for a Conditional Use Permit from Steve and Cindy Guttormson to open a brewery/taproom at 36846 County Road 66 at their regular meeting on April 22, 2016. Because this type of business is becoming popular in the region, staff and city attorney would like to address amending the ordinance prior to an applicant requiring this type of liquor license. If the conditional use permit is approved by the Planning and Zoning Commission, the Guttormsons need to fulfill federal and state requirements before acquiring a license from the City.

Staff reviewed ordinances and fees from surrounding cities, information from the League of MN Cities, and State Statutes. Proposed fees are \$500 for an On-Sale Brewer Taproom License and \$200 for an Off-Sale Brewer Taproom License.

Attached is a draft amendment to the ordinance and information from MN Department of Public Safety regarding brewer's licenses.

**ORDINANCE NO. \_\_\_\_\_**  
**AN ORDINANCE AMENDING CHAPTER 4 OF THE CITY CODE**  
**RELATING TO LIQUOR LICENSING**  
**WITHIN THE CITY OF CROSSLAKE, MINNESOTA**  
**COUNTY OF CROW WING**  
**STATE OF MINNESOTA**

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

**Section 1. Purpose and Intent.** The purpose and intent of this Ordinance is to amend the City Code relating to On-Sale and Off-Sale Brewer Taproom Licenses with the City of Crosslake.

**Section 2. Amendment.** Chapter 4, Article II, Division 7 shall be amended to read as follows:

**DIVISION 7. ON-SALE AND OFF-SALE BREWER TAPROOM LICENSES**

**Sec. 4-184 – On-Sale Brewer Taproom Licenses.**

“On-Sale” brewer taproom licenses shall be issued only to individuals, entities and other organizations holding a valid Brewer’s License pursuant to M.S. § 340A.301 Subd. 6(c), (i) or (j) and shall authorize the on-sale of malt liquor produced by the brewer for consumption on the premises. Nothing precludes the holder of a brewer taproom license from also holding a license to operate a restaurant at the brewery. Taprooms may be open and may conduct business on Sundays. Within ten days of the issuance of an “on-sale” brewer taproom license, the City shall inform the Commissioner of Public Safety of the licensee’s name, address, trade name, and the effective date and expiration date of the license. In addition, the City shall inform the Commissioner of Public Safety of a license cancellation, suspension or revocation.

**Sec. 4-185 – Off-Sale Brewer Taproom Licenses.**

“Off-Sale” Brewer Taproom licenses shall be issued only to individuals, entities and other organizations holding a valid Brewer’s License pursuant to M.S. § 340A.301 Subd. 6, as it may be amended from time to time, and an On-Sale Brewer Taproom license issued by the City, and shall authorize at off-sale the sale of malt liquor at its licenses premises that has been produced and packaged by the brewer/licensee. The amount of malt liquor sold at off-sale may not exceed 500 barrels annually. Malt liquor sold off-sale must be removed from the premises before the applicable off-sale closing time. The malt liquor shall be packaged in 64 ounce containers commonly known as “growlers” or in 750 milliliter bottles. The containers or bottles shall bear a twist-type closure, cork, stopper, or plug. At the time of the sale, a paper or plastic adhesive bond, strip, or sleeve shall be applied to the container or bottle and extended over the top of the twist-type closure, cork, stopper, or plug forming a seal that must be broken upon opening of the container or bottle. The adhesive bond, strip, or sleeve shall bear the name and address of the brewer. The containers or bottles shall be identified as malt liquor, contain the name of the malt liquor, bear the name and address of the brewer selling the malt liquor, and shall be considered intoxicating liquor unless the alcoholic content is labeled as otherwise in accordance with the

provision of the City Code. The City will not issue an off-sale brewer's license to a brewer if the brewer seeking the license, or any person having an economic interest in the brewer seeking the license, or exercising control over the brewer seeking the license, is a brewer that brews more than 20,000 barrels of its own brands of malt liquor annually or a winery that produces more than 250,000 gallons of wine annually. The licensee shall comply with all requirements of Minnesota Statutes, Chapter 340A, as it may be amended. Growler sales shall be allowed on Sundays.

**Section 3. Effective Date.** This ordinance amendment shall be in full force and effect from and after passage and publication according to state law.

Passed and approved by \_\_\_/5ths vote of the City Council this 11<sup>th</sup> day of April, 2016.

---

Steve Roe, Mayor

ATTEST:

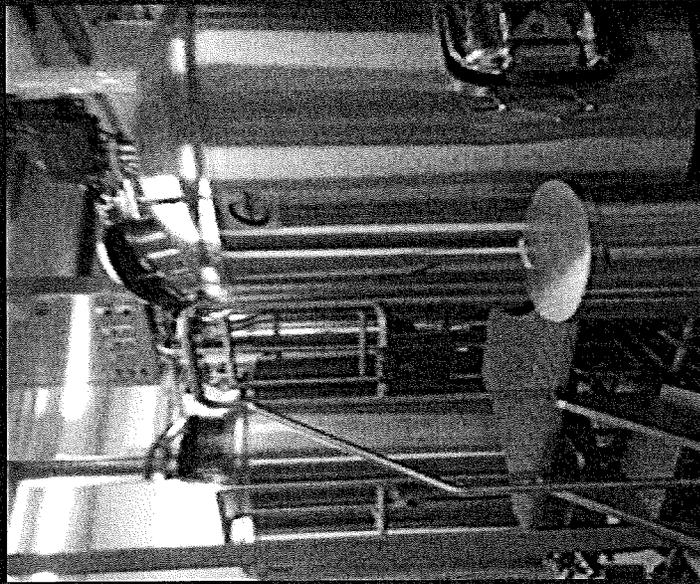
---

Charlene Nelson, City Clerk

# How to Obtain a Brewer's License



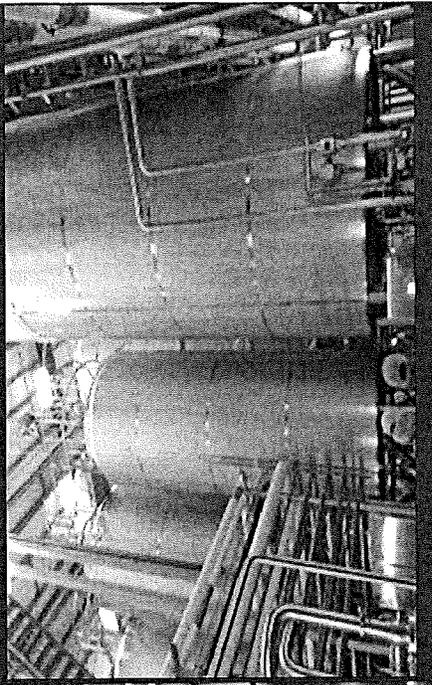
- Approval from City/County
- Apply for Brewer's Notice from Alcohol and Tobacco Tax and Trade Bureau (TTB)
- Completed Manufacturer/Wholesaler intoxicating liquor application
- Copy of Brewer's Notice (from TTB)
- Surety Bond or Cashier's Check (\$1,000)
- License Fee
- Mail entire packet into AGED
- Length of licensing process depends on the accuracy and timeliness of licensee (& their paperwork)
- AGED inspection is final approved to start operation



# Brewer's License



- Micro Brewer – less than 2,000 barrels
- Small Brewer – less than 3,500 barrels
- MN Brewer – more than 3,500 barrels
- More than 20,000 barrels annually
  - no growlers & no self distribution

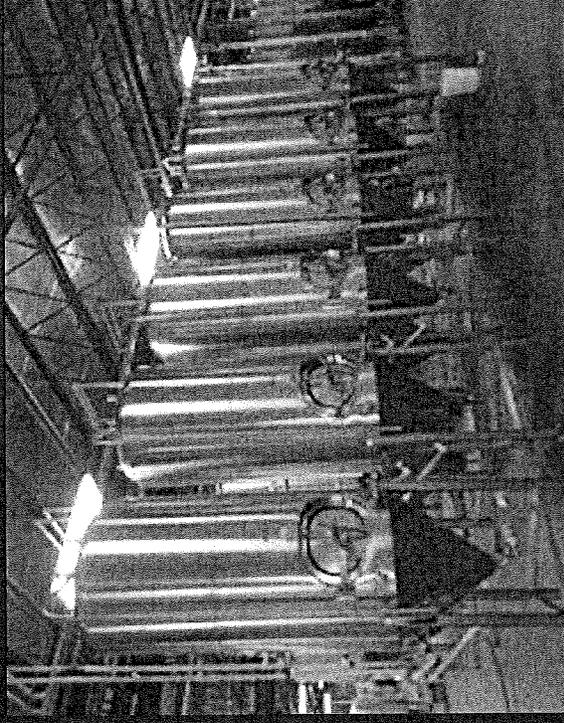


# Brewer



**MN Statute 340A.301 allows Brewers to:**

- **Wholesale their malt beverage (with additional license)**
  - Brew less than 20,000 barrels a year
- **Off-sale Growlers (with additional license)**
  - Brew under 20,000 barrels a year
  - Sell up to 500 barrels at off sale
- **Serve at Tap room (with additional license issued by the city)**
  - Sell and serve their beer

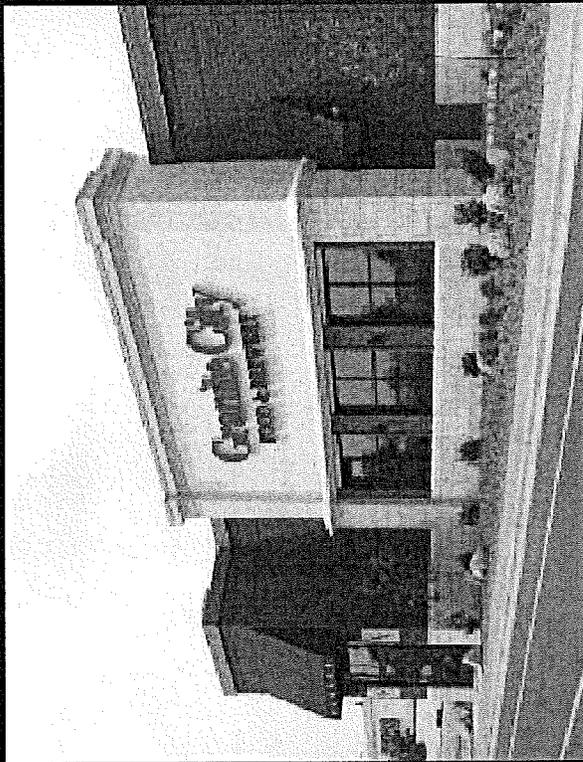


# Brew Pubs



MS 340A.24 allows Brew pubs to:

- **Retail on-sale liquor license (Full on-sale or Wine & Beer license required)**
- **Manufacture malt beverage on premise to serve on premise**
- **Off-Sale growler license (with additional license)**



# Microbrewery Vs. Brewpub

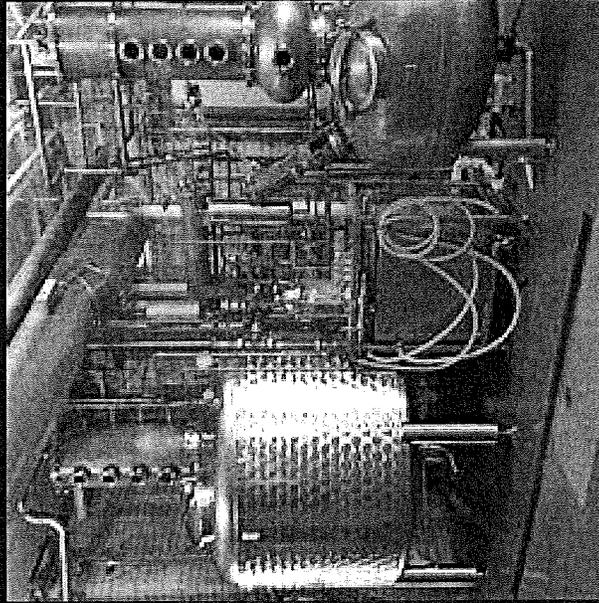


Microbrewery	Brewpub
<ul style="list-style-type: none"> <li>• Can self-distribute their malt beverage to retail stores (with additional license)</li> </ul>	<ul style="list-style-type: none"> <li>• Cannot self distribute, Only can be served at their brewpub (and restaurants under the same company)</li> </ul>
<ul style="list-style-type: none"> <li>• Cannot get an additional license to serve additional alcoholic products other than what they produce</li> </ul>	<ul style="list-style-type: none"> <li>• Full on-sale license or Wine &amp; Beer License</li> </ul>
<ul style="list-style-type: none"> <li>• Can have taproom adjacent to brewery with additional license</li> </ul>	<ul style="list-style-type: none"> <li>• Restaurant is their taproom</li> </ul>
<ul style="list-style-type: none"> <li>• On site Sunday sales allowed, no restaurant required</li> </ul>	<ul style="list-style-type: none"> <li>• On site Sunday sales allowed, they have restaurant</li> </ul>
<ul style="list-style-type: none"> <li>• Can sell off-sale growlers of their product with additional license (includes Sundays)</li> </ul>	<ul style="list-style-type: none"> <li>• Can sell off-sale growlers of their product with additional license (includes Sundays)</li> </ul>

# How to Obtain a Distiller's License

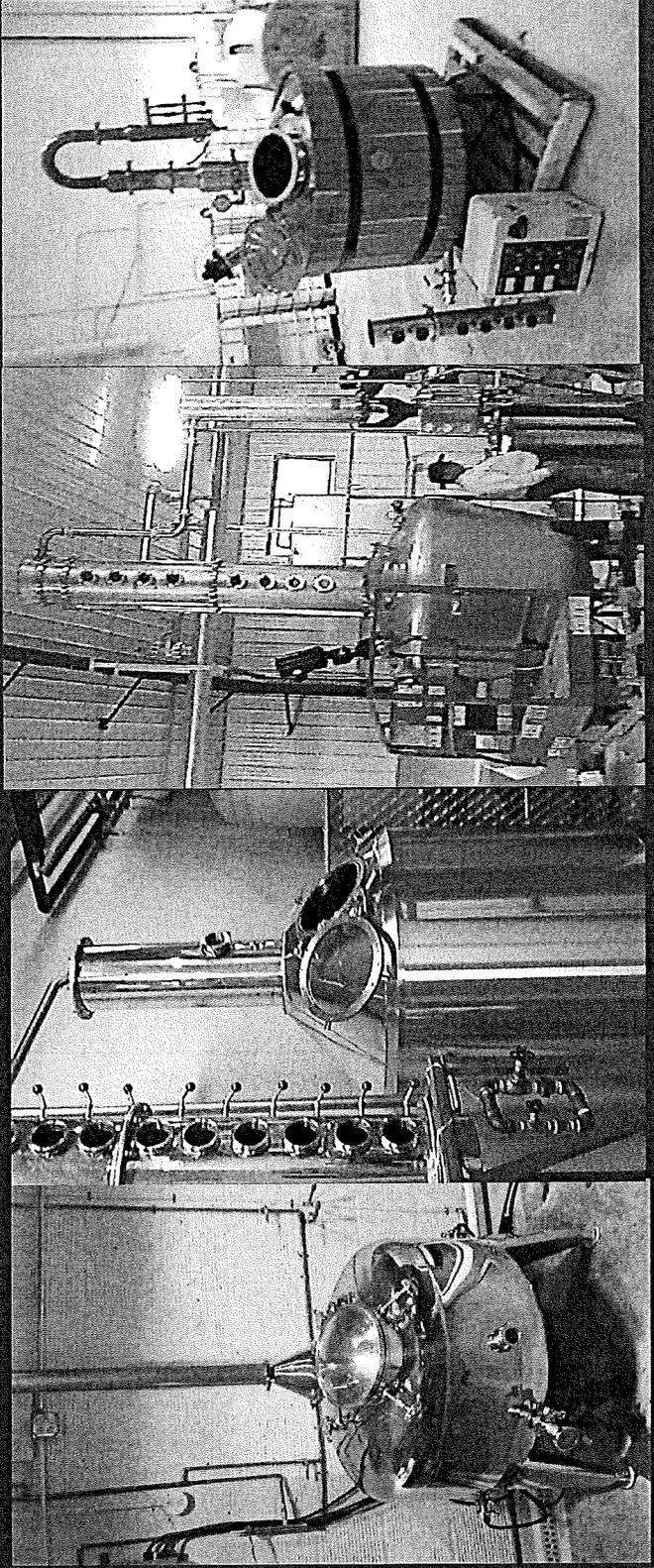


- Approval from City/County
- Apply for Basic Permit from Alcohol and Tobacco Tax and Trade Bureau (TTB)
- Completed Manufacturer/Wholesaler intoxicating liquor application
- Copy of Basic Permit (from TTB)
- Surety Bond or Cashier's Check
- License Fee
- Mail entire packet into AGED
- Length of licensing process depends on the accuracy and timeliness of licensee (& their paperwork)
- AGED inspection is final approved to start operation



# Licensed Distilleries

- Manufacture distilled spirits
- Cocktail room to sell their distilled spirits on-sale
- Can sell off-sale 375 milliliter bottles from distillery
- Limit of 1 bottle per person and visit



# Taproom vs. Cocktail Room



Taproom	Cocktail Room
<b>Must be located adjacent to Brewery</b>	<b>Must be located adjacent to Distillery</b>
<b>Only one taproom for each licensed company</b>	<b>Only one cocktail room for each licensed company</b>
<b>Taproom License is issued by City</b>	<b>Cocktail room License is issued by City</b>
<b>Sunday Sales (on-sale) allowed, no food requirement</b>	<b>No Sunday sales (on-sale) without food</b>
<b>Off-sale Growlers can be sold (with additional license)</b>	<b>One 375 ml bottle per person, per visit, per day</b>
<b>Sunday off-sale for growlers allowed</b>	<b>No Sunday Off-sales</b>

F. 2.

# MEMO

**TO:** Mayor and Council  
**FROM:** City Administrator Dan Vogt *DJV*  
**DATE:** April 7, 2016  
**SUBJECT:** Engineering Proposals

Discussion will be held at the City Council meeting on Monday, April 11, 2016, regarding the proposals received earlier to provide the City with engineering services. I hope you all still have your copies of the proposals that were discussed at a previous meeting. Attached you will find additional information that has been gathered from each firm.

Subsequent to an inquiry from a Councilmember, I asked each firm to prepare a “mock invoice” using a set scenario to give you an idea of the charges to the City for these various tasks. This information is intended to give you an idea of the comparative costs of providing these services from each firm. It must be noted that while cost is certainly a factor to be considered, the City Council is not required to pick the lowest cost vendor for professional services. Rather, the Council can appoint the firm that best meets the needs of the City.

Please contact me if you have any questions or if you need additional information.

Enclosures



# BOLTON & MENK, INC.®

Consulting Engineers & Surveyors

7656 Design Road, Suite 200 • Baxter, MN 56425-8676

Phone (218) 825-0684 • Fax (218) 825-0685

www.bolton-menk.com

March 9, 2016

Mr. Dan Vogt, City Administrator  
City of Crosslake  
37028 County Road 66  
Crosslake, MN 56442

RE: Mock Invoice  
Proposal for Engineering Services

Dear Mr. Vogt,

On March 2<sup>nd</sup> we received your request to prepare a mock invoice to allow you to better evaluate engineering consultant proposals received last January. Based on our proposal, we have created the mock invoice you requested (attached). The invoice is to reflect charges from the following scenario which includes miscellaneous routine engineering services; meetings, and reimbursable items. The proposed City Engineer, Mike Rardin, is assumed to perform this work and attend the meetings, not an associate.

- City Engineer - Miscellaneous Engineering Services - 6 Hours
- City Engineer - Attendance at Public Works Commission Meeting (First Monday of the Month at 4 p.m.) - 2 Hours
- City Engineer - Attendance at Regular City Council Meeting - 2 Hours
- City Engineer - Routine/Miscellaneous Phone Calls ( From Elected Officials, Public Works Director, Planning Department, Staff, etc.) - 2 Hours
- Reimbursable Items (such as Mileage)

Please note there are no charges on the attached mock invoice for Reimbursable Items. As per our proposal, our hourly billing rates include vehicle and personal expenses, mileage, telephone, survey stakes and routine expendable supplies; and no separate charges are made for these activities and materials. Expenses beyond the agreed scope of services and non-routine expenses, such as large quantities of prints, extra report copies, outsourced graphics and photographic reproductions, document recording fees, outside professional and technical assistance and other items of this general nature, are invoiced separately.



Mock Invoice  
March 9, 2016  
Page 2

Thank you for the opportunity to present this information. Please feel free to contact me at 218-232-6536 or via e-mail at [michaelra@bolton-menk.com](mailto:michaelra@bolton-menk.com) if you have any questions or if you require additional information.

Sincerely,  
BOLTON & MENK, INC.

A handwritten signature in cursive script that reads "Michael P. Rardin".

Michael P. Rardin, PE  
Senior Project Manager

Enclosure

Please Remit To:



**BOLTON & MENK, INC.**  
 Consulting Engineers & Surveyors  
 DESIGNING FOR A BETTER TOMORROW

**Bolton & Menk, Inc.**  
 1960 Premier Drive | Mankato, MN 56001-5900  
 507-625-4171 | 507-625-4177 (fax)  
 www.bolton-menk.com



City of Crosslake  
 Char Nelson, City Clerk  
 37028 County Road 66  
 Crosslake, MN 56442

March 8, 2016  
 Project No: B11.111502  
 Invoice No: 0111502 (Mock Invoice)

**Crosslake/2016 General Engineering**

Council Meetings and Communications (002)

**Professional Services**

	Hours	Rate	Amount	
Project Manager				
Rardin, Michael	2.00	150.00	300.00	
<i>Routine/Miscellaneous Phone Calls</i>				
Rardin, Michael	2.00	150.00	300.00	
<i>Council Meeting Attendance</i>				
Rardin, Michael	2.00	150.00	300.00	
<i>Public Works Commission Meeting Attendance</i>				
Totals	6.00		900.00	
<b>Total Labor</b>				<b>900.00</b>

**Additional Fees**

Credit for Services			-900.00	
<b>Total Additional Fees</b>			<b>-900.00</b>	<b>-900.00</b>

**Total this Task 0.00**

Reduced Rate Engineering Services (003)

**Professional Services**

	Hours	Rate	Amount	
Project Manager				
Rardin, Michael	6.00	100.00	600.00	
<i>Miscellaneous Engineering Services</i>				
Totals	6.00		600.00	
<b>Total Labor</b>				<b>600.00</b>

**Total this Task 600.00**

**Total this Invoice \$600.00**

When it is possible to accurately define the scope of the project and the professional services to be performed, a lump sum may be agreed upon for total compensation.

Employee Classification	Hourly Billing Rates
Sr. Project Manager - Principal Engineer/Surveyor/GIS/LA	\$127-160/Hour
Senior Transportation/Aviation Planner	\$125-160
Project Manager (Inc. Landscape Architect and GIS)	\$106-160
Project/Design Engineer/Planner/Landscape Architect	\$52-160
Licensed Surveyor (Inc. Lic. Project Surveyor or Manager)	\$94-160
Project Surveyor	\$82-130
Specialist (Nat. Resources; GIS; Traffic; Graphics; Other)	\$47-140
Senior Technician (Inc. Survey <sup>1</sup> )	\$72-160
Technician (Inc. Survey <sup>1</sup> )	\$33-140
Administrative Support & Clerical	\$29-110
Structural/Electrical/Mechanical/Architect	\$120-160
GPS/Robotic Survey Equipment	NO CHARGE
CAD/Computer Usage	NO CHARGE
Routine Office Supplies	NO CHARGE
Routine Photo Copying/Reproduction	NO CHARGE
Field Supplies/Survey Stakes & Equipment	NO CHARGE
Mileage	NO CHARGE

<sup>1</sup> No separate charges will be made for GPS or robotic total stations on Bolton & Menk, Inc. survey assignments; the cost of this equipment is included in the rates for Survey Technicians.

## **City of Crosslake**

---

**From:** "Ron Bray" <RBray@wsbeng.com>  
**Date:** Thursday, March 24, 2016 3:51 PM  
**To:** <ctycrslk@crosslake.net>  
**Cc:** "Brian Bourassa" <bbourassa@wsbeng.com>; "Andy Brotzler" <abrotzler@wsbeng.com>; "City of Crosslake" <dvogt@crosslake.net>  
**Attach:** Mock Invoice & Letter City of Crosslake.pdf  
**Subject:** FW: Crosslake Mock Invoices - add letterhead and electronic signature

Ms. Nelson,

Attached is a letter and mock invoices per the request of Mr. Dan Vogt.

I thought it best to send to you at this time as our previous correspondence was directed to you.

As you can see, our model to have a basic retainer for the City is a viable option and can include more time at the same cost at the fixed monthly fee.

Let me know if you have any questions or comments.

Also, please let me know that this was received.

You can also reference the discussion on invoicing related this matter that we included in our proposal, along with our efforts to be included for transition of the City Engineering duties at no or little cost to the City.

Thank You!

Ron Bray, PE  
Construction Services Vice President  
d: 763-287-7177 | c: 612-360-1280  
WSB & Associates, Inc. | 701 Xenia Avenue South, Suite 300 | Minneapolis, MN 55416



*This email, and any files transmitted with it, is confidential and is intended solely for the use of the addressee. If you are not the addressee, please delete this email from your system. Any use of this email by unintended recipients is strictly prohibited. WSB does not accept liability for any errors or omissions which arise as a result of electronic transmission. If verification is required, please request a hard copy.*



Building a legacy – your legacy.

15574 Edgewood Drive  
Suite 103  
Baxter, MN 56401  
Tel: 218-824-3960

March 24, 2016

City of Crosslake  
Attn: Ms. Char Nelson, City Clerk  
37028 County Road 66  
Crosslake, MN 56442

Re: Additional Information Requested – Mock Invoices  
Proposal for Professional Engineering Services

Dear Ms. Nelson:

The purpose of this letter is to provide the information that was requested in your email dated March 2, 2016. Your request related to developing a mock invoice for typical routine and general engineering items (a list was provided).

As depicted in our proposal on pages 18-20, WSB provides two options for consideration regarding routine city engineering services; Option 1 – Hourly Rate and Option 2 – Not-to-Exceed Retainer. Therefore, attached are two separate mock invoices for your review representing the two compensation options proposed in the format you requested.

Descriptions of the attached invoices are provided as follows:

Invoice 1 - Option 1 – Hourly Rate

This option shows a line item for miscellaneous engineering services and the two separate meetings (PW Commission and City Council) and miscellaneous telephone calls. The City Council and Advisory Board Meetings are provided at a flat rate of \$80.00 per meeting. We have decided to provide you a fixed rate for Chris Sonmor and myself at the \$123 per hour rate for 2016. Annual hourly rate increases are generally in the 2-3% range. Typically, we do not charge for miscellaneous phone calls, however, in order to respond to your mock invoice request, we have included the 2 hours identified. Additionally, there is no expense item invoiced for reimbursable mileage or copies as this is included in WSB's hourly rates. Therefore, the total amount for this mock invoice is \$1,144.00.

Invoice 2 - Option 2 – Not-to-Exceed Retainer

Similar to Option 1, this option shows a line item for the miscellaneous engineering services, the two separate meetings, and the miscellaneous telephone calls. The mock invoice example provided resulted in charges nearly at the proposed not-to-exceed retainer amount of \$1,100.00. Therefore, the invoice amount under Compensation Option 2 would be \$1,100.00. The benefit for this compensation option is to maintain budget control and consistency related to general and routine engineering expenses.

Equal Opportunity Employer  
wsbeng.com

Ms. Nelson  
March 24, 2016  
Page 2

If you have any questions or comments regarding the attached mock invoices or the above description, please contact me at [rbray@wsbeng.com](mailto:rbray@wsbeng.com) or at 612.360.1280.

Sincerely,

*WSB & Associates, Inc.*

A handwritten signature in cursive script that reads "Ron B Bray".

Ron Bray, PE  
Proposed City Engineer

Attachments







# Fee Schedule

Below please find WSB's 2016 Rate Schedule. Note that these rates include costs for printing, photocopying, and mileage required while working on behalf of the City of Crosslake. Additionally, we do not charge for brief phone conversations with council, staff or residents and the minimum increment of time that we bill for services rendered is 30 minutes.

We recognize that compensation for engineering services is an important component to a successful consulting relationship. We are comfortable with other billing options and have therefore provided a not-to-exceed "retainer" option for your consideration.

2016 Rate Schedule	Billing Rate/Hour
Principal	\$158
Associate / Senior Project Manager	\$137   \$147   \$158
Project Manager	\$121   \$127   \$133
Project Engineer	\$104   \$112   \$121   \$127   \$133
Graduate Engineer	\$80   \$85   \$92   \$98
Sr Landscape Architect / Sr Planner / Sr GIS Specialist	\$109   \$118   \$125   \$133   \$138
Landscape Architect / Planner / GIS Specialist	\$66   \$74   \$81   \$89   \$99   \$104
Engineering Specialist / Senior Environmental Scientist	\$90   \$98   \$105   \$112   \$121   \$130
Engineering Technician / Environmental Scientist	\$52   \$60   \$67   \$74   \$79   \$85
Construction Observer	\$87   \$94   \$99   \$105   \$110
Coring Crew	
One-Person Crew	\$162
Two-Person Crew	\$238
Survey Crew	
One-Person Crew	\$132
Two-Person Crew	\$164
Three-Person Crew	\$184
Underwater Inspection Dive Team	\$460
Office Technician	\$42   \$65   \$75   \$85

Costs associated with word processing, cell phones, reproduction of common correspondence and mailing are included in the above hourly rates. Vehicle mileage is normally included in our billing rates, but can be charged separately if specifically outlined by contract.

Reimbursable expenses include costs associated with plan, specification and report reproduction, permit fee, delivery cost, etc.

Rate Schedule is adjusted annually.

Multiple rates illustrate the varying levels of experience within each category.

**Option 1 – Hourly On-call:** Provide routine and general city engineering services as directed by the City Council, and City Administrator on an hourly on-call basis at the designated staff person's hourly rate (according to the current fee schedule). Additionally, a flat rate of \$80 per meeting will be applied for Council and Advisory Board meetings.

**Option 2 – Not-to-Exceed Retainer:** We have a strong understanding of the "routine" or general city engineering activities required by our clients. As an alternative to the hourly on-call compensation method, we feel confident providing a hourly not-to-exceed retainer basis compensation method for \$1,100/month. This option can provide value to the City with respect to budget certainty and cost control for general city engineering activities. The routine and general work items include meeting attendance, minor site plan reviews, council meeting, general engineering conversations with Council and staff, liason services with adjacent governing agencies, policy discussions and other miscellaneous tasks that require city engineering guidance and discussion.

Work not included in our routine and general city engineering not-to-exceed retainer includes time spent on specific City projects, major development review, or other requested assistance. These items will be billed on an hourly or lump-sum basis, depending on the method most suitable and agreed upon basis. The time will be billed based on our standard hourly rates included in our fee schedule.

## MEMO

**Date:** March 25, 2016  
**To:** Dan Vogt  
**From:** David S. Reese, P.E.  
**Cc:** Steve Roe

**Project Name:**

**Project No.:**

**Subject:** Mock Engineering Invoice



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

We have prepared a mock invoice per the attached request consisting of an invoice page, billing backup page, and detail page which are attached.

Inherent to this exercise, which would otherwise be discounted by the mock invoice, is the commitment to the City and level of service regularly provided as a part of the City staff and on projects undertaken. This time commitment to ensure responsiveness to the City and its residents, and the ultimate success of the policies and projects approved by the Council, is rarely invoiced. Examples of this:

- Mark Hallan worked several hours with Ted and his staff, and chemical supply vendors to help resolve a settling issue with the clarifiers.
- Responded to daily/weekly emails and phone calls from residents on the Dream Island Bridge project over the past 12 months.
- Reviewed spot areas of pavement stress with Ted that surfaced in the last few weeks.
- Reviewed and discussed policies related to ordinances, assessments, planning and budgeting over the past year.
- Responded to resident's and contractor's questions on load limits in the City.
- Responded to MN2050 State of Infrastructure survey this past month for the City.

## Dave Reese

---

**From:** City of Crosslake <dvogt@crosslake.net>  
**Sent:** Wednesday, March 02, 2016 8:56 AM  
**To:** michaelra@bolton-menk.com; Dave Reese; rbray@wsbeng.com  
**Subject:** Engineering Invoice

Gentlemen - In order to prepare for the City Council meeting to discuss the engineering consultant proposals on April 11, staff has been asked for information regarding comparative charges to the City for engineering work from each of the firms. With that, I have prepared a scenario that is outlined below for a mock invoice to be sent to the City. It includes miscellaneous routine engineering services, meetings and reimbursable items. The assumption that you should make is that the lead City Engineer is performing the work and attending the meetings and not an associate.

- City Engineer-Miscellaneous Engineering Services - 6 Hours
- City Engineer-Attendance at Public Works Commission Meeting (First Monday of the Month at 4 p.m.) - 2 Hours
- City Engineer-Attendance at Regular City Council Meeting - 2 Hours
- City Engineer-Routine/Miscellaneous Phone Calls ( From Elected Officials, Public Works Director, Planning Department, Staff, etc.) - 2 Hours
- Reimbursable Items (such as Mileage)

Please feel free to contact me with questions. Also, please *e-mail* to me your mock invoice by March 25th so I can share it with the elected officials prior to the meeting on April 11.

Thanks. Dan

Wideth Smith Nolting & Assoc., Inc.  
 216 South Main Street  
 P.O. Box 458  
 Crookston, MN 56716  
 T. 218-281-6522 F. 218-281-6545



City of Crosslake  
 37028 County Road 66  
 Crosslake, MN 56442

DRAFT

March 25, 2016  
 Project No: 0107B0000.000  
 Invoice No: XXXXXX

City Engineering  
 Professional Services Through March 25, 2016

Phase	0010	City Engineering	Hours	Rate	Amount
<b>Professional Personnel</b>					
	Engineer IV		8.00	145.00	-1,160.00
	Totals		8.00		1,160.00
	<b>Total Labor</b>				<b>1,160.00</b>
<b>Total this Phase</b>					<b>\$1,160.00</b>

Phase	0015	Unbilled Time	Hours	Rate	Amount
<b>Professional Personnel</b>					
	Engineer IV		4.00	145.00	580.00
	Totals		4.00		580.00
	<b>Total Labor</b>				<b>580.00</b>

<b>Additional Items +/-</b>					
	Credit: Time not billed				-580.00
	<b>Total Additional Items +/-</b>				<b>-580.00</b>
<b>Total this Phase</b>					<b>0.00</b>
<b>Invoice Total</b>					<b>\$1,160.00</b>

James J. Megel, CFO

# Billing Backup

Friday, March 25, 2016

Widseth Smith Nolting & Assoc., Inc.

Invoice xxxxxx Dated 03/25/2016

2:00:00 PM

Phase 0010 City Engineering

**Professional Personnel**

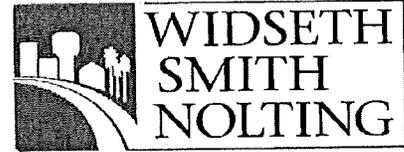
			Hours	Rate	Amount	
	Engineer IV					
0044	Reese, David	03/01/2016	6.00	145.00	870.00	
	Miscellaneous Engineering Services					
0044	Reese, David	03/08/2016	2.00	145.00	290.00	
	Pub Works Commission Mtg					
	<b>Totals</b>		8.00		1,160.00	
	<b>Total Labor</b>					<b>1,160.00</b>
				<b>Total this Phase</b>		<b>\$1,160.00</b>

Phase 0015 Unbilled Time

**Professional Personnel**

			Hours	Rate	Amount	
	Engineer IV					
0044	Reese, David	03/03/2016	2.00	145.00	290.00	
	City Council Meeting					
0044	Reese, David	03/15/2016	2.00	145.00	290.00	
	Routine/Miscellaneous Phone Calls					
	<b>Totals</b>		4.00		580.00	
	<b>Total Labor</b>					<b>580.00</b>
				<b>Total this Phase</b>		<b>\$580.00</b>
				<b>Total this Project</b>		<b>\$1,740.00</b>
				<b>Total this Report</b>		<b>\$1,740.00</b>

DRAFT



**CROSSLAKE CITY ENGINEERING PROJECT DETAIL**

Job Number 0107B0000.000

Professional Services through 03/25/2016

**Billed Time**

Misc. Engineering Services  
Public Works Commission Meeting  
Reimbursable Items (such as mileage) (Project/Meeting Specific)

<b><u>Hours</u></b>	<b><u>Total</u></b>
6.00	\$ 870.00
2.00	\$ 290.00
Varies	Varies
8.00	<u>\$ 1,160.00</u>

DRAFT

**Unbilled Time**

City Council Meeting  
Routine/Miscellaneous Phone Calls  
Reimbursable Items (Such as mileage)  
(Project Specific/Not charged for most meetings)

<b><u>Hours</u></b>	<b><u>Total</u></b>
2.00	\$ 290.00
2.00	\$ 290.00
Varies	Varies
4.00	<u>\$ 580.00</u>



# Fee Schedule

## WSN's Commitment to Crosslake

An arrangement that is mutually beneficial leads to a strong and enduring relationship. We attend regular City Council meetings and are available for phone calls from council and commission staff about general city engineering concerns, policies, advice, etc. WSN does not charge for these meetings. WSN will not charge for initial GIS set-up and conversion of CADD files to GIS format for the City of Crosslake. WSN does not charge for postage, phone calls, faxes, mileage to the council meetings, or photo copies for the City Engineering services. We routinely stop by for a visit at City Hall when passing through town. We do not send you a bill for this.

WSN will prepare an Agreement (Contract) for every project (includes preparation of planning documents, reports, studies, design and bidding services, project management and construction services).

Project fees will be lump sum or percentage of contract for well-defined projects, or hourly plus expenses for undefined projects.

The above Basis for Compensation is proposed based on the RFP and WSN's understanding. We are open and flexible regarding other arrangements.

WSN offers integrated services – all key disciplines are in-house, enhancing a seamless process. In addition to municipal engineering services, we have several clients with needs that have ranged from environmental concerns to identifying and securing appropriate funding sources; from roadway/culvert/utility inventories (using GIS) to facilities analysis (Structures and Architecture); from Land surveying to Public Informational Campaign assistance.

We are committed to helping you realize your vision for your community.

## Professional Fee Rates

STAFF CLASSIFICATION	HOURLY RATE RANGE
Engineers	\$92-\$160
Surveyors	\$92-\$160
Architects	\$92-\$160
Scientists/Wetland Specialists	\$92-\$160
Field Technicians/Observers	\$60-\$112
Office Technicians/Designers	\$60-\$112
Funding Specialists	\$75-\$95
Administrative/Marketing Specialists	\$53-\$95
Regularly Scheduled Council Meetings	NO CHARGE
Routine Phone Calls or Emails	NO CHARGE
Routine Office Supplies	NO CHARGE
Routine Photocopying/Production	NO CHARGE
Field Supplies/Survey Stakes and Equipment	NO CHARGE
Mileage	PROJECT-SPECIFIC

## General City Engineering Services

1. No monthly retainer or reduced fees that are difficult to track and verify savings.
2. No charge for printing, photocopying, computer usage, field equipment, stakes, supplies, or survey equipment.
3. No charge for phone calls, correspondence, or conference with City staff, Commission Members, or City Council.
4. Monthly billing statements will include all information requested.
5. All billing will list separately any fees which the City may recoup from other sources.



Crosslake Wastewater Treatment Facility - Crosslake, MN

G.I.A.

14686 County Road 109  
Merrifield, MN 56465

March 30, 2016

Honorable Mayor and City Council  
Crosslake City Hall  
37028 County Road 66  
Crosslake, MN 56442

Re: V1510197 – Variance Application  
S1510198 – Subdivision Metes & Bounds Application

Dear Sirs:

This correspondence is in regard to the above mentioned Planning and Zoning applications. Also, please reference the enclosed timeline.

When my sister and I began this process, we retained a professional land surveyor and design firm to make sure it was done correctly and by the book. We were given verbal authorization by your Planning and Zoning staff that it was fine and to go ahead with the applications.

After significant expense, we were informed by Planning and Zoning that a variance was not possible and could not even be applied for. Following City Council action that allowed the application for a variance, we spent another \$500 on the application fee.

At a lengthy Board of Adjustment meeting, our request was presented by our surveyor, realtor and myself. As the meeting progressed we observed the Planning and Zoning Commission was not staying "on track" to interpret the ordinance even though they were receiving solid professional guidance and information.

Mr. Kolstad, Mr. Pence and Mr. Person tried to no avail to keep the focus on interpreting the law. It got to the point that a respected local real estate attorney, Mr. Thomas, asked me if he could speak on our behalf because he was amazed at the course the meeting was taking.

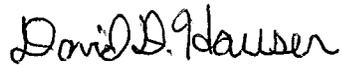
Our application was denied.

It was the conclusion of the professionals in attendance that the city should consider ongoing training for this Commission to avoid future occurrences such as this.

As this whole chain of events started with incorrect authorization given us by the Crosslake Planning and Zoning Department, and since we incurred substantial costs related to this, we are asking for the return of the \$500 application fee. Private business has to take responsibility for their mistakes. A public entity should also.

This request in no way reflects any complaints about Jon and Cheryl of your staff. Their customer service skills were fantastic, however mistakes do happen.

Respectfully,

A handwritten signature in cursive script that reads "David D. Hauser".

David D. Hauser

Enc.

# Land Design Solutions

Complete Land & Consultation Services

Date: 03/23/2016

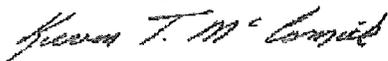
David D. Hauser  
14686 County Road 109  
Merrifield, MN 56465

Please review the time lines concerning the proposed "Metes & Bounds" subdivision of Lot 10, plat of "Westwood Estates" Section 19, Township 137 North, Range 27 West, Crow Wing County Minnesota.

- Development Review Team submittal application August 25<sup>th</sup>, 20115
- Development Review Team meeting date September 8<sup>th</sup> 2015
  - a) Proposal approved by City of Crosslake
- Submittal of Certificate of Survey and application September 22, 2015
  - b) Submittal rejected due to miss interpretation of ordinance
- Submittal of Certificate of Survey and variance application December 22, 2015
  - c) Application accepted as meeting current requirements
- Request to extend Public Hearing by the City of Crosslake January 22, 2016
  - d) Ordinance revision by the City of Crosslake
  - e) Previously accepted proposal now determined to require a width variance
- Public Hearing for metes & bounds subdivision and associated variance February 26<sup>th</sup> 2016.
  - a) Denial of request. Serious deficiencies in the determination of denial by Crosslake BOA. Court resolution recommended to client by consultant.

Please feel free to contact me with any concerns or questions you may have.

**Land Design Solutions LLC.**



Kevin T McCormick Owner  
Professional Land Surveyor North Dakota/Wisconsin  
Direct 218.820.0854  
E-mail [kevin@landdesignsolution.net](mailto:kevin@landdesignsolution.net)

Please send your payment to: Land Design Solutions LLC. PO Box 814 Nisswa, MN 56468

*Fargo*  
*North Dakota*  
*PO Box 5112*  
*58102*

*Nisswa*  
*Minnesota*  
*PO Box 814*  
*56468*

*Grand View*  
*Wisconsin*  
*PO Box 141*  
*58102*

G.l.b.

ORDINANCE NO. \_\_\_\_\_  
AN ORDINANCE AMENDING CHAPTER 42, ARTICLE VI ROAD NAMES  
NAMING AN UNNAMED ROAD AS WHITE PINE TRAIL  
AND  
ADDING THE ROAD NAME TO THE MASTER ROAD NAME INDEX  
FOR THE CITY OF CROSSLAKE  
COUNTY OF CROW WING  
STATE OF MINNESOTA

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

• **Sec. 42-298. - Index established; conflicts.**

The city maintains a master road name index as well as a map for all named roads within the city. Said master road name index was initially established by the city in 1998 and is updated by the city periodically. In the event of any conflicts or discrepancies with road names within the city, the master road name index shall supersede and control.

• **Sec. 42-299. - Procedure for changing road names.**

- (a) Before the city council will consider a request to change a road name, or name an unnamed or new road, a petition containing at least 75 percent of the signatures of all property owners abutting the subject road must be submitted to the city council along with the proposed road name. Changes to the master road name index shall be through an ordinance.
- (b) Notwithstanding the provision of subsection (a) of this section, the city council may, at its own discretion, change the name of a road, or name an unnamed or new road, provided that all property owners abutting the subject road are given at least 14 days' written notice of the hearing on the proposed name change.
- (c) The City of Crosslake hereby names the current unnamed road as White Pine Trail in Section 10, Township 137N, Range 27W within the City of Crosslake, County of Crow Wing.
- (d) The City Council of the City of Crosslake hereby amends the City Code to include White Pine Trail in the Master Road Name Index.
- (e) The City Designates White Pine Trail as a private road and the City of Crosslake shall not accept White Pine Trail as a public road for maintenance purposes until such time that the road is built to City standards.

Passed by the City Council this 11<sup>th</sup> day of April, 2016 by a \_\_\_/5ths vote.

---

Steve Roe  
Mayor

ATTEST:

---

Charlene Nelson  
City Clerk

Attachment: Master Road Name Index

# MASTER ROAD NAME INDEX - 2015

ROAD NAME	SEC	QD	LOCATION	FORMER	ADD'L COMMENTS
ABC DRIVE	18	NW	NORTH OFF 16		PRIVATE ROAD
ADDI LANE	29	SE	WEST OFF #3		WHITEFISH BUSINESS PARK
ALBINSON ROAD	5		WEST OFF #66	UNNAMED	PRIVATE ROAD
ALLEN AVENUE	21	NE	SOUTH OFF SWANN DRIVE		TOWN SQUARE DEV.
ANCHOR POINT LANE	5		OFF ANCHOR POINT RD	UNNAMED	PRIVATE ROAD
ANCHOR POINT ROAD	5.7	NW	WEST OFF 66		
ANCHOR POINT TRAIL	5	NW	NE FROM ANCHOR POINT RD		ENBEE ESTATES
ANDERSEN DRIVE	33	NE	EAST OFF SHAFER ROAD		ANDERSEN ESTATES PLAT
ANDERSON COURT	31	SW	NORTH OFF 103		
ANTLER ROAD	33	NW	EAST OFF OF COUNTY ROAD 3		PINE VISTA PLAT
ARROWHEAD LANE	30	SW	EAST OFF WEST SHORE DRIVE		
ARROWHEAD TRAIL	30	SW	NORTH OFF ARROWHEAD LANE		NON-MAINT/ BARTHEL SUBDIV
ASPEN COURT	9	SE	W OFF WILDERNESS ROAD		CHATHAM PARK SO.
ASPEN DRIVE	9	SE	W OFF WILDERNESS ROAD		CHATHAM PARK SO.
ASPEN WAY	9	SE	W OFF WILDERNESS ROAD		PRIVATE ROAD/ CHATHAM PK S
AUTUMN RIDGE ROAD	16	NW	EAST OFF 66 NORTH OF BAIT BOX	UNNAMED	PRIVATE ROAD
BACKDAHL ROAD	1.9	NW,NE	E/W OFF SOUTH END OF WILDERNESS TRAIL		PART CHGD TO WILDERNESS RD
BACON LANE	29	NE	WEST OFF OF COUNTY ROAD 3	UNNAMED	PRIVATE ROAD
BAILLE LOCH WAY	18	NW	NORTH OFF OF THE WEST SIDE OF ABC DRIVE	UNNAMED	PRIVATE ROAD
BALD EAGLE TRAIL	16	SW	EAST OFF OF COUNTY ROAD 66		EAGLE PASS PLAT
BAY SHORES ROAD	2	NE	WEST OFF 3	SHORES ROAD	BAY SHORES PLAT
BIG PINE DRIVE	33	SE	N OFF BIG PINE TRAIL PAST BIG PINE HOLLOW	UNNAMED	PRIVATE ROAD
BIG PINE HOLLOW	33	SE	NORTH OFF BIG PINE TRAIL	UNNAMED	PRIVATE ROAD
BIG PINE TRAIL	32,33	SE	EAST OFF 3		
BIRCH NARROWS ROAD	10	NE	WEST OFF 3	O'BRIEN/MICHAEL DR	
BIRCHRIDGE BLVD	30	SW	OFF SUNRISE ISLAND ROAD		PRIVATE RD/BIRDHAVEN RESORT
BIRD HAVEN ROAD	5		EAST OFF OF #66		M&D ADDITION
BLACKBEAR PATH	28		EAST OFF OF #66		OLD LOG HDQTRS
BLACKSMITH PLACE	9	NW	SOUTH OFF TALL TIMBERS TRAIL		PRIVATE RD/BLUE ACRES GRN
BLUE ACRES COURT	30		OFF OF ARROWHEAD LANE	UNNAMED	PRIVATE RD/BLUE ACRES GRN
BLUE ACRES LANE	30		OFF OF ARROWHEAD LANE	UNNAMED	PRIVATE RD/BLUE ACRES GRN
BLUE ACRES TRAIL	30		OFF OF ARROWHEAD LANE	UNNAMED	PRIVATE RD/BLUE ACRES GRN
BONNIE LAKES LANE	13		OFF BONNIE LAKES TRAIL (S PORTION GOODRICH LAKE)	MCCLINTOCK	GOODRICH/O'BRIEN LK SHORES
BONNIE LAKES ROAD	13.24	SE	NORTH FROM 36	BONN LKS FRM RD	
BONNIE LAKES TRAIL	13	SE	OFF BONNIE LAKES TRAIL	BONN LKS FRM RD	
BORDER POINT ROAD	31	SW	EAST OFF OF COUNTY ROAD 120	UNNAMED	PRIVATE ROAD
BOY SCOUT ROAD	1,11,12		OFF OF # 3	UNNAMED	BOY SCOUT CAMP-PRIVATE
BRITA LANE	28,33	SE	EAST OFF 36		
BROOK STREET	16	NW	N/S AT END OF DAGGETT BAY ROAD		
BROOKWOOD CIRCLE	30	SW	EAST OFF WEST SHORE DRIVE		BROOKWOOD PLAT
BUCKSKIN LANE	4	NW	EAST OFF OJIBWAY TRAIL		
BUNKHOUSE ROAD	9	NW	BETWEEN TALL TIMBERS TRAIL AND KIMBALL ROAD		
CABIN COVE TRAIL	5	SE	EAST OFF OF COUNTY ROAD 66	UNNAMED	PRIVATE ROAD

# MASTER ROAD NAME INDEX - 2016

ROAD NAME	SEC	QD	LOCATION	FORMER	ADD'L COMMENTS
ABC DRIVE	18	NW	NORTH OFF 16		PRIVATE ROAD
ADD'L LANE	29	SE	WEST OFF #3		WHITEFISH BUSINESS PARK
ALBINSON ROAD	5		WEST OFF #66	UNNAMED	PRIVATE ROAD
ALLEN AVENUE	21	NE	SOUTH OFF SWANN DRIVE		TOWN SQUARE DEV.
ANCHOR POINT LANE	5		OFF ANCHOR POINT RD	UNNAMED	PRIVATE ROAD
ANCHOR POINT ROAD	5.7	NW	WEST OFF 66		
ANCHOR POINT TRAIL	5	NW	NE FROM ANCHOR POINT RD		ENBEE ESTATES
ANDERSEN DRIVE	33	NE	EAST OFF SHAFER ROAD		ANDERSEN ESTATES PLAT
ANDERSON COURT	31	SW	NORTH OFF 103		
ANTLER ROAD	33	NW	EAST OFF OF COUNTY ROAD 3		PINE VISTA PLAT
ARROWHEAD LANE	30	SW	EAST OFF WEST SHORE DRIVE		
ARROWHEAD TRAIL	30	SW	NORTH OFF ARROWHEAD LANE		NON-MAINT/ BARTHEL SUBDIV
ASPEN COURT	9	SE	W OFF WILDERNESS ROAD		CHATHAM PARK SO.
ASPEN DRIVE	9	SE	W OFF WILDERNESS ROAD		CHATHAM PARK SO.
ASPEN WAY	9	SE	W OFF WILDERNESS ROAD		PRIVATE ROAD/ CHATHAM PK S
AUTUMN RIDGE ROAD	16	NW	EAST OFF 66 NORTH OF BAIT BOX	UNNAMED	PRIVATE ROAD
BACKDAHL ROAD	1.9	NW/NE	E/W OFF SOUTH END OF WILDERNESS TRAIL		PART CHGD TO WILDERNESS RD
BACON LANE	29	NE	WEST OFF OF COUNTY ROAD 3	UNNAMED	PRIVATE ROAD
BAILLE LOCH WAY	18	NW	NORTH OFF OF THE WEST SIDE OF ABC DRIVE	UNNAMED	PRIVATE ROAD
BALD EAGLE TRAIL	16	SW	EAST OFF OF COUNTY ROAD 66		EAGLE PASS PLAT
BAY SHORES ROAD	2	NE	WEST OFF 3	SHORES ROAD	BAY SHORES PLAT
BIG PINE DRIVE	33	SE	N OFF BIG PINE TRAIL PAST BIG PINE HOLLOW	UNNAMED	PRIVATE ROAD
BIG PINE HOLLOW	33	SE	NORTH OFF BIG PINE TRAIL	UNNAMED	PRIVATE ROAD
BIG PINE TRAIL	32,33	SE	EAST OFF 3		
BIRCH NARROWS ROAD	10	NE	WEST OFF 3	O'BRIEN/MICHAEL DR	
BIRCHRIDGE BLVD	30	SW	OFF SUNRISE ISLAND ROAD		PRIVATE RD/BIRDHAVEN RESORT
BIRD HAVEN ROAD	5		EAST OFF OF #66		M&D ADDITION
BLACKBEAR PATH	28		EAST OFF OF #66		OLD LOG HDQTRS
BLACKSMITH PLACE	9	NW	SOUTH OFF TALL TIMBERS TRAIL		PRIVATE RD/BLUE ACRES GRN
BLUE ACRES COURT	30		OFF OF ARROWHEAD LANE	UNNAMED	PRIVATE RD/BLUE ACRES GRN
BLUE ACRES LANE	30		OFF OF ARROWHEAD LANE	UNNAMED	PRIVATE RD/BLUE ACRES GRN
BLUE ACRES TRAIL	30		OFF OF ARROWHEAD LANE	UNNAMED	PRIVATE RD/BLUE ACRES GRN
BONNIE LAKES LANE	13		OFF BONNIE LAKES TRAIL (S PORTION GOODRICH LAKE)	MCCLINTOCK	GOODRICH/O'BRIEN LK SHORES
BONNIE LAKES ROAD	13.24	SE	NORTH FROM 36	BONN LKS FRM RD	
BONNIE LAKES TRAIL	13	SE	OFF BONNIE LAKES TRAIL	BONN LKS FRM RD	
BORDER POINT ROAD	31	SW	EAST OFF OF COUNTY ROAD 120	UNNAMED	PRIVATE ROAD
BOY SCOUT ROAD	1,11,12		OFF OF # 3	UNNAMED	BOY SCOUT CAMP-PRIVATE
BRITA LANE	28.33	SE	EAST OFF 36		
BROOK STREET	16	NW	N/S AT END OF DAGGETT BAY ROAD		
BROOKWOOD CIRCLE	30	SW	EAST OFF WEST SHORE DRIVE		BROOKWOOD PLAT
BUCKSKIN LANE	4	NW	EAST OFF OJIBWAY TRAIL		
BUNKHOUSE ROAD	9	NW	BETWEEN TALL TIMBERS TRAIL AND KIMBALL ROAD		
CABIN COVE TRAIL	5	SE	EAST OFF OF COUNTY ROAD 66	UNNAMED	PRIVATE ROAD

# MASTER ROAD NAME INDEX - 2016

CAREFREE DRIVE	9		SOUTH OFF OF DAGGETT PINE ROAD		UNNAMED	PRIVATE ROAD
CHANNEL LANE	17	NW	WEST OFF 16 ON S SIDE OF RUSH/CROSS CHANNEL			PRIVATE ROAD
CHERRY LANE	31	SW	OFF PERKINS ROAD			
COOL HAVEN LANE	5	NW	OFF SOUTH LANDING			
COUNTY ROAD 103						
COUNTY ROAD 16						
COUNTY ROAD 3						
COUNTY ROAD 36						
COUNTY ROAD 37						
COUNTY ROAD 66						
COUNTY ROAD 120						
CRANBERRY DRIVE	1		OFF BUCHITE ROAD		UNNAMED	PRIVATE ROAD
CROSS AVENUE	31	SW	WEST OFF LAKE STREET			
CROSS LAKE AVENUE	16	NW	WEST OFF 66 NORTH OF DAGGETT/CROSS CHANNEL			
CROSSCUT WAY	9	NW	BETWEEN LOG LANDING AND HEADQUARTERS DRIVE			
DAGGETT BAY ROAD	16	NW	EAST FROM 66			
DAGGETT PINE ROAD	9.1	NE,NW	EAST FROM 66 TO DREAM ISLAND ROAD			
DAGGETT COURT	10		S OFF OF DAGGETT PINE ROAD		UNNAMED	ISLAND VIEW PLAT
DAGGETT LANE	10		SW OFF DAGGETT PINE ROAD		UNNAMED	
DANCING BEAR DRIVE	32	NW	SOUTH OFF OF COUNTY ROAD 103			SILENT OAKS PLAT
DEER RIDGE DRIVE	9		S OFF OF DAGGETT PINE ROAD			CHATHAM PARK NORTH
DEWDROP LANE	19		W OFF OF WEST SHORE DRIVE			
DREAM ISLAND CIRCLE	10		W OFF OF DREAM ISLAND ROAD			LITTLE PINE SHORE PLAT
DREAM ISLAND LANE	10		E OFF DREAM ISLAND ROAD (BEFORE ISLAND)		UNNAMED	(PRIVATE ROAD??)
DREAM ISLAND ROAD	10	NE	END OF DAGGETT PINE ROAD- GOING NORTH		UNNAMED	
DUCK LANE	30	SW	WEST OFF WEST SHORE DR			DUCKWOOD PLAT
DUCKWOOD TRAIL	31	SE	SOUTH OFF OF COUNTY ROAD 103			
EAGLE STREET	8	NW	WEST OFF 66			
EAST SHORE BOULEVARD	29	NE	W OFF OF EAST SHORE ROAD		EAST SHORE ROAD	CL EAST SHORE PLAT
EAST SHORE CIRCLE	29	SW	NORTH OFF EAST SHORE ROAD		LAKE SHORE CIR	SANDCREST PLAT
EAST SHORE COURT	29		DOUG NELSON DEV- N OFF OF E SHORE ROAD			PRIVATE- NELSON E SHORE LND
EAST SHORE LANE	29		DOUG NELSON DEV-OFF E SHORE ROAD			PRIVATE- NELSON E SHORE LND
EAST SHORE ROAD	29	SW	OFF OF 3		LAKESHORE DR	REPLACE LAKE SHORE DRIVE
EAST SHORE TERRACE	29		DOUG NELSON DEV-OFF E SHORE ROAD			NELSON'S E SHORE LANDING
ECHO DRIVE	16	NW	WEST OFF 66 TO MARGRET		OLD CO HWY 8	
EDGEWATER LANE	16	NW	WEST OFF 66 BEHIND CHANNEL LIQUOR		OLD COOLEY HWY	
EGRET ROAD	9		N OFF DAGGETT PINE ROAD			
EVA LANE	17	NE	NORTH OFF OF COUNTY ROAD 16		UNNAMED	D & M ADDITION
FIRST STREET	8	NW	WEST OFF 16 ACROSS FROM MOONLITE			DRIVEWAY SERVING 3 RESIDENCES
FISH ROAD	2		BASS LAKE RESERVE- EAST OFF #3			PRIVATE ROAD
FISHERMANS POINT ROAD	17	NW	SE OFF 16 SOUTH OF RUSH/CROSS CHANNEL		UNNAMED	PRIVATE ROAD
FOREST LODGE ROAD	7	NW	SOUTH OFF ANCHOR POINT			PORTION PRIVATE ROAD
GALE LANE	18	NW	SOUTH OFF 16 NEAR HARBOR LANE			
GENDREAU ROAD	33	SW	SOUTH OFF 36			



# MASTER ROAD NAME INDEX - 2016

NORTHWOOD AVENUE	6		MANHATTAN POINT PLAT			
NORWAY TRAIL	16	NW	DAGGETT BAY ROAD TO BROOK STREET	ISLAND AVE		WHITE PINE TERRACE PLAT
OAKDALE ROAD	31	SW	NORTH OFF FAWN LAKE ROAD			
OJIBWAY CIRCLE	5	NW	NORTH OFF OJIBWAY TRAIL NEAR END			TOWN SQUARE DEV.
OSTLUND AVENUE	21	NE	BETWEEN SWANN DRIVE AND COUNTY ROAD 3			NO SIGN-PUBLIC ACCESS
OWL STREET	16	NW	EAST OF PINE BAY TRAIL	UNNAMED		DRIVEWAY BEFORE M&B SUB.
OX COVE TRAIL	5,8	NE,SE	WEST OF OX LAKE LANDING	BOULDER RIDGE RD.		DUPLICATE NAME
OX LAKE CROSSING ROAD	5	NE	EAST OFF OF COUNTY ROAD 66	OJIBWAY TRAIL		INCORPORATE OJIBWAY TRAIL
OX LAKE LANDING	4,5,8,9	NW	NORTH OFF DAGGETT PINE TO OJIBWAY CIRCLE			
PARK DRIVE	29		EASTERLY LOOP OFF LAKESHORE DRIVE			
PARKVIEW LANE	9	NW	SOUTH OFF DAGGETT PINE ROAD			
PERKINS ROAD	30,31	SW	WEST OFF 103			
PINE BAY DRIVE	16	NW	NORTH OFF PINE BAY TRAIL	PINE BAY ROAD		
PINE BAY ROAD	15,16	NE,NW	NORTH OFF 3			
PINE BAY TRAIL	16	NW	WEST OFF PINE BAY ROAD	PINE BAY ROAD		
PINE CREEK TRAIL	23	NE,SE	NORTH OFF OF COUNTY ROAD 36	UNNAMED		PRIVATE ROAD TO NW BAY OF O'BRIEN LAKE
PINE LANE	8	NW	NORTH OFF ISLAND VIEW ROAD			
PINE LURE DRIVE	2	NE	WEST OFF 3	PINE LURES ROAD		CHANGED AT REQUEST OF LANDOWNERS
PINE POINT ROAD	10		END OF DAGGETT PINE ROAD- E/W OF ROAD	PT DAGGETT PINE RD		
PINE VIEW LANE	33		JOHNSON'S PINE VIEW			
PINEDALE STREET	6	NW	OFF SUMMIT	WOODLAND STREET		
PIONEER DRIVE	21	NW	BETWEEN SWANN DRIVE AND COUNTY ROAD 3	UNNAMED		PRIVATE ROAD - FORMERLY PLEASANT LN.
PLEASANT VIEW	19	SW	NW OFF WEST SHORE DRIVE			PRIVATE ROAD
POND VIEW LANE	18	SE	SOUTH OFF OF COUNTY ROAD 16	UNNAMED		
RABBIT LANE	16	NW	NORTH OFF PINE BAY DRIVE	COON STREET		NO SIGN-PUBLIC ACCESS
RACCOON STREET	16	NW	OFF PINE BAY TRAIL			OAKCREST PLAT
RED OAK CIRCLE	29	SW	WEST OFF HAPPY LANDING ROAD			
RED PINE DRIVE	24		OFF OF BONNIE LAKES RD	RED PINE ROAD		
RED PINE ROAD	24	SE	OFF OF RED PINE DRIVE			CHATHAM PARK NORTH
RIDGEWAY DRIVE	9		S OF DAGGETT PINE RD- E/W OF ROAD			
RIVER BLUFFS ROAD	27,28		RIVER BLUFFS PLAT			
RIVERWOOD COURT	21	NW, NE	SOUTH OFF OF COUNTY ROAD 3			ACCESS TO RIVERWOOD CIC
RIVERWOOD LANE	21	SW	EAST OFF OF 3			
RIVERWOOD TRAIL	21	SW	N/S OFF OF RIVERWOOD LANE			
ROBERT LANE	20					
ROBERT STREET	17	NW	EAST OFF 16			INC DONALD BLVD & DWIGHT DR
ROCKY ROAD	23		N OFF CITY RD #36- ROCK LAKE	UNNAMED		PRIVATE ROAD
RUSH HARBOR LANE	8	NE	WEST OFF OF COUNTY ROAD 16	UNNAMED		PRIVATE ROAD-LOVELANDS PLAT
RUSH LANE	5	NW	NORTH FROM ANCHOR POINT RD			
RUSHMOOR BOULEVARD	17	NW	NORTHWEST OFF 16			
RUSHMOOR TRAIL	17,18		WEST OFF RUSHMOOR BLVD			
SAND POINTE COURT	20		WEST OFF SAND POINTE DRIVE			PRIVATE/GOLDEN RULE TRL PRK
SAND POINTE DRIVE	20	SW	WEST OFF 3 AT RIVERSIDE INN			
SANDRA ROAD	32	SW	EAST OFF 3 SOUTH OF SHAFER RD	FAE AVE- ANN ST		

# MASTER ROAD NAME INDEX - 2016

SANDY SHORES COURT	29	NE	AT END OF SANDY SHORES ROAD	UNNAMED	
SANDY SHORES ROAD	29	SW	WEST OFF OF COUNTY ROAD 3		
SCENIC COURT	33	NW	EAST FROM VISTA DRIVE AND SOUTH OF SCHAFER ROAD		PINE VISTA PLAT
SECOND AVENUE	8	NW	NORTH OFF FIRST STREET		MINNOWA PLAT
SECOND STREET	8	NW	SOUTH OFF FIRST STREET	FIRST AVENUE	MINNOWA PLAT
SEQUOIA DRIVE	31	SW	OFF 103		
SHADYWOOD STREET	6	NW	BETWEEN MANHATTAN POINT BLVD AND SUMMIT-E/W RD		
SHAVER ROAD	33	SW	EAST OFF 3		
SHAMROCK ROAD	24	SE	E & S OFF BONNIE LAKES ROAD		
SHORES DRIVE	16	NW	WEST OFF PINE BAY TRAIL	WHT PINE SHR DR	
SILVER PEAK ROAD	7	NW	NE END OF IDEAL TWSHP SILVER PEAK ROAD		
SLEEPY VALLEY ROAD	26	SE	WEST OFF 36		PHELPS LAKE SHORE PLAT
SOUTH LANDING	5	NW	S OFF MANHATTAN POINT BLVD ACROSS LODGE		
STALEY LANE	7		S OFF SILVER PEAK RD/ JASON LANES		STALEY SHORES PLAT
SUGAR LOAF ROAD	33	SE	SOUTH OFF SHAVER ROAD		
SUMMIT AVENUE	6	NW	BETWEEN MANHATTAN POINT BLVD AND WHITEFISH		
SUNDANCE LOOP	16	NW	OFF OF COUNTY ROAD 66	UNNAMED	PRIVATE ROAD
SUNRISE BOULEVARD	30	SW	OFF WEST SHORE DRIVE		
SUNRISE ISLAND ROAD	30	SW	EAST OFF WEST SHORE DRIVE		
SUNSET DRIVE	19	SW	WEST OFF PLEASANT LANE		
SWANN DRIVE	21	NW, NE	BETWEEN COUNTY ROAD 66 & COUNTY ROAD 3	UNNAMED	
TALL TIMBERS TRAIL	9	NW	E/W AT END OF LUMBERJACK LANE		EAGLE PASS PLAT
TALON TRAIL	16	SW	N/S AT END OF BALD EAGLE TRAIL		
TAMARACK LANE	13	NE	SOUTH OFF TAMARACK ROAD	MCCLINTOCK RD	
TAMARACK ROAD	13,24	NE	NW OF O'BRIEN LAKE	MCCLINTOCK RD	
TAMARACK TRAIL	13	NE	SOUTH OFF TAMARACK ROAD	MCCLINTOCK RD	
TIMBER LANE	18	NW	NORTH OFF HARBOR LANE		TIMBERLANE PLAT
TRAILHEAD LANE	9	NE	NORTH OFF OF DAGGETT PINE ROAD	UNNAMED	
TWIN BAY DRIVE	7	NW	SOUTH OFF GINSENG PATCH ROAD ANCHOR POINT		TWIN BAY SHORES
URBANS POINT ROAD	30	SW	NORTH OFF PERKINS ROAD	URBAN POINT ROAD	
VELVET LANE	24	SE	SOUTH OFF 36 AT NW SHORE OF VELVET LAKE		
VERNA DRIVE	5	NW	OFF MANHATTAN POINT BLVD NEXT TO LODGE		
VISTA DRIVE	33	NW	SOUTH OF SCHAFER ROAD		PINE VISTA PLAT
WATERWOOD COURT	10	NE	S OFF DAGGETT PINE ROAD E OF WILDERNESS		
WEST SHORE DRIVE	18,19,30	SW,NW	N/S FROM 16 TO 103		
WETLAND DRIVE	29		OFF OF E SHORE BLVD	UNNAMED	PRIVATE ROAD
WHIPPLE DRIVE	21	SW	EAST OFF OF COUNTY ROAD 3		DRIVE GOING THRU PUBLIC WORKS AREA
WHITE BIRCH LANE	21	NE	RUNS BETWEEN WILDWOOD DR AND TRAIL		
WHITE ISLAND DRIVE	6	NW	NORTH FROM WHITEFISH ROAD	ISLAND AVE	WHITE ISL BCH PLAT/PVT RD
WHITE OAK DRIVE	29,30	SW	NORTH OFF 103		OAKCREST PLAT
WHITE PINE TRAIL	10	NW	OFF WILDERNESS TRAIL		
WHITEFISH AVENUE	6	NW	OFF MANHATTAN POINT BLVD		A/K/A COUNTY RD 140
WHITEFISH ROAD	6	NW	SOUTH OFF WHITEFISH AVENUE	EDGEWATER BEACH	
WHITEFISH TRAIL	6	NW	EAST OFF WHITEFISH AVENUE	PINE TERRACE	

# MASTER ROAD NAME INDEX - 2016

WILDERNESS TRAIL	2,3,9,10	NE,NW	N/S OFF DAGGETT PINE ROAD		
WILD WIND RANCH DRIVE	32	NE	SOUTH OFF OF COUNTY ROAD 103	UNNAMED	WILD WIND RANCH ESTATES PLAT
WILDWOOD DRIVE	21	NE	OFF WILDWOOD TRAIL		WILDWOOD ACRES PLAT
WILDWOOD TRAIL	21	NE	SOUTH OFF WILDWOOD DRIVE	RED OAK TRAIL	WILDWOOD ACRES PLAT
WILLWOOD LANE	31	SW	SOUTH OFF 103		
WINDSOR AVENUE	6		MANHATTAN POINT		
WOLF COURT	10		OFF WOLF TRAIL	UNNAMED	
WOLF TRAIL	10,15,16	NE,NW	NE/NW AT END OF PINE BAY ROAD		
WOODLAND AVENUE	6				NO STRUCTURES
WOODLAND DRIVE	6	NW	WEST OF NORTHWOOD AVE- MANHATTAN POINT		PLAT ROAD NAME

G.I.C.

ORDINANCE NO. \_\_\_\_\_  
AN ORDINANCE AMENDING CHAPTER 42, ARTICLE VI  
NAMING AN UNNAMED ROAD AS WHITE PINE TRAIL  
AND  
ADDING THE ROAD NAME TO THE MASTER ROAD NAME INDEX  
FOR THE CITY OF CROSSLAKE  
COUNTY OF CROW WING  
STATE OF MINNESOTA

The following is the official summary of Ordinance No. \_\_\_\_\_, approved by the City Council of the City of Crosslake on the 11<sup>th</sup> of April, 2016.

The purpose of this Ordinance is to name an unnamed road as White Pine Trail and add the name to the Master Road Name Index for the City of Crosslake.

A printed copy of the Ordinance is available for inspection by any person at the Office of the City Clerk.

Passed by the City Council this 11<sup>th</sup> day of April, 2016 by a \_\_\_/5ths vote.

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

ATTEST:

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

G.2.a.

## CROSSLAKE COMMUNICATIONS HIGHLIGHTS FOR MARCH 2016

1. **Minutes** of the March 17, 2016 Joint Advisory Board/City Council meeting are included. (motion needed)
2. The **Financial Statements** for January 2016 are included (motion needed)
3. The list of **January 2016 checks/disbursements** are included (motion needed).
4. The **Customer Counts Report** has been included in the packet.

### Subcommittee Report

1. Progress Update

G.3.b.

PARTIAL PAYMENT ESTIMATE NUMBER 1									
Name of Contractor: Pratt's Affordable Excavating, Inc. 23069 Swan Lake Merrifield, MN 56465									
Name of Owner: City of Crosslake									
Date of Completion: Original: February 1, 2016 Substantial Completion March 1, 2016 Final			Amount of Contract: Original: \$47,660.00			Dates of Estimate: From: Start			
Revised: August 1, 2016 Substantial Completion			Revised:			To: April 5, 2016			
Description of Project: Melinda Shores Bridge Stabilization WSN No. 0107B0148.000									
ITEM NO.	ITEM DESCRIPTION	CONTRACT ITEMS				THIS PERIOD		TOTAL TO DATE	
		QTY.	UNIT	UNIT PRICE	AMOUNT	QTY.	AMOUNT	QTY.	AMOUNT
1	Mobilization	1	Lump Sum	\$1,000.00	\$1,000.00	1	\$1,000.00	1	\$1,000.00
2	Clearing and Grubbing	1	Lump Sum	\$800.00	\$800.00	1	\$800.00	1	\$800.00
3	Remove Wood Retaining Wall	40	Lin. Ft.	\$50.00	\$2,000.00	40	\$2,000.00	40	\$2,000.00
4	Gabion	36	Cu. Yd.	\$960.00	\$34,560.00	36	\$34,560.00	36	\$34,560.00
5	Rub Rail	156	Lin. Ft.	\$25.00	\$3,900.00	165	\$4,125.00	165	\$4,125.00
6	Random Reprap Class III	22	Cu. Yd.	\$100.00	\$2,200.00	25	\$2,500.00	25	\$2,500.00
7	Erosion Control Blanket Cat. 2	50	Sq. Yd.	\$10.00	\$500.00	193	\$1,930.00	193	\$1,930.00
8	Flotation Silt Curafin	60	Lin. Ft.	\$20.00	\$1,200.00	100	\$2,000.00	100	\$2,000.00
9	Turf Establishment	1	Lump Sum	\$1,500.00	\$1,500.00	1	\$1,500.00	1	\$1,500.00
Change Order No. 1: Extend the completion date.					\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
					\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
					\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
					\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
					\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
					\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>PROJECT TOTAL</b>					<b>\$47,660.00</b>	<b>\$50,415.00</b>	<b>\$50,415.00</b>	<b>\$50,415.00</b>	<b>\$50,415.00</b>
					<b>THIS PERIOD</b>	<b>TOTAL TO DATE</b>			
<b>AMOUNT EARNED</b>					\$50,415.00		\$50,415.00		
<b>AMOUNT RETAINED (5% of Contract)</b>					\$2,520.75		\$2,520.75		
<b>PREVIOUS PAYMENTS</b>							\$0.00		
<b>AMOUNT DUE</b>					\$47,894.25		\$47,894.25		

Estimated Percentage of Job Completed: 95.0%

Is Contractor's Const. Progress on Schedule: Yes

**CONTRACTOR'S CERTIFICATION:**

The undersigned Contractor certifies that to the best of their knowledge, information and belief the work covered by this payment estimate has been completed in accordance with the contract documents, that all amounts have been paid by the Contractor for work for which previous payment estimates were issued and payments received from the Owner, and that current payment shown herein is now due.

**ENGINEER'S CERTIFICATION:**

The undersigned certifies that the work has been carefully inspected and to the best of their knowledge and belief, the quantities shown in this estimate are correct and the work has been performed in accordance with the contract documents.

Pratt's Affordable Excavating, Inc.

BY: *Aurora Pratt*

Date: 4/6/16

ENGINEER: WIDFETH SMITH NOLTING

BY: *David S. Reese*

David S. Reese, P. E.

Date: April 5, 2016

APPROVED BY OWNER:  
City of Crosslake

BY: \_\_\_\_\_

Charlene Nelson, City Clerk

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

THE AMOUNT FOR APPROVAL IS \$47,894.25. A 5% RETAINAGE HAS BEEN APPLIED, AND WILL BE IN FRONT OF THE COUNCIL TO BE RELEASED AT A SUBSEQUENT MEETING AFTER ALL PUNCH LIST ITEMS, SUBMITTALS, AND PROJECT CLOSE-OUT ITEMS HAVE BEEN COMPLETED.

G.3.C.

**CITY OF CROSSLAKE AND IDEAL TOWNSHIP  
COUNTY OF CROW WING  
STATE OF MINNESOTA**

**PUBLIC WORKS SERVICES JOINT POWERS AGREEMENT**

This Agreement is made between the City of Crosslake (“Crosslake”) and Ideal Township (“Ideal”),

WHEREAS, Ideal and Crosslake desire to obtain certain public works services from each governmental unit; and

WHEREAS, Ideal and Crosslake agree to furnish road maintenance and repair services for West Shore Drive, Echo Bay, Harbor Lane, Silver Peak Road, Milinda Shores Road, Jason Lane, and Straley Lane on the terms and conditions set forth herein;

**NOW THEREFORE**, it is agreed as follows:

- I. **EFFECTIVE DATE:** This Agreement is made this 1<sup>st</sup> day of January 2016, and is effective upon adoption and execution by Crosslake and Ideal.
- II. **PURPOSE:** The purpose of this Agreement is to provide the basis for and outline the terms and conditions upon which Crosslake and Ideal will exercise public works services within the boundaries of the City and Township. Crosslake and Ideal hereby agree to provide public works services for each entity and hereby engage each entity to provide such service in accordance with and subject to the terms of this agreement.
- III. **LEGAL BASIS:** This Agreement is made pursuant to Minnesota Statutes Section 471.59. Further, neither party waives its tort liability limits under Chapter 466 of the Minnesota Statutes.
- IV. **ADMINISTRATION AND SERVICES:** The administration of public works services under this Agreement shall be the sole responsibility of the appropriate officials of the City and Township. It is further agreed that the Ideal Board Chairman or his or her designee, shall confer with the Crosslake Mayor or his or her designee, when requested by either party, on any matter relating to public works services being provided pursuant to this Agreement.
- V. **PERSONNEL POLICIES AND FRINGE BENEFITS:** All personnel used in providing public works service under this Agreement shall be and remain employees of each governmental unit.

VI. **TERM OF AGREEMENT:** This Agreement shall be effective as of January 1, 2016 and shall continue to December 31, 2020. This Agreement shall be in effect as determined above unless terminated by either party. Termination of the Agreement by either party shall be effective by serving the other party with a written notice of termination not less than ninety (90) days prior to the date of termination of the Agreement. Either party, at its option, may terminate the Agreement as set forth above if the other party fails to comply with the terms and conditions of this Agreement. The parties also agree that this Agreement may be renewed on an annual basis upon agreement of both parties. Renewal of the Agreement may be by written resolution of both parties prior to expiration of the Agreement term.

VII. **ASSUMPTION OF LIABILITY:**

1. Crosslake agrees to assume all liability for Crosslake's personnel arising out of public works services performed pursuant to this Agreement and Ideal agrees to assume all liability for Ideal personnel arising out of services performed pursuant to this Agreement.
2. Each party agrees that the acts of its employees and agents for any activity other than public works services identified herein shall be its responsibility and each party indemnifies the other from any claims arising out of non-public works activities caused by each party.
3. Crosslake shall not be deemed to assume any liability for intentional misconduct of Ideal Township personnel or any agent or employee thereof. Ideal Township shall defend Crosslake, its officers, employees, and agents against, indemnify and hold Crosslake harmless from any claim for damages resulting from the performance of the services by Ideal Township under this Agreement.
4. Ideal shall not be deemed to assume any liability for intentional misconduct of Crosslake's personnel or any agent or employee thereof. Crosslake shall defend Ideal, its officers, employees, and agents against, indemnify and hold Ideal harmless from any claim for damages resulting from the performance of the services by Crosslake under this Agreement.
5. Crosslake and Ideal shall maintain comprehensive municipal liability coverage and automobile liability coverage in an amount equal to or greater than the maximum liability applicable to municipalities under Minnesota Statutes, Section 466.04, subd. 1., as amended. Crosslake and Ideal shall add the other party as an additional insured to its liability coverage for claims that may arise under this agreement. Crosslake and Ideal shall also maintain workers' compensation insurance on their employees performing services under this agreement.

6. Under no circumstances shall a party be required to pay on behalf of itself and the other party any amounts in excess of the limits on liability established in Minnesota Statutes, Chapter 466 applicable to any one party. The limits of liability for the parties may not be added together to determine the maximum amount of liability for any party.

VIII. **SCOPE AND DESCRIPTION OF SERVICES:**

**BY CITY OF CROSSLAKE**

West Shore Drive (.7 miles) .....	Summer and Winter
Echo Bay Drive (.3 miles) .....	Summer and Winter
Harbor Lane (.3 miles) .....	Summer and Winter
Milinda Shores Road (.4 miles) .....	Summer and Winter

**BY IDEAL TOWNSHIP**

Silver Peak Road (.2 miles) .....	Summer and Winter
Jason Lane (.1 miles) .....	Summer and Winter
Straley Lane (.3 miles) .....	Summer and Winter

**MAINTENANCE RESPONSIBILITIES**

1. **Winter Maintenance:** Plowing and sanding
2. **Summer Maintenance:** Mowing and minor pothole repairs
3. **Materials:** Materials put on line roads will be a cost-share project. Any materials put on a line-share road must be done with the approval of both the City Council and the Township Board. If approval is not given, cost-share materials can be denied.
4. **Minor Repairs:** Minor pot holes or shouldering repairs to be done by each perspective entity.
5. **Repairs:** Road surface and shoulders will be done by joint agreement for entire roadway with costs split in proportion to road ownership.
6. **Tree Removal:** Removing trees from the road right-of-way as needed to avoid interference with travel, maintenance, or safety will be the responsibility of the entity who owns the road on that portion in which the trees are located.

IN WITNESS THEREOF, the parties hereto have executed this agreement the day first above written.

CITY OF CROSSLAKE

IDEAL TOWNSHIP

By: \_\_\_\_\_  
Its: Mayor

By: \_\_\_\_\_  
Its: Town Board Chair

By: \_\_\_\_\_  
Its: City Clerk

By: \_\_\_\_\_  
Its: Clerk

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

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

G.3.d.

# Memo

**To:** City Council  
**From:** Ted Strand  
**Date:** 4-7-2016  
**Re:** Declaration of surplus equipment

Listed below are City equipment that we would like to list as surplus and dispose of through surplus sales:

- 1999 Ford F250, 79,000 miles (odometer does not work)
- 2000 Ford F250, 146,000 miles
- 2001 Ford F250, 99,500 miles
- 2002 Ford F250, 125,000 miles
- Big Tex 12' tilt-bed trailer
- Tiger flail mower
- 36" small tree spade for a Bobcat of 3pt
- Shouldering tailgate unit
- Snow blowers, 2 20" walk-behind
- Wire-feed welder Thermodyn 220V
- Police confiscated vehicles, & possibly the Park would have some things to add to the list

G. 3. e.

# Memo

**To:** City Council  
**From:** Ted Strand  
**Date:** 4-7-2016  
**Re:** Crack sealing & patching

We have budgeted \$50,000 in the 2016 budget. At this time, I have identified 10+ miles, or 53,000 feet, as well as 3 parking lots, that need attention. I have received one quote at \$.50/ft & am waiting for an additional quote next week. I would like permission to award the job to the low quote. We need to move forward with this repair as soon as possible. I would work within the budgeted amount.

G.3.f.

# Memo

**To:** City Council  
**From:** Ted Strand  
**Date:** 4-7-2016  
**Re:** Improvements at Wastewater Plant

In the 2016 wastewater budget, we put in \$173,000 for improvements at the wastewater plant. I would like permission to start moving forward with the projects that are listed in the Wastewater Treatment Capital Improvement Study.

The first one I would like to do is a 12x24 expansion of the lab & office area. We've gotten proposals from area contactors for this improvement at \$33,345.60 and we are adding a 10% contingency of \$3,300 for a total of \$36,645.60. The engineers estimate was \$55,000 for this project. We will be doing the excavation ourselves as well as any other items we can tackle ourselves. I would like to start this as soon as possible.

The next thing I would like to do is the modification to the digester air system and RAS/WAS piping. Some of these parts will take a while to purchase and receive. We believe this is a project we can do ourselves and save a considerable amount of money. The engineers estimate was \$51,300 and we believe if we did it, it would cost about \$40,000.

Also, there is a blower replacement, Magnetic Flow Meter, and other things listed in the report that we can take care of ourselves and save costs. We need to move forward with these items or we will not get them done in this budget season.

G.3.g.

# Memo

**To:** City Council

**From:** Ted Strand *TOS*

**Date:** 4-7-2016

**Re:** Purchase of new truck from State contract

At this time I would like to have permission to purchase the new 2016 GMC Sierra 3500HD 4WD Double Cab truck, as well as flatbed, crane, toolboxes, two-way radio, and lighting system. We budgeted \$90,000 in the capital budget and will use about \$60,000 for purchase of truck.

G.4.a.

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

**Date: April 6, 2016**

**To: Crosslake City Council**

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

**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.

**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. AAA**

The next AAA senior driving classes will be held May 4-5th from 9-1 at the Community Center. This will be a class for first time participants. On May 12th a refresher class will be held from 9-1. Please call AAA to register at 888-234-1294.

**5. Tax Preparation**

The Community Center is taking tax appointments for the AARP tax help program on April 13 & 14th. Wednesday & Thursday are the last days of tax preparation. Call the Center to make an appointment.

**6. Pickleball**

The Community Center offers Pickleball Tuesday and Wednesday from 1:30-3:30 and Friday's from 9:30-11:00. Starting in May we will have sessions for beginners only on Monday's from 1:00-2:30 and Wednesday evenings starting in late May from 6:30-8:30. The first Monday of the month we will have a free class with instructors to help community members learn the game of Pickleball. Membership for the year is \$30. Day passes are \$4.00.

**7. New Fundraiser planned for the PAL Foundation**

The Parks Department and the PAL Foundation will be hosting a new event on August 6th, 2016. The new event will be named the Whitefish Warrior. The event will take place at the Park and will be completed on the wilderness trails to the North of the Community Center. We hope that this event will be a draw to many local tourists and also Crosslake guests and residents. The event will feature obstacles and lots of other challenges. More details will be available soon. Because of the addition of this new event we will not be hosting the Crosslake Monster Dash this year. We hope to be able to raise more funds by having an event when our community is at maximum population.

**8. Community Business Center**

The Community Center and the PAL Foundation are working on an idea to create a community business center for both guests and residents of our community. We would like to convert a portion of the women's locker room adjacent to the Center's lobby into an office that could be rented. It would be equipped with a computer, scanner, fax and WIFI. We are still gathering estimates and trying to figure out how we would pay for this addition. Beginning estimates are running around \$6,000. We think this would be a great addition for our residents and guests who could use an office when they are at the cabin but don't have the resources available at their homes. This additional space would also expand our rentable meeting room space which would be an asset for the Center as the meeting rooms are used more and more each summer. The revenues from the rental would offset the cost of the addition. We will keep the Council updated as we work through the concept phase.

G.4.b.

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

**Date: April 6, 2016**

**To: Crosslake City Council**

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

**Subject: Regulation of ROWs that lead to the water and the prevention of AIS inside the city limits of Crosslake**

Tom Watson with the Whitefish Area Property Owners Association (WAPOA) made a presentation to the City Council at its January meeting about the proposal and suggestions made to the Crow Wing County Board regarding their 2016 Aquatic Invasive Species (AIS) Prevention Program. Councilmember Wessels contacted Tom and the Parks Department about some challenges WAPOA is experiencing in the implementation of the Aquatic Invasive Species (AIS) Prevention Program and offered that the City could assist with lake access matters. Tom subsequently contacted me offering to assist the City. One of the issues is the fact that the public has been using City Right of Ways (ROWs) that lead to the water for launching boats. The result of this action is an increased chance of AIS infestation because boats are not being checked at these accesses by trained inspectors. Residents that have docks and lifts near these City ROWs have noticed an increase in Zebra Mussels since use of the City ROWs has increased. WAPOA would like to limit the accesses available for use by the public during low demand weekdays due to the limited annual inspection budget so they can do a better, more effective job in protecting our most precious resource - our lakes. I have included the draft minutes from our March Park Commission meeting below in regards to the AIS topic. I have also included the Park Ordinance as it pertains to ROWs that lead to the water.

Although WAPOA has not provided a specific recommendation to the City of Crosslake other than those identified in their letter to Crow Wing County, the Park Commission would like to help prevent AIS infestation at City ROW locations by enforcing the Park Ordinance that is already in place. The Commission however would like to add some additional verbiage to the Ordinance that would allow Lake Service Providers (LSP) providers the ability to continue to use these ROWs for access while performing their business services. The main reason for allowing use by Lake Service Providers relates to the fact that these businesses are properly trained and are equipped to prevent the spread of AIS. The Park Department would suggest that all Lake Service Providers (which is limited to dock and lift services) provide evidence of their training and "license" issued by the DNR. The required license is called a Lake Service Provider (LSP) permit.

In the discussion stage of this proposal there have been a variety of ideas suggested on how to enforce the park Ordinance as it pertains to the ROWs that lead to the water. One idea is to require Lake Service Providers to display a sticker in their windows so that City Personnel would realize that the use of the ROW is allowed by the permitted LSP. Signage at all ROWs that are

currently being used for boat launching must be installed. The signage would notify users that it is illegal to launch trailered boats at the access areas without a Lake Service Provider permit. Further more the sign could state that the only permits that are provided are for Lake Service Providers who have successfully completed the LSP training by the DNR. The Commission also suggested that violators of the ordinance be fined an amount set by the City Council for violation of the Park Ordinance as it pertains to City ROWs.

The importance of protecting our lakes is critical. WAPOA is planning on having representatives present at the April 11th meeting to answer any questions the City Council may have about the AIS prevention program.

The Park Commission is recommending that the Council consider approving a motion to limit use of the City ROWs to licensed Lake Service Providers. A permit and identification would be required to be displayed in the window of authorized installers' vehicles that are utilized to launch watercraft at City ROWs. In addition it would be the recommendation of the Commission to establish a fine that could be applied to all violators of City Ordinance 267, section 12.10. Signs notifying the public would also be installed at all ROWs that are utilized for boat launching.

If the Council would prefer to discuss this topic at a joint meeting with the Park Commission, WAPOA and the City Council that could be arranged.

The Park Department would also suggest that a public hearing be arranged so that the public would have the opportunity to voice any comments or concerns they have as it relates to the proposed changes to the Park Ordinance.

### **Draft Minutes from Park Commission Meeting March 25, 2016**

#### **Subject: AIS and City ROW's**

Right of Ways to Water/WAPOA Request for Assistance with Invasive Species Prevention. Jeff Laurel, representing WAPOA, reported to the Commission that some boat owners were utilizing City ROWs to the water to launch their boats, resulting in the lack of AIS inspections at designated boat ramps. He explained how the State allocates the money for the inspection program and the fact that there is not enough money to provide inspectors for all of the accesses currently being used. WAPOA is asking the Commission for assistance to limit the use of boat launching where there are no inspectors. Councilman Wessels reminded the Commission the City has existing ordinances in place regarding the use of these ROWs. After a lengthy discussion, the following Motion was presented:

**Motion: The Crosslake Parks and Recreation/Library Commission recommends the Crosslake City Council consider a motion to enforce Sec. 12.10 Subd. 6. of the current park ordinance with the exception of allowing use by commercially licensed operators and for carry-in use by members of the public. Reed/Tchida - Unanimous**  
The Commission also discussed deterrents to assist with the enforcement such as signs, fines and not allowing parking on these ROWs.

Staff has included portions of the Park Ordinance that was approved in 2008 for Council information. A full copy of this report is available on the City website.

**ORDINANCE NO. 267, THIRD SERIES  
AN ORDINANCE ESTABLISHING CHAPTER 12 OF THE CITY CODE  
RELATING TO PARKS, RECREATION AND TRAILS  
FOR THE CITY OF CROSSLAKE  
COUNTY OF CROW WING  
STATE OF MINNESOTA**

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

**Section 1.**     **Purpose and Intent.** The purpose and intent of this ordinance is to establish Chapter 12 of the City Code relating to Parks, Recreation and Trails within the City of Crosslake and establishing rules and regulations therein.

**AN ORDINANCE REGULATING THE USE OF CITY PARKS AND TRAILS,  
PROHIBITING CERTAIN CONDUCT THEREIN AND PROVIDING  
PENALTIES FOR VIOLATION OF THIS ORDINANCE.**

**SEC. 12.10. PLATTED PUBLIC RIGHTS OF WAY TO PUBLIC WATERS**

There are various public rights of way that lead to the water within the City of Crosslake which have been dedicated to the public through the approval of plats and/or dedicated to the public through use and maintenance by the City. The City views these areas as green space, with use of these areas controlled by the City. See Chapter 6 Section 6.31 regarding vacation of right of ways.

- Subd. 1.**     The removal/maintenance or planting of any trees, vegetation or soils is prohibited.
- Subd. 2.**     Structures or storage of personal property of any sort on, above or below ground is prohibited in these areas.
- Subd. 3.**     Access to private property may be allowed over these access areas if alternative means of ingress and egress is not possible and the appropriate permit is first approved by the Planning and Zoning Department. Impervious driveways are not permitted on these access areas unless authorized by the City Council.

- Subd. 4.** All regulations contained in the City of Crosslake Open Zoning District shall apply to these areas.
- Subd. 5.** Structures on adjacent lots shall be set back a minimum of ten feet from the side lot lines and are subject to the respective zoning district standards.
- Subd. 6.** Watercraft may be launched or removed only at accesses designated for such use.
- Subd. 7.** No person shall leave, store or moor on or directly in front of any public access any watercraft after such person has left the lake area or cause such watercraft to remain on the access site overnight.
- Subd. 8.** No watercraft may be operated in a designated swimming area.
- Subd. 9.** Motorized use of accesses shall be permitted for winter recreational purposes.
- Section 2.** **Effective Date.** This ordinance amendment shall be in full force and effect from and after passage and publication according to state law.
- Section 3.** **Repeal.** This ordinance shall repeal all ordinances or sections of the City Code inconsistent herewith.

Passed by the Council this 8<sup>th</sup> day of September, 2008 by 5/5ths vote.

**Monday, January 11, 2016**

**RE: Proposed 2016 Crow Wing County AIS Plan; re: Laws 2014, Chapter 308**

**Recommendations from Northern Crow Wing Lakes Associations**

**BACKGROUND & FACTS**

- 2014 MN Legislature enacted law for \$4.5 million for 2014, \$10 million for 2015, and annually thereafter to prevent the introduction or limit the spread of aquatic invasive species (AIS) in our public waters.
  - *Allocated based on quantities of public accesses & parking sites at the accesses.*
  - *Projected Crow Wing County 2016 state aid for AIS prevention is \$448,676; (1) 50% on 97 public accesses, (2) 50% on 2,174 public access parking spaces*
  - *Whitefish Chain accesses: 8 public; 9 marina/resort/private; 20+ other*
- Proposed 2016 Crow Wing County AIS Plan is summarized in the following table with the 2016 budget and changes from estimated/actual 2015 and budget 2015:

	<b><u>2016 Plan</u></b>	<b><u>2016 Bud</u></b>	<b><u>2015 Est/Act</u></b>	<b><u>2015 Plan</u></b>
Direct services	<b>\$421,176</b>	\$387,473	\$420,000	<b>\$449,473</b>
County staff	<b>\$ 46,500</b>	\$100,000	\$52,000	<b>\$40,000</b>
<b>Total</b>	<b>\$467,676</b>	\$487,473	\$472,000	<b>\$489,473</b>

- The undersigned lake associations represent a large number of taxpaying property owners, including those who are members of our Crow Wing County lake associations

*Economic Market Value for Cities and Counties. Assessment Year 2014; taxes payable in 2015*

*COMBINED - Timothy, Jenkins, Ideal, 50 Lakes, Man Beach, Crosslake, Mission & Pelican*

		<u>Estimated MV</u>	<u>Economic MV</u>		<u>% of CWC</u>
01	Residential	\$862,614,600	\$942,033,586	31.0%	<b>20.8%</b>
03	Non-Comm'l Seas Res Rec	\$1,804,230,200	\$1,896,269,451	62.3%	<b>48.1%</b>
06	Commercial	\$61,675,200	\$61,972,668	2.0%	7.9%
14	Commercial Seasonal Rec	\$27,464,100	\$27,464,100	0.9%	<b>25.2%</b>
97	Total Agriculture	\$94,556,900	\$100,229,912	3.3%	14.3%
	Other	<u>\$15,536,833</u>	<u>\$15,536,833</u>	<u>0.5%</u>	6.1%
	<b>Total</b>	<u>\$2,866,077,833</u>	<u>\$3,043,506,550</u>	<u>100.0%</u>	<b>29.5%</b>

- This area of the County is a major “economic” source for the County, provides a significant employment, and serves as a travel and tourism destination; “quality” H2O!
  - ✓ Travel, tourism and second home owner spending in Crow Wing County is the third largest outside of the Twin Cities 7 county area.

<u>2007-08</u>	<u>Traveler Exp</u>	<u>State Revenue</u>	<u>FTE Jobs</u>
<i>Crow Wing</i>	\$294,295,204	\$135,953,389	7,218

*Source: Univ of MN, Extension Service, June 2007-May 2008, Davidson-Peterson Associates*

- ✓ Direct tourism (defined as leisure and hospitality) spending in Crow Wing, for calendar year 2012 gross sales, sales tax revenue and employment:

<u>2012</u>	<u>Gross Sales</u>	<u>Sales Tax Rev</u>	<u>Employment</u>
<i>Crow Wing</i>	\$201,073,526	\$12,686,611	3,892

*Source: State of Minnesota Departments of Revenue and Employment and Economic Development*

- Property tax and economic data as evidence of the importance of managing water quality and AIS for our lakes area and throughout the County.

**RECOMMENDATIONS OF 12 NORTHERN CROW WING LAKE ASSOCIATIONS**

We believed the 2016 Plan and program could be strengthened and improved by several items:

- Increase the allocation of the state aids to “water-focused” services primarily watercraft inspections and education and training; the intent of 2014 Laws, Chap 308***

- Watercraft inspections in 2016 Plan compared to 2015 est/actual spending:

- i. *Initial 2016 Plan = \$313,473; 2015 (est) actual = \$313,000; increase = \$ 473*
    - ii. *Revised 2016 Plan: increased to \$321,676; increase of about \$8,676*
  - b. *Reallocate \$32,000 or more to inspections, which added about 3,500 hours; funded by CWC admin comp with County funds and reduce 2016 decon cost by (\$30,000)*
  - c. *2015 funding from all of our sources provided WAPOA about 50% of weekend and holiday inspection coverage, from May 15 to September 15*
    - i. *2015: plan = 12,000 hours; actual (all funds) = 6,000 hrs; state funds via CW County = 2,000 hrs*
  - d. *Loss/reduction of 2016 MN DNR grants; provided over 1,000 inspections hours; WAPOA (6/7 accesses) 749 hours, FOLH (1 access) 375 hours*
  - e. *Allocation to County personnel increased from \$30,000 in 2015 Plan budget (2015 (est) actual of \$37,000) to \$52,000 in 2016 Plan; increase of \$15,000; revised down*
    - i. *Increase County staffing to three (3) persons is unnecessary; disregards the coordination and "volunteer" work performed by members of our lake assns*
  - f. *Re-negotiate the employment services; cost 44% of wages that is extremely high*
  - g. *Manage public accesses during less busy days and weeks*
2. ***Provide a provision in the Plan that reports spending by all organizations, including lake associations, involved in the AIS control and prevention program county-wide,***
    - a. *Our lake associations spend an amount equal to or more than the state aid allocation on watercraft inspection, education, and public information,*
    - b. *Our lake associations organized, planned and conducted 2014 & 2015 AIS roundtables*
  3. ***Retaining annual state aid funds;*** *provide a second allocation in July to enable lake associations to plan their late summer and fall inspections program/schedule*
  4. ***Established a Northern Crow Wing Lakes AIS Committee***
    - a. *Our lake associations have organized an AIS Committee for AIS planning, coordination of services, training, and addressing the County Annual AIS Plan.*
    - b. *Our lake assns recommended in 2014 and 2015 that the County appoint an AIS advisory committee/task force; not supported; rarely asked by the County for input*
  5. ***Decontamination has not been effective***
    - a. *Number of decontamination treatments in 2015 does "not measure up" to costs*
    - b. *Location; Crosslake location poorly identified; County should accept the ACOE offer to locate at their park site, near busy accesses, and better visibility.*
  6. ***Risk classification does NOT go far enough; need to review and update***
    - a. *The present risk classification is very arbitrary; not based on actual watercraft traffic*
    - b. *Simply inspection history per access recorded only when inspectors were present*

**CROW WING COUNTY ACTION: Approved 2016 Plan; reallocated \$50,000**

*Northern Crow Wing Lakes Assns: Whitefish Area Property Owners Assn (WAPOA), Pelican Lakes Assn (PLA), Friends of Lower Hay Lake, Inc. (FOLH), Fifty Lakes Property Owners Assn (FLPOA), Kimble Lake Homeowners Assn (KLHA), Clamshell-Bertha Lakes Assn (CBLA), Mission Lakes Assn (MLA), Star Lake Area Property Owners Assn, Gull Chain of Lakes Assn, Ruth Lake Improvement District, Crow Wing LARA, Ossawinnamakee Homeowners Assn, Bay Lake Imp Assn*