

**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. Special Council (Closed Session) Meeting Minutes of April 11, 2016
2. Regular Council Meeting Minutes of April 11, 2016
3. Special Council Meeting Minutes of April 14, 2016
4. Board of Appeal and Equalization Meeting Minutes of April 15, 2016
5. City – Month End Revenue Report dated April 2016
6. City – Month End Expenditures Report dated April 2016
7. 4/30/16 Preliminary Budget to Actual Analysis
8. Pledged Collateral Statement dated April 30, 2016
9. Crosslake Communications Balance Sheet, Income Statement, and Detail of Reserve Balances dated February 29, 2016
10. Crosslake Communications Balance Sheet, Income Statement, and Detail of Reserve Balances dated March 31, 2016
11. Crosslake Communications Check Register dated 2/1/2016-2/29/2016
12. Crosslake Communications Check Register dated 3/1/2016-3/31/2016
13. Crosslake Communications Advisory Board Meeting Minutes of April 26, 2016
14. Customer Counts
15. Police Report for Crosslake – April 2016
16. Police Report for Mission Township – April 2016
17. Resolution Approving State of Minnesota Joint Powers Agreements with the City of Crosslake on Behalf of Its City Attorney and Police Department
18. Fire Department Report – April 2016
19. North Ambulance Run Report – April 2016
20. EDA Meeting Minutes of April 6, 2016
21. Planning and Zoning Commission Meeting Minutes of March 25, 2016
22. Monthly Planning & Zoning Statistics
23. Crosslake Park/Library Commission Meeting Minutes of March 23, 2016
24. Public Works Meeting Minutes of April 4, 2016
25. Letter dated May 2, 2016 from WSN to Pratt’s Affordable Excavating Re: Punch List for Milinda Shores Bridge Project
26. Waste Partners Recycling Reports for March 2016
27. Resolution to Adopt for Renewal Existing Liquor License Establishments for 2016-2017
28. Resolution Accepting Donation
29. Memo dated May 9, 2016 from Jon Kolstad Re: Out-As-Shown Maps Fee for Property Owners No in the Floodplain
30. Bills for Approval

C. 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.

D. MAYOR'S REPORT

E. CITY ADMINISTRATOR'S REPORT

1. Update on Capital Improvement Plan/Financing

F. COMMISSION REPORTS

1. PLANNING AND ZONING

- a. Metes and Bounds Subdivision of Parcel 120113203A00009 Involving 36 Acres into Two Tracts, Thomas E. Fuith (Council Action-Motion)
- b. Metes and Bounds Subdivision of Parcel 120112402A00009 Involving 40 Acres into Three Tracts, Thomas E. Fuith (Council Action-Motion)
- c. Metes and Bounds Subdivision of Parcel 120323400BAA009 Involving 14 Acres into Three Tracts, James and Diane Gallaway (Council Action-Motion)

2. CROSSLAKE COMMUNICATIONS

- a. Highlights Report for April 2016

3. PUBLIC WORKS/SEWER/CEMETERY

- a. Several Recommendations from Draft Minutes of 5/3/16 Public Works Commission Meeting
 1. Recommendation to Proceed with Wastewater Treatment Facility Capital Improvements (Council Action-Motion)
 2. Recommendation to Direct City Attorney to Draft Agreement for City to Assess Business Owners at Intersection of County Road 66 and 3 for 50% of Resurfacing Cost and to Require City to Install 3 Compliant Lights, Water Line, and Power for Future Welcome Sign (Council Action-Motion)
 3. Recommendation to Direct City Attorney to Draft Easement Agreement with Lonna Andolshek for South Landing Road Improvement (Council Action-Motion)
 4. Recommendation to Approve Ace Hardware Request for Payment Plan for Sewer Hookup Charge (Council Action-Motion)

4. PARK AND RECREATION/LIBRARY

- a. Staff Report dated May 4, 2016 from Jon Henke (Council Action-Motion)

G. CITY ATTORNEY REPORT

H. OLD BUSINESS

I. NEW BUSINESS

J. 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.

K. ADJOURN

B.1.

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

The Council for the City of Crosslake met in a Closed Session on April 11, 2016. The following Council Members were present: Mayor Steve Roe, Gary Heacox, Brad Nelson, Mark Wessels and Dave Schrupp. Also present was City Administrator/Consultant Dan Vogt and Labor Attorney Jessica Durbin was present via telecom.

Mayor Roe called the meeting to order at 6:30 P.M. Pursuant to Minnesota State Statute 13D.03, MOTION 04SP1-01-16 WAS MADE BY BRAD NELSON AND SECONDED BY DAVE SCHRUPP TO MOVE INTO CLOSED SESSION. The Council discussed negotiation strategy for Union contract bargaining with the labor attorney.

THE CLOSED SESSION ENDED AND THE SPECIAL MEETING WAS ADJOURNED AT 6:58 P.M.

Respectfully Submitted,

Charlene Nelson
City Clerk

DRAFT

B. 2.

**REGULAR COUNCIL MEETING
CITY OF CROSSLAKE
MONDAY, APRIL 11, 2016
7:00 P.M. – CITY HALL**

The Crosslake City Council met in the Council Chambers of City Hall on Monday, April 11, 2016. The following Council Members were present: Mayor Steve Roe, Gary Heacox, Mark Wessels, Dave Schrupp and Brad Nelson. Also present were City Administrator/Consultant Dan Vogt, 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, Land Services Specialist Jon Kolstad, City Attorney Brad Person, City Engineer Dave Reese, Northland Press Reporter Kate Perkins, and Echo Publishing Reporter Dan Determan. There were approximately sixteen people in the audience.

- A. CALL TO ORDER** – Mayor Roe called the Regular Council Meeting to order at 7:03 P.M. The Pledge of Allegiance was recited. MOTION 04R-01-16 WAS MADE BY MARK WESSELS AND SECONDED BY GARY HEACOX TO APPROVE THE ADDITIONS TO THE AGENDA. MOTION CARRIED WITH ALL AYES.

- B. CONSENT CALENDAR** – MOTION 04R-02-16 WAS MADE BY DAVE SCHRUPP AND SECONDED BY MARK WESSELS TO APPROVE THE FOLLOWING ITEMS LISTED ON THE CONSENT CALENDAR:
 - 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 IN THE AMOUNT OF \$393,776.41
 - 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 IN THE AMOUNT OF \$86,815.42
27. NORTH MEMORIAL AMBULANCE RUN REPORT FOR MARCH 2016 AND
28. ADDITIONAL BILLS FOR APPROVAL IN THE AMOUNT OF \$41,370.55. MOTION CARRIED WITH ALL AYES.

C. CRITICAL ISSUES – None.

D. PUBLIC FORUM – Chief Hartman stated that there have been reports of tree trimming solicitors in the area, targeting elderly residents and charging excessive fees. Chief Hartman cautioned residents to ask questions and restrain from hiring someone on the spot. Mayor Roe reported that there are IRS scams happening now too.

E. MAYOR'S REPORT –

1. MOTION 04R-03-16 WAS MADE BY MARK WESSELS AND SECONDED BY GARY HEACOX TO APPOINT DEAN FITCH AS ALTERNATE TO ECONOMIC DEVELOPMENT AUTHORITY. MOTION CARRIED WITH ALL AYES.

F. CITY ADMINISTRATOR'S REPORT

1. The Council reviewed a memo dated April 7, 2016 from City Clerk regarding an 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 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 applicants need to fulfill federal and state requirements before acquiring a license from the City. Dan Vogt noted that 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. Mark Wessels stated that he would like more time to think about this and to talk to his constituents. Brad Nelson was happy to see that a new business may open which would attract more visitors to the City. MOTION 04R-04-16

WAS MADE BY BRAD NELSON AND SECONDED BY DAVE SCHRUPP TO ADOPT ORDINANCE AMENDMENT NO. 333 RELATING TO ON-SALE AND OFF-SALE BREWER TAPROOM LICENSES. MOTION CARRIED WITH ALL AYES.

2. The Council considered and discussed the engineering proposals that were presented at a special meeting on February 4, 2016. Proposals were received from Widseth Smith & Nolting, WSB, and Bolton & Menk. Dave Schrupp stated that he has worked with WSN while on the Planning and Zoning Commission and Public Works Commission. Mr. Schrupp reported that WSN's work is very acceptable and that they are responsible. Mr. Schrupp felt no need to switch firms at this time because the cost between the three firms was similar, noting that the mock invoice from Bolton & Menk had an error. The City has 20 plus years of history with WSN. Brad Nelson stated that he is willing to accept the recommendation from Mr. Schrupp because he is the Public Works liaison and has more experience with WSN's work. Mr. Nelson did state that he would like to see more planning from WSN, including a comprehensive road plan which would include estimated costs, road conditions and suggested dates of repairs. Dave Schrupp replied that he has seen a spreadsheet with this information and that the main problem has been lack of Council communication and direction to WSN. Mark Wessels stated that the Council does not know if they are receiving good or bad service from WSN because the City has not used any other company. Mr. Wessels thinks that an engineer should lead and direct the Council, rather than the Council lead and direct the engineer. Mr. Wessels encouraged the Council to hire a new engineer. Gary Heacox agreed with Mark Wessels. Dave Schrupp stated that the engineer cannot be blamed for lack of communication from the Council. Steve Roe stated that he is hesitant to make major changes because there are so many projects in the works. Dave Schrupp suggested that the Council could hire a different engineer for certain, one-time projects. Mr. Schrupp did not think it was wise to discontinue services with WSN for the sake of change. MOTION 04R-05-16 WAS MADE BY DAVE SCHRUPP AND SECONDED BY STEVE ROE TO CONTINUE SERVICES WITH WSN. Mark Wessels stated that he did not think this was the right direction for the Council to take and that there was substantial difference in costs. MOTION CARRIED 3-2 WITH HEACOX AND WESSELS OPPOSED.

Dan Vogt reminded the Council that a quorum would be necessary for two more meetings this week: Thursday, Special Meeting to review Audit and Friday, Board of Appeal and Equalization.

G. COMMISSION REPORTS

1. PLANNING AND ZONING

- a. Jon Kolstad presented a refund request from Dave Hauser for a variance application which was denied by the Planning and Zoning Commission. Mark Wessels stated that he is usually against this type of refund but felt that the City caused a hardship for the applicant. MOTION 04R-06-16 WAS MADE BY MARK WESSELS AND SECONDED BY GARY HEACOX TO APPROVE THE REFUND OF \$500 TO DAVID HAUSER FOR VARIANCE APPLICATION #V1510197 WHICH WAS

DENIED BY THE PLANNING AND ZONING COMMISSION ON FEBRUARY 26, 2016. MOTION CARRIED WITH ALL AYES.

- b. MOTION 04R-07-16 WAS MADE BY MARK WESSELS AND SECONDED BY BRAD NELSON TO ADOPT ORDINANCE AMENDMENT NO. 334 NAMING AN UNNAMED ROAD AS WHITE PINE TRAIL AND ADDING THE ROAD NAME TO THE MASTER ROAD NAME INDEX. MOTION CARRIED WITH ALL AYES.
- c. MOTION 04R-08-16 WAS MADE BY STEVE ROE AND SECONDED BY GARY HEACOX TO APPROVE THE PUBLICATION OF ORDINANCE NO. 334 IN SUMMARY FORM IN THE OFFICIAL NEWSPAPER. MOTION CARRIED WITH ALL AYES.

Jon Kolstad reminded the Council that Attorney Paul Reuvers, hired by the League of MN Cities to defend the City's land use appeals, will 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.

2. CROSSLAKE COMMUNICATIONS

- a. Consultant John Finke gave an update from the Crosslake Communications Vision Subcommittee regarding the possible sale/merger. The advertisement for bids has been released. The subcommittee has been discussing how to evaluate the bids, community involvement, staffing, and capital assets. Mr. Finke reported that 11 companies have shown interest in the sale. Sealed bids are due by noon on May 16th and will be opened at 5:00 P.M. in City Hall. A Special Council meeting will be called to consider the bids. The Council would have the final vote whether or not to proceed with a sale or merger. Dan Vogt stated that a notice will need to be posted if a quorum of the Council plans to attend the bid opening. It was the consensus of the Council to hold a special meeting on May 23rd at 7:00 PM in City Hall to review the bids.

Steve Roe asked if there was any verbiage in the bid documents to ensure that the buyer could not resell the company. The bids do not contain this language. Brad Nelson replied that the Council can review the quality and reputations of the buyers.

John Finke asked the Council to reconsider the retention agreement with two employees. Mr. Finke noted that these are the only management employees and that their retention looks favorable to potential buyers. This type of agreement is common in the private sector. Steve Roe replied that the Council had asked that changes to the language be made to the agreement before coming back to the Council for consideration. Dan Vogt stated that staff and the labor attorney discussed and researched using the term "separation" agreement rather than retention agreement because it would cover all employees. Mr. Vogt stated that \$30,000 for each employee is excessive and that employees at the phone company should not be treated differently than City employees. This type of agreement in the public sector is very rare. Mr. Vogt was disappointed that this item was not included on the agenda

and that copies of the agreement were not provided to Council and staff. Brad Nelson stated that these two employees are valuable to the sale process. MOTION 04R-09-16 WAS MADE BY BRAD NELSON AND SECONDED BY GARY HEACOX TO APPROVE THE RETENTION AGREEMENT WITH DEBBY FLOERCHINGER AND CYNTHIA PERKINS IN THE AMOUNT OF \$30,000 EACH. Mark Wessels stated that the agreement was recommended by the Advisory Board and Vision Subcommittee and that the employees have put in extra hours to prepare the data room. Mr. Wessels thought the amount of the agreement was high, but agreed that they are valuable to the sale. Brad Nelson stated that the cost would come from Crosslake Communications budget. Steve Roe stated that there are other critical and valuable employees in the City and this could be detrimental to relations with them. MOTION CARRIED 4-1 WITH ROE OPPOSED.

3. PUBLIC WORKS/SEWER/CEMETERY

- a. MOTION 04R-10-16 WAS MADE BY DAVE SCHRUPP AND SECONDED BY GARY HEACOX TO PUBLISH NOTICE FOR PINEWOOD CEMETERY CLEAN UP DURING THE WEEK OF MAY 16TH. MOTION CARRIED WITH ALL AYES.
- b. MOTION 04R-11-16 WAS MADE BY DAVE SCHRUPP AND SECONDED BY GARY HEACOX TO APPROVE PAY REQUEST NO. 1 FROM PRATT'S AFFORDABLE EXCAVATING INC IN THE AMOUNT OF \$47,894.25 FOR WORK COMPLETED ON MILINDA SHORES BRIDGE STABILIZATION PROJECT. Ted Strand reported that he has received positive comments from the residents. MOTION CARRIED WITH ALL AYES.
- c. MOTION 04R-12-16 WAS MADE BY GARY HEACOX AND SECONDED BY BRAD NELSON TO APPROVE THE PUBLIC WORKS SERVICES JOINT POWERS AGREEMENT BETWEEN THE CITY OF CROSSLAKE AND IDEAL TOWNSHIP. MOTION CARRIED WITH ALL AYES.
- d. The Council reviewed a list of equipment that Ted Strand requested be declared surplus. Mr. Strand noted that the odometer on the 1999 Ford F250 did not work. MOTION 04R-13-16 WAS MADE BY MARK WESSELS AND SECONDED BY DAVE SCHRUPP TO DECLARE THE FOLLOWING EQUIPMENT AS SURPLUS AND ALLOW STAFF TO DISPOSE OF EQUIPMENT THROUGH THE BID PROCESS: 1999 FORD F250 WITH BROKEN ODOMETER, 2000 FORD F250 WITH 146,000 MILES, 2001 FORD F250 WITH 99,500 MILES, 2002 FORD F250 WITH 125,000 MILES, BIG TEX 12' TILT-BED TRAILER, TIGER FLAIL MOWER, 36" SMALL TREE SPADE FOR BOBCAT OF 3PT, SHOULDERING TAILGATE UNIT, 2-20" WALK-BEHIND SNOW BLOWERS, AND WIRE-FEED WELDER THERMODYN 220V. MOTION CARRIED WITH ALL AYES.
- e. MOTION 04R-14-16 WAS MADE BY MARK WESSELS AND SECONDED BY DAVE SCHRUPP TO APPROVE CRACK SEALING AND PATCHING OF ROADS IN AN AMOUNT NOT TO EXCEED THE BUDGETED AMOUNT OF \$50,000. Ted Strand identified approximately 10 miles of road and three parking lots that need repair. One quote for \$0.50 per foot has been received and a second quote was expected shortly. Mr. Strand would hire the contractor with the lowest bid. MOTION CARRIED WITH ALL AYES.

- f. Ted Strand reviewed his memo dated 4-7-16 with the Council regarding proposed improvements at the wastewater plant. WSN provided the Wastewater Treatment Capital Improvement Study to Mr. Strand and he would like to move forward with some projects. Neither the Public Works Commission nor the Council has received the study. Dave Schrupp suggested that Mr. Vogt, Mr. Lyonais and the engineer work together with Mr. Strand on a presentation regarding the improvements at the wastewater facility. Staff agreed. Ted Strand suggested that this request be tabled until the Commission and Council review the report.
- g. MOTION 04R-15-16 WAS MADE BY BRAD NELSON AND SECONDED BY GARY HEACOX TO APPROVE THE PURCHASE OF A 2016 GMC SIERRA 3500HD 4WD DOUBLE CAB TRUCK , FLATBED, CRANE, TOOL BOXES, TWO-WAY RADIO, AND LIGHTING SYSTEM AT A COST NOT TO EXCEED THE BUDGETED AMOUNT OF \$90,000. Ted Strand estimated the cost to be approximately \$60,000. Mark Wessels asked if the City could rent a boom rather than purchase one. Ted Strand replied that there is too much liability with a rental. MOTION CARRIED WITH ALL AYES.

Gary Heacox reported that there is an issue with stop signs at the intersection of Pine Bay Road and Pine Bay Trail. It was the consensus of the Council to direct Public Works staff to remove two of the three signs at the intersection.

4. PARK AND RECREATION/LIBRARY

- a. Jon Henke gave the Council an update on the senior nutrition program, fitness room, Silver Sneakers classes, AAA classes, tax preparation services, pickleball, a new fundraiser called the Whitefish Warrior, and a proposed business center located inside the Community Center.
- b. The Council reviewed a memo dated April 6, 2016 from Jon Henke regarding the regulation of right-of-ways that lead to the water and the prevention of AIS inside the City limits of Crosslake. Jon Henke reported that there are 58 public accesses that lead to the water within the City, many of which were included in plats dating back to the 1920's -1930's. Approximately 6 are currently being used for boat launching. City Code states that, "watercraft may be launched or removed only at accesses designated for such use." None of these accesses are marked to allow launching but the City has not enforced this section of the Code. Mr. Henke, along with the Whitefish Area Property Owners Association (WAPOA), believes that restricting boat launching at these accesses will help to prevent the spread of Aquatic Invasive Species (AIS). The Park & Recreation/Library Committee recommended that use of the accesses be limited to commercial dock/lift installers because they have been trained to clean equipment. The Council discussed several options for regulation including gates, signs, chains, and permits. Attorney Person stated that the City has huge liability with these accesses and that items to consider when making an administrative fine policy include: who will enforce, what the violation is (i.e. parking, entering water, etc.), and what the penalty and fine is. MOTION 04R-16-16 WAS MADE BY MARK WESSELS AND SECONDED BY DAVE SCHRUPP TO DIRECT WSN TO SURVEY FOUR PUBLIC ACCESSES IDENTIFIED BY JON HENKE AT A COST NOT TO EXCEED \$7,000 AND TO OBTAIN QUOTES FOR THE COST OF

SIGNAGE. Chief Hartman stated that the County Attorney will not prosecute City Code violations and asked what the Council will do to someone who refuses to pay the fine. Chief Hartman suggested installing gates with locks. MOTION CARRIED WITH ALL AYES.

H. CITY ATTORNEY REPORT – None.

I. OLD BUSINESS – None.

J. NEW BUSINESS – None.

K. PUBLIC FORUM – Mike Rardin of Bolton & Menk addressed the Council and stated he was disappointed with the Council's decision to retain WSN as the City's engineer. Mr. Rardin stated that his mock invoice was accurate and that he looks forward to possibly working with the City in the future.

It was the consensus of the Council that the Mayor writes thank you notes to all the engineering firms for their time and proposals.

L. The Mayor adjourned the meeting at 9:30 P.M.

Respectfully submitted by,

Charlene Nelson
City Clerk
City Clerk/Minutes/4-11-16

B.3.

SPECIAL COUNCIL MEETING
CITY OF CROSSLAKE
MONDAY, APRIL 14, 2016
3:00 P.M. – CITY HALL

The Council for the City of Crosslake met in a Special Session on April 14, 2016. The following Council Members were present: Mayor Steve Roe, Gary Heacox, and Mark Wessels. Dave Schrupp and Brad Nelson were absent. Also present were Finance Director/Treasurer Mike Lyonais, City Clerk Char Nelson, and Mary Reedy of Clifton Larson Allen.

Mayor Roe called the meeting to order at 3:05 P.M. and turned the meeting over to Mary Reedy.

Mary Reedy of Clifton Larson Allen (CLA) appeared before the Council to present the results of the audit of the financial statements for the year ended December 31, 2015. Ms. Reedy thanked the Council for holding a special meeting during the day, as she was unable to schedule an evening meeting. Ms. Reedy thanked Mike Lyonais for preparing all of the required documentation prior to the auditor's visit, which is a savings to the City.

Mary Reedy reported that changes to this year's audit include the implementation of GASB 68 and 71. These statements track the risk of the City's liability for pension contributions through PERA. Ms. Reedy stated that the auditor is required to report in writing an expressed opinion on the City's internal controls such as segregation of duties. It is the auditor's opinion that the financial statements are fairly stated representing an "unmodified" audit opinion as noted in the Independent Auditor's Report of the 2015 Financial Statements. It was also noted that in conducting the Minnesota Legal Compliance Audit for Local Governments, the City complied with all terms and conditions of applicable legal provisions. It was noted that there is limited segregation of duties relating to financial transactions but that is common based on the amount of staff that is available to do the work. Ms. Reedy encouraged the City to utilize Council oversight of the budgeting, cash reconciling, receipts and disbursements process to maximum extent possible to mitigate the absence of segregation of duties.

Ms. Reedy reviewed various graphs with the Council depicting the financial condition of the City both alone and when combined with Crosslake Communications as an enterprise fund of the City. It was noted that the financial statement for Crosslake Communications is prepared by Olson Thielen and those audited findings are included in the City's Financial Statement. Both Crosslake Communications and the Sewer Fund had a negative cash flow. It was noted that sewer rates increased in December 2015 so cash flow should improve in 2016 for the Sewer Fund.

MOTION 04S1-01-16 WAS MADE BY GARY HEACOX AND SECONDED BY MARK WESSELS TO ACCEPT AND APPROVE THE AUDIT OF THE 2015 FINANCIAL STATEMENTS FOR THE CITY OF CROSSLAKE. MOTION CARRIED WITH ALL AYES.

There being no further business at 3:40 P.M., MOTION 04S1-02-16 WAS MADE BY MARK WESSELS AND SECONDED BY GARY HEACOX TO ADJOURN THE MEETING.

Respectfully Submitted,

Charlene Nelson
City Clerk

DRAFT

B.4.

LOCAL BOARD OF APPEAL AND EQUALIZATION MEETING
(BOARD OF REVIEW)
CITY OF CROSSLAKE
FRIDAY, APRIL 15, 2016
10:00 A.M. – CITY HALL

The Local Board of Appeal and Equalization Meeting (Board of Review) for the City of Crosslake, Minnesota was held in the Council Chambers of City Hall on Friday, April 15, 2016 at 10:00 A.M. The following Council Members were present: Mayor Steve Roe, Gary Heacox, and Mark Wessels. Brad Nelson and Dave Schrupp were absent. Also in attendance were City Clerk Char Nelson, Finance Director/Treasurer Mike Lyonais, and Gary Griffin, Sam Bedard, Katrina Wood and Sandra Ehrich of the Crow Wing County Property Valuation & Classification Department. There were sixteen individuals in the audience. (Sign in sheet attached as a permanent record.)

Mayor Roe called the meeting to order at 10:02 A.M. and stated that the purpose of the meeting was to review property value assessments and classifications for the current assessment year 2016 which will be reflected in taxes payable in 2017.

Gary Griffin introduced himself and noted that today's discussion will not pertain to property tax issues or prior year's valuations. A total of 88 sales were used in determining the valuations. The County's overall median ratio for all classifications was at 96.22% of market value. State law requires the ratio to be between 95%-105%. Mr. Griffin noted that all decisions made by the Council today should be adopted by a formal vote. Council options include: 1.) no change, 2.) lower the value, 3.) raise the value, 4.) change the classification, or 5.) have the assessor inspect the property and report to the local board.

Bill Burglund of 12321 Anchor Point Road addressed the Council to contest the Assessor's combined estimated market value of lots 141700000060009, 141700000070009, and 14170000008B009 in the amount of \$825,300. This property has 336 feet of shoreline on Rush Lake. Mr. Berglund argued that Lot 6, which is lakefront, has a garage on it and is not large enough to build another structure. The Assessor stated that the value is determined on all three lots together and should not be broken down individually. The highest and best use of the land would be to sell the parcels together. Mr. Burglund argued that some comparable neighboring properties sold for much less. Mark Wessels noted that those properties were short sales. Mr. Griffin stated that short sales cannot be used to determine valuations. MOTION 04S2-01-16 WAS MADE BY MARK WESSELS AND SECONDED BY GARY HEACOX TO MAKE NO CHANGE TO THE ESTIMATED MARKET VALUE FOR PARCELS 141700000060009, 141700000070009, AND 14170000008B009 WHICH HAVE A TOTAL VALUE OF \$825,300 COMBINED. MOTION CARRIED WITH ALL AYES.

Gretchen Sebald of 12332 Manhattan Point Boulevard appeared before the Council to contest the Assessor's estimated market value of lots 141470040020009 and 14147004003A009 in the amount of \$494,900. Ms. Sebald reported that she and her husband purchased the foreclosed property for \$376,000. After making improvements,

they listed the property for \$519,000. The property did not sell. The price was reduced to \$476,000 and again to \$465,000. There are still no potential buyers. Ms. Sebald spoke with the Assessor prior to the meeting and the Assessor suggested a reduction to \$486,600. Ms. Sebald requested that the Board consider a further reduction. MOTION 04S2-02-16 WAS MADE BY MARK WESSELS AND SECONDED BY STEVE ROE TO REDUCE THE COMBINED ESTIMATED MARKET VALUE FROM \$494,400 TO \$462,300 ON PARCELS 141470040020009 AND 14147004003A009. MOTION CARRIED WITH ALL AYES.

William Boe, son of Ruhl and Mary Boe of 15622 Wilderness Trail, asked for an explanation of why the estimated market value increased 36% in one year on lots 120034100A00009, 120034403BB0009, 120034403C00009, and 120034403D00009. Sandra Ehrich replied that the property used to receive a reduction for lot depth, but that reduction type has been eliminated by the State. The total estimated market value is currently \$580,200. It was the Assessor's opinion that being located next to Wilderness Park had no impact on the value of the property. Mark Wessels disagreed. MOTION 04S2-03-16 WAS MADE BY GARY HEACOX AND SECONDED BY STEVE ROE TO REDUCE THE COMBINED ESTIMATED MARKET VALUE OF PARCELS 120034100A00009, 120034403BB0009, 120034403C00009, AND 120034403D00009 BY 5%. (NEW VALUE \$551,200). MOTION CARRIED WITH ALL AYES.

Mark Hoffman of 13598 Kimberly Road appeared before the Council to contest the estimated market value of his property of \$46,900. Mr. Hoffman explained that the structure was gutted last fall and will be demolished shortly. Mr. Hoffman provided multiple comparable values of surrounding property that showed values lower than his. Mr. Griffin replied that the Assessor made a site visit to the property on January 2, 2016 and that the structure did not appear to be gutted on that date. Land value also includes value of the well, septic and electric. Mr. Hoffman replied that the septic is non-compliant. Mark Wessels questioned what happened to make the septic non-compliant within three years. Mr. Griffin stated that Mr. Hoffman was not comparing apples to apples. MOTION 04S2-04-16 WAS MADE BY MARK WESSELS AND SECONDED BY GARY HEACOX TO REDUCE THE ESTIMATED MARKET VALUE FOR PARCEL 14190001016B009 FROM \$46,900 TO \$28,600. MOTION CARRIED WITH ALL AYES.

Robert Iverson, owner of parcel 120293104FA0009 which is an island on Cross Lake, addressed the Council to request a reduction in the estimated market value. Mr. Iverson argued that the lot is unbuildable and that the estimated market value increased from \$20,000 to \$80,000 in one year. Mr. Griffin reported that Crow Wing County standardized the system of valuing islands this year which changed values across the board. Two islands sold on the Whitefish Chain for \$120,000 and \$140,000. Mark Wessels stated that Mr. Iverson was fortunate to have had the value at \$20,000 for so many years. MOTION 04S2-05-16 WAS MADE BY MARK WESSELS AND SECONDED BY GARY HEACOX TO MAKE NO CHANGE TO THE VALUE OF PARCEL 120293104FA0009. MOTION CARRIED WITH ALL AYES.

David Olson owns vacant lot 142520010040009 on Wild Wind Ranch Drive. Mr. Olson feels that the estimated market value of \$41,900 is too high. He has had the lot on the market for three years. At one point the asking price was as low as \$15,900 but there was still no buyer. Other comparable lots are valued at approximately \$20,000. The Assessor suggested a reduction to \$32,500 and stated that the lots have a common interest area which increases value. Mr. Griffin noted that there was a clerical error on this subdivision which increased values by \$9,400. The County would be asking to reduce the values of all of the affected lots later in this meeting. Mr. Olson argued that there is no value to the common area because it is a swamp. MOTION 04S2-06-16 WAS MADE BY MARK WESSELS AND SECONDED BY STEVE ROE TO REDUCE THE ESTIMATED MARKET VALUE OF PARCEL 142520010040009 FROM \$41,900 TO \$22,500. MOTION CARRIED WITH ALL AYES.

William Terry of 38043 Anchor Point Trail reported that the value of his home and land at \$561,700 was too high compared to other vacant lots sold in the area. Mr. Terry's land only was valued at \$447,200. Mr. Terry suggested that the combined value be reduced to approximately \$500,000 because of the weedy lakeshore. Mr. Griffin stated that it is difficult to compare values of vacant lots to homes. MOTION 04S2-07-16 WAS MADE BY STEVE ROE AND SECONDED BY MARK WESSELS TO REDUCE THE ESTIMATED MARKET VALUE OF PARCEL 14141970010080009 BY \$10,000 DUE TO LAKESHORE QUALITY. MOTION CARRIED WITH ALL AYES.

Deloren Anderson, owner of lot 120241202C00009, reported that the value of this undeveloped, 19 acre lot increased by 16% and asked why the value of his land in Fairfield Township didn't increase. Mr. Griffin explained that Crosslake and Fairfield use different sales to determine values. The Assessor based the value of this lot on 10 acres of good land and deducted 9 acres for swamp and gravel pit. Mark Wessels stated that a value of \$38,000 for 19 acres of land is a good deal. MOTION 04S2-08-16 WAS MADE BY MARK WESSELS AND SECONDED BY GARY HEACOX TO MAKE NO CHANGE TO THE ESTIMATED MARKET VALUE OF PARCEL 120241202C000. MOTION CARRIED WITH ALL AYES.

Marie Schmid, representing Trail Properties Inc., addressed the Council regarding lot 12006440700009. This property is an island which is used by Camp Foley guests. The value increased from \$7,500 to \$71,100. Mr. Griffin reminded the Council that the County changed the way islands were valued and that other islands on the chain sold for \$120,000 and \$140,000. MOTION 04S2-09-16 WAS MADE BY GARY HEACOX AND SECONDED BY MARK WESSELS TO MAKE NO CHANGE TO THE ESTIMATED MARKET VALUE OF PARCEL 12006440700009. MOTION CARRIED WITH ALL AYES.

Dean Spencer of 33994 Pine View Lane addressed the Council to dispute the special assessment of \$200 on his property tax statement from the Big Pine Lake Service District, which funds repairs to the rock dam. Mr. Spencer stated that his home is on Pine River and should not be included in the lake association. Mayor Roe explained that the Board could not help him today because this matter does not involve the value of his

property. The County Assessor offered to research the matter and report back to Mr. Spencer.

The Council reviewed a written property value appeal request from Chad Erpelding of Daggett Brook Villas and a recommendation from the County to make no change to the EMV until a site visit was conducted. Mr. Erpelding argued that he should receive a reduction in value due to the fact that his is the only unit that does not face the water and is located in the basement. MOTION 04S2-10-16 WAS MADE BY GARY HEACOX AND SECONDED BY MARK WESSELS TO MAKE NO CHANGE TO THE ESTIMATED MARKET VALUE FOR PARCEL 146000001100009. MOTION CARRIED WITH ALL AYES.

The Council reviewed a written property value appeal request from John Keil of Highway 103 Storage. Mr. Keil reported that he will be selling units rather than leasing units. Mr Griffin stated that this will change the classification of the storage units from commercial to seasonal. Mr. Keil also requested that the value of the land of the proposed units be reduced until the units are built. MOTION 04S2-11-16 WAS MADE BY MARK WESSELS AND SECONDED BY GARY HEACOX TO CHANGE THE CLASSIFICATION FROM COMMERCIAL/INDUSTRIAL TO SEASONAL RESIDENTIAL RECREATIONAL AND INCREASE THE ESTIMATED MARKET VALUES TO THE FOLLOWING PARCELS:

142640010070009 INCREASE EMV FROM \$10,000 TO \$31,900;
142640010080009 INCREASE EMV FROM \$10,000 TO \$31,900;
142640010090009 INCREASE EMV FROM \$10,000 TO \$31,900;
142640010100009 INCREASE EMV FROM \$8,200 TO \$24,000;
142640010110009 INCREASE EMV FROM \$8,200 TO \$24,000;
142640010120009 INCREASE EMV FROM \$10,000 TO \$31,900;
142640010130009 INCREASE EMV FROM \$10,000 TO \$31,900;
142640010140009 INCREASE EMV FROM \$10,000 TO \$31,900; AND

REDUCE THE VALUE OF THE FOLLOWING PARCELS UNTIL UNITS ARE BUILT:

142640010510009 REDUCE EMV FROM \$10,000 TO \$2,500;
142640010520009 REDUCE EMV FROM \$10,000 TO \$2,500;
142640010530009 REDUCE EMV FROM \$10,000 TO \$2,500;
142640010540009 REDUCE EMV FROM \$10,000 TO \$2,500;
142640010550009 REDUCE EMV FROM \$10,000 TO \$2,500;
142640010560009 REDUCE EMV FROM \$10,000 TO \$2,500;
142640010570009 REDUCE EMV FROM \$8,200 TO \$2,500. MOTION CARRIED WITH ALL AYES.

The Council reviewed several written property value appeal requests from property owners and recommendations from the County to change the EMV. MOTION 04S2-12-16 WAS MADE BY MARK WESSELS AND SECONDED BY STEVE ROE TO MAKE THE FOLLOWING CHANGES TO ESTIMATED MARKET VALUES:

JAMES BURT, 1424200090D0009, REDUCE EMV FROM \$58,100 TO \$43,300 DUE TO CLERICAL ERROR;
JOHN O'KEEFE, 14118000901B009, REDUCE EMV FROM \$797,100 TO \$741,900 DUE TO QUALITY AND CONDITION OF BUILDING;
GARY SIMONS, 142170050100009, REDUCE EMV FROM \$179,300 TO \$155,100 DUE TO QUALITY AND CONDITION OF BUILDING;
HAROLD JOHNSON, 120184100B00009, REDUCE EMV FROM \$330,300 TO \$220,300 DUE TO LAKESHORE QUALITY;
KEVIN HINIKER, 141470040140009, REDUCE EMV FROM \$389,500 TO \$364,200 DUE TO BUILDING QUALITY;
DAN MCGRAW, 120071202DCA009, REDUCE EMV FROM \$592,700 TO \$491,600 DUE TO STORY HEIGHT AND LAKE QUALITY;
DONALD SHAUGHNESSY, 141510000100009, REDUCE EMV FROM \$557,100 TO \$547,900 DUE TO LAKESHORE QUALITY; AND
TONYA STATE, 14123000005Z009, REDUCE EMV FROM \$405,200 TO \$355,600 DUE TO LOT DEPTH. MOTION CARRIED WITH ALL AYES.

The Council reviewed recommendations from the County to change the EMV on lots on Wild Wind Ranch Drive due to clerical errors. MOTION 04S2-13-16 WAS MADE BY MARK WESSELS AND SECONDED BY GARY HEACOX TO MAKE THE FOLLOWING CHANGES TO ESTIMATED MARKET VALUES DUE TO CLERICAL ERRORS:

THELMA WILLIAMS, 142520010010009, INCREASE EMV FROM \$190,900 TO \$194,800;
TERRYLL CURTIS, 142520010020009, REDUCE EMV FROM \$39,400 TO \$30,000;
MATTHEW BUERSKEN, 142520010030009, REDUCE EMV \$178,100 TO \$168,700;
MITCHELL LACHELT, 142520010050009, REDUCE EMV FROM \$261,800 TO \$252,400;
NEIL LUZAR, 142520010060009, REDUCE EMV FROM \$203,400 TO \$194,000;
DAVID SCHRUPP, 142520020010009, REDUCE EMV FROM \$324,800 TO \$315,400;
DOUGLAS HAINES, 142520020020009, REDUCE EMV FROM \$280,900 TO \$271,500;
CRAIG FALLGREN, 142520020030009, REDUCE EMV FROM \$292,300 TO \$282,900; AND
CRAIG FALLGREN, 142520020040009, REDUCE EMV FROM \$41,900 TO 29,600.
MOTION CARRIED WITH ALL AYES.

The Council reviewed a written property classification appeal request from Brandon Anderson and a recommendation from the County to reduce EMV. MOTION 04S2-14-16 WAS MADE BY GARY HEACOX AND SECONDED BY MARK WESSELS TO REDUCE THE ESTIMATED MARKET VALUE FROM \$42,400 TO \$34,000 OF PARCEL 120184300CC0009 FOR TOPOGRAPHY ADJUSTMENT. MOTION CARRIED WITH ALL AYES.

There being no further comments, MOTION 04S2-15-16 WAS MADE BY MARK WESSELS AND SECONDED BY GARY HEACOX TO ADJOURN THE BOARD OF REVIEW MEETING AT 1:40 P.M. MOTION CARRIED WITH ALL AYES.

Respectfully submitted by,

Charlene Nelson
City Clerk

City Clerk/Minutes/4-15-16 Board of Review.doc

DRAFT

B.5.

CITY OF CROSS LAKE

Month-End Revenue

Current Period: APRIL 2016

SRC	SRC Descr	2016 Budget	APRIL 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	\$0.00	\$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	\$0.00	\$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	\$24,810.00	\$24,810.00	\$3,190.00	88.61%
33419	Fire Training Reimbursement	\$0.00	\$0.00	\$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	\$669.33	\$9,196.24	-\$9,196.24	0.00%
33650	Recycling Grant	\$29,200.00	\$0.00	\$29,200.00	\$0.00	100.00%
34000	Charges for Services	\$200.00	\$0.00	\$10.00	\$190.00	5.00%
34010	Sale of Maps and Publications	\$30.00	\$10.00	\$10.00	\$20.00	33.33%
34050	Candidate Filing Fees	\$20.00	\$0.00	\$0.00	\$20.00	0.00%
34103	Zoning Permits	\$28,000.00	\$6,700.00	\$13,250.00	\$14,750.00	47.32%
34104	Plat Check Fee/Subdivision Fee	\$1,000.00	\$100.00	\$1,350.00	-\$350.00	135.00%
34105	Variances and CUPS/IUPS	\$8,800.00	\$500.00	\$3,000.00	\$5,800.00	34.09%
34106	Sign Permits	\$500.00	\$50.00	\$150.00	\$350.00	30.00%
34107	Assessment Search Fees	\$800.00	\$25.00	\$210.00	\$590.00	26.25%
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	\$1,000.00	\$2,350.00	\$1,650.00	58.75%
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	\$10,166.07	\$35,458.01	-\$4,208.01	113.47%
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	\$125.00	\$525.00	\$475.00	52.50%
34700	Park & Rec Donation	\$300.00	\$0.00	\$20.00	\$280.00	6.67%

CITY OF CROSS LAKE

Month-End Revenue

Current Period: APRIL 2016

SRC	SRC Descr	2016 Budget	APRIL 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	\$40.00	\$130.00	\$70.00	65.00%
34740	Park Concessions	\$500.00	\$0.00	\$67.00	\$433.00	13.40%
34741	Gen Gov t Concessions	\$100.00	\$31.00	\$139.76	-\$39.76	139.76%
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	\$0.00	\$16.00	-\$16.00	0.00%
34750	CCC/Park User Fee	\$3,800.00	\$96.00	\$569.00	\$3,231.00	14.97%
34751	Shelter/Beer/Wine Fees	\$300.00	\$54.00	\$54.00	\$246.00	18.00%
34760	Library Cards	\$1,300.00	\$50.00	\$228.00	\$1,072.00	17.54%
34761	Library Donations	\$500.00	\$0.00	\$75.00	\$425.00	15.00%
34762	Library Copies	\$300.00	\$26.95	\$110.90	\$189.10	36.97%
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	\$0.00	\$4,752.00	\$1,248.00	79.20%
34770	Silver Sneakers	\$6,000.00	\$728.50	\$2,697.00	\$3,303.00	44.95%
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	\$312.00	\$871.00	\$2,129.00	29.03%
34802	Softball/Baseball Fees	\$1,300.00	\$280.00	\$280.00	\$1,020.00	21.54%
34803	Recreation-Misc. Receipts	\$1,200.00	\$1.75	\$25.75	\$1,174.25	2.15%
34805	Aerobics Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34806	Weight Room Fees	\$30,000.00	\$1,980.50	\$10,616.00	\$19,384.00	35.39%
34807	Volleyball Fees	\$500.00	\$190.00	\$531.00	-\$31.00	106.20%
34808	Silver and Fit	\$10,000.00	\$1,385.00	\$3,460.00	\$6,540.00	34.60%
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	\$0.00	\$250.00	\$2,750.00	8.33%
34941	Cemetery Openings	\$3,500.00	\$0.00	\$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	\$7,405.93	\$7,405.93	\$37,594.07	16.46%
34953	Recycling Revenues	\$50.00	\$27.00	\$59.50	-\$9.50	119.00%
35100	Court Fines	\$10,000.00	\$558.16	\$1,095.04	\$8,904.96	10.95%
35103	Library Fines	\$600.00	\$12.00	\$99.00	\$501.00	16.50%
35105	Restitution Receipts	\$1,000.00	\$65.00	\$172.80	\$827.20	17.28%
36200	Miscellaneous Revenues	\$500.00	\$0.00	\$1,020.00	-\$520.00	204.00%
36201	Misc Reimbursements	\$0.00	\$1,294.53	\$5,413.45	-\$5,413.45	0.00%
36202	LIBRARY GRANTS	\$5,000.00	\$0.00	\$5,000.00	\$0.00	100.00%
36210	Interest Earnings	\$3,000.00	\$347.56	\$1,501.89	\$1,498.11	50.06%
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	\$2,155.00	\$3,187.67	\$21,812.33	12.75%
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: APRIL 2016

SRC	SRC Descr	2016 Budget	APRIL 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	\$61,196.28	\$308,983.76	\$3,193,044.24	8.82%
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 Asses Prin Ox Lake 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36106	Sp Asses Int Ox Lake 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36107	Sp Assess Prin Jason/Staley 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36108	Sp Assess Int Jason/Staley 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36109	Sp Assess Prin Lakeshore/Pk 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36110	Sp Assess Int Lakeshore/Pk 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36111	Sp Assess Prin Miller/Mary 99	\$0.00	\$0.00	\$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: APRIL 2016

SRC	SRC Descr	2016 Budget	APRIL 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: APRIL 2016

SRC	SRC Descr	2016 Budget	APRIL 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: APRIL 2016

SRC	SRC Descr	2016 Budget	APRIL 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	\$50.12	\$207.31	\$292.69	41.46%
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	\$50.12	\$207.31	\$292.69	41.46%
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

05/03/16 3:25 PM

Page 7

Month-End Revenue

Current Period: APRIL 2016

SRC	SRC Descr	2016 Budget	APRIL 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	\$126.82	\$496.10	\$803.90	38.16%
36211	Revolving Loan Interest	\$6,359.00	\$139.45	\$1,833.22	\$4,525.78	28.83%
39200	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 503 EDA (REVOLVING LOAN)						
		\$7,659.00	\$266.27	\$2,329.32	\$5,329.68	30.41%
FUND 601 SEWER OPERATING FUND						
33423	Insurance Claim Reimbursement	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34410	Unallocated Reserves	\$0.00	-\$102.00	-\$389.24	\$389.24	0.00%
36104	Penalty & Interest	\$1,000.00	\$133.17	\$341.13	\$658.87	34.11%
36200	Miscellaneous Revenues	\$1,000.00	\$398.00	\$398.00	\$602.00	39.80%
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	\$18,873.25	\$81,463.87	\$155,596.13	34.36%
37250	Sewer Connection Payments	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

CITY OF CROSS LAKE

Month-End Revenue

Current Period: APRIL 2016

SRC	SRC Descr	2016 Budget	APRIL 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	\$19,302.42	\$81,813.76	\$157,246.24	34.22%
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	\$12.12	\$50.15	\$449.85	10.03%
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	\$12.12	\$61.10	\$222,938.90	0.03%
		\$4,174,485.00	\$80,827.21	\$393,437.96	\$3,781,047.04	9.42%

B.
6.

CITY OF CROSS LAKE
Month End Expenditures

Current Period: APRIL 2016

OBJ	OBJ Descr	2016 Budget	APRIL 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	\$2,150.00	\$8,340.00	\$18,660.00	30.89%
122	FICA	\$2,066.00	\$164.50	\$662.59	\$1,403.41	32.07%
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	\$0.00	\$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	\$2,314.50	\$9,202.59	\$23,797.41	27.89%
DEPT 41400 Administration						
100	Wages and Salaries Dept Head	\$83,636.00	\$6,246.16	\$23,869.25	\$59,766.75	28.54%
101	Assistant	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
102	Consultant	\$26,000.00	\$3,380.00	\$4,712.50	\$21,287.50	18.13%
105	Part-time	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.00%
109	Secretary/Bookkeeper	\$59,212.00	\$4,438.08	\$16,962.66	\$42,249.34	28.65%
121	PERA	\$10,826.00	\$801.32	\$3,205.28	\$7,620.72	29.61%
122	FICA	\$11,043.00	\$748.68	\$2,995.64	\$8,047.36	27.13%
131	Employer Paid Health	\$27,926.00	\$2,327.20	\$9,308.80	\$18,617.20	33.33%
132	Employer Paid Disability	\$1,184.00	\$102.87	\$411.48	\$772.52	34.75%
133	Employer Paid Dental	\$2,233.00	\$186.00	\$695.64	\$1,537.36	31.15%
134	Employer Paid Life	\$134.00	\$11.20	\$44.80	\$89.20	33.43%
136	Deferred Compensation	\$1,300.00	\$100.00	\$400.00	\$900.00	30.77%
151	Workers Comp Insurance	\$1,496.00	\$0.00	\$0.00	\$1,496.00	0.00%
152	Health Savings Account Contrib	\$12,000.00	\$3,000.00	\$6,000.00	\$6,000.00	50.00%
200	Office Supplies	\$1,800.00	\$116.12	\$525.21	\$1,274.79	29.18%
208	Instruction Fees	\$2,000.00	\$0.00	\$265.00	\$1,735.00	13.25%
210	Operating Supplies	\$1,500.00	\$71.83	\$155.33	\$1,344.67	10.36%
220	Repair/Maint Supply - Equip	\$3,834.00	\$250.16	\$669.48	\$3,164.52	17.46%
301	Auditing and Acct g Services	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
320	Communications	\$4,000.00	\$252.50	\$770.29	\$3,229.71	19.26%
322	Postage	\$1,000.00	\$0.00	\$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	\$59.50	\$263.50	\$736.50	26.35%
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	\$280.00	\$280.00	\$370.00	43.08%
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	\$64.21	\$192.24	\$582.76	24.81%
610	Interest	\$89.00	\$7.79	\$23.76	\$65.24	26.70%
DEPT 41400 Administration		\$261,238.00	\$22,443.62	\$71,966.98	\$189,271.02	27.55%
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	APRIL 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	\$22,750.00	\$22,780.00	\$5,220.00	81.36%
304	Legal Fees (Civil)	\$10,000.00	\$585.00	\$2,240.00	\$7,760.00	22.40%
307	Legal Fees (Labor)	\$14,000.00	\$0.00	\$5,511.66	\$8,488.34	39.37%
DEPT 41600 Audit/Legal Services		\$52,000.00	\$23,335.00	\$30,531.66	\$21,468.34	58.71%
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	\$112.37	\$180.29	-\$180.29	0.00%
208	Instruction Fees	\$600.00	\$0.00	\$0.00	\$600.00	0.00%
210	Operating Supplies	\$1,500.00	\$71.82	\$168.87	\$1,331.13	11.26%
212	Motor Fuels	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
220	Repair/Maint Supply - Equip	\$3,834.00	\$250.17	\$583.51	\$3,250.49	15.22%
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	\$645.00	\$1,305.00	\$3,695.00	26.10%
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	\$166.28	\$496.76	\$3,003.24	14.19%
322	Postage	\$500.00	\$1.20	\$201.31	\$298.69	40.26%
331	Travel Expenses	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
332	Travel Expense- P&Z Comm	\$1,500.00	\$0.00	\$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	\$178.50	\$471.75	\$1,528.25	23.59%
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	\$1.00	\$1.00	-\$1.00	0.00%
452	Refund	\$500.00	\$500.00	\$675.00	-\$175.00	135.00%
470	Consultant Fees	\$198,500.00	\$16,600.00	\$66,400.00	\$132,100.00	33.45%
500	Capital Outlay	\$3,000.00	\$0.00	\$449.00	\$2,551.00	14.97%
600	Principal	\$775.00	\$64.21	\$192.24	\$582.76	24.81%

OBJ	OBJ Descr	2016 Budget	APRIL 2016 Amt	2016 YTD Amt	2016 YTD Balance	%YTD Budget
610	Interest	\$89.00	\$7.79	\$23.76	\$65.24	26.70%
DEPT 41910	Planning and Zoning	\$230,483.00	\$18,598.34	\$72,174.49	\$158,308.51	31.31%
DEPT 41940 General Government						
131	Employer Paid Health	\$18,108.00	\$1,167.00	\$12,880.75	\$5,227.25	71.13%
133	Employer Paid Dental	\$391.00	\$131.25	\$262.50	\$128.50	67.14%
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	\$398.80	\$1,075.81	\$1,424.19	43.03%
220	Repair/Maint Supply - Equip	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
223	Bldg Repair Suppl/Maintenance	\$4,000.00	\$173.18	\$1,891.53	\$2,108.47	47.29%
235	Signs	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
254	Concessions - Pop	\$300.00	\$49.00	\$117.10	\$182.90	39.03%
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	\$995.00	\$3,177.00	\$11,323.00	21.91%
383	Gas Utilities	\$4,500.00	\$222.07	\$1,142.67	\$3,357.33	25.39%
384	Refuse/Garbage Disposal	\$500.00	\$50.40	\$147.69	\$352.31	29.54%
385	Sewer Utility	\$600.00	\$45.00	\$135.00	\$465.00	22.50%
389	Generator Expense	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.00%
405	Cleaning Services	\$9,600.00	\$707.50	\$2,830.00	\$6,770.00	29.48%
430	Miscellaneous	\$2,500.00	\$37.74	\$37.74	\$2,462.26	1.51%
433	Dues and Subscriptions	\$3,500.00	\$329.00	\$443.00	\$3,057.00	12.66%
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	\$1,305.00	\$2,400.17	\$22,599.83	9.60%
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	\$0.00	\$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	\$196.41	\$196.41	\$19,803.59	0.98%
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	\$5,807.35	\$44,222.70	\$164,626.30	21.17%
DEPT 42110 Police Administration						
100	Wages and Salaries Dept Head	\$77,334.00	\$5,738.70	\$21,932.89	\$55,401.11	28.36%
101	Assistant	\$64,813.00	\$4,810.14	\$18,384.46	\$46,428.54	28.37%
103	Tech 1	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

OBJ	OBJ Descr	2016 Budget	APRIL 2016 Amt	2016 YTD Amt	2016 YTD Balance	%YTD Budget
108	Tech 3	\$25,000.00	\$543.13	\$3,668.05	\$21,331.95	14.67%
110	Tech 4	\$56,269.00	\$4,032.60	\$15,320.88	\$40,948.12	27.23%
112	Tech 5	\$56,769.00	\$4,069.10	\$16,722.85	\$40,046.15	29.46%
113	Tech 6	\$58,749.00	\$4,327.97	\$16,613.32	\$42,135.68	28.28%
121	PERA	\$54,907.00	\$3,810.53	\$15,581.89	\$39,325.11	28.38%
122	FICA	\$4,915.00	\$309.13	\$1,267.38	\$3,647.62	25.79%
131	Employer Paid Health	\$63,096.00	\$5,258.00	\$21,029.00	\$42,067.00	33.33%
132	Employer Paid Disability	\$2,536.00	\$215.05	\$860.20	\$1,675.80	33.92%
133	Employer Paid Dental	\$4,884.00	\$407.00	\$1,523.22	\$3,360.78	31.19%
134	Employer Paid Life	\$336.00	\$28.00	\$112.00	\$224.00	33.33%
136	Deferred Compensation	\$1,300.00	\$100.00	\$400.00	\$900.00	30.77%
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	\$5,250.00	\$13,500.00	\$13,500.00	50.00%
200	Office Supplies	\$300.00	\$0.00	\$122.79	\$177.21	40.93%
208	Instruction Fees	\$3,500.00	\$0.00	\$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	\$1,829.56	\$1,839.56	\$16,160.44	10.22%
214	Auto Expense- 08 Ford	\$2,000.00	\$0.00	\$1,308.38	\$691.62	65.42%
216	Auto Expense- 09 Ford	\$1,000.00	\$493.72	\$550.88	\$449.12	55.09%
217	Auto Expense- 10 Ford	\$800.00	\$0.00	\$31.39	\$768.61	3.92%
218	Auto Expense- 11 Ford	\$1,200.00	\$60.00	\$150.07	\$1,049.93	12.51%
219	Auto Expense- 12 Dodge	\$1,500.00	\$581.08	\$5,491.56	-\$3,991.56	366.10%
220	Repair/Maint Supply - Equip	\$5,532.00	\$954.57	\$4,726.57	\$805.43	85.44%
221	Repair/Maint Vehicles	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
258	Unif Bob/Ted/Gerald	\$700.00	\$131.90	\$383.87	\$316.13	54.84%
259	Unif Erik/Joe	\$700.00	\$0.00	\$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	\$0.00	\$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	\$19.50	\$260.75	\$739.25	26.08%
304	Legal Fees (Civil)	\$0.00	\$60.00	\$60.00	-\$60.00	0.00%
319	Donation Expenditures	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
320	Communications	\$2,800.00	\$252.87	\$765.87	\$2,034.13	27.35%
321	Communications-Cellular	\$5,400.00	\$373.42	\$1,132.09	\$4,267.91	20.96%
322	Postage	\$200.00	\$0.00	\$21.18	\$178.82	10.59%
331	Travel Expenses	\$1,700.00	\$14.85	\$469.83	\$1,230.17	27.64%
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	\$69.04	\$106.45	\$93.55	53.23%
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	\$0.00	\$19,131.44	\$868.56	95.66%
600	Principal	\$128.00	\$10.70	\$32.04	\$95.96	25.03%
610	Interest	\$15.00	\$1.30	\$3.96	\$11.04	26.40%
DEPT 42110 Police Administration		\$608,083.00	\$43,751.86	\$184,821.59	\$423,261.41	30.39%

OBJ	OBJ Descr	2016 Budget	APRIL 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	\$1,500.00	\$4,500.00	25.00%
101	Assistant	\$1,200.00	\$100.00	\$300.00	\$900.00	25.00%
106	Training	\$2,100.00	\$75.00	\$225.00	\$1,875.00	10.71%
107	Services	\$45,500.00	\$0.00	\$0.00	\$45,500.00	0.00%
122	FICA	\$4,193.00	\$51.63	\$206.52	\$3,986.48	4.93%
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	\$2,950.00	\$10,516.00	-\$3,516.00	150.23%
209	Physicals	\$500.00	\$2,363.00	\$2,363.00	-\$1,863.00	472.60%
210	Operating Supplies	\$3,000.00	\$785.88	\$1,480.93	\$1,519.07	49.36%
212	Motor Fuels	\$500.00	\$21.03	\$204.73	\$295.27	40.95%
213	Diesel Fuel	\$2,500.00	\$116.77	\$221.47	\$2,278.53	8.86%
220	Repair/Maint Supply - Equip	\$3,000.00	\$2,384.83	\$3,495.68	-\$495.68	116.52%
221	Repair/Maint Vehicles	\$9,000.00	-\$250.00	\$1,664.31	\$7,335.69	18.49%
222	Tires	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
223	Bldg Repair Suppl/Maintenance	\$1,000.00	\$804.75	\$1,464.64	-\$464.64	146.46%
233	FIRE PREVENTION	\$2,000.00	\$0.00	\$632.92	\$1,367.08	31.65%
240	Small Tools and Minor Equip	\$1,500.00	\$179.08	\$1,794.66	-\$294.66	119.64%
319	Donation Expenditures	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
320	Communications	\$1,200.00	\$251.35	\$1,106.55	\$93.45	92.21%
322	Postage	\$25.00	\$0.00	\$0.49	\$24.51	1.96%
331	Travel Expenses	\$2,500.00	\$0.00	\$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	\$0.00	\$10.00	\$140.00	6.67%
433	Dues and Subscriptions	\$1,200.00	\$0.00	\$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	\$10,043.88	\$47,678.82	\$2,321.18	95.36%
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	\$20,377.20	\$80,169.68	\$126,888.32	38.72%
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	\$3,573.34	\$13,121.30	\$35,333.70	27.08%
104	Tech 2	\$52,109.00	\$3,814.82	\$13,900.94	\$38,208.06	26.68%
105	Part-time	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
108	Tech 3	\$54,060.00	\$3,355.59	\$14,233.31	\$39,826.69	26.33%
121	PERA	\$11,597.00	\$805.77	\$3,212.26	\$8,384.74	27.70%
122	FICA	\$11,826.00	\$725.42	\$2,891.70	\$8,934.30	24.45%

OBJ	OBJ Descr	2016 Budget	APRIL 2016 Amt	2016 YTD Amt	2016 YTD Balance	%YTD Budget
131	Employer Paid Health	\$35,170.00	\$2,930.80	\$11,723.20	\$23,446.80	33.33%
132	Employer Paid Disability	\$1,030.00	\$0.00	\$259.23	\$770.77	25.17%
133	Employer Paid Dental	\$2,651.00	\$307.41	\$913.99	\$1,737.01	34.48%
134	Employer Paid Life	\$202.00	\$16.80	\$67.20	\$134.80	33.27%
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	\$3,750.00	\$7,500.00	\$7,500.00	50.00%
200	Office Supplies	\$450.00	\$0.00	\$156.14	\$293.86	34.70%
208	Instruction Fees	\$1,000.00	\$0.00	\$1,004.62	-\$4.62	100.46%
210	Operating Supplies	\$1,200.00	\$4.93	\$105.49	\$1,094.51	8.79%
212	Motor Fuels	\$8,000.00	\$653.06	\$708.65	\$7,291.35	8.86%
213	Diesel Fuel	\$15,000.00	\$1,444.03	\$1,626.49	\$13,373.51	10.84%
215	Shop Supplies	\$2,750.00	\$181.64	\$966.43	\$1,783.57	35.14%
220	Repair/Maint Supply - Equip	\$18,000.00	\$3,226.05	\$8,243.05	\$9,756.95	45.79%
221	Repair/Maint Vehicles	\$15,000.00	\$1,082.38	\$2,597.35	\$12,402.65	17.32%
222	Tires	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.00%
223	Bldg Repair Suppl/Maintenance	\$4,500.00	\$555.90	\$1,744.70	\$2,755.30	38.77%
224	Street Maint Materials	\$20,000.00	\$2,235.50	\$3,952.16	\$16,047.84	19.76%
225	New Roads Materials	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
226	Bridge Materials	\$25,000.00	\$6,343.25	\$17,129.55	\$7,870.45	68.52%
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	\$105.10	\$105.10	\$2,894.90	3.50%
240	Small Tools and Minor Equip	\$2,500.00	\$550.08	\$2,397.54	\$102.46	95.90%
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	\$0.00	\$3,024.62	\$21,975.38	12.10%
304	Legal Fees (Civil)	\$1,000.00	\$75.00	\$75.00	\$925.00	7.50%
314	Surveyor	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
316	Security Monitoring	\$200.00	\$49.35	\$91.65	\$108.35	45.83%
320	Communications	\$1,600.00	\$105.27	\$316.53	\$1,283.47	19.78%
322	Postage	\$50.00	\$0.00	\$23.52	\$26.48	47.04%
331	Travel Expenses	\$1,000.00	\$500.14	\$991.87	\$8.13	99.19%
340	Advertising	\$100.00	\$35.50	\$35.50	\$64.50	35.50%
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	\$1,193.94	\$3,915.78	\$10,084.22	27.97%
383	Gas Utilities	\$6,000.00	\$210.98	\$1,077.15	\$4,922.85	17.95%
384	Refuse/Garbage Disposal	\$1,000.00	\$80.12	\$194.29	\$805.71	19.43%
385	Sewer Utility	\$400.00	\$42.30	\$190.35	\$209.65	47.59%
405	Cleaning Services	\$3,700.00	\$176.25	\$705.00	\$2,995.00	19.05%
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	\$22.05	\$862.58	\$137.42	86.26%
433	Dues and Subscriptions	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
442	Safety Prog/Equipment	\$1,000.00	\$0.00	\$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	\$2,254.55	\$8,223.79	\$36,776.21	18.28%
500	Capital Outlay	\$95,000.00	\$60,103.25	\$60,103.25	\$34,896.75	63.27%
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%

OBJ	OBJ Descr	2016 Budget	APRIL 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	\$100,510.57	\$188,581.26	\$802,506.74	19.03%
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	\$11.54	\$35.20	\$314.80	10.06%
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	\$11.54	\$35.20	\$2,964.80	1.17%
DEPT 45100 Park and Recreation (GENERAL)						
100	Wages and Salaries Dept Head	\$68,752.00	\$5,131.18	\$19,616.65	\$49,135.35	28.53%
101	Assistant	\$28,228.00	\$2,112.28	\$8,497.55	\$19,730.45	30.10%
103	Tech 1	\$38,349.00	\$718.40	\$4,710.45	\$33,638.55	12.28%
104	Tech 2	\$15,018.00	\$0.00	\$0.00	\$15,018.00	0.00%
105	Part-time	\$21,661.00	\$2,443.50	\$9,078.75	\$12,582.25	41.91%
108	Tech 3	\$32,672.00	\$2,536.07	\$10,212.89	\$22,459.11	31.26%
121	PERA	\$15,351.00	\$737.15	\$2,954.27	\$12,396.73	19.24%
122	FICA	\$15,656.00	\$896.20	\$3,584.61	\$12,071.39	22.90%
131	Employer Paid Health	\$35,170.00	\$1,163.60	\$4,654.40	\$30,515.60	13.23%
132	Employer Paid Disability	\$1,507.00	\$115.26	\$461.04	\$1,045.96	30.59%
133	Employer Paid Dental	\$3,767.00	\$279.00	\$1,043.46	\$2,723.54	27.70%
134	Employer Paid Life	\$274.00	\$22.40	\$72.80	\$201.20	26.57%
136	Deferred Compensation	\$650.00	\$50.00	\$200.00	\$450.00	30.77%
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	\$2,250.00	\$4,500.00	\$10,500.00	30.00%
200	Office Supplies	\$200.00	\$9.77	\$52.12	\$147.88	26.06%
208	Instruction Fees	\$500.00	\$0.00	\$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	\$412.50	\$427.93	\$1,572.07	21.40%
213	Diesel Fuel	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.00%
220	Repair/Maint Supply - Equip	\$3,000.00	\$814.80	\$864.11	\$2,135.89	28.80%
221	Repair/Maint Vehicles	\$2,000.00	\$0.00	\$16.00	\$1,984.00	0.80%
223	Bldg Repair Suppl/Maintenance	\$10,000.00	\$1,259.45	\$5,038.70	\$4,961.30	50.39%
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	APRIL 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	\$28.69	\$74.11	\$925.89	7.41%
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	\$98.00	\$292.00	\$2,708.00	9.73%
319	Donation Expenditures	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
320	Communications	\$3,500.00	\$278.40	\$831.61	\$2,668.39	23.76%
322	Postage	\$150.00	\$0.00	\$1.47	\$148.53	0.98%
323	Garage (East)	\$800.00	\$17.77	\$44.55	\$755.45	5.57%
324	Disc Golf Expenses	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
331	Travel Expenses	\$700.00	\$32.40	\$488.41	\$211.59	69.77%
335	Background Checks	\$150.00	\$0.00	\$0.00	\$150.00	0.00%
340	Advertising	\$500.00	\$33.40	\$33.40	\$466.60	6.68%
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	\$1,507.24	\$4,090.50	\$8,909.50	31.47%
383	Gas Utilities	\$7,500.00	\$375.10	\$2,177.07	\$5,322.93	29.03%
384	Refuse/Garbage Disposal	\$800.00	\$71.13	\$212.87	\$587.13	26.61%
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	\$63.00	\$63.00	\$737.00	7.88%
433	Dues and Subscriptions	\$500.00	\$0.00	\$442.00	\$58.00	88.40%
442	Safety Prog/Equipment	\$1,500.00	\$0.00	\$127.50	\$1,372.50	8.50%
443	Sales Tax	\$3,200.00	\$246.00	\$615.00	\$2,585.00	19.22%
445	Sr Meals Expense	\$400.00	\$0.00	\$0.00	\$400.00	0.00%
448	Weight Room Ins Reimbur	\$150.00	\$10.50	\$44.50	\$105.50	29.67%
450	Permits	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
452	Refund	\$150.00	\$35.00	\$35.00	\$115.00	23.33%
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	\$4,620.00	\$4,620.00	-\$1,620.00	154.00%
461	Silver Sneakers	\$5,000.00	\$552.00	\$2,070.00	\$2,930.00	41.40%
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	\$416.56	\$833.44	33.32%
610	Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 45100 Park and Recreation (GENERA		\$433,910.00	\$29,024.33	\$94,220.59	\$339,689.41	21.71%
DEPT 45500 Library						
101	Assistant	\$30,037.00	\$2,536.97	\$8,695.37	\$21,341.63	28.95%
121	PERA	\$2,253.00	\$190.27	\$676.27	\$1,576.73	30.02%
122	FICA	\$2,297.00	\$170.06	\$594.16	\$1,702.84	25.87%
131	Employer Paid Health	\$13,963.00	\$1,163.60	\$4,654.40	\$9,308.60	33.33%
132	Employer Paid Disability	\$246.00	\$20.67	\$82.68	\$163.32	33.61%
133	Employer Paid Dental	\$1,117.00	\$93.00	\$347.82	\$769.18	31.14%
134	Employer Paid Life	\$67.00	\$5.60	\$22.40	\$44.60	33.43%
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	APRIL 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	\$1,500.00	\$3,000.00	\$3,000.00	50.00%
201	Library Operating Supplies	\$2,000.00	\$0.00	\$0.00	\$2,000.00	0.00%
202	Library Subscriptions	\$500.00	\$0.00	\$354.22	\$145.78	70.84%
203	Library Books	\$500.00	\$178.07	\$1,601.62	-\$1,101.62	320.32%
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	\$59.09	\$177.34	\$822.66	17.73%
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	\$0.00	\$1,000.00	\$0.00	100.00%
443	Sales Tax	\$0.00	\$2.00	\$5.00	-\$5.00	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	\$416.56	\$833.44	33.32%
DEPT 45500 Library		\$66,430.00	\$6,023.47	\$21,627.84	\$44,802.16	32.56%
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	\$9,732.00	\$22,608.00	30.09%
388	Recycling Expenses	\$100.00	\$50.00	\$50.00	\$50.00	50.00%
430	Miscellaneous	\$2,340.00	\$262.00	\$1,048.00	\$1,292.00	44.79%
DEPT 48000 Recycling		\$34,780.00	\$2,745.00	\$10,830.00	\$23,950.00	31.14%
FUND 101 GENERAL FUND		\$3,346,272.00	\$274,942.78	\$1,004,963.28	\$2,341,308.72	30.03%
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	APRIL 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	APRIL 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	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
610	Interest	\$11,220.00	\$0.00	\$0.00	\$11,220.00	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 Finanacing Uses						
720	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 49300 Other Finanacing Uses		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 401 GENERAL CAPITAL PROJECTS		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 404 JOBZ						
DEPT 46002 JOBZ - Crosstech Mfg						
304	Legal Fees (Civil)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
351	Legal Notices Publishing	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
430	Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
720	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 46002 JOBZ - Crosstech Mfg		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 404 JOBZ		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 405 TAX INCREMENT FINANCE PROJECTS						
DEPT 46000 Tax Increment Financing						
351	Legal Notices Publishing	\$650.00	\$0.00	\$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	APRIL 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	APRIL 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 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 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	APRIL 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	\$0.00	\$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	\$0.00	\$174.12	\$12,325.88	1.39%
FUND 502 ECONOMIC DEVELOPMENT FUND						
		\$12,500.00	\$0.00	\$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	\$21,098.14	\$52,582.86	28.63%
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	\$1,656.08	\$3,869.92	29.97%
122	FICA	\$5,635.00	\$387.96	\$1,552.30	\$4,082.70	27.55%
131	Employer Paid Health	\$13,963.00	\$1,163.60	\$4,654.40	\$9,308.60	33.33%
132	Employer Paid Disability	\$606.00	\$52.58	\$210.32	\$395.68	34.71%
133	Employer Paid Dental	\$1,117.00	\$93.00	\$347.82	\$769.18	31.14%
134	Employer Paid Life	\$67.00	\$5.60	\$22.40	\$44.60	33.43%
136	Deferred Compensation	\$650.00	\$50.00	\$200.00	\$450.00	30.77%
151	Workers Comp Insurance	\$4,279.00	\$0.00	\$0.00	\$4,279.00	0.00%
152	Health Savings Account Contrib	\$6,000.00	\$1,500.00	\$3,000.00	\$3,000.00	50.00%
200	Office Supplies	\$250.00	\$193.05	\$414.51	-\$164.51	165.80%
208	Instruction Fees	\$2,000.00	\$45.00	\$1,150.00	\$850.00	57.50%
210	Operating Supplies	\$1,500.00	\$202.08	\$832.74	\$667.26	55.52%

OBJ	OBJ Descr	2016 Budget	APRIL 2016 Amt	2016 YTD Amt	2016 YTD Balance	%YTD Budget
212	Motor Fuels	\$2,000.00	\$299.75	\$299.75	\$1,700.25	14.99%
213	Diesel Fuel	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
220	Repair/Maint Supply - Equip	\$7,000.00	\$166.67	\$710.45	\$6,289.55	10.15%
221	Repair/Maint Vehicles	\$1,500.00	\$1,567.20	\$1,723.68	-\$223.68	114.91%
222	Tires	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
223	Bldg Repair Suppl/Maintenance	\$1,500.00	\$3,254.46	\$4,009.38	-\$2,509.38	267.29%
229	Oper/Maint - Lift Station	\$12,000.00	\$214.05	\$652.08	\$11,347.92	5.43%
230	Repair/Maint - Collection Syst	\$7,000.00	\$0.00	\$950.00	\$6,050.00	13.57%
231	Chemicals	\$10,000.00	\$637.63	\$7,355.74	\$2,644.26	73.56%
258	Unif Bob/Ted/Gerald	\$300.00	\$0.00	\$0.00	\$300.00	0.00%
303	Engineering Fees	\$1,000.00	\$1,425.00	\$4,275.00	-\$3,275.00	427.50%
304	Legal Fees (Civil)	\$250.00	\$0.00	\$0.00	\$250.00	0.00%
320	Communications	\$600.00	\$46.09	\$141.37	\$458.63	23.56%
321	Communications-Cellular	\$1,400.00	\$123.58	\$370.74	\$1,029.26	26.48%
322	Postage	\$800.00	\$90.68	\$360.83	\$439.17	45.10%
331	Travel Expenses	\$2,000.00	\$1,052.85	\$1,461.93	\$538.07	73.10%
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	\$2,405.95	\$7,343.32	\$18,656.68	28.24%
383	Gas Utilities	\$3,000.00	\$197.12	\$966.96	\$2,033.04	32.23%
384	Refuse/Garbage Disposal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
406	Lab Testing	\$10,000.00	\$2,423.36	\$4,943.36	\$5,056.64	49.43%
407	Sludge Disposal	\$12,000.00	\$0.00	\$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	\$87.67	\$117.65	-\$17.65	117.65%
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	\$0.00	\$187.13	-\$87.13	187.13%
500	Capital Outlay	\$273,800.00	\$811.00	\$6,138.16	\$267,661.84	2.24%
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	\$24,430.21	\$84,356.24	\$614,667.76	12.07%
FUND 601 SEWER OPERATING FUND		\$699,024.00	\$24,430.21	\$84,356.24	\$614,667.76	12.07%
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	APRIL 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	\$299,372.99	\$1,095,971.99	\$3,350,646.01	24.65%

B.7.

City of Crosslake
04/30/2016 Preliminary Budget to Actual Analysis (Remove Debt Service, Capital Outlay and Operating Transfers)

Description	2016 Budget	30-Apr	2016 YTD Amount	2016 YTD Balance	2016 %YTD Budget
Total Expense (From Month End Report For April 30, 2016)	\$ 4,446,618	\$ 299,373	\$ 1,095,972	\$ 3,350,646	24.65%
Adjustments:					
<i>Less: All DS Issues</i>					
(101-41400-600) Administration: Copier Lease	(864)	(72)	(216)	(648)	25.00%
(101-41910-600) Planning and Zoning: Copier Lease	(864)	(72)	(216)	(648)	25.00%
(101-42110-600) Police: Copier Lease	(143)	(12)	(36)	(107)	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)	(417)	(833)	33.32%
(101-45500-600) Library: Copier Lease	(1,250)	(104)	(417)	(833)	33.32%
(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>(204,358)</u>	<u>(387,188)</u>	34.55%
<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)	(196)	(196)	(19,804)	0.98%
(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)	0	(19,131)	(869)	95.66%
(101-42280-500) Fire Administration - Capital Outlay	(50,000)	(10,044)	(47,679)	(2,321)	95.36%
(101-42280-550) Fire Administration - Capital Outlay - Vehicles	0	0	0	0	0.00%
(101-43000-500) Public Works - Capital Outlay	(485,000)	(60,103)	(60,103)	(424,897)	12.39%
(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)	(811)	(6,138)	(267,662)	2.24%
<i>Total Capital Outlay</i>	<u>(903,500)</u>	<u>(71,155)</u>	<u>(133,697)</u>	<u>(769,803)</u>	14.80%
<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%
Adjusted Expenditures	\$ 2,751,572	\$ 227,854	\$ 757,917	\$ 1,993,655	27.54%
<i>Linear Assumption (4 Month/12 Months) = 33.33%</i>					
	33.33%	\$ 1,482,206			-5.79%

City of Crosslake
April 30, 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% #	\$ 199,997	\$ 250,000	\$ 0	\$ 0	\$ 0	\$ 0		
First National Bank	16.5%	\$ 344,724	\$ 250,000	\$ 94,724	\$ 104,196	\$ 200,000	\$ 95,804	Letter of Credit #2552-16	11/14/2016
BlackRidge Bank	37.1%	\$ 777,290	\$ 250,000	\$ 527,290	\$ 580,019	\$ 1,000,000	\$ 419,981	Letter of Credit 4072-161	12/31/2016
Frandsen Bank and Trust	36.9%	\$ 773,386	\$ 250,000	\$ 523,386	\$ 575,725	\$ 1,427,869	\$ 852,144	3622A2JV5 GNMA; 3128MDTJ2 FHLMC	04/15/2026; 08/01/2028
Totals	100.0%	\$ 2,095,397		\$ 1,145,400	\$ 1,259,940	\$ 2,627,869	\$ 1,367,929		

B. S.

B.9.

CROSSLAKE COMMUNICATIONS
Accounts Payable
Check Register
02/01/2016 To 02/29/2016

Bank Account: 1 - GENERAL ACCOUNT

Check No.	Date	Vendor Name	Reference	Amount
2200	02/04/2016	FRANSEN BANK AND TRUST	DECEMBER VISA ACTIVITY	718.44
2208	02/12/2016	INTERNAL REVENUE SERVICE	FEDERAL, FICA, MEDICARE	3,470.96
2209	02/12/2016	PERA	PERA EE & ER	2,198.18
2210	02/12/2016	MINNESOTA DEPT OF REVENUE	MN WITHHOLDING	534.95
2211	02/12/2016	DEFERRED COMP	DEFERRED COMP	1,750.00
2212	02/12/2016	DEFERRED COMP	DEFERRED COMP	175.00
2213	02/10/2016	CITY OF CROSSLAKE (SEWER)	JANUARY SEWER	45.00
2214	02/29/2016	INTERNAL REVENUE SERVICE	FEBRUARY EXCISE TAX	1,188.69
2222	02/26/2016	INTERNAL REVENUE SERVICE	FEDERAL, FICA, MEDICARE	3,950.54
2223	02/26/2016	PERA	PERA EE & ER	2,157.14
2224	02/26/2016	MINNESOTA DEPT OF REVENUE	MN WITHHOLDING	629.80
2225	02/26/2016	DEFERRED COMP	DEFERRED COMP	1,925.00
2226	02/26/2016	CROW WING POWER	JANUARY ELECTRIC	4,567.25
2227	02/26/2016	MINNESOTA DEPT OF REVENUE	FEBURARY SALES & USE TAX	9,205.00
31984	02/01/2016	JOHN W. FINKE	1/2 CONSULTING FEE-ADVISORY & MGMT SERV	30,000.00
31985	02/11/2016	FRANSEN BANK AND TRUST	HSA DEDUCTION	210.00
31986	02/10/2016	PAUL BUNYAN COMMUNICATIONS	FEBRUARY LOCAL CHANNEL TRANSPORT	800.00
31987	02/10/2016	NEIL LUZAR	SNOW PLOWING 1-25-16	90.00
31988	02/10/2016	BRAINERD DAILY DISPATCH	BUSINESS TRADITIONS ADS	27.00
31989	02/10/2016	CROSSLAKE ROLLOFF	JAN/FEB RECYCLING	110.00
31990	02/10/2016	GOPHER STATE ONE CALL	LOCATES	8.70
31991	02/10/2016	ONVOY VOICE SERVICES	6264 PROG, SS7, OPR SERV, ANSW SERV, LAKES LD	6,377.11
31992	02/10/2016	OLSEN THIELEN CO LTD	4TH QTR NECA REPORTING, AUDIT, 477 REVISIONS	9,865.00
31993	02/10/2016	POWER & TELEPHONE SUPPLY	60 EA 2MTR JUMPERS, 150 EA 1 MTR JUMPERS	1,293.24
31994	02/10/2016	UNITED PARCEL SERVICE	WEEKLY SERVICE & MISC SHIPPING	145.35
31995	02/10/2016	CROSSLAKE COMMUNICATIONS	PHONE SERVICE, COMM CTR VOICE MAIL	633.97
31996	02/10/2016	CITY OF CROSSLAKE	REVIEW TOWER ADDENDUM	90.00
31997	02/10/2016	CONSOLIDATED TELEPHONE	MANAGEMENT SERVICES & MISC.	23,870.98
31998	02/10/2016	THE OFFICE SHOP INC.	TISSUE, PROJ. FOLDERS, BINDER CLIPS	151.22
31999	02/10/2016	XCEL ENERGY	DEC/JANUARY NATURAL GAS	496.81
32000	02/10/2016	AMERIPRIDE LINEN & APPAREL	RUG & TOWEL SERVICE	151.63
32001	02/10/2016	MINNESOTA 9-1-1 PROGRAM	911, TAP & TAM	1,583.62
32002	02/10/2016	NCBERS MINNESOTA	FEBRUARY LIFE PREMIUM	16.00
32003	02/10/2016	PEOPLES SECURITY COMPANY	ANNUAL MONITORING OF SECURITY SYSTEM	269.20
32004	02/10/2016	NATIONAL CABLE TELEVISION COOP	DSR 4440-SEG SATELLITE RECEIVER	1,444.30
32005	02/10/2016	CENTRAL TRANSPORT GROUP LLC	4 EA DSI'S	2,332.32
32006	02/10/2016	GRAYBAR ELECTRIC COMPANY INC	APC PATCH CORD ADAPTER FOR INSPEC/TEST	144.12
32007	02/10/2016	PURCHASE POWER	POSTAGE METER INK	118.61
32008	02/10/2016	PINNACLE	TELEPHONE DIRECTORY - 6	1,020.38
32009	02/10/2016	UNIVERSAL SERVICE ADMIN CO.	JANUARY FUSC	3,132.43
32010	02/10/2016	ROVI GUIDES	AFFILIATE PAYMENT	693.06
32011	02/10/2016	SHOWTIME NETWORKS INC	AFFILIATE PAYMENTS	274.50
32012	02/10/2016	FOX SPORTS NET NORTH	AFFILIATE PAYMENT	7,356.75
32013	02/10/2016	TOWER DISTRIBUTION COMPANY	AFFILIATE PAYMENT	257.44
32014	02/10/2016	HBI RADIO BRAINERD	WINTERFEST ADS	192.00
32015	02/10/2016	AT&T - DALLAS TX	PARS - FEBRUARY 2016 BAN 1499	85.03
32016	02/10/2016	CROW WING COUNTY HIGHWAY DEPT.	DECEMBER UNLEAD & DIESEL FUEL	273.69
32017	02/10/2016	7SIGMA SYSTEMS INC	JANUARY CONSULTING	4,000.00
32018	02/10/2016	CROSSLAKE ACE	ICE MELT, DREMEL BIT, SCREWS	113.04

32019	02/10/2016	NATIONAL CABLE TEL COOP INC	AFFILIATE PAYMENT	35,053.85
32020	02/10/2016	WASTE PARTNERS INC.	JANUARY TRASH REMOVAL	77.18
32021	02/10/2016	ULINE	BIN DIVIDERS	91.94
32022	02/10/2016	NORTHLAND PRESS	WINTERFEST ADS	165.00
32023	02/10/2016	LAKES AREA PEST MGMT LLC	ANNUAL PEST CONTROL	194.94
32024	02/10/2016	CHARTER BUSINESS	MONTH 19 OF 36 - FEBRUARY INTERNET FEED	3,000.00
32025	02/10/2016	4M FUND F.B.O. 35373-101	FUND DEBT SERVICE RESERVE	31,817.00
32026	02/10/2016	BIG 10	AFFILIATE PAYMENT	1,800.30
32027	02/10/2016	COOPERATIVE NETWORK SERV LLC	JANUARY LOCAL CHANNEL TRANSPORT	500.00
32028	02/10/2016	VERIZON WIRELESS	CELL PHONES	44.50
32029	02/10/2016	AQUARIUS WATER CONDITIONING INC.	FEBRUARY SOFTENER RENTAL	44.89
32030	02/10/2016	NISC	JANUARY LICENSE FEES	2,430.34
32031	02/10/2016	FOX TELEVISION STATIONS, INC.	AFFILIATE PAYMENT	2,026.47
32032	02/10/2016	CBS TELEVISION STATIONS	AFFILIATE PAYMENT	1,743.20
32033	02/10/2016	CANON FINANCIAL SERVICES, INC.	COPIER LEASE 11 OF 60 1/10-2/19	158.93
32034	02/10/2016	TELEPLAN VIDEOCOM SOLUTIONS, INC.	10 EA DCX3510	1,826.82
32035	02/10/2016	J.CARLSON SERVICES, INC.	CONTRACT LABOR	4,800.00
32036	02/10/2016	RONALD W CARLSON	CREDIT REFUND	43.92
32037	02/10/2016	BETTE MEZZENGA	CREDIT REFUND	14.46
32038	02/10/2016	7SIGMA SYSTEMS	CREDIT REFUND	45.00
32039	02/10/2016	BRIAN KARL	CREDIT REFUND	5.41
32040	02/10/2016	VICKY BAZILLE	CREDIT REFUND	40.00
32041	02/10/2016	TODD NAIL	CREDIT REFUND	192.35
32042	02/10/2016	TEGNA	AFFILIATE PAYMENT	1,962.00
32043	02/25/2016	IBEW LOCAL UNION 949	UNION DUES	309.65
32044	02/25/2016	FRANSEN BANK AND TRUST	HSA DEDUCTION	210.00
32069	02/26/2016	JOHN W. FINKE	TRAVEL & MISC EXPENSE REIMBURSEMENT	752.90
			Total for General Account	<u>\$219,494.50</u>

B.
10.

CROSSLAKE COMMUNICATIONS
Accounts Payable
Check Register
03/01/2016 To 03/31/2016

Bank Account: GENERAL ACCOUNT

Check No.	Date	Vendor Name	Reference	Amount
2228	03/01/2016	FRANDSEN BANK AND TRUST	JAN/FEB VISA CHARGES	348.38
2236	03/11/2016	INTERNAL REVENUE SERVICE	FEDERAL, FICA, MEDICARE	3,381.10
2237	03/11/2016	PERA	PERA EE & ER	2,158.98
2238	03/11/2016	MINNESOTA DEPT OF REVENUE	MN WITHHOLDING	516.49
2239	03/11/2016	DEFERRED COMP	DEFERRED COMP	1,925.00
2240	03/10/2016	CITY OF CROSSLAKE (SEWER)	FEBRUARY SEWER	45.00
2241	03/31/2016	INTERNAL REVENUE SERVICE	MARCH EXCISE TAX	1,185.22
2242	03/31/2016	PICS TELECOM INTERNATIONAL	3 EA CISCO GE SFP REC'D & RET'D	VOID
2250	03/25/2016	INTERNAL REVENUE SERVICE	FEDERAL TAX MARRIED	3,945.95
2251	03/25/2016	PERA	PERA EE & ER	2,161.44
2252	03/25/2016	MINNESOTA DEPT OF REVENUE	MN WITHHOLDING	631.82
2253	03/25/2016	DEFERRED COMP	DEFERRED COMP	1,925.00
2254	03/21/2016	LIBRARY OF CONGRESS	2ND HALF COPYRIGHT FEES	2,266.04
2255	03/25/2016	CROW WING POWER	ELECTRIC SERVICE	4,362.02
2257	03/31/2016	MINNESOTA DEPT OF REVENUE	MARCH SALES & USE TAX	9,334.00
32045	03/01/2016	POWER & TELEPHONE SUPPLY	100 EA 2METER FIBER JUMPERS	647.15
32046	03/01/2016	CONSOLIDATED TELEPHONE	150M INTERNET SERVICE	900.00
32047	03/01/2016	CITI LITES INC	LOCATES	211.50
32048	03/01/2016	THE OFFICE SHOP INC.	TRASH BAGS & HIGHLIGHTERS	25.94
32049	03/01/2016	BRAINERD LAKES AREA CHAMBER	DUES 3/2016 - 3/2017	500.00
32050	03/01/2016	NEUSTAR INC.	SOW & LNP CHARGES	176.46
32051	03/01/2016	ASSURANT EMPLOYEE BENEFITS	MARCH LONG TERM DISABILITY	266.28
32052	03/01/2016	MINNESOTA LIFE INSURANCE CO	FEBRUARY LIFE PREMIUM	22.60
32053	03/01/2016	UNIVERSAL SERVICE ADMIN CO.	FEBRUARY FUSC	3,132.43
32054	03/01/2016	POP MEDIA NETWORKS, LLC	AFFILIATE PAYMENT	623.67
32055	03/01/2016	VANTAGE POINT	JAN TTP SERVICE	210.00
32056	03/01/2016	CORNERSTONE PUBL GROUP INC.	MARCH NEWSLETTER	1,914.18
32057	03/01/2016	CALIX NETWORKS INC	256 CABLE ASSYS, GPONS FOR E7	55,017.47
32058	03/01/2016	CHERI E. AYD	OFFICE CLEANING	748.13
32059	03/01/2016	HUBBARD BROADCASTING, INC.	AFFILIATE PAYMENT	2,076.75
32060	03/01/2016	ONLINE INFORMATION SERVICES	4 EXCHANGE REPORTS	40.80
32061	03/01/2016	ONLINE COLLECTIONS	COLLECTION COMMISSION	171.07
32062	03/01/2016	NTCA GROUP HEALTH PLAN	MARCH LIFE & HEALTH PREMIUM	9,259.19
32063	03/01/2016	NISC	FEBRUARY BILLING-A	3,253.84
32064	03/01/2016	ESSENTIA HEALTH	EE SCREENING	50.00
32065	03/01/2016	INTELLIWEATHER, INC	FEBRUARY WEATHER FEED	399.00
32066	03/01/2016	J.CARLSON SERVICES, INC.	TECH SERVICES	5,375.00
32068	03/01/2016	MAZER TELECOM ADVISORS, LLC	MICHAEL'S TRAVEL EXPENSES ON SITE VISIT	1,135.57
32070	03/11/2016	FRANDSEN BANK AND TRUST	HSA Deduction	210.00
32071	03/10/2016	PAUL BUNYAN COMMUNICATIONS	MARCH LOCAL CHANNEL TRANSPORT	800.00
32072	03/10/2016	NEIL LUZAR	PLOWING 2-8-16	180.00
32073	03/10/2016	STINSON LEONARD STREET	JANUARY LEGAL SERVICE RENDERED	1,763.00
32074	03/10/2016	BRAINERD DAILY DISPATCH	KIDS AD DESIGN	225.00
32075	03/10/2016	MINNESOTA DEPT OF COMMERCE	4TH QTR INDIRECT ASSESSMENT	315.10
32076	03/10/2016	RONALD J. SCHMIDT	3 PAIR OF JEANS	71.97
32077	03/10/2016	GOPHER STATE ONE CALL	LOCATES	11.60
32078	03/10/2016	ONVOY VOICE SERVICES	6264 PROGRAM	4,834.71
32079	03/10/2016	OLSEN THIELEN CO LTD	MIC ACTIVITY	9,053.13
32080	03/10/2016	POWER & TELEPHONE SUPPLY	200 EA 2 METER FIBER JUMPERS	1,280.14
32081	03/10/2016	UNITED PARCEL SERVICE	WEEKLY SERVICE	125.00

32082	03/10/2016	CROSSLAKE COMMUNICATIONS	PHONE SERVICE	683.62
32083	03/10/2016	DEBORAH FLOERCHINGER	CAFE PLAN REIMBURSEMENT - BALANCE 156.81	243.19
32084	03/10/2016	CONSOLIDATED TELEPHONE	MANAGEMENT, HELP DESK, NETWORK, SALES	24,868.00
32085	03/10/2016	CITI LITES INC	LOCATES	43.60
32086	03/10/2016	THE OFFICE SHOP INC.	FILE FOLDERS	22.80
32087	03/10/2016	XCEL ENERGY	METER CHARGES - SUNRISE & 16	408.89
32088	03/10/2016	AMERIPRIDE LINEN & APPAREL	RUG & TOWEL SERVICE	151.63
32089	03/10/2016	LYDIA ORLANDO	CAFE PLAN REIMBURSE	40.00
32090	03/10/2016	MINNESOTA 9-1-1 PROGRAM	911, TAP & TAM	1,579.99
32091	03/10/2016	NCPERS MINNESOTA	MARCH LIFE PREMIUM	16.00
32092	03/10/2016	ELECTRIC SCIENTIFIC CO INC	FIRE SUPPRESSION SYSTEM MAINTENANCE	630.56
32093	03/10/2016	WHITEFISH AUTOMOTIVE	OIL CHANGE - RON'S TRUCK	98.75
32094	03/10/2016	CENTRAL TRANSPORT GROUP LLC	4 EA DSI'S	2,332.32
32095	03/10/2016	PINNACLE	TELEPHONE DIRECTORY - 7	1,020.38
32096	03/10/2016	ROVI GUIDES	AFFILIATE PAYMENT	692.64
32097	03/10/2016	SHOWTIME NETWORKS INC	AFFILIATE PAYMENT	285.48
32098	03/10/2016	FOX SPORTS NET NORTH	AFFILIATE PAYMENT	7,460.77
32099	03/10/2016	TOWER DISTRIBUTION COMPANY	AFFILIATE PAYMENT	253.93
32100	03/10/2016	POP MEDIA NETWORKS, LLC	AFFILIATE PAYMENT	623.67
32101	03/10/2016	STAR TRIBUNE	1 YR SUBSCRIPTION 3/12/16-3/11/17	78.78
32102	03/10/2016	AT&T - DALLAS TX	PARS - MARCH 2016 - BAN 1499	80.66
32103	03/10/2016	7SIGMA SYSTEMS INC	FEBRUARY CONSULTING	4,000.00
32104	03/10/2016	CORNERSTONE PUBL GROUP INC.	PROMOTION PLANNER MAR 2016-FEB 2017	1,375.00
32105	03/10/2016	CYNTHIA PERKINS	WATER SOFTENER FILTERS	11.80
32106	03/10/2016	CROSSLAKE ACE	ODOR ELIMINATORS FOR CABINET	21.35
32107	03/10/2016	NATIONAL CABLE TEL COOP INC	AFFILIATE PAYMENT	34,459.82
32108	03/10/2016	TEGNA	AFFILIATE PAYMENT	1,931.40
32109	03/10/2016	WASTE PARTNERS INC.	FEBRUARY TRASH REMOVAL	76.59
32110	03/10/2016	CNA SURETY	UTILITY BOND RENEWAL	100.00
32111	03/10/2016	CHARTER BUSINESS	MONTH 20 OF 36 - INTERNET FEED	3,000.00
32112	03/10/2016	4M FUND F.B.O. 35373-101	FUND DEBT SERVICE RESERVE	31,817.00
32113	03/10/2016	ONLINE INFORMATION SERVICES	7 EXCHANGE REPORTS	90.52
32114	03/10/2016	BIG 10	AFFILIATE PAYMENT	1,824.66
32115	03/10/2016	COOPERATIVE NETWORK SERV LLC	FEBRUARY LOCAL CHANNEL TRANSPORT	1,288.96
32116	03/10/2016	VERIZON WIRELESS	CELL PHONES	106.60
32117	03/10/2016	AQUARIUS WATER CONDITIONING	MARCH SOFTENER RENTAL	44.89
32118	03/10/2016	NISC	MARCH BILLING-A	1,916.53
32119	03/10/2016	FOX TELEVISION STATIONS, INC.	AFFILIATE PAYMENT	1,994.85
32120	03/10/2016	CBS TELEVISION STATIONS	AFFILIATE PAYMENT	1,716.00
32121	03/10/2016	CANON FINANCIAL SERVICES, INC.	COPIER LEASE 12 OF 60 2/20-3/19	158.93
32122	03/10/2016	DIAMOND METAL PRODUCTS, INC.	FREIGHT ONLY FOR MOUNTING PLATES	95.19
32123	03/10/2016	SCR - NORTHERN	REPAIR DATA AIRE UNIT PULLEYS	791.35
32124	03/10/2016	TONY FRASER	CREDIT REFUND	91.79
32125	03/10/2016	VIRGINIA DOLMAR	CREDIT REFUND	43.60
32126	03/10/2016	BARBARA J SIKORA	CREDIT REFUND	25.96
32127	03/10/2016	LAURA ELDER	CREDIT REFUND	28.53
32128	03/10/2016	KEVIN TRACEY	CREDIT REFUND	92.13
32129	03/25/2016	IBEW LOCAL UNION 949	UNION DUES	309.65
32130	03/25/2016	FRANSDEN BANK AND TRUST	HSA Deduction	210.00
32131	03/25/2016	STINSON LEONARD STREET	PROFESSIONAL SERVICES - PER ATTACHED	10,309.50
32132	03/25/2016	EMILY COOPERATIVE TELEPHONE	LOCAL CHANNEL TRANSP MAY 2015 - MAR 2016	2,000.00
32133	03/25/2016	ECHO PUBLISHING & PRINTING INC	SUBSCRIPTION 4/22/16-10/21/16	21.00
32134	03/25/2016	MOSS & BARNETT	REVIEW OF COPYRIGHT FILINGS	376.00
32135	03/25/2016	CONSOLIDATED TELEPHONE	150M INTERNET	900.00
32136	03/25/2016	NORTHLAND FIRE PROTECTION	SERVICE & RECERTIFY FIRE EXTINGUISHERS	238.15
32137	03/25/2016	CITI LITES INC	LOCATES	181.30
32138	03/25/2016	THE OFFICE SHOP INC.	INK CARTRIDGE & BINDER CLIPS	98.63
32139	03/25/2016	CROSSLAKE EYE CENTER	PRESCRIPTION SAFETY GLASSES-RON	224.25
32140	03/25/2016	LYDIA ORLANDO	CAFE PLAN REIMBURSEMENT - BAL 250.35	20.00

32141	03/25/2016	NATIONAL CABLE TELEVISION COOP	INTERFACE CABLE FOR RECEIVERS	41.01
32142	03/25/2016	NEUSTAR INC.	SOW & LNP CHARGES	175.47
32143	03/25/2016	MINNESOTA LIFE INSURANCE CO	APRIL LIFE PREMIUM	39.20
32144	03/25/2016	JOAN HARRELL	CAFE PLAN REIMBURSE - BAL 360.31	139.39
32145	03/25/2016	VANTAGE POINT	FEBRUARY TTP SERVICE	210.00
32146	03/25/2016	CORNERSTONE PUBL GROUP INC.	WEBSITE COMPASS MAILING-SPRING	2,402.31
32147	03/25/2016	CINNAMON MUELLER	RE: AMC/FOX AGREEMENT	725.00
32148	03/25/2016	NORTHLAND PRESS	ST PATS AD	165.00
32149	03/25/2016	CHERI E. AYD	MARCH OFFICE CLEANING	748.13
32150	03/25/2016	HUBBARD BROADCASTING, INC.	AFFILIATE PAYMENT	2,106.00
32151	03/25/2016	NTCA GROUP HEALTH PLAN	APRIL LIFE & HEALTH PREMIUM	9,259.19
32152	03/25/2016	NISC	MARCH BILLING-B	1,069.10
32153	03/25/2016	INTELLIWEATHER, INC	MARCH WEATHER FEED	399.00
32154	03/25/2016	J.CARLSON SERVICES, INC.	CONTRACT LABOR	6,135.00
32155	03/25/2016	US BANK TRUST N.A.	BOND TRANSFER AGENT FEE	450.00
32157	03/29/2016	LAKES PRINTING	POSTAGE FOR MAILING RATE INCREASE NOTICE	523.71
			Total for General Account	<u><u>\$307,408.22</u></u>

B.11.

04/19/2016 10:38:19 am

Crosslake Communications Balance Sheet

For The Two Months Ending February 29, 2016

	<u>YTD Amount</u>
ASSETS	
Current Assets	
Cash in Checking and Savings Accounts	408,758.16
Temporary Cash Investments	862,426.39
Restricted Cash Investments	536,480.91
Due From Customers	4,565.68
Other Accounts Receivable	62,690.07
Interest Reccivable	3,790.45
Material - Regulated	50,320.18
Materials - Deregulated	8,488.12
Prepayments and Other	50,798.38
Total Current Assets	<u>1,988,318.34</u>
Noncurrent Assets	
Other Investments	56,159.34
Nonreg Plant and Equipment	319,968.07
Deferred Charges	87,123.67
Total Noncurrent Assets	<u>463,251.08</u>
Plant, Property and Equipment - Telephone	
Telecommunications Plant in Service	12,322,632.96
Plant Under Construction	306,103.65
Less Accumulated Depreciation - Telephone	(7,603,103.61)
Net Plant - Telephone	<u>5,025,633.00</u>
Plant, Property and Equipment - Cable	
Cable Plant in Service	2,794,740.27
Less Accumulated Depreciation - Cable	(2,554,451.94)
Net Plant - Cable	<u>240,288.33</u>
Total Assets	<u><u>\$ 7,717,490.75</u></u>
LIABILITIES	
Current Liabilities	
Accounts Payable	241,949.24
Advance Billings and Prepayment	26,085.42
Customer Deposits	60,696.10
Accrued Interest	11,700.00
Other Current Liabilities	35,943.54
Total Current Liabilities	<u>376,374.30</u>
Long-Term Debt	
Utility Revenue Bond	2,130,000.00
Total Long-Term Debt	<u>2,130,000.00</u>
Other Liabilities and Deferred Credits	
Other Long-Term Liabilities	830,865.20
Other Deferred Credits	0.00
Total Other Liabilities and Credits	<u>830,865.20</u>
EQUITY	
Income Balance	20,610.39
Fund Equity	4,359,640.86
Total Equity	<u>4,380,251.25</u>
Total Liabilities and Equity	<u><u>\$ 7,717,490.75</u></u>

Crosslake Communications Income Statement

For The Two Months Ending February 29, 2016

	PTD Amount	LYPTD Amount	YTD Amount	LYTD Amount
Revenues				
Local Network Service	30,929.06	33,302.18	64,390.08	66,670.22
Network Access Service Revenue	65,440.72	65,397.08	133,889.04	131,196.76
Directory and Other Misc. Reg Revenue	3,502.93	4,649.60	7,021.51	8,945.26
Internet, Computer Sales	69,696.50	64,888.07	143,051.06	132,219.97
Uncollectible Revenue	0.00	(12.49)	(171.07)	40.45
Cable Revenue	72,358.51	68,573.19	147,652.17	141,044.80
Tower, Rent and Ad Revenue	13,301.71	2,819.03	30,014.84	17,065.24
Other Sales, Lease and Install Revenue	11,190.65	10,436.79	33,913.32	21,134.00
Total Operating Revenue	266,420.08	250,053.45	559,760.95	518,316.70
Operating Expenses				
Plant Specific Operations Expense	19,381.08	35,296.79	43,196.36	69,154.77
Plant Nonspecific Operations Expense	20,486.45	24,664.53	45,785.40	51,139.77
Depreciation Expense	71,548.57	63,100.32	137,727.76	127,081.64
Customer Operations Expense	19,086.43	25,418.26	39,296.82	49,672.87
Corporate Operations Expense	39,655.43	13,037.46	71,121.95	69,956.34
Internet, Computer Sales Expense	23,743.04	24,373.70	46,968.98	40,243.60
Other Non Reg Expenses	383.31	863.57	1,964.75	552.38
Signal Purchases	55,481.89	50,596.65	111,591.88	105,609.99
Operating Transfers to City	1,068.12	24,062.88	2,138.17	48,115.79
Total Operating Expenses	250,834.32	261,414.16	499,792.07	561,527.15
Total Operating Income (Loss)	15,585.76	(11,360.71)	59,968.88	(43,210.45)
Total Operating Ratio	94.15 %	104.54 %	89.29 %	108.34 %
Other Income (Expense)				
Investment Income	1,086.10	5,871.00	3,210.62	7,256.20
Revenue Bond/Co Bank Interest	(3,900.00)	(7,849.41)	(7,800.00)	(18,374.83)
Amortize Debt Expense	(279.94)	(1,321.16)	(559.88)	(2,102.86)
Gain/(Loss) on Investments	426.18	0.00	16,001.14	195.46
Miscellaneous	(20,210.18)	(0.03)	(50,210.37)	(0.01)
Total Other Income (Expense)	(22,877.84)	(3,299.60)	(39,358.49)	(13,026.04)
Total Net Income (Loss)	(7,292.08)	(14,660.31)	20,610.39	(56,236.49)

Crosslake Communications

Detail of Reserve Balances

2/29/2016

Restricted and Designated Investments	
Revenue Bond Reserve	\$248,500.00
Cable Operations & Maintenance Reserve	\$32,911.69
Debt Service Revenue Bond	116,895.71
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
Total Restricted and Designated Investments	\$536,480.91
Unrestricted Investments	862,426.39
Total Investments	\$1,398,907.30
Unposted Market Value Allow	(\$12,238.96)
Wells Fargo	1,090,447.34
Riverwood Bank	199,948.11
4M Fund	96,272.89
Total Per Statements	1,386,668.34

B.12.

04/20/2016 4:12:33 pm

Crosslake Communications Balance Sheet

For The Three Months Ending March 31, 2016

	<u>YTD Amount</u>
ASSETS	
Current Assets	
Cash in Checking and Savings Accounts	355,229.88
Temporary Cash Investments	863,302.82
Restricted Cash Investments	568,297.91
Due From Customers	4,204.22
Other Accounts Receivable	64,383.11
Interest Receivable	4,034.66
Material - Regulated	50,320.18
Materials - Deregulated	5,889.88
Prepayments and Other	49,461.49
Total Current Assets	<u>1,965,124.15</u>
Noncurrent Assets	
Other Investments	56,159.34
Nonreg Plant and Equipment	313,809.22
Deferred Charges	86,843.73
Total Noncurrent Assets	<u>456,812.29</u>
Plant, Property and Equipment - Telephone	
Telecommunications Plant in Service	12,249,074.09
Plant Under Construction	380,504.25
Less Accumulated Depreciation - Telephone	<u>(7,583,607.02)</u>
Net Plant - Telephone	<u>5,045,971.32</u>
Plant, Property and Equipment - Cable	
Cable Plant in Service	2,796,716.95
Less Accumulated Depreciation - Cable	<u>(2,563,999.84)</u>
Net Plant - Cable	<u>232,717.11</u>
Total Assets	<u><u>\$ 7,700,624.87</u></u>
LIABILITIES	
Current Liabilities	
Accounts Payable	212,871.36
Advance Billings and Prepayment	24,729.94
Customer Deposits	60,856.10
Accrued Interest	15,600.00
Other Current Liabilities	40,230.29
Total Current Liabilities	<u>354,287.69</u>
Long-Term Debt	
Utility Revenue Bond	2,130,000.00
Total Long-Term Debt	<u>2,130,000.00</u>
Other Liabilities and Deferred Credits	
Other Long-Term Liabilities	830,259.60
Other Deferred Credits	0.00
Total Other Liabilities and Credits	<u>830,259.60</u>
EQUITY	
Income Balance	26,436.72
Fund Equity	4,359,640.86
Total Equity	<u>4,386,077.58</u>
Total Liabilities and Equity	<u><u>\$ 7,700,624.87</u></u>

Crosslake Communications Income Statement

For The Three Months Ending March 31, 2016

	PTD Amount	LYPTD Amount	YTD Amount	LYTD Amount
Revenues				
Local Network Service	31,161.16	32,485.67	95,551.24	99,155.89
Network Access Service Revenue	66,625.84	72,759.62	200,514.88	203,956.38
Directory and Other Misc. Reg Revenue	3,500.93	4,369.46	10,522.44	13,314.72
Internet, Computer Sales	71,608.45	65,524.78	214,659.51	197,744.75
Uncollectible Revenue	0.00	0.00	(171.07)	40.45
Cable Revenue	74,003.18	70,061.91	221,655.35	211,106.71
Tower, Rent and Ad Revenue	3,781.00	27,230.16	33,795.84	44,295.40
Other Sales, Lease and Install Revenue	10,976.01	10,576.19	44,889.33	31,710.19
Total Operating Revenue	261,656.57	283,007.79	821,417.52	801,324.49
Operating Expenses				
Plant Specific Operations Expense	19,232.63	34,976.19	62,428.99	104,130.96
Plant Nonspecific Operations Expense	20,817.50	25,235.37	66,602.90	76,375.14
Depreciation Expense	70,431.60	75,850.69	208,159.36	202,932.33
Customer Operations Expense	20,940.13	26,667.44	60,236.95	76,340.31
Corporate Operations Expense	34,656.85	33,756.01	105,778.80	103,712.35
Internet, Computer Sales Expense	24,110.86	25,623.78	71,079.84	65,867.38
Other Non Reg Expenses	1,850.13	1,146.95	3,814.88	1,699.33
Signal Purchases	58,368.97	54,138.30	169,960.85	159,748.29
Operating Transfers to City	1,068.23	24,052.56	3,206.40	72,168.35
Total Operating Expenses	251,476.90	301,447.29	751,268.97	862,974.44
Total Operating Income (Loss)	10,179.67	(18,439.50)	70,148.55	(61,649.95)
Total Operating Ratio	96.11 %	106.52 %	91.46 %	107.69 %
Other Income (Expense)				
Investment Income	1,157.65	1,550.32	4,368.27	8,806.52
Revenue Bond/Co Bank Interest	(3,900.00)	(4,475.91)	(11,700.00)	(22,850.74)
Amortize Debt Expense	(279.94)	(1,321.16)	(839.82)	(3,424.02)
Gain/(Loss) on Investments	(26.00)	195.46	15,975.14	390.92
Miscellaneous	(1,305.05)	(0.04)	(51,515.42)	(0.05)
Total Other Income (Expense)	(4,353.34)	(4,051.33)	(43,711.83)	(17,077.37)
Total Net Income (Loss)	5,826.33	(22,490.83)	26,436.72	(78,727.32)

Crosslake Communications

Detail of Reserve Balances

3/31/2016

<i>Restricted and Designated Investments</i>	
<i>Revenue Bond Reserve</i>	\$248,500.00
<i>Cable Operations & Maintenance Reserve</i>	\$32,911.69
<i>Debt Service Revenue Bond</i>	148,712.71
<i>New Central Office Reserve (Switch)</i>	0.00
<i>Heavy Equipment Reserve</i>	60,666.76
<i>Vehicle Reserve</i>	17,955.02
<i>Building Maintenance Reserve</i>	0.00
<i>New Technology Reserve</i>	59,551.73
<i>Total Restricted and Designated Investments</i>	\$568,297.91
<i>Unrestricted Investments</i>	863,302.82
<i>Total Investments</i>	<u>\$1,431,600.73</u>
<i>Unposted Market Value Allow</i>	(\$12,296.67)
<i>Wells Fargo</i>	1,091,233.25
<i>Riverwood Bank</i>	199,973.59
<i>4M Fund</i>	128,097.22
<i>Total Per Statements</i>	<u>1,419,304.06</u>

CROSSLAKE COMMUNICATIONS

Regular Meeting, April 26, 2016

The Regular Meeting of the Crosslake Communications Advisory Board was called to order at 8:00 am by Chair Mike Winkels. Present were: Mike Winkels, Ann Schrupp, Jim Talbott, Steve Kollmann, Dave Fischer and Liaison Brad Nelson. Member absent: Doug Benzer. Also present were General Manager Kevin Larson, Local Manager Debby Floerchinger, Accountant Cyndi Perkins, City Council Members Gary Heacox and Steve Roe, John Finke of JWFinke Consulting, City Finance Director Mike Lyonais, Helen Fraser and Patty Norgaard.

Actions Taken:

Election of Chair and Vice Chair. Dave Fischer moved to nominate Mike Winkels as Chair and Ann Schrupp as Vice Chair. There were no other nominations. Jim Talbott seconded the motion. All in favor, motion carried.

The Minutes of the March 17, 2016 Joint Advisory Board/City Council meeting were reviewed. Jim Talbott noted that there was a correction to the January 29, 2016 Minutes on page 4 in that Kevin Larson left the meeting at 8:35 am. There were no corrections to the March 17, 2016 Meeting Minutes. Ann Schrupp moved to approve the March 17, 2016 Minutes as presented. Second by Dave Fischer.

The February and March 2016 Financial Statements were reviewed by Cyndi Perkins. Dave Fischer moved to approve the February and March 2016 Financial Statements. Second by Ann Schrupp. All in favor, motion carried.

The February and March 2016 check disbursements were reviewed. Ann Schrupp moved to approve the February and March 2016 check disbursements. Second by Jim Talbott. All in favor, motion carried.

COMMUNICATIONS

Operations Report

Plant

- Debby reported that we have pushed hard to get appointments scheduled for the fiber conversion. Since starting last August, we have done 675 conversions with about 400 remaining. Our temp tech has given his notice so we will be down to 2 techs after this week. It is hard to find experienced technicians. Last year at this time we had 4 techs but one was doing plows and the other was splicing. Both of those jobs are now being subcontracted out. The remaining two techs will have on-call weeks every other week.
- As you will recall, we had a replacement of the generator in our budget. With the potential sale and not knowing if the new owner would want a generator a different size or not at all, we decided to remove the generator and use CTC's standby generator for backup power. The old generator has been removed and wiring has been done for the

standby generator. We have signed a month-to-month lease with CTC for the use of their standby generator which is now in place.

- We had a concern about the underground fuel tank for the generator. To remove any risk or future concerns, we had the fuel tank removed last week. Part of the removal was a soil test to see if there was any contamination. It will take a couple of weeks before we receive the test results but the tank appeared to be in good condition.
- As preparation for a possible sale, we had the tower inspected. We are still waiting for the results of that inspection. The report will be placed in the data room when available.
- One of our fiber pedestals was hit by a car on Saturday evening. Our splicing contractor was called and he arrived about 10 pm to splice the fibers. There were about 2 dozen customers out of service. New fiber will need to be placed along with a new pedestal. We will need to schedule the re-splice for after hours since it will be service affecting. The affected customers will be contacted to let them know when the cut over will be done. This will be a very costly accident. However we will be billing the driver's insurance company for damages.
- We had a mouse get in our RLS hut on HWY16/66. The mouse chewed through 30 lines. We had the splicers out to temporarily repair those lines. Replacement parts were just received so the splicers will be scheduling a maintenance repair after hours to complete this issue. Again, businesses will be notified of this repair and it will be done after hours.

Customer Service Reps

- The CSRs have seen an increase in activity with customers returning. They have also been assisting with calls to customers to set up appointments for the fiber conversion.
- We have a major billing software upgrade scheduled for May 2nd. The CSRs have been viewing release notes and videos in preparation for the upgrade since there will be several changes to the service order process.
- The cable rate increase letters went out the end of April. We have received about 20 calls but expect more when they receive their first bill with the increase. We had 4 customers downgrade their cable package, some turned off their phone service to save money but kept their cable service, we were able to put some on a package, and we had about 6 customers disconnect their cable service.
- One customer who works at Pine Peaks came in and said that a group of people would like to see a package of about 30 channels.

Internet Help Desk Position Opening

Josh from CTC is now in the office Monday/Wednesday/Friday starting this week. He also has seen an increase in computers coming in and will also be able to help the techs set up modems, etc.

Administration

- We have submitted the necessary documents to the electronic data room. There are only a couple of items that need to be wrapped up. Now we are fielding questions for

any information that needs clarification. Cyndi has received more questions regarding the financial side than I have.

- We have been busy cleaning the office and warehouse in preparation for the walk-throughs which are scheduled the first week of May. We had the shredder here yesterday and they shredded over 2100 pounds of paper.
- Overall, the attitude of the staff has been very good. They are all working hard, working as a team and getting their jobs done. We anticipate that we will see some stress in the next 30 days because of the work load with returning customers and the goal to have the fiber conversions done by the end of June and working with a smaller staff.
- We have been updating the staff on the progress of the sale.

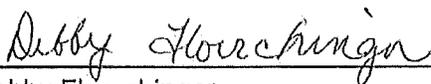
Kevin Larson left the meeting at 8:30 am.

Subcommittee Report. John Finke updated the committee on the progress of the Subcommittee. He reported that there are still 11 companies that have signed Non-Disclosure Agreements and have access to the data room. We are hoping to get 4 or 5 good bids but won't know until May 16th. Brad Person will be giving us instructions on how to review and evaluate the bids to be in compliance with the laws. After the bids are opened, the consultants and subcommittee will review them. A special Advisory Board meeting may be scheduled to review the findings of the subcommittee (pending legal advice). By Thursday May 19th we are planning to have information to the Council for review prior to a Special Council meeting on May 23rd.

The next regular Crosslake Communications Advisory Board meeting is scheduled for Tuesday, May 31, 2016.

Jim Talbott moved to adjourn the meeting at 8:55 am, second by Ann Schrupp. All in favor.

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



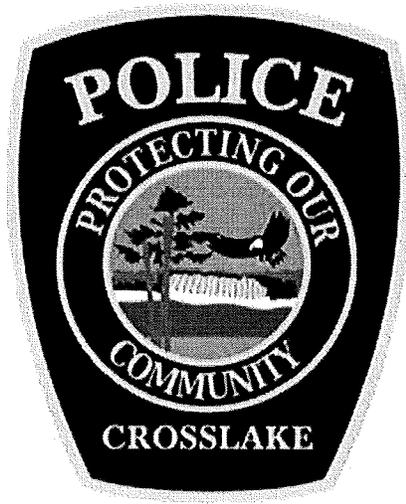
Debby Floerchinger
Recording Secretary and Local Manager

CROSSLAKE COMMUNICATIONS
CUSTOMER COUNTS

B. 14.

	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
Telephone Service													
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
Cable TV Service													
Basic	270	266	252	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
Total Cable Customers													
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%
Premium Channels													
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
Internet Service													
Dial Up Internet	11	11	12	12	10	10	10	9	8	7	7	7	7
High Speed Internet													
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
High Speed Internet Totals	1502	1525	1549	1578	1596	1605	1615	1599	1584	1588	1585	1580	1595
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													
Mail Box Only	206	183	180	180	181	180	183	191	196	206	212	215	215

B.15.



CROSSLAKE POLICE DEPARTMENT

MONTHLY REPORT

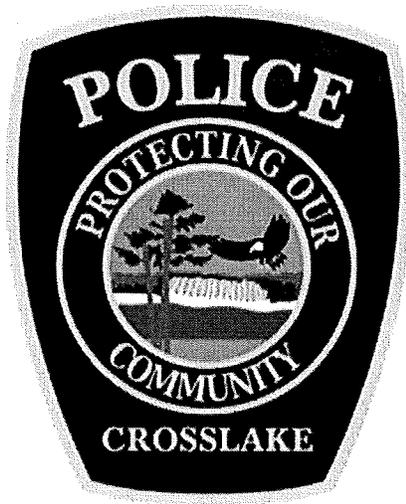
April
2016

**Crosslake Police Department
Monthly Report
April 2016**

Agency Assists	16
Alarm	12
Animal Complaint	2
Assault	1
Burning Complaint	1
Criminal Sexual Cond	1
Disturbance	2
Driving Complaint	5
Ems	20
Extra Patrol	1
Fire	2
Found Property	1
Gas Leak	1
Gun Permits	4
Harass Comm	1
Information	8
Intoxicated Person	2
Missing Persons	2
Property Damage Acc	2
Public Assist	2
Shooting Complaint	1
Suicidal Person	1
Suspicious Activity	1
Suspicious Vehicle	1
Theft	1
Traffic Arrest	1
Traffic Citations	3
Traffic Warnings	38
Welfare Check	2

Total 135

B.16.



CROSSLAKE POLICE DEPARTMENT

MISSION MONTHLY REPORT

April

2016

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

Animal Complaint	1
Damage To Property	1
Driving Complaint	1
Traffic Citations	6
Traffic Warnings	42
Warrant CWC	1
Totals	52

B.17.

RESOLUTION 16-_____
CITY OF CROSSLAKE
COUNTY OF CROW WING
STATE OF MINNESOTA

RESOLUTION APPROVING STATE OF MINNESOTA JOINT POWERS AGREEMENTS
WITH THE CITY OF CROSSLAKE ON BEHALF OF ITS CITY ATTORNEY AND POLICE
DEPARTMENT

WHEREAS, the City of Crosslake on behalf of its Prosecuting Attorney and Police Department desires to enter into Joint Powers Agreements with the State of Minnesota, Department of Public Safety, Bureau of Criminal Apprehension to use systems and tools available over the State's criminal justice data communications network for which the City is eligible. The Joint Powers Agreements further provide the City with the ability to add, modify and delete connectivity, systems and tools over the five year life of the agreement and obligates the City to pay the costs for the network connection.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Crosslake, Minnesota as follows:

1. That the State of Minnesota Joint Powers Agreements by and between the State of Minnesota acting through its Department of Public Safety, Bureau of Criminal Apprehension and the City of Crosslake on behalf of its Prosecuting Attorney and Police Department, are hereby approved. Copies of the two Joint Powers Agreements are attached to this Resolution and made a part of it.
2. That the Chief of Police, Robert G. Hartman, or his successor, is designated the Authorized Representative for the Police Department. The Authorized Representative is also authorized to sign any subsequent amendment or agreement that may be required by the State of Minnesota to maintain the City's connection to the systems and tools offered by the State.

To assist the Authorized Representative with the administration of the agreement, Sergeant Erik J. Lee is appointed as the Authorized Representative's designee.

3. That Steve Roe, the Mayor for the City of Crosslake, and Charlene Nelson, the City Clerk, are authorized to sign the State of Minnesota Joint Powers Agreements.

Passed and adopted by the Council on this 9th day of May, 2016.

Steve Roe
Mayor

Charlene Nelson
City Clerk

**STATE OF MINNESOTA
JOINT POWERS AGREEMENT
AUTHORIZED AGENCY**

This agreement is between the State of Minnesota, acting through its Department of Public Safety, Bureau of Criminal Apprehension ("BCA") and the City of Crosslake on behalf of its Police Department ("Agency").

Recitals

Under Minn. Stat. § 471.59, the BCA and the Agency are empowered to engage in those agreements that are necessary to exercise their powers. Under Minn. Stat. § 299C.46 the BCA must provide a criminal justice data communications network to benefit authorized agencies in Minnesota. The Agency is authorized by law to utilize the criminal justice data communications network pursuant to the terms set out in this agreement. In addition, BCA either maintains repositories of data or has access to repositories of data that benefit authorized agencies in performing their duties. Agency wants to access these data in support of its official duties.

The purpose of this Agreement is to create a method by which the Agency has access to those systems and tools for which it has eligibility, and to memorialize the requirements to obtain access and the limitations on the access.

Agreement

1 Term of Agreement

- 1.1 **Effective date:** This Agreement is effective on the date the BCA obtains all required signatures under Minn. Stat. § 16C.05, subdivision 2.
- 1.2 **Expiration date:** This Agreement expires five years from the date it is effective.

2 Agreement between the Parties

2.1 General access. BCA agrees to provide Agency with access to the Minnesota Criminal Justice Data Communications Network (CJDN) and those systems and tools which the Agency is authorized by law to access via the CJDN for the purposes outlined in Minn. Stat. § 299C.46.

2.2 Methods of access.

The BCA offers three (3) methods of access to its systems and tools. The methods of access are:

A. **Direct access** occurs when individual users at the Agency use Agency's equipment to access the BCA's systems and tools. This is generally accomplished by an individual user entering a query into one of BCA's systems or tools.

B. **Indirect access** occurs when individual users at the Agency go to another Agency to obtain data and information from BCA's systems and tools. This method of access generally results in the Agency with indirect access obtaining the needed data and information in a physical format like a paper report.

C. **Computer-to-computer system interface** occurs when Agency's computer exchanges data and information with BCA's computer systems and tools using an interface. Without limitation, interface types include: state message switch, web services, enterprise service bus and message queuing.

For purposes of this Agreement, Agency employees or contractors may use any of these methods to use BCA's systems and tools as described in this Agreement. Agency will select a method of access and can change the methodology following the process in Clause 2.10.

2.3 Federal systems access. In addition, pursuant to 28 CFR §20.30-38 and Minn. Stat. §299C.58, BCA may provide Agency with access to the Federal Bureau of Investigation (FBI) National Crime Information Center.

2.4 Agency policies. Both the BCA and the FBI's Criminal Justice Information Systems (FBI-CJIS) have policies, regulations and laws on access, use, audit, dissemination, hit confirmation, logging, quality assurance, screening (pre-employment), security, timeliness, training, use of the system, and validation. Agency has created its own policies to ensure that Agency's employees and contractors comply with all applicable requirements. Agency ensures this compliance through appropriate enforcement. These BCA and FBI-CJIS policies and regulations, as amended and updated from time to time, are incorporated into this Agreement by reference. The policies are available at <https://app.dps.mn.gov/cjdn>.

2.5 Agency resources. To assist Agency in complying with the federal and state requirements on access to and use of the various systems and tools, information is available at <https://sps.x.state.mn.us/sites/bcaservicecatalog/default.aspx>. Additional information on appropriate use is found in the Minnesota Bureau of Criminal Apprehension Policy on Appropriate Use of Systems and Data available at <https://dps.mn.gov/divisions/bca/bca-divisions/mnjis/Documents/BCA-Policy-on-Appropriate-Use-of-Systems-and-Data.pdf>.

2.6 Access granted.

A. Agency is granted permission to use all current and future BCA systems and tools for which Agency is eligible. Eligibility is dependent on Agency (i) satisfying all applicable federal or state statutory requirements; (ii) complying with the terms of this Agreement; and (iii) acceptance by BCA of Agency's written request for use of a specific system or tool.

B. To facilitate changes in systems and tools, Agency grants its Authorized Representative authority to make written requests for those systems and tools provided by BCA that the Agency needs to meet its criminal justice obligations and for which Agency is eligible.

2.7 Future access. On written request by Agency, BCA also may provide Agency with access to those systems or tools which may become available after the signing of this Agreement, to the extent that the access is authorized by applicable state and federal law. Agency agrees to be bound by the terms and conditions contained in this Agreement that when utilizing new systems or tools provided under this Agreement.

2.8 Limitations on access. BCA agrees that it will comply with applicable state and federal laws when making information accessible. Agency agrees that it will comply with applicable state and federal laws when accessing, entering, using, disseminating, and storing data. Each party is responsible for its own compliance with the most current applicable state and federal laws.

2.9 Supersedes prior agreements. This Agreement supersedes any and all prior agreements between the BCA and the Agency regarding access to and use of systems and tools provided by BCA.

2.10 Requirement to update information. The parties agree that if there is a change to any of the information whether required by law or this Agreement, the party will send the new information to the other party in writing within 30 days of the change. This clause does not apply to changes in systems or tools provided under this Agreement.

This requirement to give notice additionally applies to changes in the individual or organization serving a city as its prosecutor. Any change in performance of the prosecutorial function must be provided to the BCA in writing by giving notice to the Service Desk, BCA.ServiceDesk@state.mn.us.

2.11 Transaction record. The BCA creates and maintains a transaction record for each exchange of data utilizing its systems and tools. In order to meet FBI-CJIS requirements and to perform the audits described in Clause 7, there must be a method of identifying which individual users at the Agency conducted a particular transaction.

If Agency uses either direct access as described in Clause 2.2A or indirect access as described in Clause 2.2B, BCA's transaction record meets FBI-CJIS requirements.

When Agency's method of access is a computer to computer interface as described in Clause 2.2C, the Agency must

keep a transaction record sufficient to satisfy FBI-CJIS requirements and permit the audits described in Clause 7 to occur.

If an Agency accesses data from the Driver and Vehicle Services Division in the Minnesota Department of Public Safety and keeps a copy of the data, Agency must have a transaction record of all subsequent access to the data that are kept by the Agency. The transaction record must include the individual user who requested access, and the date, time and content of the request. The transaction record must also include the date, time and content of the response along with the destination to which the data were sent. The transaction record must be maintained for a minimum of six (6) years from the date the transaction occurred and must be made available to the BCA within one (1) business day of the BCA's request.

2.12 Court information access. Certain BCA systems and tools that include access to and/or submission of Court Records may only be utilized by the Agency if the Agency completes the Court Data Services Subscriber Amendment, which upon execution will be incorporated into this Agreement by reference. These BCA systems and tools are identified in the written request made by Agency under Clause 2.6 above. The Court Data Services Subscriber Amendment provides important additional terms, including but not limited to privacy (see Clause 8.2, below), fees (see Clause 3 below), and transaction records or logs, that govern Agency's access to and/or submission of the Court Records delivered through the BCA systems and tools.

2.13 Vendor personnel screening. The BCA will conduct all vendor personnel screening on behalf of Agency as is required by the FBI CJIS Security Policy. The BCA will maintain records of the federal, fingerprint-based background check on each vendor employee as well as records of the completion of the security awareness training that may be relied on by the Agency.

3 Payment

The Agency currently accesses the criminal justice data communications network described in Minn. Stat. §299C.46. No charges will be assessed to the agency as a condition of this agreement.

If Agency chooses to execute the Court Data Services Subscriber Amendment referred to in Clause 2.12 in order to access and/or submit Court Records via BCA's systems, additional fees, if any, are addressed in that amendment.

4 Authorized Representatives

The BCA's Authorized Representative is Dana Gotz, Department of Public Safety, Bureau of Criminal Apprehension, Minnesota Justice Information Services, 1430 Maryland Avenue, St. Paul, MN 55106, 651-793-1007, or her successor.

The Agency's Authorized Representative is Chief Robert Hartman, 37028 County Road 66, Crosslake, MN 56442, (218) 692-2222, or his/her successor.

5 Assignment, Amendments, Waiver, and Contract Complete

5.1 Assignment. Neither party may assign nor transfer any rights or obligations under this Agreement.

5.2 Amendments. Any amendment to this Agreement, except those described in Clauses 2.6 and 2.7 above must be in writing and will not be effective until it has been signed and approved by the same parties who signed and approved the original agreement, their successors in office, or another individual duly authorized.

5.3 Waiver. If either party fails to enforce any provision of this Agreement, that failure does not waive the provision or the right to enforce it.

5.4 Contract Complete. This Agreement contains all negotiations and agreements between the BCA and the Agency. No other understanding regarding this Agreement, whether written or oral, may be used to bind either party.

6 Liability

Each party will be responsible for its own acts and behavior and the results thereof and shall not be responsible or liable for the other party's actions and consequences of those actions. The Minnesota Torts Claims Act, Minn. Stat. § 3.736 and other applicable laws govern the BCA's liability. The Minnesota Municipal Tort Claims Act, Minn. Stat.

Ch. 466, governs the Agency's liability.

7 Audits

7.1 Under Minn. Stat. § 16C.05, subd. 5, the Agency's books, records, documents, internal policies and accounting procedures and practices relevant to this Agreement are subject to examination by the BCA, the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this Agreement. Under Minn. Stat. § 6.551, the State Auditor may examine the books, records, documents, and accounting procedures and practices of BCA. The examination shall be limited to the books, records, documents, and accounting procedures and practices that are relevant to this Agreement.

7.2 Under applicable state and federal law, the Agency's records are subject to examination by the BCA to ensure compliance with laws, regulations and policies about access, use, and dissemination of data.

7.3 If Agency accesses federal databases, the Agency's records are subject to examination by the FBI and Agency will cooperate with FBI examiners and make any requested data available for review and audit.

7.4 To facilitate the audits required by state and federal law, Agency is required to have an inventory of the equipment used to access the data covered by this Agreement and the physical location of each.

8 Government Data Practices

8.1 BCA and Agency. The Agency and BCA must comply with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, as it applies to all data accessible under this Agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Agency under this Agreement. The remedies of Minn. Stat. §§ 13.08 and 13.09 apply to the release of the data referred to in this clause by either the Agency or the BCA.

8.2 Court Records. If Agency chooses to execute the Court Data Services Subscriber Amendment referred to in Clause 2.12 in order to access and/or submit Court Records via BCA's systems, the following provisions regarding data practices also apply. The Court is not subject to Minn. Stat. Ch. 13 (see section 13.90) but is subject to the *Rules of Public Access to Records of the Judicial Branch* promulgated by the Minnesota Supreme Court. All parties acknowledge and agree that Minn. Stat. § 13.03, subdivision 4(e) requires that the BCA and the Agency comply with the *Rules of Public Access* for those data received from Court under the Court Data Services Subscriber Amendment. All parties also acknowledge and agree that the use of, access to or submission of Court Records, as that term is defined in the Court Data Services Subscriber Amendment, may be restricted by rules promulgated by the Minnesota Supreme Court, applicable state statute or federal law. All parties acknowledge and agree that these applicable restrictions must be followed in the appropriate circumstances.

9 Investigation of alleged violations; sanctions

For purposes of this clause, "Individual User" means an employee or contractor of Agency.

9.1 Investigation. Agency and BCA agree to cooperate in the investigation and possible prosecution of suspected violations of federal and state law referenced in this Agreement. Agency and BCA agree to cooperate in the investigation of suspected violations of the policies and procedures referenced in this Agreement. When BCA becomes aware that a violation may have occurred, BCA will inform Agency of the suspected violation, subject to any restrictions in applicable law. When Agency becomes aware that a violation has occurred, Agency will inform BCA subject to any restrictions in applicable law.

9.2 Sanctions Involving Only BCA Systems and Tools.

The following provisions apply to BCA systems and tools not covered by the Court Data Services Subscriber Amendment. None of these provisions alter the Agency's internal discipline processes, including those governed by a collective bargaining agreement.

9.2.1 For BCA systems and tools that are not covered by the Court Data Services Subscriber Amendment, Agency

must determine if and when an involved Individual User's access to systems or tools is to be temporarily or permanently eliminated. The decision to suspend or terminate access may be made as soon as alleged violation is discovered, after notice of an alleged violation is received, or after an investigation has occurred. Agency must report the status of the Individual User's access to BCA without delay. BCA reserves the right to make a different determination concerning an Individual User's access to systems or tools than that made by Agency and BCA's determination controls.

9.2.2 If BCA determines that Agency has jeopardized the integrity of the systems or tools covered in this Clause 9.2, BCA may temporarily stop providing some or all the systems or tools under this Agreement until the failure is remedied to the BCA's satisfaction. If Agency's failure is continuing or repeated, Clause 11.1 does not apply and BCA may terminate this Agreement immediately.

9.3 Sanctions Involving Only Court Data Services

The following provisions apply to those systems and tools covered by the Court Data Services Subscriber Amendment, if it has been signed by Agency. As part of the agreement between the Court and the BCA for the delivery of the systems and tools that are covered by the Court Data Services Subscriber Amendment, BCA is required to suspend or terminate access to or use of the systems and tools either on its own initiative or when directed by the Court. The decision to suspend or terminate access may be made as soon as an alleged violation is discovered, after notice of an alleged violation is received, or after an investigation has occurred. The decision to suspend or terminate may also be made based on a request from the Authorized Representative of Agency. The agreement further provides that only the Court has the authority to reinstate access and use.

9.3.1 Agency understands that if it has signed the Court Data Services Subscriber Amendment and if Agency's Individual Users violate the provisions of that Amendment, access and use will be suspended by BCA or Court. Agency also understands that reinstatement is only at the direction of the Court.

9.3.2 Agency further agrees that if Agency believes that one or more of its Individual Users have violated the terms of the Amendment, it will notify BCA and Court so that an investigation as described in Clause 9.1 may occur.

10 Venue

Venue for all legal proceedings involving this Agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

11 Termination

11.1 Termination. The BCA or the Agency may terminate this Agreement at any time, with or without cause, upon 30 days' written notice to the other party's Authorized Representative.

11.2 Termination for Insufficient Funding. Either party may immediately terminate this Agreement if it does not obtain funding from the Minnesota Legislature, or other funding source; or if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written notice to the other party's authorized representative. The Agency is not obligated to pay for any services that are provided after notice and effective date of termination. However, the BCA will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. Neither party will be assessed any penalty if the agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. Notice of the lack of funding must be provided within a reasonable time of the affected party receiving that notice.

12 Continuing obligations

The following clauses survive the expiration or cancellation of this Agreement: 6. Liability; 7. Audits; 8. Government Data Practices; 9. Investigation of alleged violations; sanctions; and 10. Venue.

The parties indicate their agreement and authority to execute this Agreement by signing below.

1. AGENCY

Name: _____
(PRINTED)

Signed: _____

Title: _____
(with delegated authority)

Date: _____

Name: _____
(PRINTED)

Signed: _____

Title: _____
(with delegated authority)

Date: _____

**2. DEPARTMENT OF PUBLIC SAFETY, BUREAU OF
CRIMINAL APPREHENSION**

Name: _____
(PRINTED)

Signed: _____

Title: _____
(with delegated authority)

Date: _____

**3. COMMISSIONER OF ADMINISTRATION
delegated to Materials Management Division**

By: _____

Date: _____

COURT DATA SERVICES SUBSCRIBER AMENDMENT TO CJDN SUBSCRIBER AGREEMENT

This Court Data Services Subscriber Amendment (“Subscriber Amendment”) is entered into by the State of Minnesota, acting through its Department of Public Safety, Bureau of Criminal Apprehension, (“BCA”) and the City of Crosslake on behalf of its Police Department (“Agency”), and by and for the benefit of the State of Minnesota acting through its State Court Administrator’s Office (“Court”) who shall be entitled to enforce any provisions hereof through any legal action against any party.

Recitals

This Subscriber Amendment modifies and supplements the Agreement between the BCA and Agency, SWIFT Contract number 107134, of even or prior date, for Agency use of BCA systems and tools (referred to herein as “the CJDN Subscriber Agreement”). Certain BCA systems and tools that include access to and/or submission of Court Records may only be utilized by the Agency if the Agency completes this Subscriber Amendment. The Agency desires to use one or more BCA systems and tools to access and/or submit Court Records to assist the Agency in the efficient performance of its duties as required or authorized by law or court rule. Court desires to permit such access and/or submission. This Subscriber Amendment is intended to add Court as a party to the CJDN Subscriber Agreement and to create obligations by the Agency to the Court that can be enforced by the Court. It is also understood that, pursuant to the Master Joint Powers Agreement for Delivery of Court Data Services to CJDN Subscribers (“Master Authorization Agreement”) between the Court and the BCA, the BCA is authorized to sign this Subscriber Amendment on behalf of Court. Upon execution the Subscriber Amendment will be incorporated into the CJDN Subscriber Agreement by reference. The BCA, the Agency and the Court desire to amend the CJDN Subscriber Agreement as stated below.

The CJDN Subscriber Agreement is amended by the addition of the following provisions:

1. **TERM; TERMINATION; ONGOING OBLIGATIONS.** This Subscriber Amendment shall be effective on the date finally executed by all parties and shall remain in effect until expiration or termination of the CJDN Subscriber Agreement unless terminated earlier as provided in this Subscriber Amendment. Any party may terminate this Subscriber Amendment with or without cause by giving written notice to all other parties. The effective date of the termination shall be thirty days after the other party's receipt of the notice of termination, unless a later date is specified in the notice. The provisions of sections 5 through 9, 12.b., 12.c., and 15 through 24 shall survive any termination of this Subscriber Amendment as shall any other provisions which by their nature are intended or expected to survive such termination. Upon termination, the Subscriber shall perform the responsibilities set forth in paragraph 7(f) hereof.

2. **Definitions.** Unless otherwise specifically defined, each term used herein shall have the meaning assigned to such term in the CJDN Subscriber Agreement.

a. **“Authorized Court Data Services”** means Court Data Services that have been authorized for delivery to CJDN Subscribers via BCA systems and tools pursuant to an Authorization Amendment to the Joint Powers Agreement for Delivery of Court Data Services to CJDN Subscribers (“Master Authorization Agreement”) between the Court and the BCA.

b. **“Court Data Services”** means one or more of the services set forth on the Justice Agency Resource webpage of the Minnesota Judicial Branch website (for which the current address is www.courts.state.mn.us) or other location designated by the Court, as the same may be amended from time to time by the Court.

c. **“Court Records”** means all information in any form made available by the Court to Subscriber through the BCA for the purposes of carrying out this Subscriber Amendment, including:

- i. **“Court Case Information”** means any information in the Court Records that conveys information about a particular case or controversy, including without limitation Court Confidential Case Information, as defined herein.
- ii. **“Court Confidential Case Information”** means any information in the Court Records that is inaccessible to the public pursuant to the Rules of Public Access and that conveys information about a particular case or controversy.
- iii. **“Court Confidential Security and Activation Information”** means any information in the Court Records that is inaccessible to the public pursuant to the Rules of Public Access and that explains how to use or gain access to Court Data Services, including but not limited to login account names, passwords, TCP/IP addresses, Court Data Services user manuals, Court Data Services Programs, Court Data Services Databases, and other technical information.
- iv. **“Court Confidential Information”** means any information in the Court Records that is inaccessible to the public pursuant to the Rules of Public Access, including without limitation both i) Court Confidential Case Information; and ii) Court Confidential Security and Activation Information.

d. **“DCA”** shall mean the district courts of the state of Minnesota and their respective staff.

e. **“Policies & Notices”** means the policies and notices published by the Court in connection with each of its Court Data Services, on a website or other location designated by the Court, as the same may be amended from time to time by the Court. Policies & Notices for each Authorized Court Data Service identified in an approved request form under section 3, below, are hereby made part of this Subscriber Amendment by this reference and provide additional terms and conditions that govern Subscriber’s use of Court Records accessed through such services, including but not limited to provisions on access and use limitations.

f. **“Rules of Public Access”** means the Rules of Public Access to Records of the Judicial Branch promulgated by the Minnesota Supreme Court, as the same may be amended from time to time, including without limitation lists or tables published from time to time by the Court entitled *Limits on Public Access to Case Records or Limits on Public Access to Administrative Records*, all of which by this reference are made a part of this Subscriber Amendment. It is the obligation of Subscriber to check from time to time for updated rules, lists, and tables and be familiar with the contents thereof. It is contemplated that such rules, lists, and tables will be posted on the Minnesota Judicial Branch website, for which the current address is www.courts.state.mn.us.

g. **“Court”** shall mean the State of Minnesota, State Court Administrator's Office.

h. **“Subscriber”** shall mean the Agency.

i. **“Subscriber Records”** means any information in any form made available by the Subscriber to the Court for the purposes of carrying out this Subscriber Amendment.

3. REQUESTS FOR AUTHORIZED COURT DATA SERVICES. Following execution of this Subscriber Amendment by all parties, Subscriber may submit to the BCA one or more separate requests for Authorized Court Data Services. The BCA is authorized in the Master Authorization Agreement to process, credential and approve such requests on behalf of Court and all such requests approved by the BCA are adopted and incorporated herein by this reference the same as if set forth verbatim herein.

a. **Activation.** Activation of the requested Authorized Court Data Service(s) shall occur promptly following approval.

b. **Rejection.** Requests may be rejected for any reason, at the discretion of the BCA and/or the Court.

c. **Requests for Termination of One or More Authorized Court Data Services.** The Subscriber may request the termination of an Authorized Court Data Services previously requested by submitting a notice to Court with a copy to the BCA. Promptly upon receipt of a request for termination of an Authorized Court Data Service, the BCA will deactivate the service requested. The termination of one or more Authorized Court Data Services does not terminate this Subscriber Amendment. Provisions for termination of this Subscriber Amendment are set forth in section 1. Upon termination of Authorized Court Data Services, the Subscriber shall perform the responsibilities set forth in paragraph 7(f) hereof.

4. SCOPE OF ACCESS TO COURT RECORDS LIMITED. Subscriber's access to and/or submission of the Court Records shall be limited to Authorized Court Data Services identified in an approved request form under section 3, above, and other Court Records necessary for Subscriber to use Authorized Court Data Services. Authorized Court Data Services shall only be used according to the instructions provided in corresponding Policies & Notices or other materials and only as necessary to assist Subscriber in the efficient performance of Subscriber's duties

required or authorized by law or court rule in connection with any civil, criminal, administrative, or arbitral proceeding in any Federal, State, or local court or agency or before any self-regulatory body. Subscriber's access to the Court Records for personal or non-official use is prohibited. Subscriber will not use or attempt to use Authorized Court Data Services in any manner not set forth in this Subscriber Amendment, Policies & Notices, or other Authorized Court Data Services documentation, and upon any such unauthorized use or attempted use the Court may immediately terminate this Subscriber Amendment without prior notice to Subscriber.

5. GUARANTEES OF CONFIDENTIALITY. Subscriber agrees:

a. To not disclose Court Confidential Information to any third party except where necessary to carry out the Subscriber's duties as required or authorized by law or court rule in connection with any civil, criminal, administrative, or arbitral proceeding in any Federal, State, or local court or agency or before any self-regulatory body.

b. To take all appropriate action, whether by instruction, agreement, or otherwise, to insure the protection, confidentiality and security of Court Confidential Information and to satisfy Subscriber's obligations under this Subscriber Amendment.

c. To limit the use of and access to Court Confidential Information to Subscriber's bona fide personnel whose use or access is necessary to effect the purposes of this Subscriber Amendment, and to advise each individual who is permitted use of and/or access to any Court Confidential Information of the restrictions upon disclosure and use contained in this Subscriber Amendment, requiring each individual who is permitted use of and/or access to Court Confidential Information to acknowledge in writing that the individual has read and understands such restrictions. Subscriber shall keep such acknowledgements on file for one year following termination of the Subscriber Amendment and/or CJDN Subscriber Agreement, whichever is longer, and shall provide the Court with access to, and copies of, such acknowledgements upon request. For purposes of this Subscriber Amendment, Subscriber's bona fide personnel shall mean individuals who are employees of Subscriber or provide services to Subscriber either on a voluntary basis or as independent contractors with Subscriber.

d. That, without limiting section 1 of this Subscriber Amendment, the obligations of Subscriber and its bona fide personnel with respect to the confidentiality and security of Court Confidential Information shall survive the termination of this Subscriber Amendment and the CJDN Subscriber Agreement and the termination of their relationship with Subscriber.

e. That, notwithstanding any federal or state law applicable to the nondisclosure obligations of Subscriber and Subscriber's bona fide personnel under this Subscriber Amendment, such obligations of Subscriber and Subscriber's bona fide personnel are founded independently on the provisions of this Subscriber Amendment.

6. APPLICABILITY TO PREVIOUSLY DISCLOSED COURT RECORDS.

Subscriber acknowledges and agrees that all Authorized Court Data Services and related Court Records disclosed to Subscriber prior to the effective date of this Subscriber Amendment shall be subject to the provisions of this Subscriber Amendment.

7. LICENSE AND PROTECTION OF PROPRIETARY RIGHTS. During the term of this Subscriber Amendment, subject to the terms and conditions hereof, the Court hereby grants to Subscriber a nonexclusive, nontransferable, limited license to use Court Data Services Programs and Court Data Services Databases to access or receive the Authorized Court Data Services identified in an approved request form under section 3, above, and related Court Records. Court reserves the right to make modifications to the Authorized Court Data Services, Court Data Services Programs, and Court Data Services Databases, and related materials without notice to Subscriber. These modifications shall be treated in all respects as their previous counterparts.

a. Court Data Services Programs. Court is the copyright owner and licensor of the Court Data Services Programs. The combination of ideas, procedures, processes, systems, logic, coherence and methods of operation embodied within the Court Data Services Programs, and all information contained in documentation pertaining to the Court Data Services Programs, including but not limited to manuals, user documentation, and passwords, are trade secret information of Court and its licensors.

b. Court Data Services Databases. Court is the copyright owner and licensor of the Court Data Services Databases and of all copyrightable aspects and components thereof. All specifications and information pertaining to the Court Data Services Databases and their structure, sequence and organization, including without limitation data schemas such as the Court XML Schema, are trade secret information of Court and its licensors.

c. Marks. Subscriber shall neither have nor claim any right, title, or interest in or use of any trademark used in connection with Authorized Court Data Services, including but not limited to the marks "MNCIS" and "Odyssey."

d. Restrictions on Duplication, Disclosure, and Use. Trade secret information of Court and its licensors will be treated by Subscriber in the same manner as Court Confidential Information. In addition, Subscriber will not copy any part of the Court Data Services Programs or Court Data Services Databases, or reverse engineer or otherwise attempt to discern the source code of the Court Data Services Programs or Court Data Services Databases, or use any trademark of Court or its licensors, in any way or for any purpose not specifically and expressly authorized by this Subscriber Amendment. As used herein, "trade secret information of Court and its licensors" means any information possessed by Court which derives independent economic value from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use. "Trade secret information of Court and its licensors" does not, however, include information which was known to Subscriber prior to Subscriber's receipt thereof, either directly or indirectly, from Court or its licensors, information which is independently developed by Subscriber without reference to or use of information received from Court or its licensors, or information which would not qualify as a trade secret under Minnesota law. It will not be a violation of this section 7, sub-section d, for Subscriber to make up to one copy of training materials and configuration documentation, if any, for each individual authorized to access, use, or configure Authorized Court Data Services, solely for its own use in connection with this Subscriber Amendment. Subscriber will take all steps reasonably necessary to protect the copyright, trade secret, and trademark rights of Court and its licensors and Subscriber will advise its bona fide personnel who are permitted access to any of the Court Data Services Programs and Court Data Services Databases, and trade secret information of Court and its licensors, of the restrictions upon duplication, disclosure and use contained in this Subscriber Amendment.

e. **Proprietary Notices.** Subscriber will not remove any copyright or proprietary notices included in and/or on the Court Data Services Programs or Court Data Services Databases, related documentation, or trade secret information of Court and its licensors, or any part thereof, made available by Court directly or through the BCA, if any, and Subscriber will include in and/or on any copy of the Court Data Services Programs or Court Data Services Databases, or trade secret information of Court and its licensors and any documents pertaining thereto, the same copyright and other proprietary notices as appear on the copies made available to Subscriber by Court directly or through the BCA, except that copyright notices shall be updated and other proprietary notices added as may be appropriate.

f. **Title; Return.** The Court Data Services Programs and Court Data Services Databases, and related documentation, including but not limited to training and configuration material, if any, and logon account information and passwords, if any, made available by the Court to Subscriber directly or through the BCA and all copies, including partial copies, thereof are and remain the property of the respective licensor. Except as expressly provided in section 12.b., within ten days of the effective date of termination of this Subscriber Amendment or the CJDN Subscriber Agreement or within ten days of a request for termination of Authorized Court Data Service as described in section 4, Subscriber shall either: (i) uninstall and return any and all copies of the applicable Court Data Services Programs and Court Data Services Databases, and related documentation, including but not limited to training and configuration materials, if any, and logon account information, if any; or (2) destroy the same and certify in writing to the Court that the same have been destroyed.

8. **INJUNCTIVE RELIEF.** Subscriber acknowledges that the Court, Court's licensors, and DCA will be irreparably harmed if Subscriber's obligations under this Subscriber Amendment are not specifically enforced and that the Court, Court's licensors, and DCA would not have an adequate remedy at law in the event of an actual or threatened violation by Subscriber of its obligations. Therefore, Subscriber agrees that the Court, Court's licensors, and DCA shall be entitled to an injunction or any appropriate decree of specific performance for any actual or threatened violations or breaches by Subscriber or its bona fide personnel without the necessity of the Court, Court's licensors, or DCA showing actual damages or that monetary damages would not afford an adequate remedy. Unless Subscriber is an office, officer, agency, department, division, or bureau of the state of Minnesota, Subscriber shall be liable to the Court, Court's licensors, and DCA for reasonable attorneys fees incurred by the Court, Court's licensors, and DCA in obtaining any relief pursuant to this Subscriber Amendment.

9. **LIABILITY.** Subscriber and the Court agree that, except as otherwise expressly provided herein, each party will be responsible for its own acts and the results thereof to the extent authorized by law and shall not be responsible for the acts of any others and the results thereof. Liability shall be governed by applicable law. Without limiting the foregoing, liability of the Court and any Subscriber that is an office, officer, agency, department, division, or bureau of the state of Minnesota shall be governed by the provisions of the Minnesota Tort Claims Act, Minnesota Statutes, section 3.376, and other applicable law. Without limiting the foregoing, if Subscriber is a political subdivision of the state of Minnesota, liability of the Subscriber shall be governed by the provisions of Minn. Stat. Ch. 466 (Tort Liability, Political Subdivisions) or other applicable law. Subscriber and Court further acknowledge that the liability, if any, of the BCA is governed by a separate agreement between the Court and the BCA dated December 13, 2010 with DPS-M -0958.

10. **AVAILABILITY.** Specific terms of availability shall be established by the Court and communicated to Subscriber by the Court and/or the BCA. The Court reserves the right to terminate this Subscriber Amendment immediately and/or temporarily suspend Subscriber's Authorized Court Data Services in the event the capacity of any host computer system or legislative appropriation of funds is determined solely by the Court to be insufficient to meet the computer needs of the courts served by the host computer system.

11. [reserved]

12. **ADDITIONAL USER OBLIGATIONS.** The obligations of the Subscriber set forth in this section are in addition to the other obligations of the Subscriber set forth elsewhere in this Subscriber Amendment.

a. **Judicial Policy Statement.** Subscriber agrees to comply with all policies identified in Policies & Notices applicable to Court Records accessed by Subscriber using Authorized Court Data Services. Upon failure of the Subscriber to comply with such policies, the Court shall have the option of immediately suspending the Subscriber's Authorized Court Data Services on a temporary basis and/or immediately terminating this Subscriber Amendment.

b. **Access and Use; Log.** Subscriber shall be responsible for all access to and use of Authorized Court Data Services and Court Records by Subscriber's bona fide personnel or by means of Subscriber's equipment or passwords, whether or not Subscriber has knowledge of or authorizes such access and use. Subscriber shall also maintain a log identifying all persons to whom Subscriber has disclosed its Court Confidential Security and Activation Information, such as user ID(s) and password(s), including the date of such disclosure. Subscriber shall maintain such logs for a minimum period of six years from the date of disclosure, and shall provide the Court with access to, and copies of, such logs upon request. The Court may conduct audits of Subscriber's logs and use of Authorized Court Data Services and Court Records from time to time. Upon Subscriber's failure to maintain such logs, to maintain accurate logs, or to promptly provide access by the Court to such logs, the Court may terminate this Subscriber Amendment without prior notice to Subscriber.

c. **Personnel.** Subscriber agrees to investigate, at the request of the Court and/or the BCA, allegations of misconduct pertaining to Subscriber's bona fide personnel having access to or use of Authorized Court Data Services, Court Confidential Information, or trade secret information of the Court and its licensors where such persons are alleged to have violated the provisions of this Subscriber Amendment, Policies & Notices, Judicial Branch policies, or other security requirements or laws regulating access to the Court Records.

d. **Minnesota Data Practices Act Applicability.** If Subscriber is a Minnesota Government entity that is subject to the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, Subscriber acknowledges and agrees that: (1) the Court is not subject to Minn. Stat. Ch. 13 (see section 13.90) but is subject to the Rules of Public Access and other rules promulgated by the Minnesota Supreme Court; (2) Minn. Stat. section 13.03, subdivision 4(e) requires that Subscriber comply with the Rules of Public Access and other rules promulgated by the Minnesota Supreme Court for access to Court Records provided via the

BCA systems and tools under this Subscriber Amendment; (3) the use of and access to Court Records may be restricted by rules promulgated by the Minnesota Supreme Court, applicable state statute or federal law; and (4) these applicable restrictions must be followed in the appropriate circumstances.

13. FEES; INVOICES. Unless the Subscriber is an office, officer, department, division, agency, or bureau of the state of Minnesota, Subscriber shall pay the fees, if any, set forth in applicable Policies & Notices, together with applicable sales, use or other taxes. Applicable monthly fees commence ten (10) days after notice of approval of the request pursuant to section 3 of this Subscriber Amendment or upon the initial Subscriber transaction as defined in the Policies & Notices, whichever occurs earlier. When fees apply, the Court shall invoice Subscriber on a monthly basis for charges incurred in the preceding month and applicable taxes, if any, and payment of all amounts shall be due upon receipt of invoice. If all amounts are not paid within 30 days of the date of the invoice, the Court may immediately cancel this Subscriber Amendment without notice to Subscriber and pursue all available legal remedies. Subscriber certifies that funds have been appropriated for the payment of charges under this Subscriber Amendment for the current fiscal year, if applicable.

14. MODIFICATION OF FEES. Court may modify the fees by amending the Policies & Notices as provided herein, and the modified fees shall be effective on the date specified in the Policies & Notices, which shall not be less than thirty days from the publication of the Policies & Notices. Subscriber shall have the option of accepting such changes or terminating this Subscriber Amendment as provided in section 1 hereof.

15. WARRANTY DISCLAIMERS.

a. WARRANTY EXCLUSIONS. EXCEPT AS SPECIFICALLY AND EXPRESSLY PROVIDED HEREIN, COURT, COURT'S LICENSORS, AND DCA MAKE NO REPRESENTATIONS OR WARRANTIES OF ANY KIND, INCLUDING BUT NOT LIMITED TO THE WARRANTIES OF FITNESS FOR A PARTICULAR PURPOSE OR MERCHANTABILITY, NOR ARE ANY WARRANTIES TO BE IMPLIED, WITH RESPECT TO THE INFORMATION, SERVICES OR COMPUTER PROGRAMS MADE AVAILABLE UNDER THIS AGREEMENT.

b. ACCURACY AND COMPLETENESS OF INFORMATION. WITHOUT LIMITING THE GENERALITY OF THE PRECEDING PARAGRAPH, COURT, COURT'S LICENSORS, AND DCA MAKE NO WARRANTIES AS TO THE ACCURACY OR COMPLETENESS OF THE INFORMATION CONTAINED IN THE COURT RECORDS.

16. RELATIONSHIP OF THE PARTIES. Subscriber is an independent contractor and shall not be deemed for any purpose to be an employee, partner, agent or franchisee of the Court, Court's licensors, or DCA. Neither Subscriber nor the Court, Court's licensors, or DCA shall have the right nor the authority to assume, create or incur any liability or obligation of any kind, express or implied, against or in the name of or on behalf of the other.

17. NOTICE. Except as provided in section 2 regarding notices of or modifications to Authorized Court Data Services and Policies & Notices, any notice to Court or Subscriber

hereunder shall be deemed to have been received when personally delivered in writing or seventy-two (72) hours after it has been deposited in the United States mail, first class, proper postage prepaid, addressed to the party to whom it is intended at the address set forth on page one of this Agreement or at such other address of which notice has been given in accordance herewith.

18. NON-WAIVER. The failure by any party at any time to enforce any of the provisions of this Subscriber Amendment or any right or remedy available hereunder or at law or in equity, or to exercise any option herein provided, shall not constitute a waiver of such provision, remedy or option or in any way affect the validity of this Subscriber Amendment. The waiver of any default by either Party shall not be deemed a continuing waiver, but shall apply solely to the instance to which such waiver is directed.

19. FORCE MAJEURE. Neither Subscriber nor Court shall be responsible for failure or delay in the performance of their respective obligations hereunder caused by acts beyond their reasonable control.

20. SEVERABILITY. Every provision of this Subscriber Amendment shall be construed, to the extent possible, so as to be valid and enforceable. If any provision of this Subscriber Amendment so construed is held by a court of competent jurisdiction to be invalid, illegal or otherwise unenforceable, such provision shall be deemed severed from this Subscriber Amendment, and all other provisions shall remain in full force and effect.

21. ASSIGNMENT AND BINDING EFFECT. Except as otherwise expressly permitted herein, neither Subscriber nor Court may assign, delegate and/or otherwise transfer this Subscriber Amendment or any of its rights or obligations hereunder without the prior written consent of the other. This Subscriber Amendment shall be binding upon and inure to the benefit of the Parties hereto and their respective successors and assigns, including any other legal entity into, by or with which Subscriber may be merged, acquired or consolidated.

22. GOVERNING LAW. This Subscriber Amendment shall in all respects be governed by and interpreted, construed and enforced in accordance with the laws of the United States and of the State of Minnesota.

23. VENUE AND JURISDICTION. Any action arising out of or relating to this Subscriber Amendment, its performance, enforcement or breach will be venued in a state or federal court situated within the State of Minnesota. Subscriber hereby irrevocably consents and submits itself to the personal jurisdiction of said courts for that purpose.

24. INTEGRATION. This Subscriber Amendment contains all negotiations and agreements between the parties. No other understanding regarding this Subscriber Amendment, whether written or oral, may be used to bind either party, provided that all terms and conditions of the CJDN Subscriber Agreement and all previous amendments remain in full force and effect except as supplemented or modified by this Subscriber Amendment.

IN WITNESS WHEREOF, the Parties have, by their duly authorized officers, executed this Subscriber Amendment in duplicate, intending to be bound thereby.

1. SUBSCRIBER (AGENCY)

Subscriber must attach written verification of authority to sign on behalf of and bind the entity, such as an opinion of counsel or resolution.

Name: _____
(PRINTED)

Signed: _____

Title: _____
(with delegated authority)

Date: _____

Name: _____
(PRINTED)

Signed: _____

Title: _____
(with delegated authority)

Date: _____

**2. DEPARTMENT OF PUBLIC SAFETY,
BUREAU OF CRIMINAL APPREHENSION**

Name: _____
(PRINTED)

Signed: _____

Title: _____
(with delegated authority)

Date: _____

3. COMMISSIONER OF ADMINISTRATION
delegated to Materials Management Division

By: _____

Date: _____

4. COURTS
Authority granted to Bureau of Criminal Apprehension

Name: _____
(PRINTED)

Signed: _____

Title: _____
(with authorized authority)

Date: _____

B.18.

Crosslake Fire Department
Date: April 2016

Calls

Description of Incident	Calls	YTD
3 - Rescue & Emergency Medical Services		
311 - Medical Assist - Assist EMS Crew	18	79
300 - Rescue, EMS Incident		
322 - Motor Vehicle Accident with Injuries		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		
Total Medical:	18	83
1 - Fire		
111 - Building Fire		3
111 - Building Fire (Mutual Aid)		
114 - Chimney Fire		
143 - Grass Fire/Wildland Fire	3	4
131 - Automobile Fire		
Total Fire:	3	7
4 - Hazardous Condition (No Fire)		
412 - Gas Leak (Natural Gas or LPG)	1	1
424 - Carbon Monoxide Alarm		
444 - Power Line Down/Trees on Road		
Total Hazardous Condition:	1	1
5- Service Call		
571 - Cover Assignment , Standby		4
Total Service call:	0	4
6 - Good Intent Call		
611 - Dispatched and Cancelled en route		
609 - Smoke scare, Odor of smoke		1
Total Good Intent:	0	1
7 - False Alarm & False Call		
743 - Smoke Detector Activation - No Fire		2
733 - Smoke Detector Activation due to Malfunction		
746 - Carbon Monoxide Detector Activation - No CO	1	1
731 - Sprinkler Activation due to Malfunction		
Total False Alarms:	1	3

Total Incidents: 23 99



**NORTH AMBULANCE
CROSSLAKE**

APRIL 2016 RUN REPORT

TOTAL CALLOUTS: 54

NIGHT: 20 DAY: 34

No Loads: 10
Cancels: 09
Fire Standbys: 02
Police Standbys: 00
Transported Patients: 33

CROSSLAKE: 30 (8 No Load, 2 Cancel)
BREEZY POINT: 03 (1 Cancel)
IDEAL: 01 (1 Cancel)
MISSION: 00
FIFTY LAKES: 05 (1 Cancel)
MANHATTAN BEACH: 00
CENTER: 00
TIMOTHY: 00

MUTUAL AID TO:

PINE RIVER: 08 (2 No Load, 3 Cancel)
BRAINERD: 04 (1 Cancel)

BLS TRANSFERS: 00
ALS TRANSFERS: 01

ALS INTERCEPTS (ADVANCED LIFE SUPPORT):

BRAINERD: 00
PINE RIVER: 00
AIRCARE: 01

B.
20.

Economic Development Authority
Meeting Minutes
8:30AM – April 6, 2016
City Hall

The regular monthly meeting of the Crosslake EDA was called to order at 8:30 A.M. by President Patty Norgaard with the following members present: Patty Norgaard, Steve Roe, Mark Wessels and Jo Smith. Absent was EDA member Bill Forsythe. Also in attendance was Jennifer Bergman, Crow Wing County Housing and Redevelopment Authority (HRA) Executive Director. There were 6 people in the audience.

A MOTION WAS MADE BY MARK WESSELS, SECONDED BY JO SMITH TO APPROVE THE MINUTES OF THE MARCH 2ND, 2016 EDA MEETING: AYES: ALL

Patty Norgaard reviewed the status of the current loans. All loans are currently current. Midwest properties loan will be paid in 2018 and Butterfield Enterprises will be paid 2019.

Jennifer Bergman presented a program on the origin of HRA in Crow Wing County. She also talked about projects the CWHRA had undertaken in the Brainerd Lakes Area. In June, Jennifer will be returning to discuss the recent study conducted by CWHRA and how the study relates to the current and future housing in Crosslake. Members asked for a copy of here PPT, which will be distributed.

The program for may will be Sarah Hayden Shaw from Clean Energy Resource Teams (CERTS). Sarah will give an overview of the Minnesota Green Step Cities and the benefits that it offers cities to participate. Jo Smith will be the chair on this project

Sandy Anderson gave an update on the Minnesota Design Team application. Sandy and Patty visited Cambridge and got a firsthand view of the project design team in work. The MDT will hold their monthly meeting April 12 to vote on their selected cities for the fall of 2016. They will let the Crosslake Team know of the results by April 14th.

Dean Fitch, current resident of Crosslake submitted an application for EDA membership. EDA voted to extend the application for council approval at the May meeting.

A motion was made by to approve Dean Fitch for EDA membership: Steve Roe, Second: Jo Smith,
AYES: ALL.

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

Respectfully Submitted,
Patty Norgaard, EDA Chair

B.21.



STATED MINUTES

City of Crosslake
Planning Commission/Board of Adjustment

March 25, 2016
9:00 A.M.

Crosslake City Hall
37028 County Road 66
Crosslake, MN 56442

1. Present: Aaron Herzog, Chair; Dave Nevin, Vice-Chair; Joel Knippel; Mark LaFon; Matt Kuker, Jeff Bisson, and Council Member Gary Heacox
2. Absent: None
3. Staff: Chris Pence, Crow Wing County Land Services Supervisor; Jon Kolstad, Crosslake Land Services Specialist and Cheryl Stuckmayer, Technical/Administration Specialist
4. 2-26-16 Minutes & Findings – **Motion by Nevin; supported by Knippel to approve the minutes & findings as written. All members voting “Aye”, Motion carried.**
5. Old Business
 - 5.1 Chad & Barb Anderson – After-the-Fact Variance for bluff setback
6. New Business
 - 6.1 Sally Rischmiller – variance for building height and size
7. Adjournment

**Chad & Barb Anderson
141490410090009**

Kolstad read the after-the-fact variance request, history of the parcel and the surrounding parcel history into the record. Discussion on the stormwater plan submitted along with possible install of a berm along the bluff edge. Kolstad explained the retention of water so close to the bluff could cause erosion problems if the berm were to fail. Pence pointed out that the proposed reduction of the current deck size would reduce the setback from the bluff and also gives the commissioners the ability to include a condition to implement the submitted stormwater plan. Herzog asked Porter, Anderson's representative from Thomas & Severson P.A., to step up to the podium for any additional comments he may have. Porter confirmed that Kolstad had accurately stated the facts of the request. Porter also stated that upon the approval of the Anderson request the appeal that is currently in the district court will be dismissed. Herzog opened and closed the public hearing due to no response. Herzog asked if any of the commissioners had additional questions, but none were forthcoming. Herzog then requested Kolstad to initiate the findings of fact procedure with the board members deliberating and responding to each question.

March 25, 2016 Action:

Motion by Kuker; supported by Knippel to approve the after-the-fact variance for:

- 1. Reduction of the current deck to extend out no more than 10 feet from the existing structure foundation within the bluff impact zone and to not exceed the side yard setback of 10 feet**

Per the findings of fact as discussed, the on-sites conducted on 2-25-16 & 3-24-16, the Pence memo dated 3-25-16, and as shown on the certificate of survey received at the Planning & Zoning office dated 12-10-15 for property located at 11192 Manhattan Pt Blvd, Crosslake, MN 56442

Conditions:

- 1. Complete application to obtain a permit for the approved deck**
- 2. Reduction of the current deck to extend out no more than 10 feet from the existing structure foundation within the bluff impact zone and to not exceed the side yard setback of 10 feet to be completed by June 1, 2016**
- 3. Work with staff to review and implement the submitted stormwater plan including temporary erosion control during construction**

Findings: See attached

All members voting "Aye", Motion carried.

**Sally Rischmiller
120052405BB0009 & 120052405AB0009**

Herzog invited Rischmiller, the property owner, to the podium. Kolstad read the variance request, history of the parcel and the surrounding parcel history into the record. Kolstad stated that a discussion was held with the owner at the Planning Commission/Board of Adjustment on-site on March 24, 2016 pertaining to the enhancement of the existing stormwater plan on the parcel. Discussion pursued relating to the requested size of the structure and covered deck along with adding a condition of no future enclosure of the proposed covered deck. Nevin asked for clarification on current structure setbacks and past variances. Observation at the Planning Commission/Board of Adjustment on-site on March 24, 2016 noted that the proposed project would not cause any obstruction to the neighbors. Herzog asked Rischmiller if she had any questions. Herzog opened and closed the public hearing due to no response. Kolstad initiate the findings of fact procedure with the board members deliberating and responding to each question.

March 25, 2016 Action:

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

- 1. Upper addition of 392 square feet**
- 2. Increase height of 11 feet to mid peak**

Per the findings of fact as discussed, the on-site conducted on 3-24-16 and as shown on the certificate of survey received at the Planning & Zoning office dated 2-16-16 for property located at 38733 County Road 66, Crosslake, MN 56442

Conditions:

- 1. Work with staff to review and implement the submitted stormwater plan including temporary erosion control during construction**
- 2. No septic hookup to the existing boathouse and the proposed upper addition**
- 3. An enclosed upper addition of 300 square feet and a covered deck of 92 square feet per submitted drawing and not to exceed the existing concrete boathouse roof**
- 4. Proposed deck to remain covered and open with no future enclosure**

Findings: See attached

All members voting "Aye", Motion carried.

March 25, 2016 Planning & Zoning Commission Meeting

Matters not on the Agenda:

1. Training session and feedback scheduled in May
2. Applying conditions to public hearing applications should be stated in a general format
3. Welcome to Jeff Bisson as Planning Commission/Board of Adjustment alternate

Motion by LaFon; supported by Kuker to adjourn at 9:50 A.M.

All members voting "Aye", Motion carried.

Respectfully yours,

Cheryl Stuckmayer

Cheryl Stuckmayer
Technical/Administrative Specialist

B. 22.

MONTHLY PLANNING & ZONING STATISTICS - CROSSLAKE

PERMITS	April-2016	Year-to-Date 2016	April-2015	Year-to-Date 2015
New Construction (Dwellings)	3	9	0	2
Septic - New	2	7	0	0
Septic Upgrades	2	3	1	3
Porch / Deck	7	12	2	5
Additions	6	7	3	4
Landscape Alterations	13	15	4	10
Access. Structures	4	10	4	4
Demo/Move	0	0	0	2
Signs	1	2	1	2
Fences	0	2	0	0
E911 Addresses Assigned	5	9	0	1
Total Permits	43	76	15	33

ENFORCEMENT / COMPLAINTS	Year-to-Date 2016	Year-to-Date Closed	Year-to-Date Open	Year-to-Date % Closed
Enforcement	4*	4	0	100.0%

*4 carry-over complaints from 2015

CUSTOMER SERVICE STATISTICS	April-2016	Year-to-Date 2016	April-2015	Year-to-Date 2015
Counter Visits	113	269	101	277
Phone Calls	155	441	170	418
Email	71	184	65	178
Total	339	894	336	873

Call For Service	16	25	7	14
Shoreland Rapid Assessment Completed (Buffer)	10	13	1	3
Stormwater Plans Submitted	21	32	6	12
Site Visits	136	199	138	175

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	35	0	13	1
Passing Septic Compliance Percentage		100%		92.3%

PUBLIC HEARINGS	April-2016	Year-to-Date 2016	April-2015	Year-to-Date 2015
DRT	2	14	4	10
Variance	1	5	3	3
CUP/IUP	1	1	0	1
Land Use Map	0	0	0	0
Subdivisions (Metes & Bounds; Preliminary; Final)	3	4	1	1

Consolidations/Lot Line Adjustments	1	5	2	3
-------------------------------------	---	---	---	---

B. 23.

Crosslake Park/Library Commission Minutes **2:00 P.M. Wednesday, March 23, 2016**

Members Present: Gary Nordstrom, Patti Norgaard, Ron Lessard, Mick Tchida, Robb Reed, Councilman Mark Wessels and Park & Recreation/Library Director, Jon Henke
Also Present: Jeff Laurel representing WAPOA

Meeting was called to order at 2:01 pm.

I) Motion to approve minutes of special meeting held January 8, 2016
Norgaard/Tchida Favor: All

II) Business Office Proposal

Jon explained to the Commission members the need for a small business office rental space which would include a phone line, internet, printer/scanner/fax machine with a desk and/or a small table which could be rented by the hour by residents and area guests. The plan calls for building a wall to utilize space in part of the women's locker room and adding a door and window to the new space in lobby for access. Estimates on the cost of the project are being secured.

III) Flooring in the Community Center

The linoleum floor that was installed during the expansion project has come to the end of its life expectancy. The seams are coming unglued and there are several large cracks all of which could become a safety concern. Jon would like to investigate the cost of replacement with Terrazzo poured flooring, similar to what many schools use, as this product is easier to maintain, clean, looks good and, although it is three to four times more expensive, it should last a lifetime.

IV) Approve New Fundraiser for the PAL Foundation

Jon is recommending the Commission support a new fundraiser called the Whitefish Warrior. This will be a fun run challenge course utilizing the trail system at the park. It will be held August 6th the same weekend as the book sale. Jon will be searching for sponsors and would like to make beer available on site after the event for participants of legal age. This event will take the place of the former Crosslake Dam Run, which was discontinued last year, and also the Monster Dash, which will be discontinued due to low registration numbers and operating at a deficit without the t-shirt donations.

V) Grand Opening for Shuffleboard/Bocce Ball Courts

The Grand Opening celebration for the new courts will be held Sunday, May 22. More details will be coming soon. The sub-base and clay will be added this spring and the picnic tables will be installed shortly after. Equipment for the new courts may be checked out at the office for no fee by supplying a driver's license or car keys.

VI) Staffing Update

Three more part-time employees have been hired to cover the shifts and allow for vacation requests. One of our long-time employees has asked to be taken off the schedule until further notice due to illness.

VII) Sound System for the Gymnasium

A private donor has come forward to partially fund a sound system for the gym as there has been issues with the fitness class participants hearing the instructor. Tom's TV supplied a proposal for the project.

VIII) Open Forum

1) Park Dedication

A) Thomas E. Fuith Trust Agreement Subdivision of Property

County Rd 3, part of government lot 2, Sec 11 City of Crosslake

Motion to accept cash in lieu of land Norgaard/Tchida Favor: All Opposed: 0

B) Thomas E. Fuith Trust Agreement Subdivision of Property

County Rd 3, part of government lot 3, Sec 11 City of Crosslake

Motion to accept cash in lieu of land Lessard/Nordstrom Favor: All Opposed: 0

C) Greg C. & Roseanne Haglin Subdivision of Property

34899 County Rd 3, Sec 29, City of Crosslake

Motion to accept cash in lieu of land Tchida/Lessard Favor: All Opposed: 0

D) James M & Diane A Gallaway Trust Subdivision of Property

33106 Industrial Rd, Sec 32, City of Crosslake

Motion to accept cash in lieu of land Reed/Norgaard Favor: All Opposed: 0

2) Patio Garden

More volunteers are needed to get involved with the maintenance of the Library Patio Garden. Currently we have only a couple of volunteers and the Garden Club as a whole is not interested in taking over the maintenance. Jon is proposing we introduce some type of incentive program that will help us with volunteer recruitment. Ideas of different incentives, t-shirts for recognition and advertising, and volunteer appreciation picnic were discussed.

3) 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 Reed/Tchida Favor: All Opposed: 0

The Commission also discussed deterrents to assist with the enforcement such as signs, fines and not allowing parking on these ROW's.

4) Roof Update

Norson is checking specifics on shingles; will make a decision based upon findings.

IX) Motion to Adjourn Lessard/Nordstrom Favor: All Opposed: 0

B. 24.

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

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

Members Absent: John Pribyl

Others Present: Dave Reese, Ted Strand, Dave Schrupp (Council Liaison)

1. Meeting called to order at 4:00 pm by Chairman Darrel Shannon.
2. Approve Minutes of March 7, 2016: Motion to approve by Vierzba, second by Berg, 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
 - b. Letter dated March 21, 2016 to Ted Strand from MN DOT Re: Variance Approval for Dream Island Bridge.

Dave Reese reported that MN DOT approved the requested variance in the March 21st letter to Ted Strand. The State submittal package work continues at WSN.

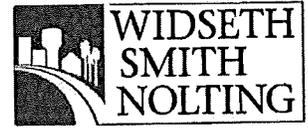
4. Melinda Shores Bridge Channel Reinforcement Project Update. Dave Reese reported the project is completed. The width of the channel is approximately 14 ft. The contractor installed coffer dams for excavation as the soil type would not allow placement of the gabion baskets without the use of coffer dams and pumping. Dave indicated he was pleased with the project outcome.
5. Waste Water Treatment Facility Programming Study: Ted has the draft documentation and is in the process of reviewing same.
6. 2016 Street Improvement update.
 - a. Discussed the culvert heave on Tamarack road. Involves approximately 400 ft of road, mostly through low land. WSN to review/recommend needed rework of the road area involved.
 - b. Plans for the other selected road projects should be ready to review at the May PW meeting, then out for bids. Bid documentation may be ready for review by the June Council meeting.
7. Consider Updating Policies: League of MN Cities Information Re: Acquisition and Maintenance of City Streets
 - a. Right-of-Way Policy
 - i. League of MN Cities Model Right-of-Way Ordinance
 - b. Snow Removal Policy
 - i. League of MN Cities Model Snowplowing and Ice Control Policy
 - ii. Model Snowplowing Policy
 - iii. Crow Wing County Highway Dept. Snow and Ice Operations Methodology
 - iv. City of Pequot Lakes Snowplowing Policy
 - v. City of Anoka Snowplowing/Ice Control Policy and Procedures
 - c. Mailbox Policy
 - i. MN DOT Mailbox Support
 - ii. City of Pequot Lakes Mailbox Policy
 - d. Mowing Policy
 - e. Assessment Policy

- i. Letter dated March 8, 2016 to Ludenia Appraisals from WSN Re: Request for Proposal for Pre/Post Public Improvement Property Valuation
- f. Street Lighting Policy

Discussion: Considerable information was provided to the commission to review on each topic and the commission briefly discussed some of the challenges of each topic. The commission decided to prioritize which topic to work on first, selecting the Right-of-Way policy as the first topic to work on. They will conduct a workshop on April 18th at noon to discuss the creation of a ROW policy. The commission and Ted Strand will continue to select successive topics to work on in the months ahead.

- 8. Other Business-Public Services Joint Powers Agreement Crosslake/Ideal Township
 - a. Email received by Ted regarding the agreement on April 1, 2016. According to Ted, the new agreement is very similar to past agreements with minor changes. The agreement covers plowing, sanding, mowing and minor road repairs. Our City Attorney has reviewed the document. **Motion by Melberg to recommend to the council to approve the agreement, second by Vierzba, all in favor.**
- 9. Adjourn: The meeting was adjourned at 5:10 pm.

B.
25.



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

May 2, 2016

Pratt's Affordable Excavating
23069 Swan Lane
Merrifield, MN 56465

**RE: Melinda Shores Bridge – Punch List
Crosslake, MN**

Dear Shawn:

The following list includes construction and administrative related items that must be completed for project close-out and final payment of retainage:

1. Remove rip rap, lumber, timbers, and other materials from channel bottom.
2. Review erosion controls, re-establish if needed, and seed areas where turf has not been established.
3. Submit IC-134 forms as provided by the Minnesota Department of Commerce.

If you have any questions regarding these items, please give us a call.

Regards,

David S. Reese, P.E.

Cc: Ted Strand, Public Works Director

B. 26

SCORE REPORT FORM

Mo./Yr. **March 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	10109
Newspaper	
Mixed Paper (News, Mags, Mixed Mail, CDBD)	

Metal: Appliances, misc...

	0
--	----------

Commingled Materials: (includes)

	8059
--	-------------

%		lbs
0.05	Metals- Aluminum Cans	403
0.21	Tin Cans	1692
0.61	Glass-	4916
	Clear bottles	
	Green bottles	
	brown bottles	
0.1	Plastic - #1 & #2 bottles	806
0.03	Reject	242
1.00		8059

Total LBS.	18167	0
Total Tons	9.08	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		67388	71720
	Accounts	Rate	Accounts	%	Paper	Commingle
BRD	2946	0.49	1441	0.36	21757	19290
BAX	1411	0.91	1284	0.32	19387	17188
B.P.	620	0.86	534	0.13	8063	7148
P.L.	269	0.64	173	0.04	2612	2316
C.L.	934	0.64	602	0.15	9089	8059
NIS	70	0.00	0	0.00	0	0
	6250	0.65	4034			

NIS DROP

6480	17720
------	-------

B. 27.

RESOLUTION 16-_____
TO ADOPT FOR RENEWAL EXISTING LIQUOR LICENSE
ESTABLISHMENTS FOR 2016-2017

WHEREAS, the City of Crosslake does hereby resolve to adopt the Liquor License Renewals of establishments licensed in 2015-2016 for the licensing year 2016-2017:

ON SALE (INTOXICATING) - \$1500

Andy's
Crosswoods Golf Course
Maucieri's
Moonlite Bay
Riverside Inn
The Bourbon Room
The Cedar Chest
The Wharf
Zorbaz

OFF-SALE (INTOXICATING) - \$100

Andy's
Barstock Liquors
Maucieri's
Moonlite Bay
Moonlite Square
Riverside Inn

SUNDAY (INTOXICATING) - \$200

Andy's
Crosswoods Golf Course
Maucieri's
Moonlite Bay
Riverside Inn
The Bourbon Room
The Cedar Chest
The Wharf
Zorbaz

CLUB

American Legion Sunday \$200
American Legion On-Sale \$300

OFF SALE (NON-INTOX) \$25

Moonlite Square

ON-SALE (NON-INTOX) \$75

Rafferty's

BE IT RESOLVED, that the City Council for the City of Crosslake, Minnesota go on record as renewing the above establishments for liquor/wine/beer licensing for the period of July 1, 2016 – June 30, 2017, at a Regular Council Meeting on the 9th day of May, 2016, after all licensing requirements are met both under local Ordinance and under MN State Statutes Chapter 340A, and approval is granted by the Minnesota Department of Public Safety Alcohol and Gambling Enforcement Division.

COUNCIL IN FAVOR – _____

COUNCIL AGAINST - _____

Charlene Nelson
City Clerk

Steve Roe
Mayor

RESOLUTION 16-_____

RESOLUTION ACCEPTING DONATION(S)

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

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

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

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

FROM	DONATION	INTENDED PURPOSE
Fairfield Township	\$250.00	Library

; and

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

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

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

Passed this 9th day of May, 2016.

Steve Roe
Mayor

ATTEST:

Charlene Nelson
City Clerk

(SEAL)

TOWNSHIP OF FAIRFIELD
CROW WING COUNTY, MN

ORDER CHECK

This instrument when signed by the Treasurer shall become a check payable to the order of the payee named for the amount stated.

UNITY BANK
CROSBY, MN 56441
75-360/919

10018

04/12/2016

PAY TO
THE
ORDER OF Crosslake Library

\$ *****250.00

DOLLARS

Two Hundred Fifty Dollars And No Cents

Crosslake Library
14126 Daggett Pine RD
Crosslake, MN 56442

Phil V... Chairman
Maureen Arge Town Clerk
K. H. Hickey Town Treasurer

Security features are included. Details on back.

⑈010018⑈ ⑆091903608⑆ ⑈5⑈000⑈165⑈

TOWNSHIP OF FAIRFIELD

Crosslake Library
donation

04/12/2016

\$250.00 10018

100-41900-430

\$250.00

RECEIPT DATE 5/2/16 No. 716951

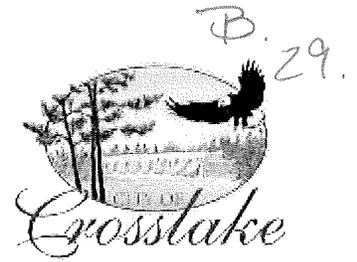
RECEIVED FROM Fairfield Township \$ 250-

two hundred, fifty DOLLARS

FOR RENT
 FOR Donation to Library

ACCOUNT		<input type="radio"/> CASH
PAYMENT		<input checked="" type="radio"/> CHECK
BAL. DUE		<input type="radio"/> MONEY ORDER <input type="radio"/> CREDIT CARD

BY [Signature] TO _____



To: Crosslake City Council

From: Jon Kolstad, Land Services Specialist

Date: May 9, 2016

RE: Out-as-Shown Maps Fee for property owners not in the floodplain.

The Minnesota DNR and FEMA are currently in the process of updating the floodplain maps for Crow Wing County. During this upgrade mortgage companies are reassessing parcels that are going through the process of financing and/or refinancing. Property owners that have never been required to in the past are getting notifications that they are now in the floodplain and must purchase flood insurance.

To assist property owners that have received these notifications and their dwelling are obviously not in the floodplain, based upon the GIS and 2 foot contours available from the state-wide LIDAR mapping, Crow Wing County has begun to produce Out-as-Shown maps for property owners at a cost of \$50. This \$50 fee is to cover staff time and printing costs to produce the maps.

Staff is recommending that the City of Crosslake publish the same \$50 fee to the Fee Schedule to produce Out-as-Shown maps for city residents. These maps are then submitted to their mortgage company and/or FEMA to help the property owners show that they are not in the floodplain and are not subject to mandatory flood insurance.

B.30.

BILLS FOR APPROVAL
May 9, 2016

VENDORS	DEPT		AMOUNT
AAA Equipment Center, dethatcher	PW		809.40
Ace Hardware, bulb recycling	Park		26.00
Ace Hardware, spray paint	Park		6.98
Ace Hardware, flash drive	PW		19.98
Ace Hardware, battery, janitorial supplies	PW		26.96
Ace Hardware, hardware	PW		14.69
Ace Hardware, switch, clip	PW		17.98
Ace Hardware, fuel, backpack blower	PW		574.92
Ace Hardware, keys	Park		5.97
Ace Hardware, wallport, kneepad	PW		34.48
Ace Hardware, wood glue	Park		2.29
Ace Hardware, pop up maxi paw	PW		158.84
Ace Hardware, hardware	PW		7.94
Ace Hardware, socket set, velcro	PW		18.98
Ace Hardware, hardware	Park		1.86
Ace Hardware, super glue	PW		7.49
Ace Hardware, reflective lettering, gloves	Park		10.36
AW Research, water testing	Sewer		1,442.70
Baker & Taylor, books	Library		935.88
Banyon Data, utility billing support	Sewer		795.00
Batteries Plus, batteries	PW		115.02
Batteries Plus, batteries	PW		6.98
Blue Cross Blue Shield, health insurance march	ALL		20,664.00
Bob Hartman, reimburse mileage	Police		100.44
Brainerd Hydraulics, flush face couplers, cylinder repair	PW		307.39
Breen & Person, legal fees	ALL		1,665.00
Build All Lumber, mail box repair	PW		17.10
City of Crosslake, sewer utilities	PW/Gov't		90.00
Clean Team, may cleaning	PW/Gov't		1,082.50
Council #65, union dues	Gov't		385.00
Crosslake Communications (April), phone, fax, cable, internet	ALL	pd 4-14	1,209.44
Crosslake Communications (May), phone, fax, cable, internet	ALL		1,412.63
Crosslake Rolloff, recycling	Gov't		2,695.00
Crow Wing County Attorney, fines	Police		674.20
Crow Wing County Recorder, filing fee	PZ		46.00
Crow Wing County Treasurer, mailing of polling place change	Election		137.17
Crow Wing County Treasurer, septic inspections	PZ		700.00
Culligan, water and cooler rental	PW/Gov't		47.53
Dacotah Paper, paper towels	Gov't		124.64
Deferred Comp	ALL		300.00
Delta Dental, dental insurance	ALL		1,730.00
Diamond Industrial Cleaning, car wash soap	PW		499.95
East Side Oil, oil filter and anti-freeze recycling	PW		86.00
Fastenal, gloves, ear plugs, grinder	PW		377.78
Ferguson Waterworks, meter reading equipment	Sewer		5,178.57

Fire Instruction & Rescue, live burn/ventilation simulator	Fire	pd 4-14	1,850.00
Fire Instruction & Rescue, pumping scenarios	Fire		450.00
Force America, seal kit, screw	Sewer	pd 4-19	142.80
Fortis, disability	ALL		592.84
Gopher Sign, sign posts	PW		713.71
Guardiand Pest Solutions, pest control	ALL		77.60
Hawkins, chemicals	Sewer		532.24
Heartland Tire, tires	PW		428.84
Holiday Station, fuel	Police		8.97
Johnson, Killen & Seiler, labor attorney fees	Gov't		301.00
Jon Henke, reimburse mileage	Park		25.38
Keepsrs, uniform	Police		79.84
Keepsrs, uniform	Police		96.98
Ken Fraasch, reimburse weight room membership	Park		179.69
Law Enforcement Safety Solutions, arrest and control course	Police		300.00
League of MN Cities Insurance Trust, refund commission	Gov't		70.10
League of MN Cities Insurance Trust, workers comp insurance	ALL		50,277.00
Locators and Supplies, directional compass	PW		4,031.71
Logan Mejdrich, refund book fine	Library		16.00
Marco, copier lease	Park		218.05
Mastercard, American Legion, chiefs meeting	Police		11.80
Mastercard, DMV, title transfer	PW		38.93
Mastercard, PES, affordable care act course	Admin		53.55
Mastercard, Pickleball Central, portable nets	Park		499.98
Mastercard, Raffertys, special public works meeting	PW		25.75
Mastercard, Shoebuy.com, shoes	Police		101.21
Mastercard, Spa Partners, gym equipment wipes	Park		537.09
Mastercard, travel expenses	Police		394.39
Mastercard, Webstaurant Store, cigarette receptacle	Park		53.15
Menards, pop up impact max paw	PW		204.00
Midwest Machinery, lubricate pedal	Park		71.25
Midwest Machinery, light	PW		13.53
Mike's Electric, hook up pump relay for irrigation	Park		142.50
MMUA, 2nd quarter safety program	Gov't		2,550.00
MN Design Team, deposit	EDA		2,500.00
MN Life, life insurance	ALL		387.20
MPCA, certification fee	Sewer	pd 4-28	45.00
Municode, code book update	Gov't		2,176.00
Napa, pump kit, fuel line	PW		68.25
Napa, backcam, gloves	PW		361.50
Napa, flasher	PW		8.99
Napa, bolt	PW		1.90
Napa, hitch	PW		179.00
Napa, outlet, low volt circuit	PW		11.01
Napa, wheel not, air freshener	PW		4.22
Nate Deshayes, reimburse mileage	Fire		237.12
NCPERS-Life Insurance	ALL		96.00
Northland Press, ordinances 332, 333, 334	Gov't		301.75
Pete Clement, beaver trap	Gov't		100.00
Pine Island Bank, equipment certificate bond payment	ALL		5,610.00



F. l. a.

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

Summary of Record

Thomas E. Fuith Trust Agreement -Part of government lot 3, Sec 11, City of Crosslake, 120113203A00009 on County Road 3, Crosslake, MN 56442

Request:

- To subdivide parcel 120113203A00009 involving 36 acres into two tracts

Chronology of events:

- October 15, 2015 – Development Review Team Meeting
- March 11, 2016 -Application submitted
- March 25, 2016 –Crosslake Parks, Recreation and Library –Staff recommendation for cash in lieu of land
- April 1, 2016 -Notices sent out
- April 5, 2016 -Published in local newspaper
- April 21, 2016 –Planning Commission/Board of Adjust on-site
- April 22, 2016 –Planning Commission/Board of Adjust meeting -Decision made to recommend approval for the subdivision of property
- May 9, 2016 -Crosslake City Council Meeting -Decision to approve the subdivision of parcel 120113203A00009 involving 36 acres

Packet Information:

- Public Hearing Notice
- Staff Report
- Development Review Team Minutes
- Certificate of Survey
- Subdivision application

Correspondence:

- March 22, 2016 – Email from City Attorney
- March 25, 2016 – Email from Crosslake Parks & Recreation recommendation
- March 28, 2016 – Email from County Highway Department
- April 5, 2016 – Email from Dave Reese, City Engineer
- April 11, 2016 – Email from Van Hecke

April 22, 2016

Findings of Fact

Supporting/Denying a Metes and Bounds Subdivision

Findings should be made in either recommending for or against a metes and bounds subdivision, and should reference Chapter 44 of the City Ordinance. The following questions are to be considered, but are not limited to:

1. Does the proposed metes and bounds subdivision conform to the City's Comprehensive Plan?
Yes No

- **Continue to guide residential growth in an orderly and compact manner so that new developments can be effectively served by public improvements and that the character and quality of the City's existing neighborhoods can be maintained and enhanced. Encourage well-designed residential subdivisions at urban densities in the planned growth areas of the City. Locate higher density residential developments in areas adjacent to moderate density developments and outside of the shoreland district.**
- **The current land use classification is shoreland and the proposed subdivision meet or exceed the minimum requirements for lot width and lot area**

2. Is the proposed metes and bounds subdivision consistent with the existing City Ordinance?
Specify the applicable sections of the ordinance.

Yes No

- **The current land use classification is shoreland and the proposed subdivision meet or exceed the minimum requirements for lot width and lot area**
- **There is adequate ingress/egress onto County Rd 3 or Lily Pad Road**
- **No zoning change**

3. Are there any other standards, rules or requirements that this metes and bounds subdivision must meet?

Yes No Specify other required standards.

- **The proposed lots have adequate area for septic systems**
- **There is adequate ingress/egress onto County Rd 3 or Lily Pad Road**
- **Park and Rec dedication fee to be submitted before the city council meeting**

4. Is the proposed metes and bounds subdivision compatible with the present land uses in the area of the proposal?

Yes No Zoning District **Shoreland**

- **It is consistent with the surrounding zoning and uses in the area**
- **As observed at the Planning Commission/Board of Adjustment on-site on April 21, 2016 the proposed tract sizes are consistent with the neighborhood**

5. Does the proposed metes and bounds subdivision conform to all applicable performance standards in Article 4 of the Subdivision Ordinance?

Yes **X** No

- **The proposed lots meet or exceed the minimum lot size requirements for Shoreland District**
- **There is adequate ingress/egress onto County Road 3 or Lily Pad Road**
- **The proposed lots have adequate area for septic system**

6. Other issues pertinent to this matter.

- **Work with the City Public Works Director on any access needs**
- **Work with the County Highway Department on any access needs or permits**
- **Pay the park dedication fee before the city council meeting**

Decision: Motion by LaFon; supported by Kuker to approve a recommendation to the city council to:

1. **Subdivide parcel 120113203A00009 involving 36 acres into two tracts**

Per the findings of fact as discussed, the on-sites conducted on 4-21-16 and as shown on the certificate of survey received at the Planning & Zoning office dated 7-17-15 for property located on County Road 3, Part of government lot 3, Section 11, City of Crosslake

Conditions:

1. **Work with the county highway and/or city public works department to obtain an access off of County Road 3 or Lily Pad Road**
2. **Park dedication fee submitted to Planning & Zoning office prior to City Council meeting on May 9, 2016**

All members voting "Aye", Motion carried.

Date: 5-27-16

Signature: _____

Chairman

**Thomas E. Fuith Trust Agreement
120113203A00009**

Herzog announced the subdivision request. Herkenhoff read the metes and bounds subdivision request and comments received into the record and stated that all ordinance requirements were met and or exceeded. Herzog invited Fuith, the owner, to the podium and asked the commissioners if they had any questions, but none were forthcoming. Herzog proceeded to open the public hearing. Kovacevich, neighboring property owner, stepped up to the podium in support of Fuith's subdivision. Herzog closed the public hearing and requested Herkenhoff to initiate the findings of fact procedure with the board members deliberating and responding to each question.

April 22, 2016 Action:

Motion by LaFon; supported by Kuker to approve a recommendation to the City Council to:

- 1. Subdivide parcel #120113203A00009 involving 36 acres into two tracts**

Per the findings of fact as discussed, the on-site conducted on 4-21-16 and as shown on the certificate of survey received at the Planning & Zoning office dated 7-17-15 for property located on County Road 3, Part of government lot 3, Section 11, City of Crosslake

Conditions:

- 1. Work with the county highway and/or city public works department to obtain an access off of County Road 3 or Lily Pad Road**
- 2. Park dedication fee submitted to Planning & Zoning office prior to City Council meeting on May 9, 2016**

Findings: See attached

All members voting "Aye", Motion carried.

Staff Report
Crosslake Parks and Recreation

Date: March 25, 2016

Subject: Park Dedication Recommendation for Fuith Trust Agreement

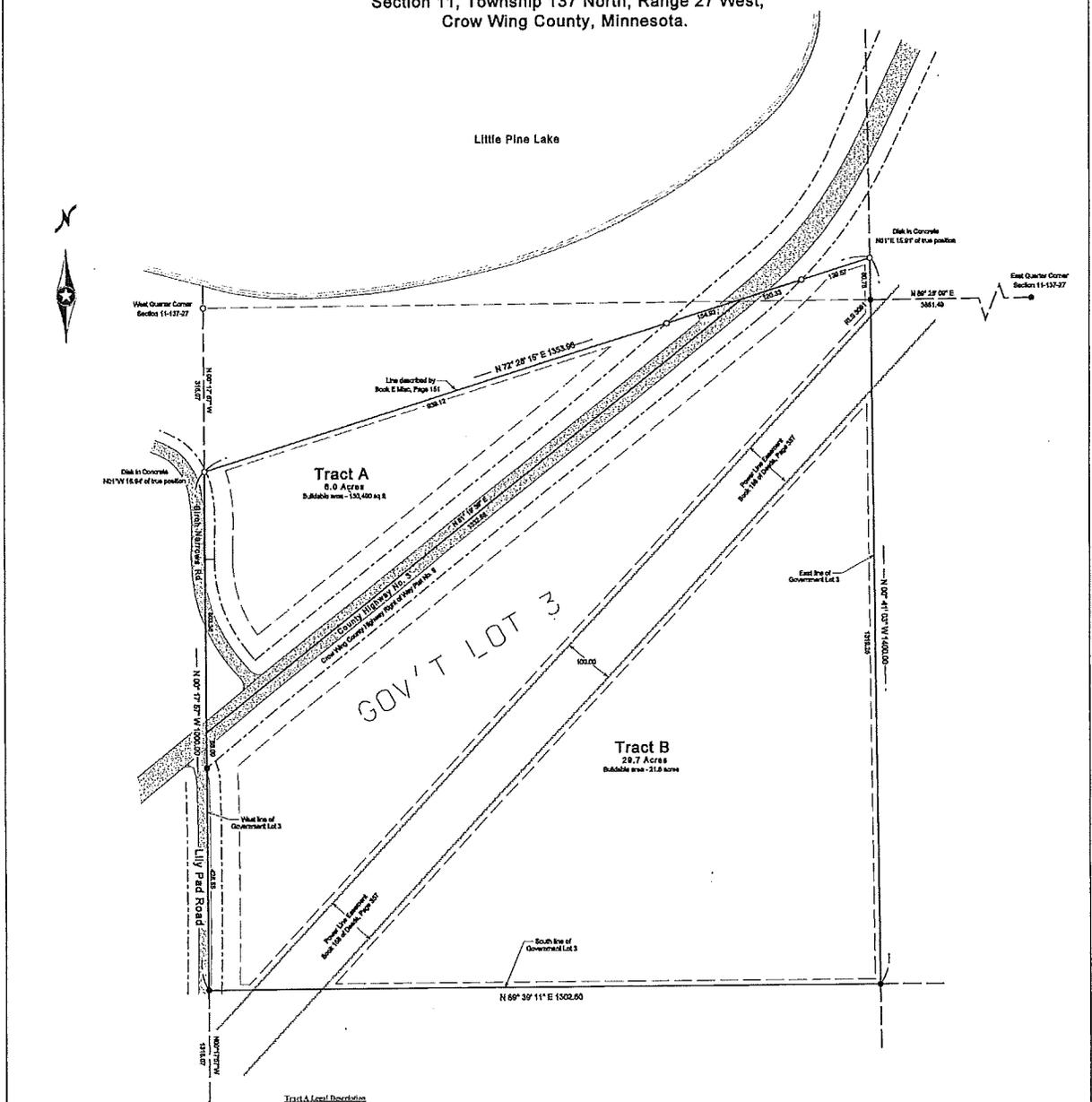
The Crosslake Park/Library Commission recommended to accept cash in lieu of land for the Thomas E. Fuith Trust Agreement Subdivision of Property located at County Rd 3, part of government lot 3, Sec 11 City of Crosslake.

Motion to accept cash in lieu of land - Lessard/Nordstrom Favor: All, Opposed: 0

Certificate of Survey

Part of Government Lot 3
Section 11, Township 137 North, Range 27 West,
Crow Wing County, Minnesota.

RECEIVED
MAR 14 2015
BY: _____



Tract A Legal Description

This part of Government Lot 3, Section 11, Township 137 North, Range 27 West, Crow Wing County, Minnesota, described as follows:
Commencing at the southeast corner of said Government Lot 3, thence North 01 degrees 17 minutes 57 seconds West, bearing set based on the Crow Wing County coordinate system, along the west line of said Government Lot 3, a distance of 496.64 feet to the point of beginning; thence east along North 60 degrees 17 minutes 27 seconds West, along said line, a distance of 101.35 feet; thence North 72 degrees 28 minutes 18 seconds East, along the line described by this document recorded in Book E, Misc., Page 151, of the Office of the County Recorder, a distance of 106.09 feet to the intersection with a line which bears North 51 degrees 19 minutes 19 seconds East from the point of beginning; thence South 51 degrees 19 minutes 19 seconds West, a distance of 1131.48 feet to the point of beginning.

Tract B Legal Description

This part of Government Lot 3, Section 11, Township 137 North, Range 27 West, Crow Wing County, Minnesota, described as follows:
Commencing at the southeast corner of said Government Lot 3, thence North 01 degrees 17 minutes 57 seconds West, bearing set based on the Crow Wing County coordinate system, along the west line of said Government Lot 3, a distance of 1010.00 feet; thence North 72 degrees 28 minutes 18 seconds East, along the line described by the document recorded in Book E, Misc., Page 151, of the Office of the County Recorder, a distance of 106.09 feet to the intersection with a line which bears North 51 degrees 19 minutes 19 seconds East from the point of beginning; thence South 51 degrees 19 minutes 19 seconds West, along the west line of said Government Lot 3, a distance of 1010.00 feet to the southwest corner of said Government Lot 3; thence North 59 degrees 17 minutes 57 seconds West, along the west line of said Government Lot 3, a distance of 106.64 feet to the intersection with a line which bears South 51 degrees 19 minutes 19 seconds West from the point of beginning; thence North 51 degrees 19 minutes 19 seconds East, a distance of 1010.00 feet to the point of beginning.

Surveyor's Note
The survey address for this subject property is not adopted by Crow Wing County.
The Parcel Number for this subject property is 22411323162049
Taxes: The Tax E-File: Tract Agreement
3529 South Shore Boulevard
White Bear Lake, MN 55110
This survey was completed without the benefit of a title commitment or title opinion, there may be encumbrances or other liens upon the land that are not shown on this survey.
The subject property was not surveyed for the existence of wetlands, water features shown are based on available aerial imagery.



Client Name: Tom Fulth

No.	Date	REVISIONS

Survey By: ME
Drawn By: RW
Checked By: JK

DATE: 7-17-2015

BY: JAMES KWANDEL, LICENSED SURVEYOR 22664

PROJECT NO. FU1TT1501

KLD
KRAMER LEA DELEO
REGISTERED PROFESSIONAL LAND SURVEYOR
MINNESOTA



F. l. b.

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

Summary of Record

Thomas E. Fuith Trust Agreement -Part of government lot 2, Sec 11, City of Crosslake, 120112402A00009 on County Road 3, Crosslake, MN 56442

Request:

- To subdivide parcel 120112402A00009 involving 40 acres into three tracts

Chronology of events:

- October 15, 2015 – Development Review Team Meeting
- March 11, 2016 -Application submitted
- March 25, 2016 –Crosslake Parks, Recreation and Library –Staff recommendation for cash in lieu of land
- April 1, 2016 -Notices sent out
- April 5, 2016 -Published in local newspaper
- April 21, 2016 –Planning Commission/Board of Adjust on-site
- April 22, 2016 –Planning Commission/Board of Adjust meeting -Decision made to recommend approval for the subdivision of property
- May 9, 2016 -Crosslake City Council Meeting -Decision to approve the subdivision of parcel 120112402A00009 involving 40 acres

Packet Information:

- Public Hearing Notice
- Staff Report
- Development Review Team Minutes
- Certificate of Survey
- Subdivision application
- Site Suitability

Correspondence:

- March 25, 2016 – Email from Crosslake Parks & Recreation recommendation
- March 28, 2016 – Email from County Highway Department

April 22, 2016

Findings of Fact

Supporting/Denying a Metes and Bounds Subdivision

Findings should be made in either recommending for or against a metes and bounds subdivision, and should reference Chapter 44 of the City Ordinance. The following questions are to be considered, but are not limited to:

1. Does the proposed metes and bounds subdivision conform to the City's Comprehensive Plan?
Yes No

- **Continue to guide residential growth in an orderly and compact manner so that new developments can be effectively served by public improvements and that the character and quality of the City's existing neighborhoods can be maintained and enhanced. Encourage well-designed residential subdivisions at urban densities in the planned growth areas of the City. Locate higher density residential developments in areas adjacent to moderate density developments and outside of the shoreland district.**
- **The current land use classification is shoreland and the proposed subdivision meet or exceed the minimum requirements for lot width and lot area**
- **No zoning change**
- **There is adequate ingress/egress onto County Rd 3**
- **As observed at the Planning Commission/Board of Adjustment on-site on April 21, 2016 the proposed tract sizes are consistent with the neighborhood**

2. Is the proposed metes and bounds subdivision consistent with the existing City Ordinance?
Specify the applicable sections of the ordinance.

Yes No

- **Land subdivision must be accomplished in a manner that contributes to an attractive, orderly stable and wholesome community environment with adequate public services and safe streets. All land subdivisions, including plats, shall fully comply with the regulations in this chapter and as may be addressed in other chapters of this Code. (Sec. 44.1)**
- **The current land use classification is shoreland and the proposed subdivision meet or exceed the minimum requirements for lot width and lot area**
- **There is adequate ingress/egress onto County Rd 3**

3. Are there any other standards, rules or requirements that this metes and bounds subdivision must meet?

Yes No Specify other required standards.

- **The proposed lots have adequate area for septic systems**
- **There is adequate ingress/egress onto County Rd 3**
- **Park and Rec dedication fee to be submitted before the city council meeting**

4. Is the proposed metes and bounds subdivision compatible with the present land uses in the area of the proposal?

Yes No Zoning District **Shoreland**

- **It is consistent with the surrounding zoning and uses in the area**
- **As observed at the Planning Commission/Board of Adjustment on-site on April 21, 2016 the proposed tract sizes are consistent with the neighborhood**

5. Does the proposed metes and bounds subdivision conform to all applicable performance standards in Article 4 of the Subdivision Ordinance?

Yes No

- **The proposed lots meet or exceed the minimum lot size requirements for Shoreland District**
- **There is adequate ingress/egress onto County Road 3**
- **The proposed lots have adequate area for septic system**

6. Other issues pertinent to this matter.

- **Work with the County Highway Department on any access needs or permits**
- **Pay the park dedication fee before the city council meeting**
- **Fulfill signed wetland delineation winter agreement**

Decision: Motion by Kuker; supported by Knippel to approve a recommendation to the city council to:

1. **Subdivide parcel 120112402A00009 involving 40 acres into three tracts**

Per the findings of fact as discussed, the on-sites conducted on 4-21-16 and as shown on the certificate of survey received at the Planning & Zoning office dated 7-17-15 for property located on County Road 3, Crosslake, MN 56442

Conditions:

1. **Work with the county highway department to obtain an access off of County Road 3**
2. **Park dedication fee submitted to Planning & Zoning office prior to City Council meeting on May 9, 2016**

All members voting "Aye", Motion carried.

Date: 5-27-16

Signature: _____
Chairman

**Thomas E. Fuith Trust Agreement
120112402A00009**

Herzog announced the subdivision request. Herkenhoff read the metes and bounds subdivision request and comments received into the record and stated that all ordinance requirements were met and or exceeded. Herzog invited Fuith, the owner, to the podium. Fuith stated the history of the parcel. Kuker questioned the split shape of tract a. Fuith stated the tract will be for sale. Septic suitabilities and wetland items were discussed. Herzog proceeded to open the public hearing. Kovacevich, neighboring property owner, is in support of Fuith's subdivision. Herzog closed the public hearing and requested Herkenhoff to initiate the findings of fact procedure with the board members deliberating and responding to each question.

April 22, 2016 Action:

Motion by Kuker; supported by Knippel to approve a recommendation to the City Council to:

- 1. Subdivide parcel 120112402A00009 involving 40 acres into three tracts**

Per the findings of fact as discussed, the on-sites conducted on 4-21-16 and as shown on the certificate of survey received at the Planning & Zoning office dated 7-17-15 for property located on County Road 3, Crosslake, MN 56442

Conditions:

- 1. Work with the county highway department to obtain an access off of County Road 3**
- 2. Park dedication fee submitted to Planning & Zoning office prior to City Council meeting on May 9, 2016**

Findings: See attached

All members voting "Aye", Motion carried.

Staff Report
Crosslake Parks and Recreation

Date: March 25, 2016

Subject: Park Dedication Recommendation for Fuith Trust Agreement

The Crosslake Park/Library Commission recommended to accept cash in lieu of land for the Thomas E. Fuith Trust Agreement Subdivision of Property located at County Rd 3, part of government lot 2, Sec 11 City of Crosslake.

Motion to accept cash in lieu of land - Norgaard/Tchida Favor: All, Opposed: 0

Certificate of Survey

Part of Government Lot 2
Section 11, Township 137 North, Range 27 West,
Crow Wing County, Minnesota.

RECEIVED
MAR 14 2015
BY: _____

Tract A Legal Description

This part of Government Lot 2, Section 11, Township 137 North, Range 27 West, Crow Wing County, Minnesota, described as follows:

Commencing at the southwest corner of said Government Lot 2, thence North 00 degrees 59 minutes 45 seconds West, bearing are based on the Crow Wing County coordinate system, along the west line of said Government Lot 2, a distance of 7640.00 feet; thence North 89 degrees 00 minutes 17 seconds East, along the line described by the document recorded in Book E Minn., Page 151, to the Office of the County Recorder, a distance of 7940.00 feet; thence North 00 degrees 59 minutes 45 seconds West, parallel to the west line of said Government Lot 2, a distance of 7940.00 feet; thence North 44 degrees 59 minutes 13 seconds East, as per the description by the document recorded in Book E Minn., Page 151, to the Office of the County Recorder, a distance of 1200.00 feet to the point of beginning; thence South 22 degrees 11 minutes 15 seconds East, a distance of 683.71 feet; thence North 89 degrees 00 minutes 17 seconds East, parallel to the east line of said Government Lot 2, a distance of 165.17 feet to the intersection with the east line of said Government Lot 2, a distance of 6999.98 feet to the intersection with a line which bears North 44 degrees 59 minutes 13 seconds East from the point of beginning; thence South 44 degrees 59 minutes 13 seconds West, a distance of 683.71 feet to the point of beginning.

Said tract contains 5.6 acres, more or less, and is subject to all restrictions, reservations and easements of record, if any.

Tract B Legal Description

This part of Government Lot 2, Section 11, Township 137 North, Range 27 West, Crow Wing County, Minnesota, described as follows:

Commencing at the southwest corner of said Government Lot 2, thence North 00 degrees 59 minutes 45 seconds West, bearing are based on the Crow Wing County coordinate system, along the west line of said Government Lot 2, a distance of 7640.00 feet; thence North 89 degrees 00 minutes 17 seconds East, along the line described by the document recorded in Book E Minn., Page 151, to the Office of the County Recorder, a distance of 7940.00 feet to the point of beginning; thence North 89 degrees 00 minutes 17 seconds East, along the line described by the document recorded in Book E Minn., Page 151, to the Office of the County Recorder, a distance of 1200.00 feet; thence North 44 degrees 59 minutes 13 seconds East, as per the description by the document recorded in Book E Minn., Page 151, to the Office of the County Recorder, a distance of 1200.00 feet to the intersection with the east line of said Government Lot 2, a distance of 6999.98 feet to the intersection with a line which bears North 44 degrees 59 minutes 13 seconds East from the point of beginning; thence South 44 degrees 59 minutes 13 seconds West, a distance of 683.71 feet to the point of beginning.

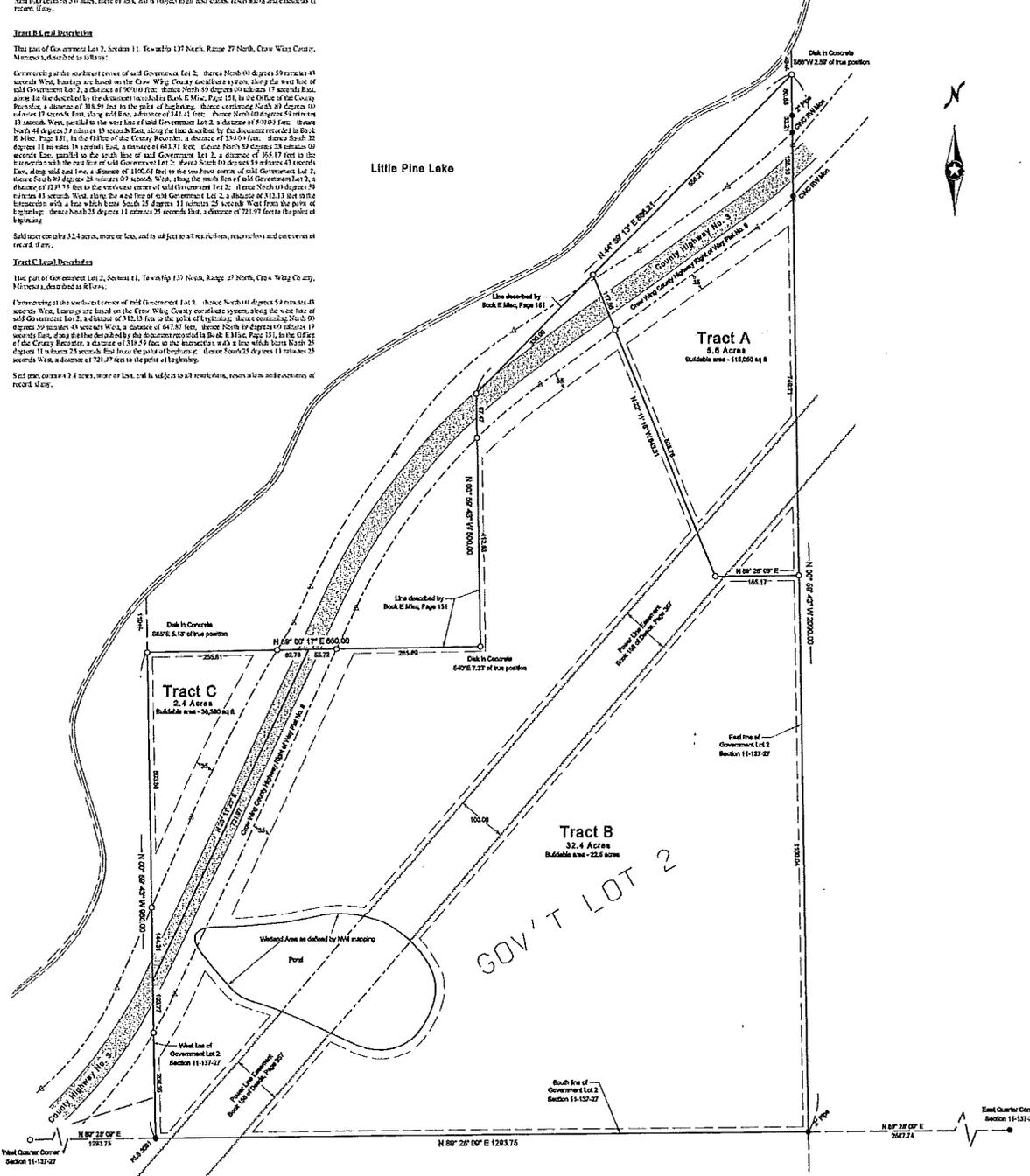
Said tract contains 32.4 acres, more or less, and is subject to all restrictions, reservations and easements of record, if any.

Tract C Legal Description

This part of Government Lot 2, Section 11, Township 137 North, Range 27 West, Crow Wing County, Minnesota, described as follows:

Commencing at the southwest corner of said Government Lot 2, thence North 00 degrees 59 minutes 45 seconds West, bearing are based on the Crow Wing County coordinate system, along the west line of said Government Lot 2, a distance of 7640.00 feet to the point of beginning; thence North 89 degrees 00 minutes 17 seconds East, along the line described by the document recorded in Book E Minn., Page 151, to the Office of the County Recorder, a distance of 7940.00 feet; thence North 44 degrees 59 minutes 13 seconds East, as per the description by the document recorded in Book E Minn., Page 151, to the Office of the County Recorder, a distance of 1200.00 feet to the intersection with the east line of said Government Lot 2, a distance of 6999.98 feet to the intersection with a line which bears North 44 degrees 59 minutes 13 seconds East from the point of beginning; thence South 44 degrees 59 minutes 13 seconds West, a distance of 683.71 feet to the point of beginning.

Said tract contains 2.4 acres, more or less, and is subject to all restrictions, reservations and easements of record, if any.



Assurances

The present address for the subject property is not furnished by Crow Wing County.
The Parcel Number for the subject property is 241124213000.

Prepared by: Thomas E. Fultz, Field Agent
243 South Shore Boulevard
Wadena, MN 55110

This survey was completed without the benefit of a field comparison of this system, there may be encumbrances or other legal facts that affect the subject property, but are not shown on this survey.
The subject property was reviewed for the substance of methods, water features shown are based on available aerial mapping.

● Delineate iron monument bound
○ Delineate 1/2" iron pipe set and marked by License No. 25008
Orientation of this bearing system is to the North American Datum of 1983.

SCALE IN FEET
0 50 100 150 200 250 300 350 400 450 500

Client Name: Tom Fultz

NO.	Date	REVISIONS

Drawn by: ME
Checked by: JCF
Checked by: JCF

DATE: 7-17-2015
PROJECT NO. FUITT1501

THESEY CERTIFY THAT THIS PLAN, SURVEY, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A duly REGISTERED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF MINNESOTA.

Signature: JAMES J. OUSHA, LICENSE NUMBER 25008
K. A. M. E. B. L. E. A. B. D. S. L. C. D.
REGISTERED PROFESSIONAL SURVEYOR
EXPIRES: 01-31-2016



F. l. C.

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

Summary of Record

James M & Diane A Gallaway Trust (1/2 interest each) -Part of the southeast ¼ of the southwest ¼, Sec 32, City of Crosslake, 120323400BAA009 at 33106 Industrial Road, Crosslake, MN 56442

Request:

- To subdivide parcel 120323400BAA009 involving 14 acres into three tracts

Chronology of events:

- March 8, 2016 – Development Review Team Meeting
- March 17, 2016 -Application submitted
- March 25, 2016 –Crosslake Parks, Recreation and Library –Staff recommendation for cash in lieu of land
- April 1, 2016 -Notices sent out
- April 5, 2016 -Published in local newspaper
- April 21, 2016 – Planning Commission/Board of Adjust on-site
- April 22, 2016 – Planning Commission/Board of Adjust meeting -Decision made to recommend approval for the subdivision of property
- May 9, 2016 -Crosslake City Council Meeting -Decision to approve the subdivision of parcel 120323400BAA009 involving 14 acres

Packet Information:

- Public Hearing Notice
- Staff Report
- Development Review Team Minutes
- Certificate of Survey
- Subdivision application
- Wetland Delineation

Correspondence:

- March 22, 2015 – Email from Crosslake City Attorney
- March 25, 2016 – Email from Crosslake Parks & Recreation recommendation
- March 28, 2016 – Email from County Highway Department
- April 5, 2016 – Email from the City Engineer

April 22, 2016

Findings of Fact

Supporting/Denying a Metes and Bounds Subdivision

Findings should be made in either recommending for or against a metes and bounds subdivision, and should reference Chapter 44 of the City Ordinance. The following questions are to be considered, but are not limited to:

1. Does the proposed metes and bounds subdivision conform to the City's Comprehensive Plan?
Yes No

- **Continue to guide residential growth in an orderly and compact manner so that new developments can be effectively served by public improvements and that the character and quality of the City's existing neighborhoods can be maintained and enhanced. Encourage well-designed residential subdivisions at urban densities in the planned growth areas of the City. Locate higher density residential developments in areas adjacent to moderate density developments and outside of the shoreland district.**
- **The current land use classification is commercial/light industrial and the proposed subdivision meet or exceed the minimum requirements for lot width and lot area**

2. Is the proposed metes and bounds subdivision consistent with the existing City Ordinance?
Specify the applicable sections of the ordinance.

Yes No

- **Land subdivision must be accomplished in a manner that contributes to an attractive, orderly stable and wholesome community environment with adequate public services and safe streets. All land subdivisions, including plats, shall fully comply with the regulations in this chapter and as may be addressed in other chapters of this Code. (Sec. 44.1)**
- **The current land use classification is commercial/light industrial and the proposed subdivision meet or exceed the minimum requirements for lot width and lot area**
- **There is adequate ingress/egress onto Industrial Road**

3. Are there any other standards, rules or requirements that this metes and bounds subdivision must meet?

Yes No Specify other required standards.

- **There is adequate ingress/egress onto Industrial Road**
- **Park and Rec dedication fee to be submitted before the city council meeting**

4. Is the proposed metes and bounds subdivision compatible with the present land uses in the area of the proposal?

Yes No

Zoning District **Commercial/Light Industrial**

- **It is consistent with the surrounding zoning and uses in the area**
- **As observed at the Planning Commission/Board of Adjustment on-site on April 21, 2016 the proposed tract sizes are consistent with the neighborhood**

5. Does the proposed metes and bounds subdivision conform to all applicable performance standards in Article 4 of the Subdivision Ordinance?

Yes No

- **The proposed lots meet or exceed the minimum lot size requirements for the commercial/light industrial district**
- **There is adequate ingress/egress onto Industrial Road**

6. Other issues pertinent to this matter.

- **Pay the park dedication fee before the city council meeting**

Decision: Motion by Nevin; supported by LaFon to approve a recommendation to the city council to:

1. **Subdivide parcel 120323400BAA009 involving 14 acres into three tracts**

Per the findings of fact as discussed, the on-sites conducted on 4-21-16 and as shown on the certificate of survey received at the Planning & Zoning office dated 3-17-16 for property located at 33106 Industrial Road, Crosslake, MN 56442

Conditions:

1. **Park dedication fee submitted to Planning & Zoning office prior to City Council meeting on May 9, 2016**
2. **Work with road authority for any future access**

All members voting "Aye", Motion carried.

Date: 5-27-16

Signature: _____
Chairman

**James M & Diane A Gallaway Trust (1/2
interest each)
120323400BAA009**

Herzog announced the subdivision request. Herkenhoff read the metes and bounds subdivision request and comments received into the record. Discussion was held on the existing road and the need to possibly increase the setback to Industrial Road due to the comment submitted by the city engineer. Hidde, Stonemark Land Surveying, the representative for the Gallaway request stated the setbacks of the existing structures were not listed on the survey and increasing said setback could possibly make a structure non-conforming and cause future additions to be a variance. Herkenhoff stated as a staff member, we do not feel there is a need to increase the setback, that there is more than a sufficient amount of area to build. Herzog invited Gallaway, the owner, to the podium. Gallaway stated the history of the parcel and explained the easement/road and the lots available to use the existing easement. Herzog opened and closed the public hearing due to no response. Herzog asked if any of the commissioners had additional questions, but none were forthcoming. Herkenhoff initiated the findings of fact procedure with the board members deliberating and responding to each question.

April 22, 2016 Action:

Motion by Nevin; supported by LaFon to approve a recommendation to the city council to:

- 1. Subdivide parcel 120323400BAA009 involving 14 acres into three tracts**

Per the findings of fact as discussed, the on-sites conducted on 4-21-16 and as shown on the certificate of survey received at the Planning & Zoning office dated 3-17-16 for property located at 33106 Industrial Road, Crosslake, MN 56442

Conditions:

- 1. Park dedication fee submitted to Planning & Zoning office prior to City Council meeting on May 9, 2016**
- 2. Work with road authority for any future access**

Findings: See attached

All members voting "Aye", Motion carried.

Staff Report
Crosslake Parks and Recreation

Date: March 25, 2016

Subject: Park Dedication Recommendation for Gallaway Trust Subdivision

The Crosslake Park/Library Commission recommended to accept cash in lieu of land for the James M & Diane A Gallaway Trust Subdivision of Property. The property is located at 33106 Industrial Rd, Sec 32, City of Crosslake.

Motion to accept cash in lieu of land - Reed/Norgaard Favor: All, Opposed: 0

F. Z. a.

CROSSLAKE COMMUNICATIONS HIGHLIGHTS FOR APRIL 2016

1. **Minutes** of the April 26, 2016 Regular meeting are included. (motion needed)
2. The **Financial Statements** for February and March 2016 are included (motion needed)
3. The list of **February and March 2016 checks/disbursements** are included (motion needed).
4. The **Customer Counts Report** has been included in the packet.
5. Our **fiber equipment upgrade** continues.
6. We have **removed the generator and now have a standby generator** that we are renting from CTC.
7. To remove any concerns of soil contamination from the **underground fuel tank**, we had the tank removed and a soil test done. The tank appeared to be in very good condition and we should have test results in a week or so.
8. Also as part of the sale, we have had the **tower inspected**. We are waiting on that report.
9. Our support person for our **Internet and computer repairs** is now in our office Monday through Friday to support customers and staff.

Subcommittee Report

1. Progress Update.
 - a. The data room is open to the interested companies and we are receiving a few questions for more information.
 - b. We had several companies visit over a two day period.
 - c. The bid opening is scheduled for Monday, May 16th at 5:00 pm.
 - d. A Special Council meeting has been scheduled for May 23rd at 7:00 pm to review the bids.

Public Works Meeting Notes
City of Crosslake
Monday, May 3, 2016
4:00 PM - City Hall

F.3.a.

Members Present: Doug Vierzba, Tim Berg, John Pribyl

Members Absent: Darrell Shannon, Dale Melberg

Others Present: Dave Reese, Ted Strand, Dave Schrupp (Council Liaison), Dan Vogt, Mike Lyonais and Mark Hallan from WSN

1. Meeting called to order at 4:00 pm by Chairman Doug Vierzba.
2. Approve Minutes of April 4, 2016: Motion to approve by Berg, second by Vierzba, all in favor.
3. Dream Island and Melinda Shores Bridge Status:
 - a. Dream Island. Design package has been submitted, waiting on State review response. Once response received, changes will be made as requested and the final submittal will be made.
 - b. Melinda Shores Bridge Reinforcement. Punch list issued with 3 items, removing rip rap in the channel and boards around the worksite, erosion control and the submittal of form IC 134 (withholding document). Dave Reese indicated he will make a recommendation for final payment when the punch list items are completed.
4. Mark Hallan-Present Waste Water Treatment Facility Programming Study including Time Line and Cost:

Mark reviewed the Improvement Study that WSN was requested to complete on our Waste Water Treatment Facility. He noted the facility has been in operation since 2004. He noted the facility was designed to meet an average daily flow of 150,000 gallons per day. The current demand peaks around 50% of this figure, meaning the plant has sufficient capacity to handle future growth. Since last fall, Mark has worked with Ted Strand to identify those areas suggested for upgrades. One of the major upgrades being proposed involved a new SCADA control system that will monitor the entire plant operation. Today the plant has 4 separate control systems that must be managed individually. The total cost projected is approximately \$750,000. The report is very detailed and extensive and covers all the requests made by Ted. Dan and Mike will be involved in the funding, costing and timeline management of the project. Dan Vogt will address the study at the next council meeting. Bound copies of the study were made available for use by the Council. **MOTION by Berg, second by Pribyl, all in favor to recommend to the city council that the city proceed with the project as recommended by Mark Hallan and Ted Strand.**

5. 2016 Street Improvement update, including plans and bidding documents. Dave Reese reviewed the drawings related to each proposed road project in detail. Dave Reese indicated WSN was planning on having bid documentation back from contractors in time to review at the July Council meeting. The Commission recommended continuing with the planned road upgrades and made specific decisions regarding the following items:
 - a. The commission recommended postponing any work in 2016 on Tamarack Road. This road is within a wetland area and the commission agreed a permanent rather than temporary fix is best. This road was not on the original list WSN worked and a permanent will cost more than funds will provide this year.
 - b. City Parking Lot in Front Andy's. After much discussion on this specific project, a **MOTION was made by Berg to assess 50% of the resurfacing costs to business owners and have the city attorney draft the necessary agreement documentation for submittal to the business owners impacted by this planned assessment. Second by Pribyl, all in favor. The motion also included a requirement the city install 3**

compliant lights, water line and power for a TBD future Welcome sign in the area. Ted requested the commission members check the lighting at the Joint Maintenance facility so they can make a recommendation on the style of lighting to be used in the City Parking Lot.

- c. South End of South Landing Road, Andolshek property. MOTION made by Berg, second by Pribyl, all in favor to request involvement of the city attorney regarding possible ROW issues relating to the Lonna Andolshek property. Based on planned upgrades to the area, an easement agreement will be necessary to complete the changes.

6. Consider Request from Ace Hardware for Payment Plan for Sewer Connection at Laundromat.

Ace Hardware submitted a request to spread the sewer hookup charge over a 5 year period. MOTION by Berg, second by Pribyl, all in favor to recommend to the council the city approves their request relating to spreading costs related to sewer connections as stated. Council can change payment time as necessary.

7. Other Business. Ted advised the commission of the MPCA Certification and Accommodation Certificate the city received relating to the operation of the WWTF. He also mentioned issues relating to flushing baby wipes and similar products in the sanitary waste systems across the state/county and the issues related to same. Our MPCA has recommended they are not flushing down the toilets.

8. Adjourn. Meeting adjourned at 6:30 PM.

CITY OF CROSSLAKE

**WASTEWATER TREATMENT FACILITY
CAPITAL IMPROVEMENTS STUDY**

APRIL 2016

WSN PROJECT NO. 0107B0149.000

CERTIFICATION

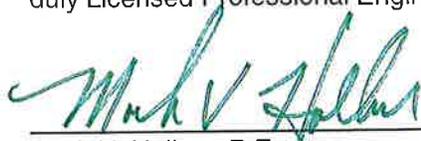
WASTEWATER TREATMENT FACILITY CAPITAL IMPROVEMENT STUDY

Prepared for
Crosslake, Minnesota

By

Widseth Smith Nolting
7804 Industrial Park Road - P.O. Box 2720 - Baxter, MN 56425

I hereby certify that this specification was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.



Mark V. Hallan, P.E.

24997

Reg. No.

4/27/16

Date

TABLE OF CONTENTS

Introduction	Page 1
Control Building	Page 1-2
Preliminary Treatment	Page 2-4
Oxidation Ditches	Page 4
Final Clarifiers	Page 5-6
Wet Well	Page 6
Sludge Pumps, Measurement and Process Piping	Page 6-7
Aeration Tank Modifications	Page 7
Final Filter Modifications	Page 8
Electrical Generator	Page 8-9
Cost Summary	Page 9-10
Summary	Page 10-11
Appendix A1 – Control Building Addition	
Appendix A2 – SCADA System	
Appendix B1 – Aeration Blower Replacement	
Appendix C2 – Denitrification Process	
Appendix D1 – Final Clarifier Building Ceiling	
Appendix D2 – Lakeside Budget Pricing	
Appendix D4 – Scum Pit Modifications	
Appendix F1 & F2 – Magnetic Flow Meter Pricing, RAS/WAS Cost Estimate	
Appendix G1 – Diffuser & Piping Improvements	
Appendix G2 – USACE Storage Tank Installation	
Appendix H1 – Aeration Blower & Piping Replacement, Plant Water Chamber Addition	

Introduction

City of Crosslake commenced operations of their municipal sanitary sewer collection system and wastewater treatment facility (WWTF) in the summer of 2004. The WWTF was designed for an average daily flow of 150,000 gallons and is operated in accordance with NPDES Permit Mn0064882 for effluent discharge to the Pine River. Seasonal wastewater flows vary from 25,000 gallons per day during winter months to 65,000 gallons per day during summer month. Peak daily flows reach 85,000 to 90,000 gallons per day over weekends during the summer months.

The oxidation ditches were enclosed after the first couple of years of operation along with insulation addition to the final clarifier building. City of Crosslake completed these improvements to allow for efficient winter period operations when one of the oxidation ditches and final clarifiers is removed from operation due to the lower daily flows. Chemical feed point adjustments along with final sand filter operation modifications for phosphorous removal have been completed by City staff.

City staff has identified various improvements or modifications to the existing WWTF that would allow operations to be optimized and address various process equipment component upgrades or replacement after 11 years of operation.

A - Control Building

1. Over the years of operation, City staff has expanded the amount of in-house testing and lab work that is completed for monitoring and facilitating WWTF operations. Implementation of a single WWTF controls system would need to utilize existing conduit that was installed during original WWTF construction for future use. A majority of the conduit is located under the existing Lakeside oxidation ditch panel in the lab area. However, existing lab area is limited in usable space and the new PLC based controls system monitoring would be best located in a separate environment from the lab operations. Extension of the existing control building to the west is proposed as the preferred area to house new control system components and also allow staff to optimize existing lab area. Sheet number 50-A1 in appendix A1 provides a preliminary layout for the addition to the control building. Budget cost of the single room addition is estimated at \$55,000 as outlined in appendix A1. HVAC budget line item of \$5,500 includes work to modify existing ductwork and controls to the blower room (105) to reduce noise transmission to the existing lab area and proposed new addition.
2. A priority of City staff is the upgrading of existing WWTF controls to allow all control panels to be monitored via a SCADA (supervisory control and data acquisition) system that would be located in the control building. This will provide city staff with the ability

to monitor and adjust WWTF operations based on a number of operational parameters. A meeting was held with city staff at the WWTF to identify items to be included in or address by a new SCADA system. WSN utilized Pete Nelson from IPS to review existing control panels during the site visit and establish hardware upgrades that would be required to allow interface with a new SCADA system. The following items were identified by city staff as parameters a new SCADA system would incorporate.

- Monitoring wet well levels in lift station F and control of lift station F start-stop cycles by operator established parameters to coordinate/interface lift station cycles with other WWTF operations.
- Receive input from the influent magnetic flow meter. Effluent meter signal may also be monitored if determined feasible based on existing conduit availability.
- Interface with existing Lakeside preliminary treatment control panel to allow monitoring and operational adjustments to screen and grit removal equipment.
- Monitoring of existing oxidation ditch dissolved oxygen data and adjustment of brush aerator speed based on operator established set points.
- Flow pace chemical feed system to splitter box before secondary clarifiers based on influent flow meter data.
- Monitor levels in wet well and allow operator input to coordinate pump cycles with lift station F cycles and RAS pump cycles.
- Allow automation of RAS (return activated sludge) and WAS (waste activated sludge) operations along with measurement of bio-solids levels in aerobic storage tanks.
- Interface with existing Tonka filter control panel to allow operator established automatic backwash operations of sand filters.
- Receive signals from collection system lift stations and report various alarm conditions.
- Monitor emergency electrical generator operations and report alarms.

Appendix A2 outlines the budget figures for each of the existing four control panels that would require modifications and upgrades, new control panel for the RAS/WAS system and the main SCADA system along with additional wiring and conduit. Total budget for the WWTF SCADA system is \$197,000. This budget figure does not include the four remaining lift station control panels. As the City looks to replace lift station control panels in the future the upgrade to fiber optics lines with Crosslake Communications can be reviewed and determination if cost effective to specific lift stations. For review purposes a budget figure of \$8,500 per lift station in 2016 dollars can be used for scheduling and planning future lift station control panel options.

B - Preliminary Treatment

The existing preliminary treatment building houses fine screen and grit removal equipment along with the splitter structure for flow proportioning influent between the two oxidation

ditches along with return activated sludge. Staff identified five potential improvements to be considered at this location.

1. Replacement of the grit aeration supply blower. The existing rotary blower runs 24/7 supplying air to the grit removal system. Staff has completed regular maintenance along with bearing replacement for this unit and extended the unit operational life well beyond the typical 8 to 10 years. One option is to purchase an “off the shelf” Roots/Dresser aeration blower similar to the current unit and have installed for a cost in the \$5,000 to \$6,000 range. A blower “package” with sound enclosure option was also requested by staff. Typically this type of aeration blower unit is more heavy duty and the enclosure allows staff to work inside the preliminary treatment building without ear protection or more typically, shutting the aeration blower off while working in the area. Appendix B1 includes information from two aeration blower manufactures (Kaeser and Delta) along with a cost estimate for installing this type of system. Floor space at the southeast corner of the preliminary treatment building where the current blower is located would be utilized for installation of a new aeration blower system.
2. An aluminum overhead door system was installed on the north end wall which allows access for removal of the screening and grit debris. Certain hardware components of the overhead door system contained nickel or other ferrous metal and have corroded over the years. Aluminum door frame members and other components are in very good shape. Corroded hinges between door sections and other ferrous hardware components will need to be replaced to allow overhead door to remain functional. This work can be completed independent over other work and a budget figure of \$2,500 for stainless steel overhead door hardware should be allocated.
3. Revise existing Lakeside control panel operator interface terminal and software to allow staff to make adjustments to the fine screen wash cycles and grit removal system. Current programing/hardware requires staff to utilize a laptop computer to make operational changes, which is not utilized due to complexity and hardware required. A project budget of \$13,500 was established for installing a new Micrologix 1400 PLC in the existing control panel and connecting back to the Control Building addition. This work would be completed as part of the overall WWTF plant controls work to optimize efficiency cost effectiveness.
4. WWTF influent flows are measured by an electronic magnetic flow meter in the manhole structure before the preliminary treatment building. As lift station F cycles to transfer wastewater flows to the WWTF, the flow rate (gpm) and amount are measured by the flow meter and data recorded on a chart recorder in the control building. Replacement of the flow meter will likely be required sometime in the next 5 year period as the meter reaches 15 years of operation, average operational period for this type of equipment. Staff would like to upgrade the flow meter and replacement as coordinated with the WWTF controls program. The flow signals would be utilized for coordinating with other plant operations to help facilitate reduction of peak flows being

received at the WWTF. Budget cost is \$5,500 for installation of a new 6" flow meter with signal wire run back through existing conduit to the control building.

5. Splitter box modifications were discussed with staff due to the high levels/backup that occur during periods when lift station F, wet well, RAS and other sump pump cycles coincide. For planning and overall budget reviews a cost of \$9,500 was estimated to increase the splitter box wall heights and modify the control gates. Completion of this work would not be required if the WWTF controls system is implemented and lift station F operation cycles and wet well cycles are coordinated.

C - Oxidation Ditches

1. Brush aerator guards were identified by staff and a future maintenance consideration. Lakeside was contacted regarding options for new brush aerator guards and material choices. For budgeting a figure of \$5,500 per each of the four aerator should be used for new aluminum guards or a total of \$22,000 for both oxidation ditches. City staff could install the new brush aerators during winter periods when one of the oxidation ditches is removed from service during low flows.
2. The NPDES permit requires effluent pH to fall within a range of 6 to 8. Currently staff adjusts pH with a base when pH levels approach 6 as a result of process nitrification that occurs at various times of the year. Staff has identified that denitrification could potentially allow process control of pH and reduce or eliminate chemical addition for pH adjustment. Sections 3 and 4 of Chapter 14 – Suspended-Growth Biological Treatment of the Water Environment Federation/ASCE/EWRI publication outlines various flow arrangement for oxidation ditch (and other) treatment processes related to nitrogen and phosphorus removal. Addition of an anoxic zone before an oxidation ditch (aerobic zone) with recirculation of MLSS from the oxidation ditch effluent and RAS is the base flow schematic utilized with several variations based on specific plant effluent standards, location, diurnal flows, varying influent parameter and other factors. For planning purposes at budget of \$250,000 was established for the City in reviewing options and cost of chemical feed. Appendix C2 provides a breakdown of the estimated costs for this budget line item.

Should the City of Crosslake implement the SCADA system for monitoring of WWTF operations then options may be available to establish variation in dissolved oxygen levels in the oxidation ditches that would facilitate partial denitrification to assist with pH control. Lakeside Equipment could be contacted regarding potential options with their equipment and along with internal recycling, pumping and valve additions. Costs for this option could be compared to the significant costs of adding an external anoxic tank with MLSS recirculation as outlined above.

D - Final Clarifiers

1. The final clarifier building ceiling area was insulation several years ago to facilitate heat retainage during winter months when one of the clarifiers is typically removed from service. A reinforced plastic vapor barrier connected to the bottom chord of the trusses was used for support the insulation. For long term protection of the vapor barrier the City should install a metal ceiling panel. This work can be completed independent of any process modifications or other work. If a clarifier is taken out of service for work then ceiling panel installation on that section of the building would require less labor for temporary scaffolding and protection but is not a major increase in costs. Budget cost of \$26,000 is established for installing metal panel on the existing ceiling. Appendix D1 can be referenced for a breakdown of the budget cost.
2. Existing aluminum skirting and skimmer arm mechanisms have required a few repairs over the first decade of operation. One of the skimmer arms has been rebuilt three times by staff and new arms should be installed. While still in good condition the skirting systems will need to be replaced in each of the two final clarifiers sometime in the next 10 years. The south clarifier had repairs completed to the aluminum skirt in the past and should be the first unit scheduled for replacement. Lakeside Equipment supplied the original clarifier units and was contacted for replacement costs. To provide flexibility for future chemical addition options (Aluminum Sulfate, Ferric Chloride, Ferric Sulfate, etc.), a Royalite material cost was provided for a replacement skirt unit. Replacement costs for the skirt assembly are estimated at \$15,000 and \$7,500 for the race skimmer assembly. Budget costs are for each clarifier unit so the total for both clarifiers is \$45,000. Work would likely be scheduled during a winter period as one of the final clarifier units is typically removed from service during winter low flow periods. Appendix D2 provides budget costs from Lakeside Equipment for final clarifier components.
3. Chemical feed equipment is located between the final clarifiers at the splitter box that divides the flows between the two final clarifiers. Currently the chemical feed pump rates are set by hand to handle the diurnal flows, which means during evening hours the chemical feed rate is high and at times may be low during peak hourly daytime flows. City staff has indicated that flow pacing chemical feed off the influent flow meter will allow optimization of chemical feed and effluent quality. A major portion of the costs is included in the SCADA costs as the equipment is in place. However, a budget figure of \$4,000 is needed for conduit, signal wiring and field installation between the original chemical feed room and the final clarifier splitter box.

4. Scum removed from the final clarifier skimmer races is discharge to a common concrete well area. Size of the existing wet well requires use of a water supply to flush scum to the inlet piping. Installation of a metal (aluminum/stainless steel) hopper with sloped sides and wash nozzles would facilitate scum removal via the scum pump suction line without assistance from staff. Budget cost for modifications to this system is \$32,000 as outlined in appendix D4.

E - WET WELL

1. Various process and drain piping discharges to the wet well located in the filter building. Currently the pump cycles are initiated via floats in the 6' x 7' wet well. Part of the SCADA system improvements includes modifying the existing In-Control panel. To allow real time monitoring of the wet well levels and coordination with lift station F and RAS pump cycles a pressure transducer is required, using the existing floats as backup. Budget cost for installation of a new pressure transducer in the wet well, not in a pump suction line as noted in the IPS outline, is \$2,500.
2. To allow more flexibility in use of the wet well overall 15' depth the existing filter room sump pump discharge line would be raised to with 2' of the wet well cover slab at elevation 1233.0'. While a check valve is in place on the sump pump discharge line, raising the discharge line would provide redundancy with the wet well overall depth used with more frequency. Budget cost for raising this line is \$2,000, with most of the cost related to coring a new hole through the 12" reinforced concrete wall at a 14' height off the floor.

F - SLUDGE PUMPS, MEASUREMENT AND PROCESS PIPING

1. Existing magnetic flow meters on the RAS and WAS lines have been sporadic over the last couple of years in flow measurement figures. The Badger 4" flow meters display flows in the old chemical feed room next to the VFD units for the pumps. Existing conduit can be utilized new flow meters. Displays would remain in the same location to allow operators to observe flows but new units would tie into the SCADA system to report RAS and WAS cycles and flows real time. Budget cost for two new 4" flow meters with remote displays and 4-20 ma signals tied into the SCADA system is \$7,000.
2. Existing RAS/WAS pumps were size per 10 States Standards to return up to 150% of the AWWF or 150 gpm, as required by MPCA review/approval. Typically the actual RAS flow amounts are considerably lower to prevent removing solids from the final clarifiers and creating a "rat hole" where after a few minutes of pumping the RAS is mostly clear liquids. Existing VFD and pump/impellor combination allow a turn down to around 50 gpm from the 150 gpm maximum return rate. Staff would like a range of 20 gpm to 100

gpm for the RAS/WAS pump operations to allow flexibly in matching seasonal influent flows to the WWTF. In addition, new plug valves with electric operators would allow staff to program WAS and RAS cycles with the SCADA system for diurnal operations in controlling sludge blanket in the final clarifiers and MLSS levels in the oxidation ditches. Budget cost for new pumps, VFD's and three (3) DeZurik plug valve with rotork IQT electric motor actuators is \$75,000 as outlined in appendix F2.

G - AERATION TANK MODIFICATIONS

1. WWTF bio-solids are processed in two aerobic 25' x 25' concrete tanks. Aeration blowers and heat exchanger located in the control building along with submersible pumps are utilized by staff for processing bio-solids for disposal via contract operations. Staff has identified modifications and improvements to the bio-solids operation that will allow flexibility in operations and reduce maintenance of the aeration system. Appendix G1 provides an general outline of the propose improvements that include the following:
 - Replace the existing stainless steel coarse bubble diffusers with a membrane type cap diffuser that will prevent solids from entering the aeration supply piping when the aeration system in off for decanting and removal operations.
 - Add an additional aeration grid around the center pump area to facilitate mixing of high percentage solids (4 to 6 percent) that accumulate over time. Modifications to the existing air supply piping above each tank with valves will allow operators to control air supply between the two grids and facilitate proper mixing before yearly biosolids removal from tanks.
 - Modify pump discharge piping from aeration basin 2 to allow independent heat exchanger circulation flows or pumping to haul trucks. Yard piping would allow for a future line to either an additional storage tank or reed beds as the City of Crosslake optimizes bio-solids handling operations and options for final disposal.

Estimated cost budge of \$51,300 as outlined in appendix G1 provides a breakdown of the costs for the various improvements outlined above.

2. City of Crosslake has existing treatment units from the USACE Campground WWTF that was decommissioned years ago. The tanks are around 25,000 gallons in capacity, which is equivalent to around 5.5 feet of storage in one of the existing 25' x 25' aeration tanks. One of these tanks would increase the WWTF bio-solids storage capacity by 25% to allow additional flexibility in scheduling and optimizing contract disposal costs. The reinforced concrete slab on grade pad (20' x 30') would be set up to allow the second tank to be placed in the future. Appendix G2 should be referenced for a breakdown of the budget estimate of \$32,000.

H - FINAL FILTER MODIFICATIONS

1. The gravity sand filters are backwashed once or twice each week depending on influent flows and loading from the final clarifier. Staff has to stagger the backwashing of each filter unit to assure adequate supply water from the 9'x10' plant water tank in the northeast corner of the filter building. Staff identified the following items for automatic backwash considerations.
 - Construct an additional chamber on the exterior side of the north wall to the plant water tank. This tank would double the existing 4,000 gallons of water available for filter backwash operations and allow both filters to be automatically backwashed back to back. The tank cover would also provide a platform for locating a new enclosed aeration blower.
 - Existing air supply piping, valves and filters would require modifications and pressure transducers added to the filter to monitor the water levels in the filters during both operations and backwash operations. Electrical work would also be needed to connect valves and pump/aeration blower starters to the existing Tonka control panel. Cost for upgrading the existing control panel has been included in the SCADA system cost estimate.

Appendix H1 provides a breakdown of the estimated costs to establish a budget of \$100,000. The plant water tank cost is shown as a separate cost estimate to allow the City to compare this capital cost versus installation of a new well to supply water during backwash operations. A well capacity of around 200 gpm would be needed to discharge into the existing plant water tank to supply the additional water required for back to back filter backwashes. Before the well option is further considered, the MPCA would have to be contacted on the specifics of how this well water use would be measured and added to the NPDES permit. For planning and discussion of other benefits a 200 gpm ground water supply well would have for plant and other city functions, a project budget of \$80,000 should be utilized for comparison to the plant water chamber addition costs. City staff will need to determine advantages of a well system and how costs may or may not be shared with other departments.

J - ELECTRICAL GENERATOR

The WWTF is currently served by a Cummins Power Electrical Generator (Model No. DGDB-5627478) that supplies emergency power to portions of the WWTF, Lift Station F, and an electrical panel at the Crow Wing/Crosslake maintenance facility that allows overhead doors to operate, fueling system and minimum lights. The existing 100 KW generator powers about ½ of the process components. As an example, each of the oxidation ditches has two 10 HP brush aerators. Two of the 10 HP brush aerator motors are on the backup emergency power MCC.

This allows staff to maintain a minimum dissolved oxygen level to keep biological process active during long power outages. However, preliminary treatment units (screen and grit) are two process units that are not on the emergency power MCC. WSN reviewed options for the emergency power system with respect to supply power to the entire WWTF. The following options outline what the City could consider.

1. Replacing the existing Cummins electrical generator to power the entire WWTF would require a unit of double the capacity, or 200 KW. Major factors to the considerable additional load are the electrical unit heaters and water headers that are on the MCC currently not connected to the electrical generator. For budget considerations and planning a cost of \$60,000 should be used for replacing the existing electrical generator and revising the existing switch gear to allow both MCC's to be fully supplied during back-up power. Salvage value of the existing electrical generator will vary depending on various unknowns and will have to be determined if the City further considers this option. Utilizing the existing generator and a current City facility may be the best method of realizing the full salvage value for a "hardly used" electrical generator.
2. If the City of Crosslake implements a SCADA system at the WWTF the option of monitoring the existing electrical generator load while in option is available. This would likely allow additional process equipment, preliminary treatment screen and grit removal as an example, to be brought on line after the startup load of other process motors have handled by the generator and KW capacity is remaining. For planning purposes a budget of \$20,000 should be utilized for optimization of the existing electrical generator capacity.

COST SUMMARY

For quick reference to the various costs outlined the nine areas the following table summarizes the costs.

A1 - Control Building Addition	-	\$ 55,000
A2 - SCADA System	-	\$ 197,000
B1 - Grit Aeration Blower Replacement	-	\$ 17,000
B2 - Overhead Door Hardware Upgrade	-	\$ 2,500
B3 - Lakeside Control Panel Upgrade	-	(Included in A2 above - \$13,500)
B4 - Influent Flow Meter Replacement	-	\$ 5,500
B5 - Splitter Box Modifications	-	\$ 9,500
C1 - Brush Aerator Guard Replacement	-	\$ 22,000
C2 - Denitrification Process	-	\$ 250,000
D1 - Final Clarifier Metal Panel Ceiling	-	\$ 26,000
D2 - Clarifier Skirts and Skimmer Replacement	-	\$ 45,000
D3 - Chemical Feed Equipment Flow Pacing	-	\$ 4,000 (Controls work in A2 above)

D4 – Scum Pit Modifications	-	\$ 32,000
E1 – Well Wet Pressure Transducer	-	\$ 2,500
E2 – Sump Pump Discharge Line Relocation	-	\$ 2,000
F1 – RAS/WAS Flow Meter Replacement	-	\$ 7,000
F2 – RAS/WAS Pump and Piping Replacement	-	\$ 75,000
G1 – Aeration Tank Modifications	-	\$ 51,300
G2 – Bio-Solids Holding Tank (USACE)	-	\$ 32,000
H1 – Final Filter Modifications	-	\$100,000
J1 – Electrical Generator Replacement	-	\$ 60,000

SUMMARY

Total costs for the above outlined items is just under one million dollars. Two of the line items comprise over 45% of the total, being the SCADA system (A2 - \$197,000) and the Denitrification Process (C2 - \$250,000). As reviewed on page 4, the denitrification process would require further review at the time this improvement was considered as other options may be available if the City proceeds with the SCADA system. Other proposed improvements City Staff is considering will also rely on the SCADA system to fully implement the use of such improvements. In reviewing possible capital improvement projects over the next few years the City should start with the following recommended schedule/order for items to fully realize the benefits of improvements and reduce the need to revise or modify previous capital improvements. This schedule/order will likely be modified by City staff as budget dollars are allocated each year to the needed improvements and design is finalized for the first year of proposed work.

Year One (\$193,800)

A1 – Control Building Addition: This expansion is required before SCADA can be implemented which is a prerequisite of several items so the proposed improvements can be fully implemented cost effectively.

B4 and F1 – Flow Meters: All three magnetic flow meters should be replaced at the same time for best pricing and efficiencies of installation. Most economical if completed before A2 so the new meters are ready for connection to the SCADA system.

F2 – RAS/WAS Pump and Piping Replacement: Process piping work would be most cost effective with meter replacement and having VFD's in place to receive

G1 – Aeration Tank Modifications: This part of the process has been time consuming for staff to address bio-solids removal.

Year Two (\$205,500)

A2 – SCADA System: Once the existing controls system is upgraded to a central unit, several of the other improvements cannot be fully implemented or utilized so this work needs to be completed at the start of year 2.

B3 – Lakeside Control Panel Upgrade: Completed as part of A2

D3 – Chemical Feed Equipment Flow Pacing: Needs to be completed with A2 so programming set.

E1 – Wet Well Pressure Transducer: Allows coordination with lift station F operations and needs to be completed with A2 to allow staff the ability to establish programming in the SCADA system.

E2 – Sump Pump Discharge Line Relocation: Should be completed with E1 to utilize full tank depth.

Year Three (\$210,000)

D2 – Final Clarifier Metal Panel Ceiling: Should be completed to protect investments in this area.

G2 – Bio-Solids Holding Tank (USACE): Will allow the staff flexibly in contracting bio-solids disposal and optimize savings for contracted services.

F1 – Final Filter Modifications: As noted on page 8, the final design and implementation of this staff saving automation will need to be coordinated with other (fire protection water supply well) projects the City is considering.

J2 – Existing Electrical Generator Optimization: With the SCADA system operational the existing 100 kVA generator could be more fully utilized.

The remaining seven items can vary considerably when scheduled and can be budgeted and scheduled over a the period of years 4 through 10 after the initial three year improvement program that addresses a majority of the immediate needs at the WWTF.

APPENDIX A1

Control Building Addition

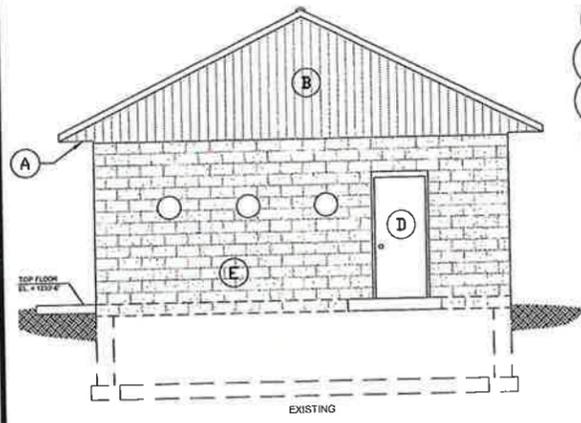
City of Crosslake WWTF Study - Cost Estimate

General			Control Building Addition (A1)		
ITEM NO.	DESCRIPTION	EQUIPMENT	MATERIAL	LABOR	TOTAL
1	Bituminous removal and excavation	\$1,500		1,200	2,700
2	Concrete footings & grade wall		2000	2500	4,500
3	Concrete floor & stoop		1200	1500	2,700
4	Rock faced CMU walls		2200	2600	4,800
5	Roof trusses & sheathing	500	1700	1000	3,200
6	Roofing & aluminum soffit		1200	1500	2,700
7	Attic & wall insulation		800	700	1,500
8	Interior wall finish and coatings		600	1200	1,800
9	Aluminum windows (2)		2000	500	2,500
10	Door relocation-hardware		200	300	500
11	Process control conduit	700	500	800	2,000
12	Electrical lighting & outlets		2000	3000	5,000
13	HVAC system modifications (B)	300	2500	3000	5,800
14	Existing lab modification		200	600	800
15	Bituminous and site cleanup	1000	1500	1000	3,500
Total Estimated Construction Cost					\$44,000.00
Construction Contingency (10%)					\$4,400.00
Design/Quote/Bid/Permit					\$6,600.00
Estimated Budget Cost					\$55,000.00

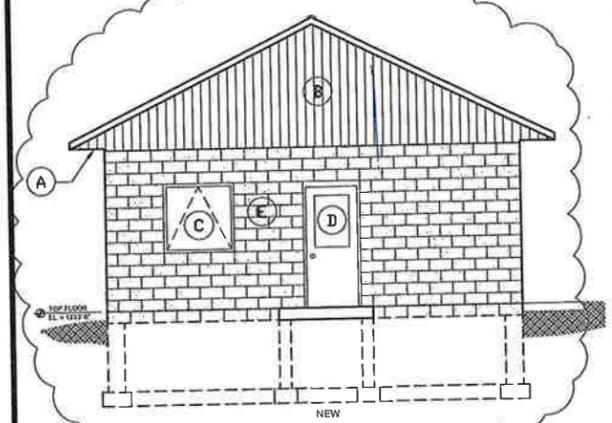
NOTES

A. Building size 12' x 24' constructed on west side of existing control building.

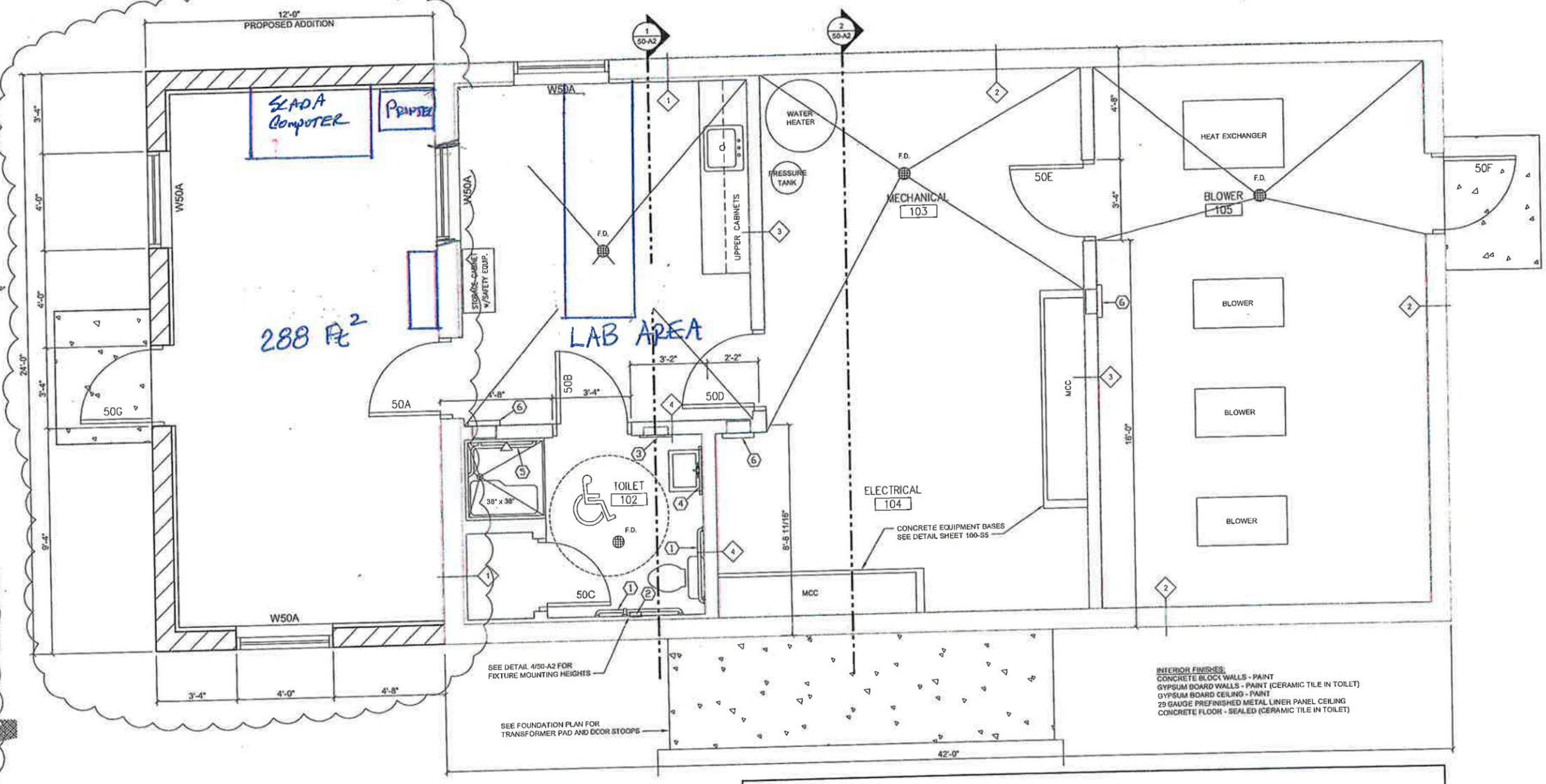
B. Existing ductwork to blower room removed and new ductwork to office area.



2 EAST ELEVATION
SCALE: 3/16" = 1'-0" (FULL SIZE) - 3/32" = 1'-0" (HALF SIZE)

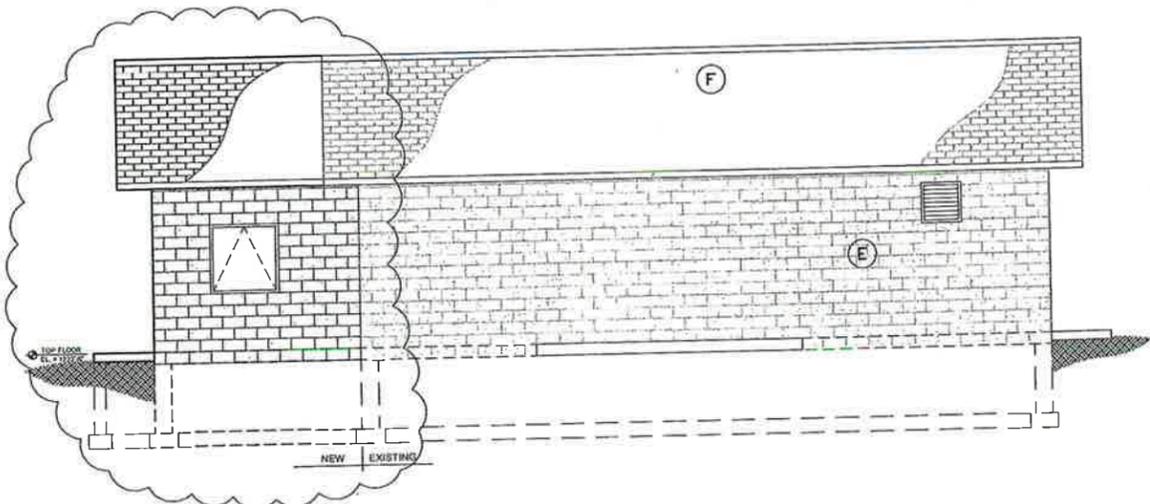


3 WEST ELEVATION
SCALE: 3/16" = 1'-0" (FULL SIZE) - 3/32" = 1'-0" (HALF SIZE)

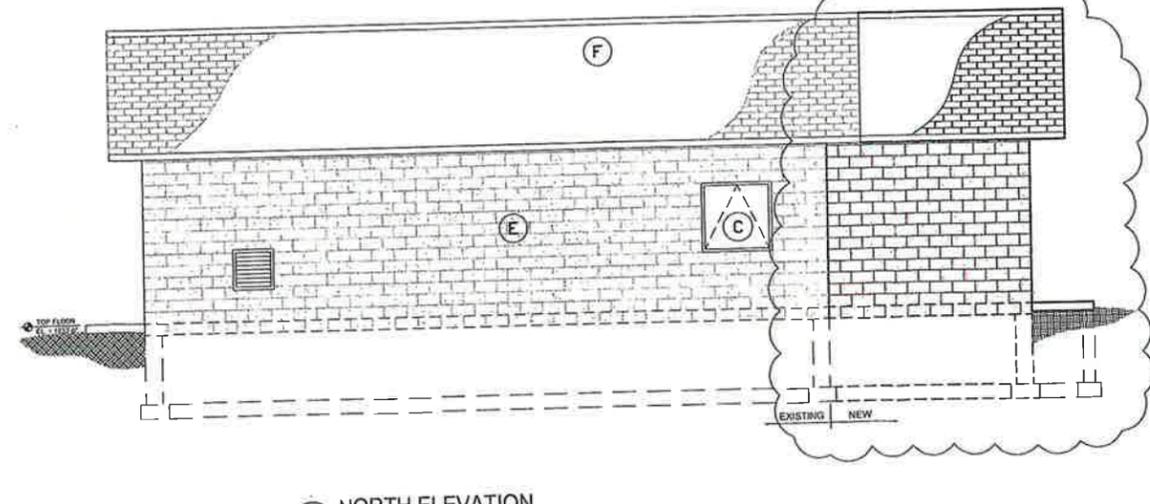


1 PLAN
SCALE: 3/8" = 1'-0" (FULL SIZE) - 3/16" = 1'-0" (HALF SIZE)

- WALL TYPES:**
- 1 10" C.M.U. w/ CORE-FILL 50# FOAM INSULATION, 2x WOOD FURRING, 1 1/2" RIGID INSULATION, VAPOR BARRIER, 5/8" MOISTURE-RESISTANT GYPSUM BOARD
 - 2 10" C.M.U. w/ CORE-FILL 50# FOAM INSULATION
 - 3 5/8" MOISTURE RESISTANT GYPSUM BOARD EA. FACE, 2x6 WOOD STUDS (w/ TREATED SIL L PLATE), FILL WITH FIBERGLASS BATT INSULATION
 - 4 5/8" MOISTURE RESISTANT GYPSUM BOARD EA. FACE, 2x6 WOOD STUDS (w/ TREATED SIL L PLATE), FILL WITH FIBERGLASS BATT INSULATION, CERAMIC TILE FULL HEIGHT IN TOILET



4 SOUTH ELEVATION



5 NORTH ELEVATION

- EXTERIOR FINISHES:**
- A PREFINISHED METAL FLASHING & VENTED SOFFIT
 - B PREFINISHED METAL WALL PANEL
 - C ALUMINUM WINDOW
 - D INSULATED HOLLOW METAL DOOR
 - E CONCRETE MASONRY WALL
 - F 230# SHINGLES

- NUMBERED NOTES:**
- 1 GRAB BARS
 - 2 TOILET TISSUE DISPENSER
 - 3 PAPER TOWEL / TRASH CONTAINER
 - 4 MIRROR
 - 5 GRAB BARS
 - 6 FIRE EXTINGUISHER CABINET

Preliminary

WIDSETH SMITH NOLTING
 ENGINEERS ARCHITECTS LAND SURVEYORS ENVIRONMENTAL SERVICES
 1172702
 DATE: 1/25/2016
 SCALE: AS SHOWN
 DRAWN BY: C.J.S.
 CHECKED BY: K.J.D.
 JOB NUMBER: 107B070

WASTEWATER FACILITIES PROJECT
 CONTRACT NO 1 - TREATMENT PLANT
 CROSSLAKE, MINNESOTA

FLOOR PLAN & ELEVATIONS
 SHEET NO. **50-A1**
 SHEET 10 OF 58

APPENDIX A2

SCADA System

City of Crosslake WWTF Study - Cost Estimate

Control Building	SCADA System (A2)
------------------	-------------------

ITEM NO.	DESCRIPTION	EQUIPMENT	MATERIAL	LABOR	TOTAL
1	Lakeside Pretreatment Panel Upgrade	3000	1500	9000	\$13,500.00
2	Lakeside Oxidation Ditch Panel	7000	6000	9000	\$22,000.00
3	Lift Station F Panel Upgrade	2500	2000	4000	\$8,500.00
4	New RAS/WAS Panel	25000	10000	15000	\$50,000.00
5	Tonka Control Panel Upgrade	2500	3500	6000	\$12,000.00
6	SCADA System	16000	4000	28000	\$48,000.00
7	New Conduits in Buildings		3000	6000	\$9,000.00
8	Fiber Optics Line from Lift Station F to Plant	2000	1500	1800	\$5,300.00
9					
10					
11					
12					
13					
14					
15					
Total Estimated Construction Cost					\$168,300.00
Construction Contingency					\$16,700.00
Design/Quote/Bid/Permit					\$12,000.00
Estimated Budget Cost					\$197,000.00

NOTES

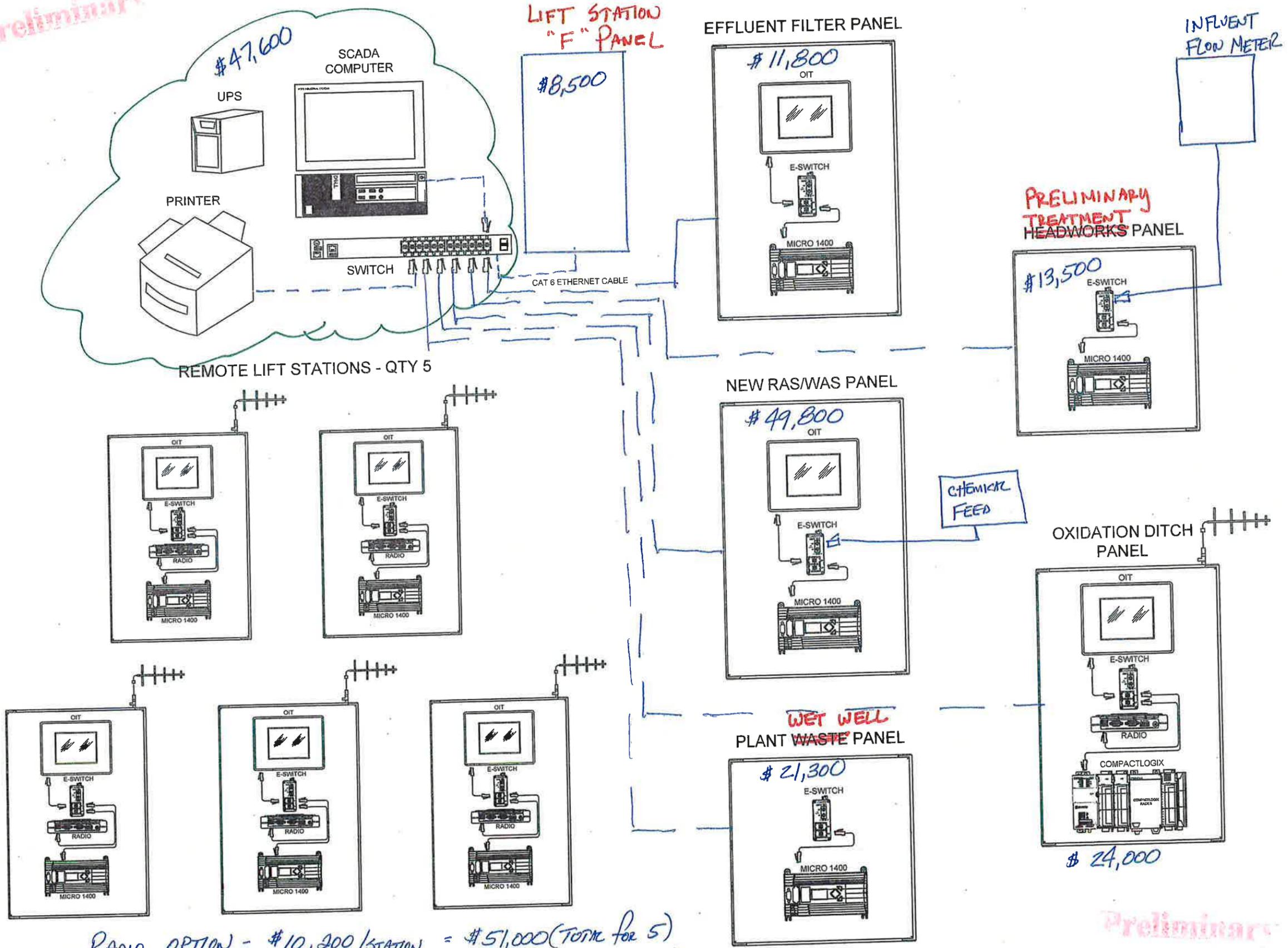
- A.

- B.

- C.

CROSSLAKE WASTE WATER TREATMENT FACILITY

Preliminary



RADIO OPTION - \$10,200 / STATION = \$51,000 (TOTAL FOR 5)
 FIBER OPTIC OPTION - \$8,500 / STATION = \$42,000 (TOTAL FOR 5)

Preliminary

NETWORK DETAIL

WASTE WATER TREATMENT FACILITY
 CROSSLAKE, MINNESOTA

REV	DATE	DESCRIPTION	DESIGN	DWG.	CHK.
A	12/30/15	AS SUBMITTED			

Integrated Process Solutions, Inc.
 34696 412th Street, Foston MN, 56542
 218-435-1703 www.ipsamerica.biz
 Foston, MN • Waunakee, WI • Farmington, MN

ips
THIS DOCUMENT IS THE COPYRIGHTED PROPERTY OF INTEGRATED PROCESS SOLUTIONS, INC., AND MAY NOT BE REPRODUCED OR USED FOR OTHER THAN INTEGRATED PROCESS SOLUTIONS, INC. AUTHORIZED PURPOSES WITHOUT WRITTEN PERMISSION.

PROJECT NUMBER
 SHEET



Integrated Process Solutions, Inc.

Corporate Office: PO Box 26, Fosston, MN 56542

34696 412 St. SE
Fosston, MN 56542
218.435-1703

6145 235 St. W
Farmington, MN 55024
612.791.6998

606 Cooper Road
Waunakee, WI 53597
608.849.4375

December 30, 2015

Mark Hallan
WSN

RE: Cross Lake, MN WWTF Controls and Electrical Evaluation & Recommendations

Dear Mark,

Thank you for the opportunity to work with you on the above project. Based on our recent site visit and discussions with WSN and the owner we offer the following evaluation & recommendations for this project.

Head Works Building

The headworks building is currently being controlled from a Lakeside Local Control panel which controls the screen and grit classifier. This panel utilizes an Allen Bradley Micro 1100 PLC with no operator interface. The owner desires the ability to monitor and control the screen and grit classifier from the SCADA.

We recommend the existing PLC be replaced with an Allen Bradley MicroLogix 1400E PLC and be reprogrammed to perform screen and grit classifier local control and be added to the network via Ethernet.

Proposed Modifications/Additions and Estimated Cost

Demolition of Existing PLC
New Micrologix 1400 PLC
Installation of New PLC
New System Drawings & AutoCAD
PLC Programming, HMI Programming
Cat 6 wire pulled in existing conduit
Testing, Startup, Travel & Expenses

- USING EXISTING PANEL
- Replace Door? OR JUST PLC

Total Estimated Cost **\$13,500.00** net.

Oxidation Ditch

The oxidation ditch is controlled from a Lakeside remote panel located in the WWTF lab that varies the speed of existing VFD's to maintain DO in the oxidation ditch. The existing PLC in the Lakeside control panel is an Allen Bradley SLC 504 which does not allow for Ethernet

communication, the existing PLC will need to be replaced in order to put this system on the new Ethernet network.

We recommend replacing the existing PLC in the existing Lakeside control panel with a new Allen Bradley Compact Logix PLC which will communicate on the new Ethernet network. This panel will also serve as the master PLC that will receive data from the remote lift stations via fiber optic or radio telemetry as described later in this document.

↓
why?

Required Modifications and Estimated Cost

- New Compact Logix PLC for Existing Lakeside Panel
- Installation of new PLC in Lakeside Panel
- New Operator Interface Terminal Installation
- Network Switch
- Programming of Lakeside Control Panel & Operator Interface Terminal
- New System Drawings & AutoCAD
- Testing, Startup, and Travel Expense

The total estimated cost is \$24,085.00

RAS/WAS

Currently the RAS/WAS is manually adjusted and control from two VFD's. RAS/WAS flows are monitored by two existing 4" magnetic flow meters with remote mounted displays located near the RAS/WAS VFD's. The owner would like the ability to remotely control the RAS/WAS from the SCADA system. Additionally, they would like the ability to control the RAS based off influent flow, effluent flow or manual operator setpoint. The owner would like the ability to waste based on time intervals, the WAS function would waste operator adjustable WAS flow on a time base throughout a 24-hour day. The existing Badger magnetic flow meters require replacement.

Currently chemical is induced manually by existing chemical feed pumps. The owner would like the ability to pace the chemical feed controllers from the proposed SCADA system. Chemical feed will be paced from influent flow, effluent flow, or manually from the SCADA.

We recommend providing a new control panel that will be installed next to the existing RAS/WAS VFD's to control the chemical feed pumps, RAS/WAS pumps, and Plant Waste Pumps as described later in this document. This panel will house a new Allen Bradley Micro 1400 PLC, Operator Interface Terminal, Network Switch, and misc. interface hardware and allow the panel to be interface to the new Ethernet network.

Proposed Modifications and Estimated Cost

New Control Panel located next to the existing RAS/WAS VFD's that will control the RAS/WAS VFD's, Monitor RAS/WAS flow meters and control the plant waste pumps.

PANEL IN LAB.
WILL BE MOST LOGIX

Installation of new control panel
Conduit & Wire to Chemical Feed Pumps
Conduit & Wire to Existing RAS/WAS VFD's
Conduit & Wire to Existing Plant Waste Control Panel - ?
Cat 6 wire to be installed in existing conduit to Oxidation Ditch Panel located in Lab
Cat 6 wire to be installed in new conduit
New Panel fabrication & UL Listing
Factory Testing
HMI, PLC, & OIT Programming
System Drawings & AutoCAD
Testing, Startup, and Travel Expense
Two (2) 4" magnetic Flow Meters with remote mounted converters *IN 4qt.*

The total estimated cost is \$49,842.00

Effluent Filter System (Tonka) ONLY

The existing filter system utilizes a Tonka Filter control panel to control filter level. This panel utilizes a MicroLogix 1400E PLC, C-More Ethernet Operator Interface Terminal, and Network Switch. Water level in the filters is monitored by capacitance probes in the filters. The owner would like the ability to have this panel perform automated backwashing of the filters, this will require replacement of the existing manual valves with actuating valves. Conduit and wiring will be required from each of the new valve actuators to the existing Tonka Filter Control Panel. Additional PLC I/O will be required in the existing Tonka Panel.

Proposed Modifications and Estimated Cost

Conduit & Wire from each valve actuator to the existing Tonka Panel (4)
Additional PLC I/O Modules for Existing Tonka Panel
Installation of PLC Analog Output module in Tonka Panel
Reprogramming of existing Tonka Panel & Operator Interface Terminal
Revise Existing System Drawings & AutoCAD
Testing, Startup, and Travel Expense

Total estimated cost \$11,814.00

Plant Waste Pumping System

The plant waste pumping system consists of two (2) dry mounted pumps that are controlled by float switches in the wetwell. An existing In-Control pump control panel contains the motor starters and a Schneider PLC to control the pumps off wetwell level. The owner would like to replace the float switches with a pressure transmitter and a high and low float backup System.

We recommend replacing the existing PLC with new Allen Bradley remote I/O PLC cards. Control will be provided by the new panel as described above. An existing conduit will be utilized for installation of a Cat. 6 cable from the existing In-Control panel to the new IPS

provided control panel. A new pressure transmitter will be installed on the suction side of the plant waste pump.

Proposed Modifications and Estimated Cost

Installation of Cat 6 Cable from New RAS/WAS Control Panel to Existing Plant Waste Pump Panel

New AB Remote I/O PLC Modules

Installation of new PLC components

New Pressure Transmitter with Annular Seal ✓

Programming of new Control Panel PLC for pump control based off wetwell level

Revise Existing System Drawings & AutoCAD

Testing, Startup, and Travel Expense

Total Estimated Cost **\$21,300.00**

Remote Lift Stations

The City has five (5) Existing Lift Stations, the owner would like the ability to monitor the lift stations from the proposed SCADA system. There are two options we recommend, radio telemetry or fiber optic cable. The best system would be the fiber optic if it is available, the radio option will require a radio path analysis and onsite radio path study to determine the required antenna heights or repeaters to insure a reliable system.

Lift Station F

Lift Station F is local and receives its incoming power from the generator backed up MCC. The existing controller is a Consolidated 620I which will need to be replaced with an Allen Bradley Micro 1400 PLC & Allen Bradley Operator Interface Terminal (OIT). Either radio telemetry or fiber optic system will be compatible with the new PLC and allow Ethernet connection to the plant SCADA system.

Lift Station B

Lift Station B has been upgraded by Quality Controls and utilizes a proprietary controller that does not support Ethernet and requires replacement. A new Allen Bradley Micro 1400 PLC & Allen Bradley Operator Interface Terminal (OIT) will be provided that will support Ethernet. Either radio telemetry or fiber optic system will be compatible with the new PLC and allow Ethernet connection to the plant SCADA system.

Lift Station A, C, and D

Lift Stations A, C, and D utilize Consolidated 620I controllers like Lift Station F and do not support Ethernet and require replacement. A new Allen Bradley Micro 1400 PLC & Allen Bradley Operator Interface Terminal (OIT) will be provided that will support Ethernet. Either radio telemetry or fiber optic system will be compatible with the new PLC and allow Ethernet connection to the plant SCADA system.

Radio Option

New Allen Bradley Micro 1400 PLC
New Allen Bradley OIT
Network Switch
MDS Ethernet Radio
Radio Antenna, Cable, Connectors, Lighting Arrestors, and Mounting Hardware
Demolition of Existing Hardware
Installation of New Hardware
New System Drawings & AutoCAD
PLC Programming
OIT Programming
Radio Configuration
Startup, Testing, and Implementation

Total Estimated Cost for Radio Option \$50,964.00

Fiber Option

New Allen Bradley Micro 1400 PLC
New Allen Bradley OIT
Network Switch
Demolition of Existing Hardware
Installation of New Hardware
New System Drawings & AutoCAD
PLC Programming
OIT Programming
Radio Configuration
Startup, Testing, and Implementation

Total Estimated Cost for Fiber Optic System \$42,130.00

SCADA System

The owner would like a central monitoring & control SCADA system that will provide monitoring and control of the plant process and monitor existing lift stations. The new SCADA system will include a new Personal Computer, Printer, and SCADA Software. Graphic screens will be developed that will be created from process diagrams and will provide indication,

(F) USE 1/5 COST FOR PART OF PLANT

Supervision AND CONTROL DATA Acquisition

alarming, and operator setpoints for controlling the plant and monitoring the existing lift stations. Reporting software will be provided for daily, weekly, and monthly reports. Remote access will be by VPN connection to the network which will allow remote operator interface and IPS access to network for remote trouble shooting or operator assistance.

Proposed Modifications and Estimated Cost

New Personal Computer & Printer
SCADA Software
Reporting Software
Network Switch
VPN Firewall
UPS
Graphic Design & Owner/Engineer Review Meetings
Reporting & Database Design & Owner/Engineer Review Meetings
Network Configuration & Testing
VPN Firewall Configuration & Testing
Startup, Testing, and Implementation
System Training
24/7 Warranty for one Year

*Hardware 5
SOFTWARE -15
\$20
2712*

Total Estimated Cost \$47,657.00

The total estimated cost including Engineering, AutoCAD, Programming, Panel Fabrication, Electrical Installation, Field Modifications, Training, O&M manuals, one-year warranty is \$219,162.00 net, excluding sales tax.

Thank you for the opportunity to provide our proposal to you for your consideration. Should you have questions or require further information concerning this proposal, please contact me at 218-435-1703.

We look forward to earning your business,



Peter J. Nelson
Integrated Process Solutions, Inc.



Integrated Process Solutions, Inc.

Corporate Office: PO Box 26, Fosston, MN 56542

34696 412 St. SE
Fosston, MN 56542
218.435-1703

6145 235 St. W
Farmington, MN 55024
612.791.6998

606 Cooper Road
Waunakee, WI 53597
608.849.4375

December 30, 2015

Mark Hallan
WSN

RE: Cross Lake, MN WWTF Controls and Electrical Evaluation & Recommendations

Dear Mark,

Thank you for the opportunity to work with you on the above project. Based on our recent site visit and discussions with WSN and the owner we offer the following evaluation & recommendations for this project.

Head Works Building

The headworks building is currently being controlled from a Lakeside Local Control panel which controls the screen and grit classifier. This panel utilizes an Allen Bradley Micro 1100 PLC with no operator interface. The owner desires the ability to monitor and control the screen and grit classifier from the SCADA.

We recommend the existing PLC be replaced with an Allen Bradley MicroLogix 1400E PLC and be reprogrammed to perform screen and grit classifier local control and be added to the network via Ethernet.

Proposed Modifications/Additions and Estimated Cost

Demolition of Existing PLC
New Micrologix 1400 PLC
Installation of New PLC
New System Drawings & AutoCAD
PLC Programming, HMI Programming
Cat 6 wire pulled in existing conduit
Testing, Startup, Travel & Expenses

Total Estimated Cost **\$13,500.00** net.

Oxidation Ditch

The oxidation ditch is controlled from a Lakeside remote panel located in the WWTF lab that varies the speed of existing VFD's to maintain DO in the oxidation ditch. The existing PLC in the Lakeside control panel is an Allen Bradley SLC 504 which does not allow for Ethernet

communication, the existing PLC will need to be replaced in order to put this system on the new Ethernet network.

We recommend replacing the existing PLC in the existing Lakeside control panel with a new Allen Bradley Compact Logix PLC which will communicate on the new Ethernet network. This panel will also serve as the master PLC that will receive data from the remote lift stations via fiber optic or radio telemetry as described later in this document.

Required Modifications and Estimated Cost

New Compact Logix PLC for Existing Lakeside Panel
Installation of new PLC in Lakeside Panel
New Operator Interface Terminal Installation
Network Switch
Programming of Lakeside Control Panel & Operator Interface Terminal
New System Drawings & AutoCAD
Testing, Startup, and Travel Expense

The total estimated cost is **\$24,085.00**

RAS/WAS

Currently the RAS/WAS is manually adjusted and control from two VFD's. RAS/WAS flows are monitored by two existing 4" magnetic flow meters with remote mounted displays located near the RAS/WAS VFD's. The owner would like the ability to remotely control the RAS/WAS from the SCADA system. Additionally, they would like the ability to control the RAS based off influent flow, effluent flow or manual operator setpoint. The owner would like the ability to waste based on time intervals, the WAS function would waste operator adjustable WAS flow on a time base throughout a 24-hour day. The existing Badger magnetic flow meters require replacement.

Currently chemical is induced manually by existing chemical feed pumps. The owner would like the ability to pace the chemical feed controllers from the proposed SCADA system. Chemical feed will be paced from influent flow, effluent flow, or manually from the SCADA.

We recommend providing a new control panel that will be installed next to the existing RAS/WAS VFD's to control the chemical feed pumps, RAS/WAS pumps, and Plant Waste Pumps as described later in this document. This panel will house a new Allen Bradley Micro 1400 PLC, Operator Interface Terminal, Network Switch, and misc. interface hardware and allow the panel to be interface to the new Ethernet network.

Proposed Modifications and Estimated Cost

New Control Panel located next to the existing RAS/WAS VFD's that will control the RAS/WAS VFD's, Monitor RAS/WAS flow meters and control the plant waste pumps.

Installation of new control panel
Conduit & Wire to Chemical Feed Pumps
Conduit & Wire to Existing RAS/WAS VFD's
Conduit & Wire to Existing Plant Waste Control Panel
Cat 6 wire to be installed in existing conduit to Oxidation Ditch Panel located in Lab
Cat 6 wire to be installed in new conduit
New Panel fabrication & UL Listing
Factory Testing
HMI, PLC, & OIT Programming
System Drawings & AutoCAD
Testing, Startup, and Travel Expense
Two (2) 4" magnetic Flow Meters with remote mounted converters

The total estimated cost is **\$49,842.00**

Effluent Filter System

The existing filter system utilizes a Tonka Filter control panel to control filter level. This panel utilizes a MicroLogix 1400E PLC, C-More Ethernet Operator Interface Terminal, and Network Switch. Water level in the filters is monitored by capacitance probes in the filters. The owner would like the ability to have this panel perform automated backwashing of the filters, this will require replacement of the existing manual valves with actuating valves. Conduit and wiring will be required from each of the new valve actuators to the existing Tonka Filter Control Panel. Additional PLC I/O will be required in the existing Tonka Panel.

Proposed Modifications and Estimated Cost

Conduit & Wire from each valve actuator to the existing Tonka Panel
Additional PLC I/O Modules for Existing Tonka Panel
Installation of PLC Analog Output module in Tonka Panel
Reprogramming of existing Tonka Panel & Operator Interface Terminal
Revise Existing System Drawings & AutoCAD
Testing, Startup, and Travel Expense

Total estimated cost **\$11,814.00**

Plant Waste Pumping System

The plant waste pumping system consists of two (2) dry mounted pumps that are controlled by float switches in the wetwell. An existing In-Control pump control panel contains the motor starters and a Schneider PLC to control the pumps off wetwell level. The owner would like to replace the float switches with a pressure transmitter and a high and low float backup System.

We recommend replacing the existing PLC with new Allen Bradley remote I/O PLC cards. Control will be provided by the new panel as described above. An existing conduit will be utilized for installation of a Cat. 6 cable from the existing In-Control panel to the new IPS

provided control panel. A new pressure transmitter will be installed on the suction side of the plant waste pump.

Proposed Modifications and Estimated Cost

Installation of Cat 6 Cable from New RAS/WAS Control Panel to Existing Plant Waste Pump Panel

New AB Remote I/O PLC Modules

Installation of new PLC components

New Pressure Transmitter with Annular Seal

Programming of new Control Panel PLC for pump control based off wetwell level

Revise Existing System Drawings & AutoCAD

Testing, Startup, and Travel Expense

Total Estimated Cost **\$21,300.00**

Remote Lift Stations

The City has five (5) Existing Lift Stations, the owner would like the ability to monitor the lift stations from the proposed SCADA system. There are two options we recommend, radio telemetry or fiber optic cable. The best system would be the fiber optic if it is available, the radio option will require a radio path analysis and onsite radio path study to determine the required antenna heights or repeaters to insure a reliable system.

Lift Station F

Lift Station F is local and receives its incoming power from the generator backed up MCC. The existing controller is a Consolidated 620I which will need to be replaced with an Allen Bradley Micro 1400 PLC & Allen Bradley Operator Interface Terminal (OIT). Either radio telemetry or fiber optic system will be compatible with the new PLC and allow Ethernet connection to the plant SCADA system.

Lift Station B

Lift Station B has been upgraded by Quality Controls and utilizes a proprietary controller that does not support Ethernet and requires replacement. A new Allen Bradley Micro 1400 PLC & Allen Bradley Operator Interface Terminal (OIT) will be provided that will support Ethernet. Either radio telemetry or fiber optic system will be compatible with the new PLC and allow Ethernet connection to the plant SCADA system.

Lift Station A, C, and D

Lift Stations A, C, and D utilize Consolidated 620I controllers like Lift Station F and do not support Ethernet and require replacement. A new Allen Bradley Micro 1400 PLC & Allen Bradley Operator Interface Terminal (OIT) will be provided that will support Ethernet. Either radio telemetry or fiber optic system will be compatible with the new PLC and allow Ethernet connection to the plant SCADA system.

Radio Option

New Allen Bradley Micro 1400 PLC
New Allen Bradley OIT
Network Switch
MDS Ethernet Radio
Radio Antenna, Cable, Connectors, Lighting Arrestors, and Mounting Hardware
Demolition of Existing Hardware
Installation of New Hardware
New System Drawings & AutoCAD
PLC Programming
OIT Programming
Radio Configuration
Startup, Testing, and Implementation

Total Estimated Cost for Radio Option **\$50,964.00**

Fiber Option

New Allen Bradley Micro 1400 PLC
New Allen Bradley OIT
Network Switch
Demolition of Existing Hardware
Installation of New Hardware
New System Drawings & AutoCAD
PLC Programming
OIT Programming
Radio Configuration
Startup, Testing, and Implementation

Total Estimated Cost for Fiber Optic System **\$42,130.00**

SCADA System

The owner would like a central monitoring & control SCADA system that will provide monitoring and control of the plant process and monitor existing lift stations. The new SCADA system will include a new Personal Computer, Printer, and SCADA Software. Graphic screens will be developed that will be created from process diagrams and will provide indication,

alarming, and operator setpoints for controlling the plant and monitoring the existing lift stations. Reporting software will be provided for daily, weekly, and monthly reports. Remote access will be by VPN connection to the network which will allow remote operator interface and IPS access to network for remote trouble shooting or operator assistance.

Proposed Modifications and Estimated Cost

New Personal Computer & Printer
SCADA Software
Reporting Software
Network Switch
VPN Firewall
UPS
Graphic Design & Owner/Engineer Review Meetings
Reporting & Database Design & Owner/Engineer Review Meetings
Network Configuration & Testing
VPN Firewall Configuration & Testing
Startup, Testing, and Implementation
System Training
24/7 Warranty for one Year

Total Estimated Cost **\$47,657.00**

The total estimated cost including Engineering, AutoCAD, Programming, Panel Fabrication, Electrical Installation, Field Modifications, Training, O&M manuals, one-year warranty is **\$219,162.00** net, excluding sales tax.

Thank you for the opportunity to provide our proposal to you for your consideration. Should you have questions or require further information concerning this proposal, please contact me at 218-435-1703.

We look forward to earning your business,



Peter J. Nelson
Integrated Process Solutions, Inc.

APPENDIX B1

Aeration Blower Replacement

City of Crosslake WWTF Study - Cost Estimate

Preliminary Treatment			Aeration Blower Replacement (B1)		
ITEM NO.	DESCRIPTION	EQUIPMENT	MATERIAL	LABOR	TOTAL
1	Demo Existing Blower			800.00	800
2	Remove concrete pads and frame			500	500
3	Install new blower Package (A)	10,000	500	2000	12,500
4	5 HP electrical wiring and breaker		400	800	1,200
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
				Total Estimated Construction Cost	\$15,000.00
				Construction Contingency (10%)	\$1,500.00
				Design/Quote/Bid/Permit	\$500.00
				Estimated Budget Cost	\$17,000.00

NOTES

A. Equipment cost based on Kaesor or Aerzen Blower system.

Mark Hallan

From: Matt Fritze <MFritze@gnenv.com>
Sent: Monday, November 30, 2015 9:03 AM
To: Mark Hallan
Cc: Dave Reese
Subject: RE: Grit Separator - Crosslake
Attachments: Cross Lake_BB52C_3HP_1830rpm_11-24-15.pdf

Mark,

I know exactly what Ted is talking about. As a general rule, you cannot look at just the RPM alone when deciding if a blower is properly sized for the application. Some blowers (like Tri-Lobe) are designed to spin faster than 2-lobe blowers due to their inherent design advantage of better balancing. Instead, it is more important for consultants to consider specifying a "% of Maximum Speed" at the design condition. This will prevent exactly what happened below. As a rule of thumb, I recommend not exceeding 80% of max speed at the design condition for a constant duty machine and 90% of max speed for intermittent duty like filter backwash. This will typically end up providing a b10 bearing life that far exceeds your clients expectations.

If you look on the performance sheet I sent you for Kaeser, we are only at 30% max speed so the blower is grossly oversized but that is about as small as they come. We should be able to get 30SCFM out of the same size package but it could mean going to a 5HP motor just to be safe. Budget price doesn't change.

Do you want me to work up a quote for a standard Roots blower assembly as well? Similar to what they have now?

Matt Fritze
Great Northern Environmental
643 Hale Ave N
Oakdale, MN 55128
Office: (651) 289-9100
Cell: (952) 239-2264
Email: mfritze@gnenv.com
Website: www.gnenv.com

From: Mark Hallan [<mailto:Mark.Hallan@wsn.us.com>]
Sent: Friday, November 27, 2015 11:14 AM
To: Matt Fritze <MFritze@gnenv.com>
Cc: Dave Reese <Dave.Reese@wsn.us.com>
Subject: RE: Grit Separator - Crosslake

Thanks Matt for the information. I will list this type of blower package as an option in the report. To be competitive back in 2003 Lakeside supplied a blower that would provide the CFM at required PSI but the blower speed was above 3,500 rpm. Running at that high of RPM speed of course wears and tears on the blower which is what staff has been fixing over the years. Please also provide an in-kind budget cost so I can list both of those as options in the report. Based on the history, I would expect staff to favor a more "robust" blower unit operating at much lower RPM speed. Ted did mention that a few extra CFM would be nice (don't remember reason) so when you look at pricing for options, use 30 CFM so I have adequate cost allowed for when we get into the specifics for a quote package to replace the existing grit blower, thanks.

From: Matt Fritze [<mailto:MFritze@gnenv.com>]
Sent: Tuesday, November 24, 2015 9:56 AM

To: Mark Hallan <Mark.Hallan@wsn.us.com>

Subject: RE: Grit Separator - Crosslake

Mark,

I quickly ran a blower sizing for you using a Positive Displacement Blower Package from kaeser. I used Lakeside's original design of 25 SCFM at 5.5PSIG. I came up with a BB52C package with 3HP motor with sound enclosure. This is the same package we used for the Herman WTP and are using for the Cyrus WTP. I attached the blower performance sheet, cut sheet with dimensions, brochure, and a picture of one of our installations here in MN so you can get a better feel for the footprint.

The rough budget price for the blower package is \$10K. I can also do an exact in-kind replacement of what they have there now as I still have our production drawings.

Matt Fritze
Great Northern Environmental
643 Hale Ave N
Oakdale, MN 55128
Office: (651) 289-9100
Cell: (952) 239-2264
Email: mfritze@gnenv.com
Website: www.gnenv.com

From: Mark Hallan [<mailto:Mark.Hallan@wsn.us.com>]

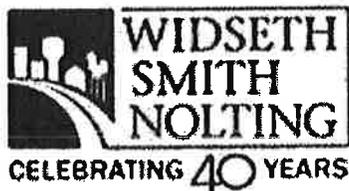
Sent: Friday, November 20, 2015 4:21 PM

To: Matt Fritze <MFritze@gnenv.com>

Subject: Grit Separator - Crosslake

Grit separator works fine. The air supply blower and been a maintenance issue since startup. This is not really a Lakeside product, just part of their system. I have been using rotary air compressors on other WWTF projects and owners like them. Need to confirm with Lakeside the air flow and pressure needed for their grit removal system and then look at air compressor/blower options and related budgets.

Mark Hallan, PE
Civil Engineer, VP
218-316-3647 | Direct
218-821-1420 | Cell



7804 Industrial Park Road | Baxter, MN 56425-2720

WidethSmithNolting.com
Engineering | Architecture | Surveying | Environmental



OMEGA PLUS ROTARY BLOWERS
- RECOMMENDATIONS BLOWERS -

11/24/15

PAGE 1

Customer: Cross Lake, MN

Prepared By: S. Smith

INPUT DATA:

Operating mode: Gauge pressure	Flow medium : Humid Air
Kind of package: Com-paK Plus on frequency control	Specific heat constant κ : 1.40
Inlet temperature: 100 °F	Specific weight at standard conditions :0.0760 lb/ ft ³
Inlet pressure: 14.0 psia	Pressure difference : 5.5 psig
Inlet flow: 29 icfm	Discharge pressure : 19.5 psia
	Air humidity: 50 [%]

Technical data:

Package: BB 52C	Blower speed(60Hz): 1830 rpm
Blower: OMEGA 21P	Connection ANSI:2"
Motor power: 3.0 hp	% of maximum speed: 30
Operating voltage: 460V/60Hz	Blower: OMEGA 21P

Performance data:	min. frequency	Design point	max. frequency
Frequency:	41.0	56.3	60.0 Hz
Speed:	1250	1720	1830 rpm
Inlet air flow Q1*:	14	29	32 icfm
Inlet air flow Q1 (standard): <small>Standard conditions 14.7psia, 68°F and 0 % RH</small>	12	25	28 scfm
Discharge temperature*:	262	214	208 °F
Blower shaft power*:	1.3	1.7	1.9 bhp
Motor shaft power :			2.0 bhp

	<u>without sound enclosure</u>	<u>with sound enclosure</u>
Sound pressure level**:	at fmax 77dB(A)	72dB(A)
Sound pressure level**:	at 60 Hz 77dB(A)	72 dB(A)
Sound power level**:	at 60 Hz 92dB(A)	87 dB(A)
Dimension [inches] (W x L x H)	31 x 31 x 37	31 x 31 x 44
Estimated Weight	ca. 225 lbs	ca. 379 lbs

IGBT Frequency controlled

460V ± 5 % 60 Hz

The stated control range can vary depending on manufacturer and type of the frequency converter.
 Standard motor with impulse peak resistance in accordance with IEC 60034-1 for operation with a IGBT frequency converter.

* Performance data to DIN ISO 1217, PART 1, ANNEX C
 ** Measured to DIN EN ISO 2151, figures ± 3 dB(A), with sound isolated pipework.
 Motor shaft power includes belt losses in addition to dirty filter losses of 0.6 psig (40 mbar)



OMEGA/OMEGA PLUS ROTARY BLOWERS
- RECOMMENDATIONS BLOWERS -

11/24/15
 PAGE 2

Customer: Cross Lake, MN

Prepared By: S. Smith

Kind of package: Com-paK Plus on frequency control

Operating mode: Gauge pressure

Inlet temperature: 100 °F

Valve set pressure: 8.1 psig

Inlet pressure: 14.0 psia

Input inlet flow: 29 icfm

Package: BB 52C

Blower speed(60Hz): 1830 rpm

Blower: OMEGA 21P

Connection ANSI 2"

Motor power: 3.0 hp

% of maximum speed: 30

Operating voltage: 460V/60Hz

Fan voltage: 115V/1Ph/60Hz

NOTE: ACCESSORIES SHOWN ARE INTENDED FOR AIR USE ONLY.

Accessories:

	yes	no
Unloaded start up valve: AFM4	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Check plate: G2"	<input checked="" type="checkbox"/>	<input type="checkbox"/>

	yes	no
Sound enclosure:	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Suction from ambient:	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Suction from pipe:	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Instrument/ sensor:

Temperature gauge with switch point:	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pressure gauge:	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Filter differential pressure switch:	<input type="checkbox"/>	<input checked="" type="checkbox"/>
oil level sensor	<input type="checkbox"/>	<input checked="" type="checkbox"/>
speed monitor	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Auxiliary heating:	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Omega P-GRD:	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Optional for package with sound enclosure

Sound enclosure for outdoor installation:	<input type="checkbox"/>	<input checked="" type="checkbox"/>
---	--------------------------	-------------------------------------

Frequency converter (FC):

Frequency converter (FC) by customer:	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Kaeser FC type OFC:	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Standard equipment with s. encl.: 1x 1 1/4"

Blowoff valve, pressure gauge, filter with maintenance indicator

Standard equipment without s. encl.: 1x 1 1/4"

Blowoff valve, filter with maintenance indicator

Comments for project:

Mark Hallan

From: Josh Hayton | JHF <josh.hayton@jhfooster.com>
Sent: Friday, December 04, 2015 2:39 PM
To: Mark Hallan
Subject: RE: Crosslake WWTF
Attachments: JH981 for Crosslake WWTF.pdf; GM 003S_DN050_P____SE____GB-005502_revD.PDF; Aerzen USA G5 Delta Blower Brochure 2014.pdf

Mark,

Attached above is the Quote that came back from Aerzen along with a brochure for the specific piece of equipment. It sounds like this might be exactly what your looking for. It is a very heavy duty industrial grade blower that is going to far surpass the durability of your typical catalog blower. The flowrate your requesting is on the low end of the spectrum for this model blower so I'm not very sure where we are coming in as far as price goes but I gather this is at the budgetary stage so I have a little padding in the price and I think it would be safe to assume that Aerzen does as well. With that in mind if we aren't competitive let me know where we need to be and I will go back to them for competitive price concessions and actual freight quotes in order to pare the price down so that we can be competitive.

Josh Hayton | Bid & Spec Specialist
John Henry Foster | 3103 Mike Collins Drive | Eagan | Minnesota | 55121
Direct 651.681.5747 | Main 866.995.7340 | Fax 651.905.2885
Josh.Hayton@jhfooster.com | visit our new website: www.jhfooster.com

Save time and money with JHF [custom panel design and build](#)

Providing innovative automation and compressed air solutions since 1938.

From: Mark Hallan [mailto:Mark.Hallan@wsn.us.com]
Sent: Wednesday, December 02, 2015 2:52 PM
To: Josh Hayton | JHF
Subject: RE: Crosslake WWTF

Any time in the next two week will be fine.

From: Josh Hayton | JHF [mailto:josh.hayton@jhfooster.com]
Sent: Wednesday, December 02, 2015 2:28 PM
To: Mark Hallan <Mark.Hallan@wsn.us.com>
Subject: RE: Crosslake WWTF

Thanks for the answers Mark, this definitely helps a lot. I have a different company that I would like to forward this to. I think they may have a better idea of what would work best for this specific application rather than pulling the first thing we find from a catalog. How soon do you need a price back from us?

Josh Hayton | Bid & Spec Specialist
John Henry Foster | 3103 Mike Collins Drive | Eagan | Minnesota | 55121
Direct 651.681.5747 | Main 866.995.7340 | Fax 651.905.2885
Josh.Hayton@jhfooster.com | visit our new website: www.jhfooster.com

Save time and money with JHF [custom panel design and build](#)

Providing innovative automation and compressed air solutions since 1938.



3103 Mike Collins Drive 800.582.5162
 Eagan, MN 55121 651.452.8452
 jhfoster.com fax 651.681.9368



Providing innovative compressed air solutions since 1938

QUOTATION

TO: Widseth Smith Nolting **DATE:** 12.04.15
 7804 Industrial Park Rd
 Baxter MN 56425
RE: Blower Quote
ATTN: Mark Hallan **FOB:** Origin
SALES QUOTE NUMBER: JH981

JOHN HENRY FOSTER IS PLEASED TO PRESENT THE FOLLOWING FOR YOUR CONSIDERATION:

**Aerzen Rotary Lobe Blower
 Model GM 3S**

Performance Data

		Design
Intake volume, handled at intake condition	cfm	31
Intake volume, handled at intake condition	cfh	1906
Volume handled at standard conditions with reference to T1=68F, p1=14.7 psi, rH=36%	scfm	30
Mass flow	lb/m	2
Density at inlet conditions	lb/ft3	0.0723
Relative humidity	%	70
Intake pressure (abs.)	psia	14.2
Outlet pressure (abs.)	psia	19.7
Pressure difference	psi	5.5
Intake temperature	F	68
Discharge temperature	F	183
Male rotor speed	rpm	1725
Power consumption at coupling	BHP	1.7
Motor speed	rpm	1745
Motor rating	HP	3

Sound Pressure Level at Machine

Sound Pressure Level without hood approx. 87 dBa
 Sound Pressure Level with hood approx. 64 dBa

Measured in free field at 1 m distance from outline of the unit (tol ± 2 dB) without radiating noise of the pipe in accordance with DIN 45 635

Electric Motor Drive

The following electric motor drive will be mounted and aligned prior to shipment.

3 HP WEG Induction Motor, W22 series, NEMA frame T, 460 volt, 60 Hz, 1800 rpm, Premium Efficiency, TEFC enclosure with Class F insulation, Class B temperature rise, 1.25 service factor, 3:1 constant torque VFD duty rated, F3 conduit box.

Note: Motor starter and wiring is not included.

Note: If the motor is to be supplied by the purchaser, please provide exact motor data: manufacturer, NEMA or IEC standard frame size, speed, voltage, a speed-torque curve and certified motor dimensions and weight.

Generation 5 Delta Blower Description

The new Generation 5 Delta Blower provides an array of new technical innovations. The advantages for our customers are:

- Machinery noise level has been lowered by 6 to 8 dBA compared to previous Delta Blowers
- Units equipped with a sound enclosure can now be installed side-by-side to reduce space
- Removable panels allow easy access for maintenance from the front of the enclosure
- The oil level can be observed from the outside of the enclosure
- There is only one oil level fill and drain point

One Aerzen Delta Blower consists of the following components, which are completely assembled in our factory prior to shipment.

- Aerzen Rotary Three Lobe Blower
- Base frame with integrated reactive-type (no absorption packing materials) discharge silencer, installed on vibration isolating mounts
- Hinged motor support plate provides automatic consistent belt tension
- Intake filter/silencer with filter maintenance indicator
- Narrow V-belt drive with OSHA guard, ventilated sheaves and bushings are dynamically balanced to ISO 1940.
- Spring loaded safety pressure relief valve sized for full flow.
- Discharge manifold with integral full bore check valve
- Discharge flexible connector with heavy-duty clamps sized for schedule 40 pipe
- Instrumentation includes a filter maintenance indicator (2.5") and discharge pressure gauge (2.5")
- First fill of oil

In addition:

1. A maintenance kit is provided and includes a hydraulic jack used to lift the motor and install the V-belts, an oil fill funnel and oil drain hose.
2. Each blower stage is factory tested at full-load to verify the volumetric flow and power. The acceptance criteria is +/- 5% for all machine sizes.
3. Standard documentation includes a general arrangement drawing, job specific data sheets, and manuals for both the blower and electric motor.
4. Standard paint is an alkyd resin, RAL 5001 (blue).
5. Packaging for shipment by domestic truck is included.

Options:

A. Sound Enclosure DN50 to DN200: Quick release panels (each less than 50 lbs) are made of galvanized steel sheet and filled with fire retardant high density polyester foam. The enclosure and the blower package are both mounted on a oil drip pan base. Forced ventilation is provided by a fan mounted on blower shaft. Designed for outdoor installation with snow load of 14 lb/ft², wind load of 40 mph and 45° rain fall angle. Powder coated panels (walls and roof) and oil drip pan base are painted Aerzen standard blue (RAL 5001). Removable panels are powder coated to Aerzen standard off-white (RAL 7047). With an enclosure, the instrumentation is mounted on the enclosure wall.

**Aerzen Rotary Lobe Blower
Model GM 3S**

Pricing Description	Qty	Price
GM3S Blower Package	1	\$5,938
3hp WEG TEFC Motor	1	\$454
Sound Enclosure (option)	1	\$2,791
Total		\$9,183

Standard Terms:

- 1) Net fifteen (15) days subject to credit approval.
 - 2) FOB origin, (Ex-Works), **freight prepaid & Allowed**, in domestic boxing.
- Note: Please inspect all shipments before you sign the delivery receipt and note all damages on the freight bill before signing/accepting the shipment.
- 3) All sales are subject to applicable state and local taxes unless a copy of a tax exempt certificate is on file with us.
 - 4) Prices quoted herein are firm for acceptance within 30 days unless otherwise stated here in. Prices may be adjusted for any surcharges or a "metals clauses".
 - 5) Price does not include start-up, training, commissioning, installation or taxes.
 - 6) Shipments delayed by customer may be billed in "in place" and subject to storage charges.
 - 7) Delivery is based on material availability at the time of order.
 - 8) We will provide an electronic version of the submittals unless requested to send hard copies.
 - 9) We will provide an electronic version of the Owner's Manual upon request, or the Owner's Manual will ship with the Product.
 - 10) Manufacturers specifications for items offered in this quote are subject to change without notice.
 - 11) Voltage to be verified upon order placement.

Thanks for the opportunity to quote on your business; we appreciate the chance to serve you. If I can be of further assistance, please feel free to contact me at your convenience.

Best Regards,

Josh Hayton | Capital Equipment Sales

John Henry Foster | 3103 Mike Collins Drive | Eagan | MN | 55121
Direct 651.681.5747 | Main Line 651.452.8452 | Fax 651 905 2885
www.jhfoster.com | josh.hayton@jhfoster.com
Providing innovative compressed air solutions since 1938

APPENDIX C2

Denitrification Process

**City of Crosslake
WWTF Study - Cost Estimate**

Oxidation Ditches			Denitrification Process (C2)		
ITEM NO.	DESCRIPTION	EQUIPMENT	MATERIAL	LABOR	TOTAL
1	Excavation for Precast and Concrete Structures	3000		7000	\$10,000.00
2	6' Diameter Precast Structure with Cover	500	6000	2000	\$8,500.00
3	Anoxic Tank Mat Foundation	2500	8000	6000	\$16,500.00
4	Anoxic Tank Exterior and Divider Walls	1500	12000	18000	\$31,500.00
5	Inlet Chamber and Wier Gates	5500	3500	6000	\$15,000.00
6	Tie-In to Existing DIP Lines from Oxidation Ditch to Clarifiers	1500	4000	4000	\$9,500.00
7	New 6" DIP Process Yard Piping		3000	6000	\$9,000.00
8	6" Plug Valves with Operators	500	8000	4000	\$12,500.00
9	Cut-ins to Existing DIP Lines at Preliminary Treatment	2000	2500	2000	\$6,500.00
10	Metal Handrail Systems		3500	2000	\$5,500.00
11	MLSS Return Pumps and Control Panel	50000	2000	6000	\$58,000.00
12	Electrical Power from Existing MCC to new Panel	2000	6000	11000	\$19,000.00
13	Existing Cold Storage Area Building Bracing and Modifications	2000	1000	3000	\$6,000.00
14	Excavation Backfilling and Site Restoration	3000	2000	5500	\$10,500.00
15					
				Total Estimated Construction Cost	\$218,000.00
				Construction Contingency	\$22,000.00
				Design/Quote/Bid/Permit	\$20,000.00
				Estimated Budget Cost	\$260,000.00

NOTES
A.

APPENDIX D1

Final Clarifier Building Ceiling

**City of Crosslake
WWTF Study - Cost Estimate**

Final Clarifiers			Ceiling Metal Panel (D1)		
ITEM NO.	DESCRIPTION	EQUIPMENT	MATERIAL	LABOR	TOTAL
1	Remove and Reinstall Existing Lighting Systems	1000	500	2000	\$3,500.00
2	Repairs to Existing Plastic Vapor Barrier	500	1000	700	\$2,200.00
3	29 guage Classic Rib Liner Panel - White (1,920 ft ²)	2000	6000	4000	\$12,000.00
4	Temporary Clarifier Covers		500	600	\$1,100.00
5	Remove and Reinstall Existing Conduit	500		700	\$1,200.00
6	Replace Insulation in Small Areas		300	200	\$500.00
7	Perimeter Wall Ceiling to Wall Trim Detail	500	500	500	\$1,500.00
8	Modify Existing Attic Access Hatch		200	200	\$400.00
9					
10					
11					
12					
13					
14					
15					
				Total Estimated Construction Cost	\$22,400.00
				Construction Contingency	\$2,200.00
				Design/Quote/Bid/Permit	\$1,400.00
				Estimated Budget Cost	\$26,000.00

NOTES

A. Metal liner panel to match existing in filter room.

APPENDIX D2

Lakeside Budget Pricing

Mark Hallan

From: Matt Fritze <MFritze@gnenv.com>
Sent: Wednesday, December 09, 2015 1:19 PM
To: Mark Hallan
Subject: RE: Final Clarifiers - Crosslake

Mark,

Thank you for your patience in gathering some information for you regarding the Cross Lake MN final clarifiers. They are suggesting that the plan disassemble the scum pipe, replace the packing and clean the packing retaining ring. Following that, the plant should include exercising the scum pipe through the full range of motion on a monthly basis. It is possible to give them a lever actuator but they would still encounter the same problem. In addition, the freeboard distance is approaching the upper limit for lever actuation and the room to swing the lever safely from the bridge is limited.

Here is the Budget Pricing you requested:

1ea Scum Pipe Casting Assy C-7764 \$ 960.00 (Includes Casting A & B HDW and Packing)
1ea Race Skimmer Assy, Incl Support & Pivot Post w/HDW C-49395 \$4420.00
1ea Skirt Assy, Royalite w/Channels & HDW from Support Brackets DN D-31551 \$10,760.00

Prices above include freight to the jobsite and PER clarifier so multiply this times 2 for the total price.

Let me know if you have any additional questions and thank you for the opportunity!

Matt Fritze
Great Northern Environmental
643 Hale Ave N
Oakdale, MN 55128
Office: (651) 289-9100
Cell: (952) 239-2264
Email: mfritze@gnenv.com
Website: www.gnenv.com

USE \$15,000 PER CLARIFIER FOR SKIRT ASSEMBLY
USE \$7,500 PER CLARIFIER FOR RACE SKIMMER ASSEMBLY
TOTAL = \$45,000

From: Mark Hallan [mailto:Mark.Hallan@wsn.us.com]
Sent: Friday, November 20, 2015 4:37 PM
To: Matt Fritze <MFritze@gnenv.com>
Subject: Final Clarifiers - Crosslake

Clarifiers are still operating fine and do a great job. But years are going by and want to look at budget items for the following:

1. The scum removal trough operators have stopped working. Is there some type of simpler scum removal trough that can be on a lever, well greased and the operator just turns 1/8th turn and creates a good flow into the scum pit and all the scum is removed from the outer chase? Staff currently takes a square shovel and creates a small wave and pushes the scum into the open trough pipe that will not turn. Need options and budget numbers for a simpler scum removal if possible.
2. Scum arm joints have been rebuilt a few times. Still work fine but would like a budget number for complete new arm system so when clarifiers are taken out of service each winter for maintenance, they could replace the arm system on each of the two clarifiers.

APPENDIX D4

Scum Pit Modifications

City of Crosslake WWTF Study - Cost Estimate

Final Clarifiers			Scum Pit Modifications (D4)		
ITEM NO.	DESCRIPTION	EQUIPMENT	MATERIAL	LABOR	TOTAL
1	Demolition Existing Clarifier Wall Sleeves	1000		2000	\$3,000.00
2	Install New Scum Pipe Casting Assemblies	2000 (A)	500	2000	\$2,500.00
3	Clean and Scarify Existing Scum Pit	1000		700	\$1,700.00
4	Extend Existing Outlet Pipe with Flange		500	300	\$800.00
5	Install New Stainless Steel Sloped Pit Floor	500	4000	2000	\$6,500.00
6	Grout Under New Sloped Pit Floor	500	1000	700	\$2,200.00
7	Spray Wash Supply Piping, Valves and Nozzles	500	2500	1700	\$4,700.00
8	Control Wiring to Solinoid Valves	200	700	1500	\$2,400.00
9					
10					
11					
12					
13					
14					
15					
				Total Estimated Construction Cost	\$23,800.00
				Construction Contingency	\$3,200.00
				Design/Quote/Bid/Permit	\$5,000.00
				Estimated Budget Cost	\$32,000.00

NOTES

A. Metal liner panel to match existing in filter room.

APPENDIX F1 & F2

Magnetic Flow Meter Pricing

RAS/WAS Cost Estimate

QUOTATION

Quotation From:

Page: 1

TECH SALES CO.
 311 W. 44TH STREET
 MINNEAPOLIS MN 55409
 Ph: (612) 823-8238 Fx: (612) 823-4272

Quotation For:

Widseth Smith Nolting
 7804 Industrial Park Rd
 Baxter MN 56425
 Ph: (218) 316-3647 Fx:

Quotation#: 2160457
 Revision#:
 Date: 03/28/16

Attn: Mark Hallan E-Mail: mark.hallan@wsn.us.com
 Ref: Crosslake MN WWTF - Mag Meters

FOB: Factory
 Shipment: 3-4 Weeks ARO
 Salesman: Tami Schumacher
 Validity: 30 Days
 Terms: NET 30 DAYS

Please Address Order To:

TECH SALES CO.
 311 W. 44TH STREET
 MINNEAPOLIS MN 55409

Item	Qty	Part#/Description	Unit Price	Total Price
1	1	8750WDEW1A1FNSB060CA1M4R05AX 8750W Rosemount Magnetic Flowmeter System D Revision D E Revision 3 Electronics W Wall Mount transmitter 1 AC power supply A 4-20 mA, digital HART; scalable pulse 1 1/2-14 NPT, conduit entries (4) F Flanged sensor N Neoprene liner S 316L stainless steel electrodes B 2 electrodes - bullet nose 060 6 inch line C Slip-on, raised-face, carbon steel flange A1 ASME B16.5 (ANSI) RF Class 150 M4 Local operator interface R05 Submergence Protection, potted junction box with Combo Cable, 50 ft AX Two discrete channels (DI/DO 1, DO 2) Location: Influent	3,470.42	3,470.42
2	1	GR060TSC Pair of 316 stainless steel ground rings for Rosemount 6 inch mag meter.	158.00	158.00
3	2	8750WDEW1A1FNSB040CA1M4AX 8750W Rosemount Magnetic Flowmeter System D Revision D E Revision 3 Electronics W Wall Mount transmitter 1 AC power supply A 4-20 mA, digital HART; scalable pulse 1 1/2-14 NPT, conduit entries (4) F Flanged sensor N Neoprene liner S 316L stainless steel electrodes B 2 electrodes - bullet nose 040 4 inch line C Slip-on, raised-face, carbon steel flange A1 ASME B16.5 (ANSI) RF Class 150 M4 Local operator interface AX Two discrete channels (DI/DO 1, DO 2) ***** CONTINUED ON PAGE 2 *****	2,651.07	5,302.14

QUOTATION

Page: 2

Quotation#: 2160457
Revision#:
Date: 03/28/16

Item	Qty	Part#/Description	Unit Price	Total Price
------	-----	-------------------	------------	-------------

Locations: RAS & WAS

4	2	GR040TSC Pair of 316 stainless steel ground rings for Rosemount 4 inch mag meter.	122.00	244.00
5	100	CSCCABLETSC Combination Signal and Coil Cable, \$3.65 per ft.	3.65	365.00
			Quote Total:	9,539.56

Prices shown do not include freight or sales tax. MasterCard/Visa will be accepted with a 4% surcharge. Please review this quotation and let us know if you have any questions.

By: Tami Schumacher for Rosemount, Inc.

City of Crosslake WWTF Study - Cost Estimate

Sludge Pumps, Measurements and Process Piping			RAS/WAS Pump Replacement (F2)		
ITEM NO.	DESCRIPTION	EQUIPMENT	MATERIAL	LABOR	TOTAL
1	Demolition Existing Pumps	200		500	\$700.00
2	Demolition Existing Concrete Bases	500		600	\$1,100.00
3	Existing Process Piping Remodel	400		500	\$900.00
4	Process Piping Modifications		2500	1500	\$4,000.00
5	Plug Valves with Electric Operators (3)		15000	3000	\$18,000.00
6	New 20 gpm to 100 gpm Pumps (2)		20000	4000	\$24,000.00
7	New VFD Units (2)		6000	1500	\$7,500.00
8	Electrical Power to Valves	200	500	1100	\$1,800.00
9	Painting & Clean Up	200	300	1500	\$2,000.00
10					
11					
12					
13					
14					
15					
				Total Estimated Construction Cost	\$60,000.00
				Construction Contingency (10%)	\$6,000.00
				Design/Quote/Bid/Permit	\$9,000.00
				Estimated Budget Cost	\$75,000.00

NOTES

- A.
- B.
- C.

Mark Hallan

From: Joel Morgan <jmorgan@vessco.com>
Sent: Monday, December 07, 2015 2:35 PM
To: Mark Hallan
Subject: RE: Crosslake WWTF

Hello Mark,
Hope you had a nice Thanksgiving. Sorry for the delay in getting this out. I had some last minute stuff come up right before the holiday and was out of town last week. Hopefully my delay hasn't caused an issue.

The budget price ea. For new 4" DeZurik eccentric plug valves with Rotork IQT electric motor actuator (120/60/1) for open close service is:

\$4960 ea.

For the existing valves with chainwheel operators on them currently, I would just recommend using them in the new location and changing the chainwheels to handwheels. If you figured \$100 per unit for the handwheels, that would be more than sufficient.

Let me know if there are any further questions. Thanks for the opportunity.
Regards,

Joel Morgan | Flow Control Distributor Products Manager
Vessco, Inc | 8217 Upland Circle, Chanhassen, MN 55317
c: 763-276-4262 | w: 952-941-2678 ext. 664

From: Mark Hallan [mailto:Mark.Hallan@wsn.us.com]
Sent: Tuesday, November 24, 2015 3:08 PM
To: Joel Morgan <jmorgan@vessco.com>
Subject: FW: Crosslake WWTF

Joe, this is the email I sent to Dick. Looking to replace the two existing valves in photos with electric operated valves so the valves can be controlled from a new control system. Need pricing for the valves with actuators. I will reuse the existing valves and put hand levers on them.

From: Mark Hallan
Sent: Friday, November 20, 2015 4:46 PM
To: 'dcorbett@vessco.com' <dcorbett@vessco.com>
Cc: Dave Reese <Dave.Reese@wsn.us.com>
Subject: Crosslake WWTF

Need to review options for replacing the two 4" valves with valves/actuators so the valves can be operated by a new controls system. Likely looking at an electrical actuator as no compress air supply in the building at this time. The existing valves would be reused to replace some existing dezurik valves that have issues. Also need to look a budget pricing for a few new valves.

Mark Hallan, PE
Civil Engineer, VP

2040

APPENDIX G1

Diffuser & Piping Improvements

**City of Crosslake
WWTF Study - Cost Estimate**

Aeration Tank Modifications	Diffuser & Piping Improvements (G1)
-----------------------------	-------------------------------------

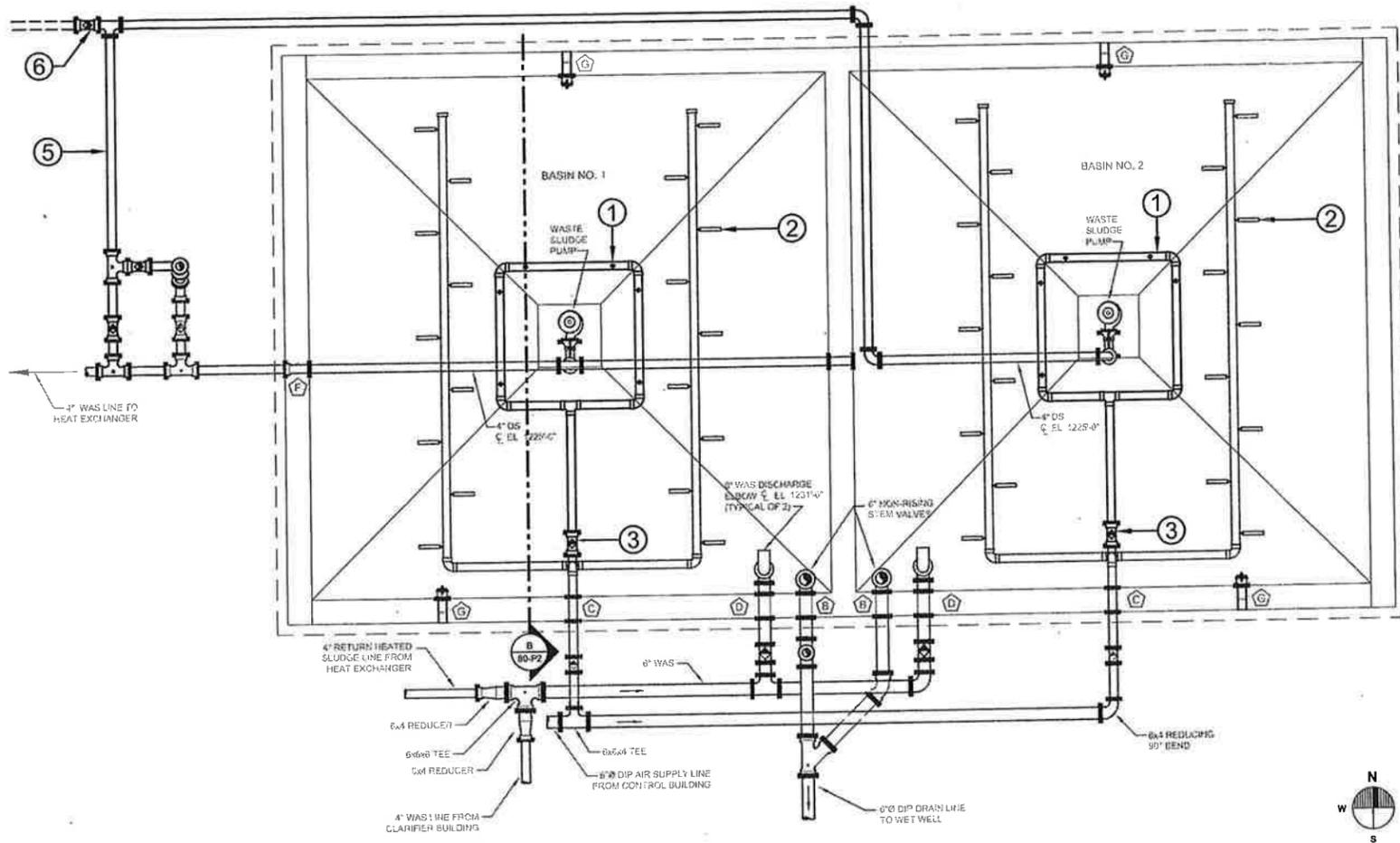
ITEM NO.	DESCRIPTION	EQUIPMENT	MATERIAL	LABOR	TOTAL
1	Demo existing 4" pump line			700	700
2	Cap existing wall pipe		300	300	600
3	Core north wall of tank 2	1,500		600	2,100
4	Core precast deck (2)	1500		800	2,300
5	Excavate for new yard piping	1200		1000	2,200
6	4" dip pump discharge line		3000	4500	7,500
7	4" plug valves (3) (A)		2700	1200	3,900
8	Connect to existing piping	500	800	700	2,000
9	Demo existing coarse bubble diffusers			700	700
10	Install new diffusers (36)		5400	1200	6,600
11	New 4" air grid piping	200	1500	1800	3,500
12	4" butterfly valves (4)		2000	1200	3,200
13	Tie in existing air lines	300	500	1000	1,800
14	New grid diffusers (16)		2400	600	3,000
15	Backfilling, seeding & cleanup	1200	200	1500	2,900
				Total Estimated Construction Cost	\$43,000.00
				Construction Contingency (10%)	\$4,300.00
				Design/Quote/Bid/Permit	\$4,000.00
				Estimated Budget Cost	\$51,300.00

NOTES

A. Valves allow for recirculation to heat exchanger or to existing biosolids loadout riser.

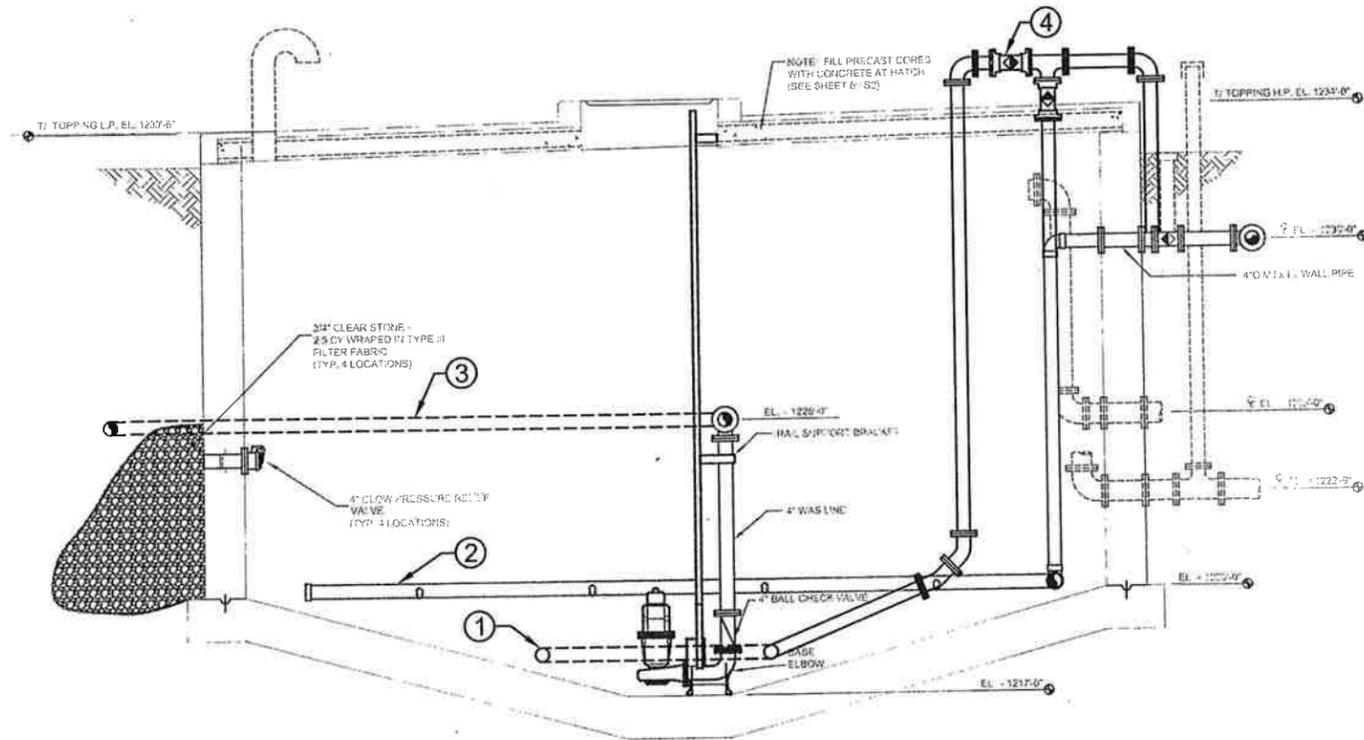
B.

C.



General Notes:

1. New PVC aeration line around lower portion of aerobic digester tanks to facilitate mixing of settled biosolids before pumping. Membrane type coarse bubble diffuser units would be utilized to prevent biosolids from entering new aeration supply line.
2. Existing stainless steel coarse bubble diffusers to be replaced with membrane type coarse bubble diffusers to prevent biosolids from entering existing PVC aeration piping during decanting operations when aeration supply is off.
3. New and existing aeration supply piping will be separately valved. This will allow staff to vary air supply to the existing and new supply headers or isolate the existing header so all aeration blower capacity can be directed to the new header to facilitate mixing of the settled biosolids around the transfer pump.
4. Transfer pump discharge line from basin number 2 to be routed directly to the load out riser on the west side of aerobic digester basins. This will provide staff flexibility in moving biosolids and remove any issues with check valve failure above existing transfer pump discharge.
5. New biosolids transfer line to be connected to load out stand and heat exchanger supply line with plug valves added (4 total) to provide independent operation of each aerobic basin.
6. Yard piping and valving on new transfer pump line would allow for extension to a reed bed facility or storage tank(s) as the City optimizes biosolids disposal options in the future.



BY: _____
 DATE: _____
 REVISIONS DESCRIPTION: _____
 DATE: _____
 REV: _____

BY: _____
 DATE: _____
 REVISIONS DESCRIPTION: _____
 DATE: _____
 REV: _____

DATE: FEBRUARY, 2018
 SCALE: AS SHOWN
 DRAWN BY: PWB
 CHECKED BY: MWH
 JOB NUMBER: 0107B049.000

2016 CROSSLAKE WWTF IMPROVEMENTS - PROGRAMMING STUDY
 CITY OF CROSSLAKE
 CROSSLAKE, MINNESOTA
 PROCESS PIPING MODIFICATIONS

SHEET NO. **S1**

Dave Reese

From: Mark Hallan
Sent: Wednesday, January 08, 2014 3:52 PM
To: Dave Reese
Subject: FW: Crosslake WWTF _WSN_Diffusers for aeration in aerobic bio-solids tanks
Attachments: Flexcap Retrofit.jpg; Flexcap.pdf

First response. Will wait to hear from others before sending to Ted.

From: Gary Metzler [<mailto:gary@vbminc.com>]
Sent: Wednesday, January 08, 2014 2:58 PM
To: Mark Hallan
Subject: Crosslake WWTF _WSN_Diffusers for aeration in aerobic bio-solids tanks

Mark,

Please see David Lauer's comments & attachments for a solution to Ted Strand's dilemma. Let us know if you have any questions or need additional info. Thank you for considering Van Bergen & Markson, Inc's manufacturers.

Sincerely,
Gary Metzler // VBM

From: David Lauer [<mailto:dlauer@aquariustechnologies.com>]
Sent: Wednesday, January 08, 2014 1:29 PM
To: Gary Metzler
Subject: RE: Diffusers for aeration in aerobic bi0-solids tanks

Gary,

This is not unheard of in applications that may be relatively thick, decanted for long periods and if air is allowed to escape through leaking blower check valves or airmain. The PVC check valves between the diffusers or any small diameter check valve is not a solution as they break as their experience shows or exacerbates plugging. We solve this problem by changing out the wide band diffuser and replace with Sch. 40/80 stainless steel fittings and Flexcap diffusers. Attached is a drawing of the fix and brochure.

A budget price for each assembly consisting of the fittings and two Flexcap diffusers per side would be \$70. Based on the 36 existing diffusers the total price would be \$2,520 plus freight.

Best regards,

David Lauer, P.E. | VP Sales & Marketing
Aquarius Technologies Inc. | 1103 Mineral Springs Drive, Port Washington, WI 53074
(262) 284-0113 direct | (262) 353-0884 mobile | dlauer@aquariustechnologies.com



From: Gary Metzler [<mailto:gary@vbminc.com>]
Sent: Wednesday, January 08, 2014 1:21 PM

To: David Lauer
Subject: FW: Diffusers for aeration in aerobic bi0-solids tanks

David,

Please review the attached e-mail & let me know your thoughts. Thanks.

Sincerely,
Gary Metzler // VBM // (763) 546-4340 office // CELL (612) 325-6652

From: Mark Hallan [<mailto:Mark.Hallan@wsn.us.com>]
Sent: Wednesday, January 08, 2014 12:12 PM
To: Gary Metzler; Matt Fritze; Brian DeWolf
Cc: Dave Reese
Subject: Diffusers for aeration in aerobic bi0-solids tanks

Gentlemen, in 2004 when Crosslake put their WWTF on line I had specified Sanitaire course bubble diffusers and that is what was installed. Purpose of the diffusers is to supply air to maintain aerobic conditions and mix (barrel roll) the two 50,000 gallon tanks. Over time as staff has optimized decanting and percent solids they are finding that bio-solids work back through the diffusers into the PVC air supply laterals. After decanting when aeration blowers are started back up some of the aeration diffusers would not open back up. Supply air would find a few diffusers that had opened up and all the air comes out of 3 or 4 diffusers of the 18 total in each tank. PVC check valves were added between the supply pipe and course bubble diffusers a couple of years ago but staff is finding the diffuser weight and operations are cracking the PVC check valves or the diffuser is busting off completely.

Looking for options to consider with respect to going with a different type of aeration diffuser. Oxygen transfer efficiency is not the design criteria. Ted is looking for something that will not plug during the decanting operation of the tanks as time goes by. Or if a manufacturer has a product that will work with specific maintenance, then we can look at that but I would guess staff is not interesting in scrubbing off diffusers on a yearly basis. Any web site you can direct me to or product literature I can look at would be helpful, thanks.

Note: Diffusers will operate between 5.5 and 11 cubic feet per minute of air, depending on aeration blower operating, and are typically at 10 to 12 feet of submergence depth.

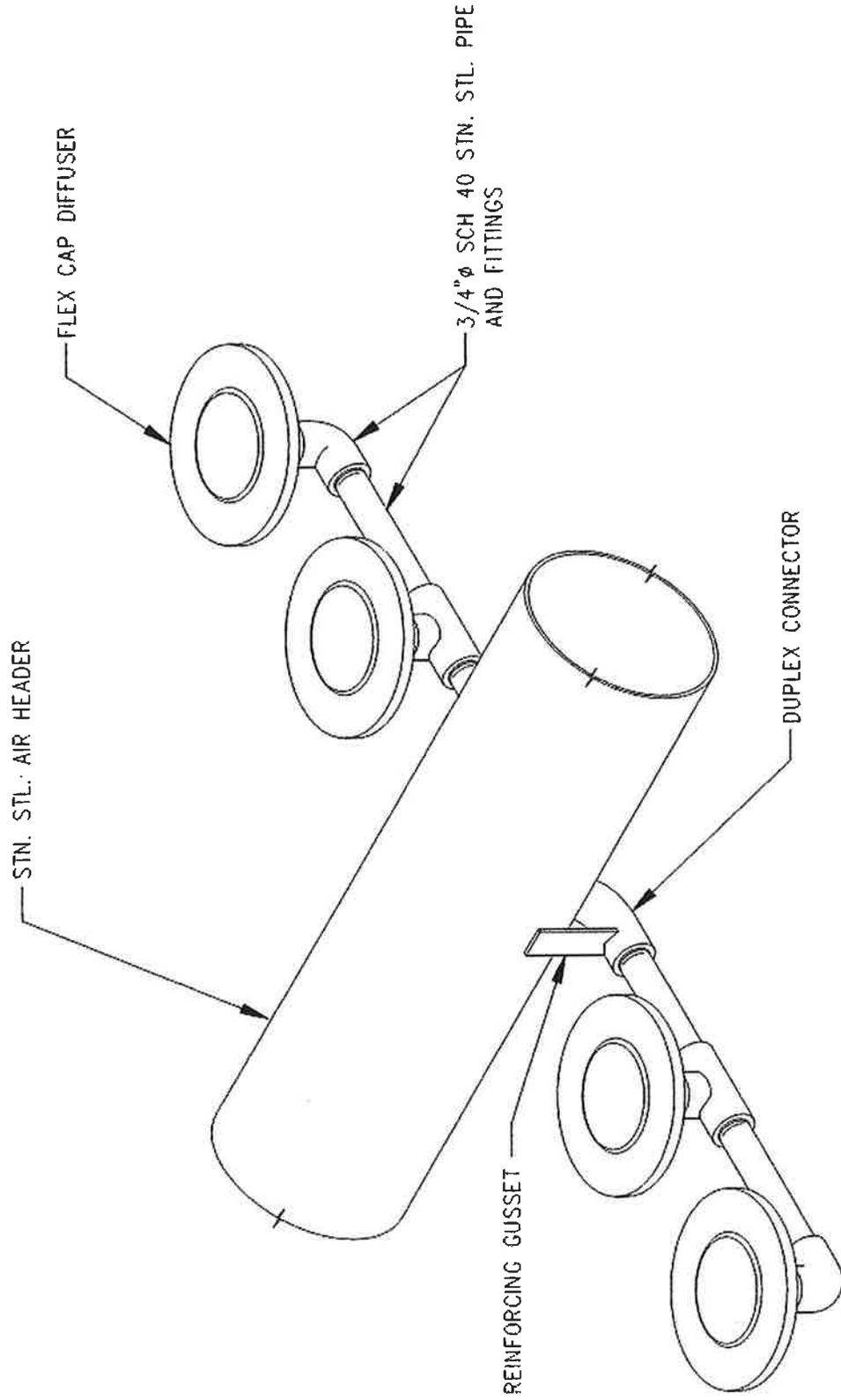
Mark Hallan, PE
Civil Engineer, VP
218-316-3647 | Direct
218-821-1420 | Cell



7804 Industrial Park Road | Baxter, MN 56425-2720

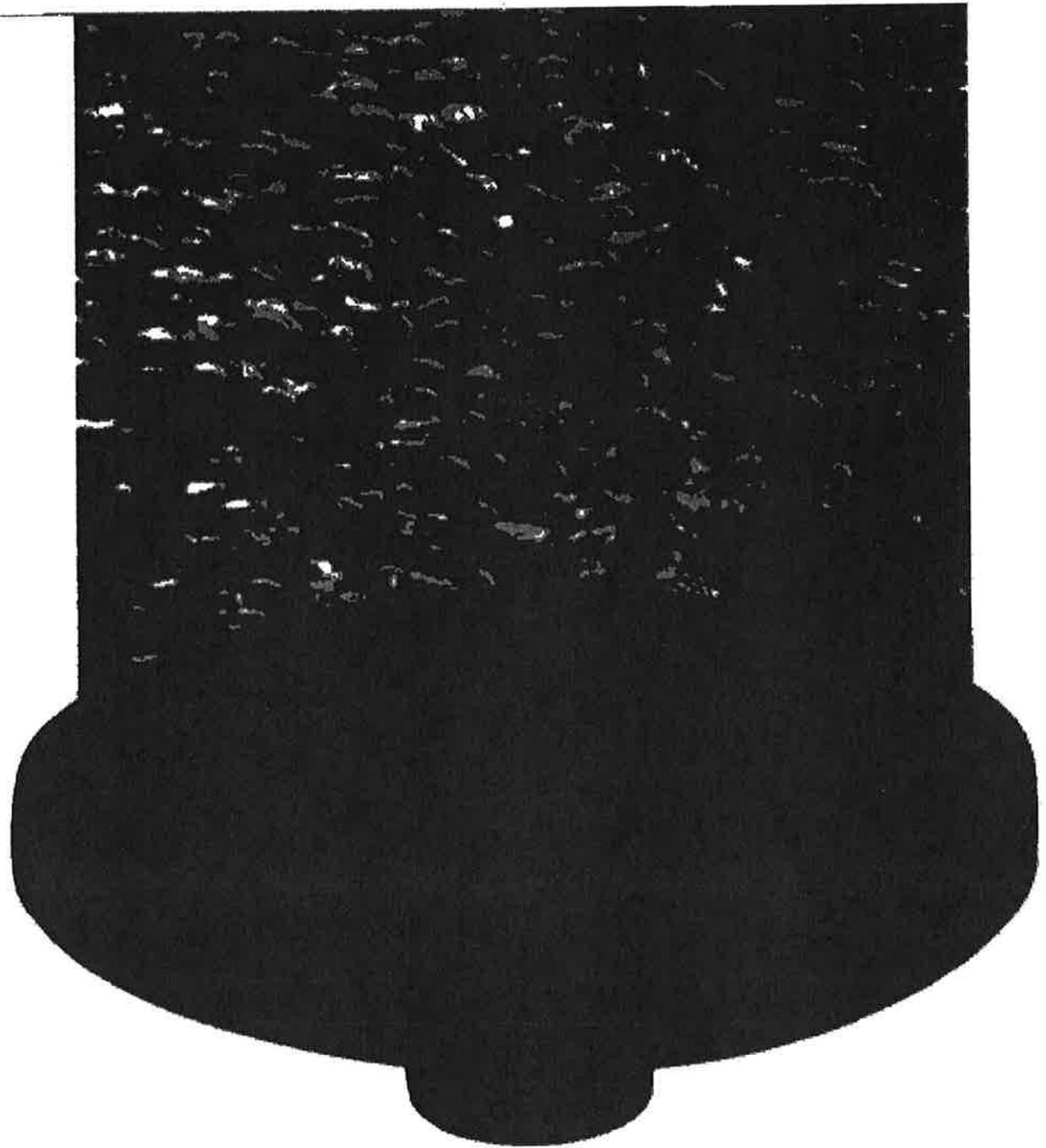
WidethSmithNolting.com
Engineering | Architecture | Surveying | Environmental

Handwritten calculations in red ink:
3
36
5.5
- 18
180
198 300 CFP



DUAL FLEX CAP DIFFUSER ASSEMBLY

COARSE BUBBLE AERATION
SYSTEM COMPONENT DETAIL



Flexcap TM ***Diffuser***

**The First Diffuser Engineered For Extended Life
Without Plugging, Without Blow-Off,
Without Maintenance. We Guarantee It!**

Design Breakthrough Makes Available The Most Reliable Coarse Bubble Diffuser Ever Built

At Mooers Products, our experience with coarse bubble diffusers goes back to the 1970's ... we've seen hundreds of installations with more diffusers than we can count. And repeatedly, we've seen operators experiencing plugging and blow-off problems.

Mooers Offers A Better Engineered Diffuser, Designed For Longevity! The Proof Is In Our Performance.

We haven't heard of any performance problems since the Flexcap™ Diffuser was introduced. Meanwhile, ordinary diaphragm diffusers still have the same old problems: plugging, brittleness, periodic maintenance and eventual blow-off. The Flexcap Diffuser was engineered from the cap down to the threads to eliminate those problems. The result: the first true extended-life diffuser available.

And It Works!

It works twice as long as any other diaphragm diffuser available today. It will not plug. It will not blow-off. It even resists brittleness. And it's virtually maintenance free.

This may seem hard to believe after all the promises and claims you have heard about diffusers. But we have so much confidence in the Flexcap Diffuser that we guarantee it.

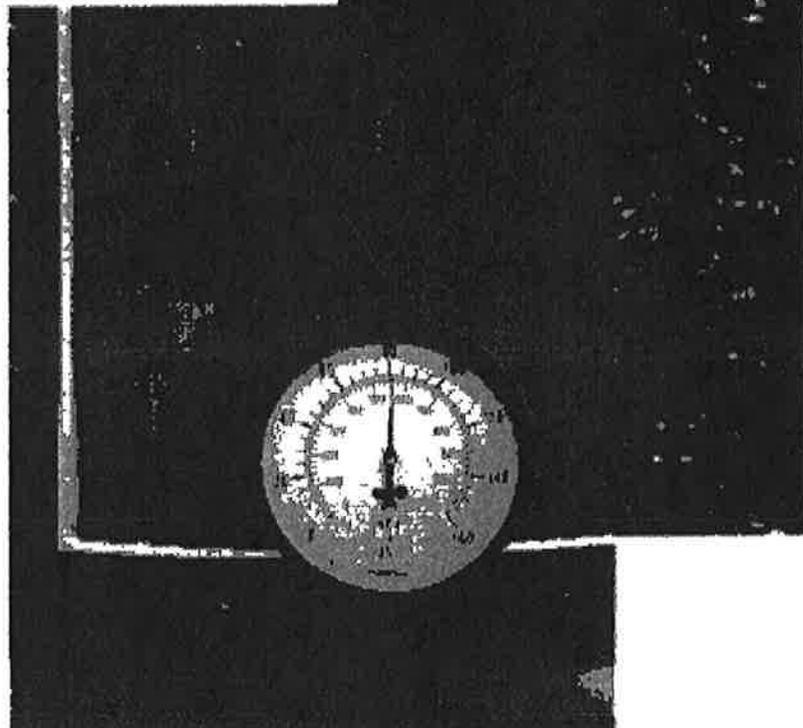
80 PSI And It Didn't Blow

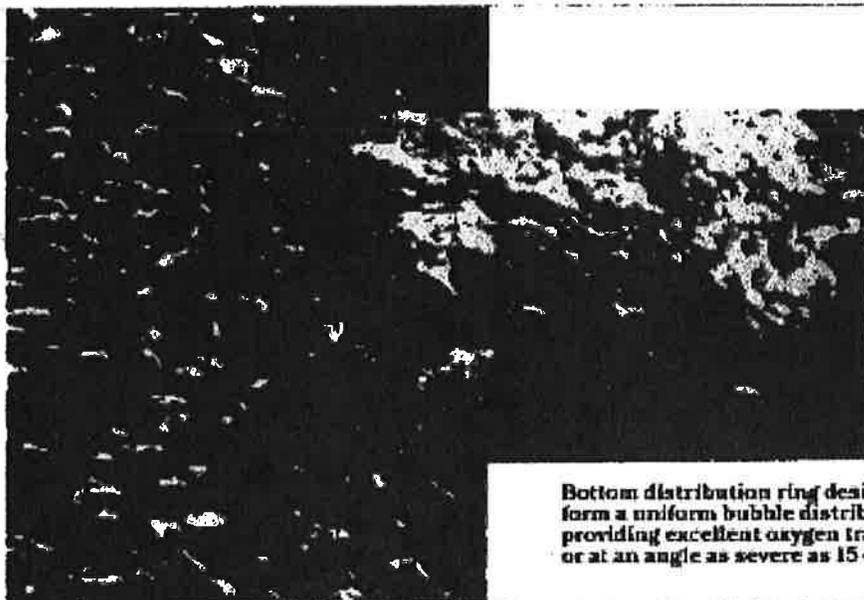
Sudden bursts of extreme air pressure, debris or brittleness over time cause ordinary diffusers to blow their caps. The Flexcap Diffuser won't blow its cap, not even when the pressure reaches 80 PSI or more. Debris can't plug it and even calcium carbonate build up is eliminated. (Test results are available so you can see for yourself.)

If brittleness does set in, this cap is designed to hug the base even tighter. No other diffuser can make these claims. We know. We've used and tested them all.

Check Valve Action Keeps Debris Out Of System

The smooth top on the base keeps debris from clinging and settling. This feature along with the greater flexibility of the cap provides a tight leak proof seating surface. When the air supply stops, the larger diameter of the base and cap allows added pressure from the liquid above to close the cap more securely to the base. This combined check valve action minimizes the chance of any debris or water entering the diffuser.





Bottom distribution ring design with air holes spaced on outside of the base form a uniform bubble distribution over the entire diameter of diffuser providing excellent oxygen transfer. It works whether the installation is flat or at an angle as severe as 15 degrees.

On The Outside It Works Like A Diffuser

The Flexcap Diffuser can replace any diaphragm diffuser you are using. It meets all the requirements for aeration in municipal, commercial, residential and recreational property package wastewater treatment systems. And it works effectively in existing or new installations.

The Flexcap Diffuser uses a uniquely engineered cap and base that is deceptively simple in appearance, but it has been designed to work where other diffusers have failed.

On The Inside No Other Diffuser Can Match It

On the outside the Flexcap looks like every other diaphragm diffuser. But inside, is what makes the difference. Take a closer look. It's enough to change your mind about diaphragm diffusers.

What It Doesn't Do Is What Every Operator Wants

No Plugging

- Underside orifice design prevents debris from settling inside the diffuser.
- Controlled velocity through air holes provides a positive flushing action.
- Dissimilar materials forming the orifice cause a flexing at the air holes that "wipes" the surface free of debris.

No Blow-Off

- Multiple fingers provide a blow-proof locking action by transferring stress to the outer tips. This action forces the cap tightly onto the diffuser.
- Pockets used to reinforce cap also reinforce locking lip to minimize movement and prevent cap from walking off disc plate.

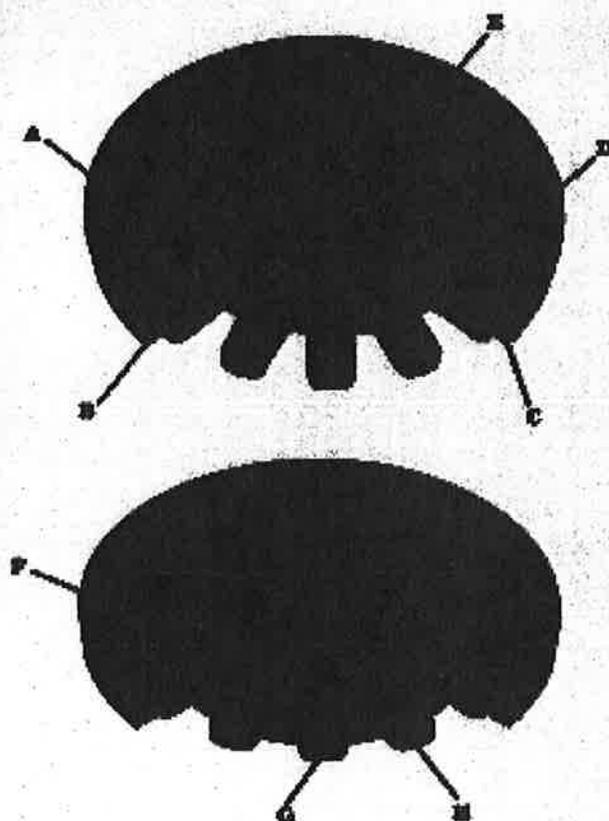
Minimizes Effect of Brittleness

- Unique cap and base design actually locks the cap tighter onto the base if brittleness does occur.
- Even before it hits the water, the cap is more flexible than other diffusers through the use of lower durometer cap material.

No Maintenance

Because the Flexcap Diffuser doesn't plug, won't blow-off and isn't as susceptible to failure due to brittleness, it is virtually maintenance free. No other diffuser can match this performance.

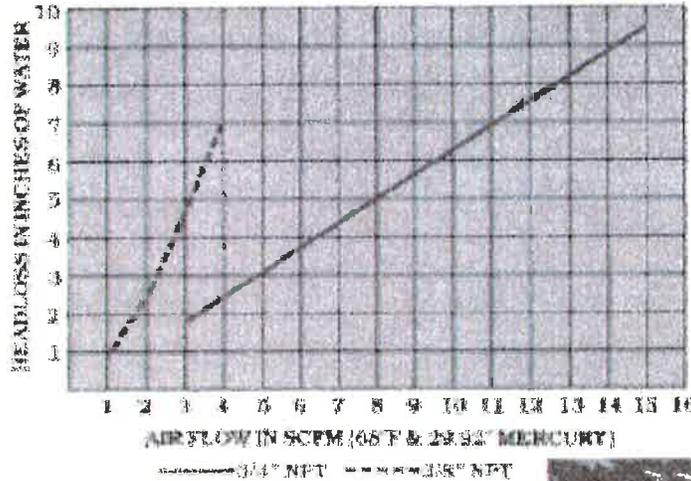
Years of experience have proven how reliable the Flexcap Diffuser is... You can find out how to solve your problems with a phone call. Check the facts on the back cover; then call for a demonstration.



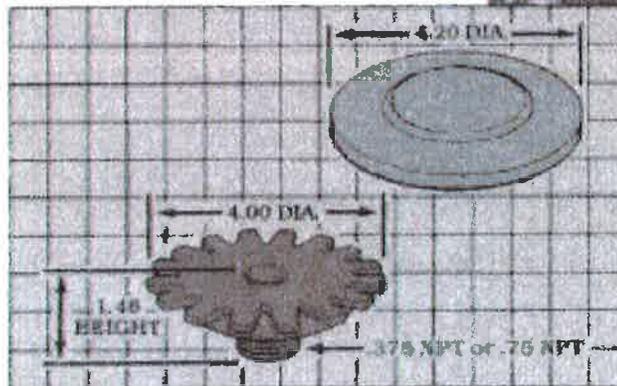
- Air holes on underside of diffuser combine with self wiping action to keep diffuser from plugging.
- Pockets reinforce locking lips to prevent walk off.
- Pockets actually agitate back and forth during aeration, to wipe away debris and prevent plugging.
- Cap placement on base allows movement... cap can't be forced off even during extreme contraction.
- Uniform thread design makes replacement easy in existing or new installation.
- Cap material specially formulated to retain flexibility longer.
- Multiple fingers are extra long and uniform to accept direct stress. This holds cap on even under extreme pressure, shifting and vibration.
- Smooth top keeps debris from clinging and settling on base. Provides clean, even seating surface when air is shut off.

Figure It Out For Yourself... The Flexcap™ Diffuser Can Save You Labor, Time and Money

Head Loss Characteristics



Dimensions And Specifications



SPECIFICATIONS

FLEXCAP
 POLYPROPYLENE BASE
 TOTAL HEIGHT 1.023 IN.
 Other Technical Data available upon request.

Doug MOOERS
 MOOERS PRODUCTS INC
 5554 N. NAUWAUKEE

WWW.MOOERSPRODUCTSINC.COM



5554 North Nauwauke Avenue • Milwaukee, WI 53217 U.S.A. • 414/964-3802 Fax: 964-3510

Bulletin Number: MPI 100-3M/190
 Printed in U.S.A.

Copyright 1996, Moers Products Inc.

APPENDIX G2

USACE

Storage Tank Installation

City of Crosslake WWTF Study - Cost Estimate

Aeration Tank Modifications			USACE Storage Tank Installation (G2)		
ITEM NO.	DESCRIPTION	EQUIPMENT	MATERIAL	LABOR	TOTAL
1	Clear Pad Area	500		300	\$800.00
2	Granular Base Material	300	800	400	\$1,500.00
3	Concrete Slab (600 Ft ²) - Note A		3000	2500	\$5,500.00
4	6" Dip Fill Pipe Extension	500	1500	3000	\$5,000.00
5	Existing Tank Install	1500		2000	\$3,500.00
6	Tank Coating Systems	500	1000	3000	\$4,500.00
7	Discharge Piping System		700	1000	\$1,700.00
8	Site Backfill, Grading and Seed	500	1500	1000	\$3,000.00
9					
10					
11					
12					
13					
14					
15					
				Total Estimated Construction Cost	\$25,500.00
				Construction Contingency	\$3,500.00
				Design/Quote/Bid/Permit	\$4,000.00
				Estimated Budget Cost	\$33,000.00

NOTES

A. Concrete slab size allows for second tank in future.

APPENDIX H1

Aeration Blower & Piping Replacement

Plant Water Chamber Addition

City of Crosslake WWTF Study - Cost Estimate

Final Filter Modifications			Plant Water Chamber Addition (H1)		
ITEM NO.	DESCRIPTION	EQUIPMENT	MATERIAL	LABOR	TOTAL
1	Excavate 12' Deep x 400 Ft	1500		1500	\$3,000.00
2	Cast Mat Foundation at 1217'-4"	300	1200	2000	\$3,500.00
3	Dowel into Foundation & Waterstop	300	200	500	\$1,000.00
4	Form & Cast 12" Concrete Walls	500	4500	9000	\$14,000.00
5	Dowel into Walls & Waterstop	300	200	500	\$1,000.00
6	10' x 12' Concrete Cover	300	1200	2500	\$4,000.00
7	Aluminum Access Hatch		500	300	\$800.00
8	Backfill & Grading	500		500	\$1,000.00
9	Core Existing Wall (2'-6")	500		1000	\$1,500.00
10	Site Restoration & Clean Up	500	200	1500	\$2,200.00
11					
12					
13					
14					
15					
				Total Estimated Construction Cost	\$32,000.00
				Construction Contingency (10%)	\$3,200.00
				Design/Quote/Bid/Permit	\$4,800.00
				Estimated Budget Cost	\$40,000.00

NOTES

A.

City of Crosslake WWTF Study - Cost Estimate

Final Filter Modifications			Aeration Blower & Piping Replacement (H1)			
ITEM NO.	DESCRIPTION	EQUIPMENT	MATERIAL	LABOR	TOTAL	
1	Demo Existing Blower & Piping			1500	\$1,500.00	
2	New Exterior Enclosed Blower Unit	10000	500	2500	\$13,000.00	
3	Aeration Piping Modifications		1500	2000	\$3,500.00	
4	Automatic Valves (4)	4000	500	2000	\$6,500.00	
5	Filter Level Pressure Transducer (2)		3000	1000	\$4,000.00	
6	Electrical Conduit, Wiring, and Starters	3000	2000	4000	\$9,000.00	
7	Existing Filter Repairs	2000	3000	2000	\$7,000.00	
8	Painting, Clean Up, Misc.		500	2000	\$2,500.00	
9						
10						
11						
12						
13						
14						
15						
					Total Estimated Construction Cost	\$47,000.00
					Construction Contingency (10%)	\$4,700.00
					Design/Quote/Bid/Permit	\$8,300.00
					Estimated Budget Cost	\$60,000.00

NOTES

- A.

- B.

- C.



F.3.a.4.

Crosslake Ace Hardware

35592 Pioneer Dr, Crosslake MN 56442

P.O. Box 1049

Honorable Mayor & Council Members,

Dan and Betty Soller of Crosslake Ace Hardware are in the process of opening a Laundromat next to our current building. Normally the hook-up charge would be paid at the time of the permit fee but because the nature of the business and the amount of water usage, we have been notified the hook up charge will be \$19,500.

We are asking the City of Crosslake to consider a request to spread the hook up charge over a 5 year period, billing us monthly, so it would be easier for a new business to pay.

Thank you for the consideration,

Two handwritten signatures in black ink, one for Dan Soller and one for Betty Soller.

Dan & Betty Soller

Owners

Staff Report - Crosslake Parks, Recreation & Library

F.4. a.

Date: May 4, 2016

To: Crosslake City Council

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

J.H.

1. Senior Nutrition Program

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

2. Fitness Room

The Community Center offers an array of fitness equipment. A certified personal trainer is available to walk you through all of the different equipment free of charge when you sign up for a membership. We also offer fitness incentive programs from a variety of insurance providers and very affordable rates.

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.

4. AAA

The next AAA senior driving class will be held on May 12th from 9-1. Call AAA to register at 888-234-1294.

5. Property Tax Preparation

The Community Center is taking tax appointments for Tuesday July 12th from 12-3 p.m. This will be the only day our volunteers will be completing property taxes. Call the Center to make an appointment.

6. Pickleball

The Community Center offers Pickleball Tues. & Wed. from 1:30-3:30 and Fri. from 9:30-11:00. Beginners only sessions are held Mon. from 1:00-2:30 and Wed. evenings 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 is \$30. Day pass are \$4.

7. Fairfield Township Donation

The Crosslake Area Library would like to thank Fairfield Township for their donation of \$250.

8. Community Center Closed on Memorial Day

9. Norwegian Folk Music

Norwegian musician Arna Rennan will be performing at the Crosslake Community Center on Thursday May 12th at 2:00. This event is made possible through funds from the Legacy Amendment and Kitchigami Library.

10. PAL Foundation Update

PAL is working towards expanding Pickleball in the Community Center gym by funding the addition of 2 benches to raise and lower the basketball standards. The Foundation is also looking at the possibility of adding a shade feature to our playground and will be hosting the grand opening for the new family recreation facility that includes Bocce Ball and Shuffleboard on Sunday, May 22nd at 2:00 p.m.

11. Day of Caring/Volunteer Work Day

The Parks Department would like to thank the Pequot Lakes students who helped us spread mulch around the Library Patio Garden and also the Community Garden on Wednesday May 4th. We also were very pleased to have an additional 11 adult volunteers come in to work alongside the kids to make these improvements.

12. Chautauqua May 11th - 1:30-3:30 Unexplored Territory, Nearby Vacations You Never Thought to Take

Our opening program of the year features Alden Hardwick.

13. New Flooring for the Community Center - Staff would like to reallocate \$16,500 of the \$34,000 Capital Outlay Budget for 2016 to purchase new flooring for the Center. The current flooring is 10 years old. The floor is heaving in several locations and has become a tripping hazard. Staff is asking for a motion to spend up to \$16,500 on new flooring.

Council Action/Motion

14. R.O.W. Update - I believe WSN has completed the survey work on the 4 ROW's that are being used to launch boats. Staff is waiting for direction on how to proceed with the management of these four locations.