

**AGENDA  
REGULAR COUNCIL MEETING  
CITY OF CROSSLAKE  
MONDAY, JULY 14, 2014  
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. CRITICAL ISSUES –**

1. Cindy Myogeto and Pat Netko - Recap on 2014 Fireworks Display
2. Alden Hardwick – Update on Nordic Ridge Recreation Area Trails Development Plan
3. Letter dated June 27, 2014 from Department of the Army Re: Easement for Maintenance of Parking Lot Located at Intersection of CSAH 66 and CSAH 3

**C. CONSENT CALENDAR – NOTICE TO THE PUBLIC –** All items here listed are considered to be routine by the City Council and will be acted on by one motion. There will be no separate discussion on these items unless a Citizen or Councilmember so requests:

1. Regular Council Meeting Minutes of June 9, 2014
2. City – Month End Revenue Report dated June 2014
3. City – Month End Expenditures Report dated June 2014
4. June 2014 Budget to Actual Analysis
5. Pledged Collateral Report dated June 30, 2014 from Mike Lyonais
6. Crosslake Communications Balance Sheet, Income Statement, and Detail of Reserve Balances dated 5/31/14
7. Crosslake Communications Advisory Board/Council Meeting Minutes of June 24, 2014
8. Crosslake Communications Check Register dated 5/1/14 to 5/31/14
9. Crosslake Communications Highlights Report for June 2014
10. Crosslake Communications Customer Counts
11. Fire Department Report – June 2014
12. North Ambulance Run Report – June 2014
13. EDA Meeting Minutes of June 4, 2014
14. Crosslake Park/Library Commission Meeting Minutes of May 28, 2014
15. Planning and Zoning Commission Meeting Minutes of May 23, 2014
16. Crow Wing County Land Services Quarterly Report
17. Public Works Meeting Minutes of June 2, 2014
18. May 2014 Wastewater Treatment Discharge Monitoring Report
19. Crosslake Rolloff Recycling Report for June 2014
20. Waste Partners Recycling Report for May 2014
21. LG220 Application for Exempt Permit for Immaculate Heart Church to Conduct Raffle
22. Resolution for the Appointment of Election Judges to Serve for the Primary Election to be Held August 12, 2014
23. Police Report for Crosslake – June 2014
24. Police Report for Mission Township – June 2014
25. Bills for Approval

26. Memo dated July 10, 2014 from Mike Lyonais Re: Tax Increment Financing Reimbursement

**D. MAYOR'S REPORT**

1. Letter dated July 8, 2014 from Gordon Siemers Re: Resignation from Advisory Board of Crosslake Communications
2. 2014 Commission Member List

**E. CITY ADMINISTRATOR'S REPORT**

1. Memo dated April 14, 2014 from Chris Pence Re: Refund of a Portion of CUP Fee to Mike Stone (Council Action-Motion)
2. Approve Public Works/City Surplus Equipment/Supplies

**F. COMMISSION REPORTS**

**1. PLANNING AND ZONING**

- a. Chris Pence - 2014 Planning and Zoning Data (Council Information)
- b. Agreement Between City of Crosslake and David Nevin to Reconfigure and Combine Parcels (Council Action-Motion)
- c. Memo dated July 9, 2014 from Chris Pence Re: Outdoor Sales (Council Action-Motion)
- d. Memo dated July 14, 2014 from Chris Pence Re: Land Use Complaint Issue (Council Action-Motion)

**2. PARK AND RECREATION/LIBRARY**

- a. Staff Report dated July 9, 2014 from Jon Henke Re: Various Community Center Updates (Council Action-Motion)

**3. PERSONNEL COMMITTEE**

- a. Memo dated July 8, 2014 from Consultant/City Administrator Dan Vogt Re: Updated Employee Handbook (Council Action-Motion)
- b. Resignation Letter from Network Engineer (Council Action-Motion)

**G. CITY ATTORNEY REPORT**

**H. OLD BUSINESS**

**I. NEW BUSINESS**

**J. PUBLIC FORUM**

**K. ADJOURN**



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

June 27, 2014

**REPLY TO**  
**ATTENTION OF**

Regional Real Estate Division North  
Management and Disposal Branch

Honorable Darrell Schneider  
Mayor of the City of Crosslake  
37028 County Road 66  
Crosslake, Minnesota

Dear Mayor Schneider,

Per your request and letter dated June 23, 2014 to Ms. Corrine Hodapp, I have enclosed Easement No. DACW37-2-14-0065 for your review and approval. This easement grants and conveys to the City of Crosslake, the necessary land rights to construct, install, operate, maintain, repair, remove, upgrade, and/or replace a road (parking lot) and related facilities as identified on Exhibit "A". This easement is granted in perpetuity, provided you continue to comply with the terms and conditions.

Provided you agree with the terms and conditions of the easement, please sign and date all three copies where indicated and return the documents to my attention at the address identified above.

Upon receipt of the signed documents, a government representative will sign and date the documents and return a fully executed copy for your records.

If you have any questions or concerns, please contact me at (651) 290-5261.

Respectfully,

Jeff K. Grow  
Realty Specialist

Enclosure (3)

**DEPARTMENT OF THE ARMY  
EASEMENT FOR ROAD  
RIGHT-OF-WAY  
LOCATED ON  
PINE RIVER RESERVOIR  
CROW WING COUNTY, MINNESOTA**

This Easement is made on behalf of **THE UNITED STATES OF AMERICA** (the "United States"), between the Secretary of the Army, acting by and through the Chief, Real Estate, St. Paul District, U.S. Army Corps of Engineers, hereinafter referred to as the "Grantor", under and by virtue of the authority vested in Title 10, United States Code, Section 2668, having found that the granting of this easement will not be against the public interest, and the **CITY OF CROSSLAKE** duly organized and existing under and by virtue of the laws of the State of Minnesota, with its principal offices located at 37028 County Road 66, Crosslake, Minnesota 56442, hereinafter referred to as the "Grantee."

**NOW THEREFORE:**

The Grantor, for good and valuable consideration set forth below, the receipt and sufficiency of all of which are hereby acknowledged, upon and subject to the terms, covenants and conditions set forth in this Easement, does hereby:

Grant and convey to Grantee, an easement for the construction, installation, operation, maintenance, repair, removal, upgrade, and replacement of a road and related facilities, hereinafter collectively referred to as the "Facilities", on lands of the United States as identified in Exhibit "A", hereinafter referred to as the "Premises", and which is attached hereto and made a part hereof;

Make no claim of title during the term of this Easement to any easement Facilities located, constructed, or placed on the Premises during the term of the Easement by, or on behalf of, the Grantee; and title to any such Facilities and any addition or alteration to the Facilities, shall, upon completion thereof, immediately vest in the Grantee.

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

**1. TERM**

This easement is hereby granted in perpetuity beginning July 1, 2014 so long as the Grantee remains in compliance with any or all of the conditions of this easement.

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

The consideration for this easement shall be the construction, operation and maintenance of a public road for the benefit of the United States and the general public in accordance with the terms herein set forth.

**3. NOTICES**

a. All correspondence and notices to be given pursuant to this easement shall be in writing and addressed, if to the Grantee, to **City of Crosslake, 37028 County Road 66, Crosslake, Minnesota**

56442; and if to the Grantor, to U. S. Army Engineers District, St. Paul, Attn: RE-M, 180 Fifth Street East, Suite 700, St. Paul, MN, 55101-1678 or as may from time to time otherwise be directed by the parties. Both Grantor and Grantee have an obligation to ensure that the other party has their accurate address.

b. Notices shall be mailed by certified mail, postage prepaid, return receipt requested, addressed to the addresses above. The effective date of the notice shall be the earlier of the actual date of receipt or the date the addressee is notified of the attempted delivery of the certified mail, whether or not the addressee actually accepts delivery.

#### **4. AUTHORIZED REPRESENTATIVES**

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

#### **5. SUPERVISION BY THE GRANTOR**

a. The construction, operation, maintenance, repair or replacement of said Facilities shall be performed at no cost or expense to the United States under the general supervision and subject to the approval of the Grantor's representative having immediate jurisdiction over the property, hereinafter designated as "said officer," and in such manner as not to endanger personnel or property of the United States on the said United States land or obstruct travel on any road thereon. The Grantee shall have the right of ingress and egress for such purposes, subject to approval of access by said officer.

b. The use and occupation of the Premises incident to the exercise of the privileges and purposes hereby granted shall be subject to such rules and regulations as the said officer may from time to time prescribe.

#### **6. APPLICABLE LAWS AND REGULATIONS**

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

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

#### **7. CONDITION OF PREMISES**

The Grantee acknowledges that it has inspected the premises, knows the condition, and understands that the same is granted without any representation or warranties whatsoever and without any obligation on the part of the Grantor

#### **8. INSPECTION AND REPAIRS**

a. Upon completion of any phase of the Easement activities which causes damage to the Premises,

the Grantee shall restore said damage immediately, at the Grantee's own expense, to the same condition in which they existed prior to the commencement of such work, to the satisfaction of the said officer.

b. The Grantee shall supervise the said Premises and Facilities and cause it to be inspected at reasonable intervals, and shall immediately repair any defects found by such inspection, or when requested by the Grantor.

**9. PROTECTION OF GOVERNMENT PROPERTY**

The Grantee shall be responsible for any damage that may be caused to property of the United States by the activities of the Grantee under this Easement, and shall exercise due diligence in the protection of all property located on the Premises against fire or damage from any and all causes. Any property of the United States damaged or destroyed by the Grantee incident to the exercise of the privileges herein granted shall be promptly repaired or replaced by the Grantee to a condition satisfactory to said officer; or at the election of said officer reimbursement shall be made by the Grantee in an amount satisfactory to the Grantor to reimburse for the loss.

**10. RIGHT TO ENTER AND FLOOD**

The right is reserved to the Grantor, its officers, agents, and employees to enter upon the premises at any time and for any purpose necessary or convenient in connection with government purposes, to make inspections, to remove timber or other material, except property of the Grantee, to flood the premises; to manipulate the level of the lake or pool in any manner whatsoever and/or to make any other use of the lands as may be necessary in connection with government purposes, and the Grantee shall have no claim for damages on account thereof against the United States or any officer, agent, or employee thereof.

**11. REQUIRED SERVICES**

The Grantee shall furnish through said facilities such services as may be required from time to time for governmental purposes, provided that payment for such service will be made by the Grantor at rates which shall be mutually agreeable but which shall never exceed the most favorable rates granted by the Grantee for similar service.

**12. TRANSFERS AND ASSIGNMENTS**

Without prior written approval by the Grantor, the Grantee shall neither transfer nor assign this easement or any part thereof nor grant any interest, privilege or license whatsoever in connection with this easement. The provisions and conditions of this easement shall extend to and be binding upon and shall inure to the benefit of the representatives, successors and assigns of the Grantee.

**13. INDEMNITY**

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

**14. SUBJECT TO EASEMENTS**

This easement is subject to all other existing easements, or those subsequently granted as well as established access routes for roadways and utilities located, or to be located, on the premises, provided that the proposed grant of any new easement or route will be coordinated with the Grantee, and easements will not be granted which will, in the opinion of said officer, interfere with the use of the premises by the Grantee.

**15. OTHER AGENCY AGREEMENTS**

It is understood that the provisions of this easement shall not abrogate or interfere with any agreements or commitments made or entered into between the Grantee and any other agency of the United States with regard to financial aid to the Grantee in connection with the installation, construction, operations, maintenance, or repair of the facilities herein authorized.

**16. TERMINATION**

This easement may be terminated by the Grantor upon 30 days written notice to the Grantee if the Grantor shall determine that the right-of-way hereby granted interferes with the use or disposal of said land by the United States, or it may be revoked by the Grantor for failure of the Grantee to comply with any or all of the conditions of this easement, or for non-use for a period of two (2) years, or for abandonment.

**17. SOIL AND WATER CONSERVATION**

The Grantee shall maintain, in a manner satisfactory to said officer, all soil and water conservation structures that may be in existence upon said premises at the beginning of the term of the easement; or that may be constructed by the Grantee during the term of this easement; and the Grantee shall take appropriate measures to prevent or control soil erosion within the right-of-way herein granted. Any soil erosion occurring outside the premises resulting from the activities of the Grantee shall be corrected by the Grantee as directed by said officer.

**18. ENVIRONMENTAL PROTECTION**

a. Within the limits of their respective legal powers, the parties hereto shall protect the premises against pollution of its air, ground and water. The Grantee shall comply with any laws, regulations, conditions or instructions affecting the activity hereby authorized if and when issued by the Environmental Protection Agency, or any Federal, state, interstate or local governmental agency having jurisdiction to abate or prevent pollution. The disposal of any toxic or hazardous materials within the premises is specifically prohibited. Such regulations, conditions, or instructions in effect or prescribed by the said Environmental Protection Agency, or any Federal, state, interstate or local governmental agency are hereby made a condition of this easement. The Grantee shall not discharge waste or effluent from the premises in such a manner that the discharge will contaminate streams or other bodies of water or otherwise become a public nuisance.

b. The use of any pesticides or herbicides within the premises shall be in conformance with all applicable Federal, state, interstate and local laws and regulations. The Grantee must obtain approval in writing from said officer before any pesticides or herbicides are applied to the premises.

c. The Grantee will use all reasonable means available to protect the environment and natural resources, and where damage nonetheless occurs arising from the Grantee's activities, the Grantee shall be liable to restore the damaged resources.

#### **19. HISTORIC PRESERVATION**

The Grantee shall not remove or disturb, or cause or permit to be removed or disturbed, any historical, archeological, architectural or other cultural artifacts, relics, remains, or objects of antiquity. In the event such items are discovered on the premises, the Grantee shall immediately notify said officer and protect the site and the material from further disturbance until said officer gives clearance to proceed.

#### **20. NON-DISCRIMINATION**

The Grantee shall not discriminate against any person or persons because of race, color, age, sex, handicap, national origin, or religion in the conduct of operations on the premises.

#### **21. RESTORATION**

On or before the termination or revocation of this easement, the Grantee shall, without expense to the United States and within such time as said officer may indicate, restore the premises to the satisfaction of said officer. In the event the Grantee shall fail to restore the premises, at the option of said officer, said improvements shall either become the property of the United States without compensation therefore, or said officer shall have the option to perform the restoration at the expense of the Grantee, and the Grantee shall have no claim for damages against the United States or its officers or agents for such action.

#### **22. DISCLAIMER**

This instrument is effective only insofar as the rights of the United States in the premises are concerned; and the Grantee shall obtain such permission as may be required on account of any other existing rights. It is understood that the granting of this easement does not eliminate the necessity for obtaining any Department of the Army permit which may be required pursuant to the provisions of Section 10 of the Rivers and Harbors Act of 3 March 1899 (30 Stat. 1151; 33 U.S.C. § 403), Section 404 of the Clean Water Act (33 U.S.C. § 1344) or any other permit or license which may be required by Federal, state, interstate or local laws in connection with the use of the premises.

Prior to the execution, the following condition has been added to this easement:

#### **23. ADVANCE NOTIFICATION**

The Resource Manager for the Corps of Engineers Pine River Reservoir must be notified at least 48 hours prior to any construction or maintenance activities on Government-owned lands.

**THIS EASEMENT** is not subject to Title 10, United States Code, Section 2662, as amended.

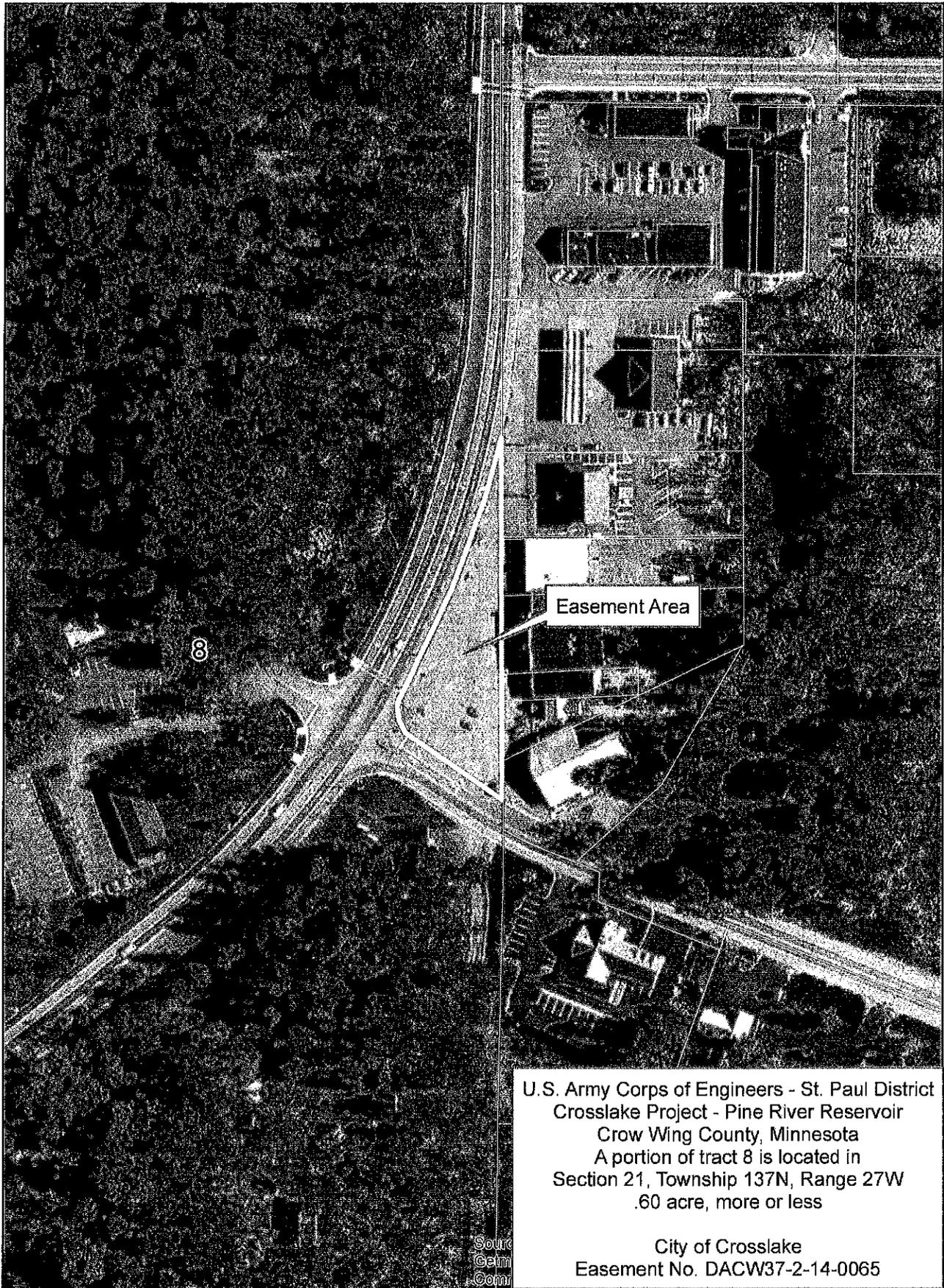
*IN WITNESS WHEREOF, I have hereunto set my hand by authority of the Secretary Army, this*  
\_\_\_\_\_ day of \_\_\_\_\_, 2014.

\_\_\_\_\_  
*KEVIN SOMMERLAND*  
*Acting Chief, Real Estate*  
*U.S. Army Engineer District, St. Paul*

*THIS EASEMENT is also executed by the grantee this* \_\_\_\_\_ *day of* \_\_\_\_\_, 2014.

\_\_\_\_\_  
*Darrell Schneider*  
*Mayor*  
*City of Crosslake*

# Exhibit "A"



**REGULAR COUNCIL MEETING  
CITY OF CROSSLAKE  
MONDAY, JUNE 9, 2014  
7:00 P.M. – CITY HALL**

The Crosslake City Council met in the Council Chambers of City Hall on Monday, June 9, 2014. The following Council Members were present: Mayor Darrell Schneider, Steve Roe, Gary Heacox, John Moengen and Mark Wessels. Also present were City Administrator/Consultant Dan Vogt, City Clerk Char Nelson, Public Works Director Ted Strand, General Manager Paul Hoge, Finance Director/Treasurer Mike Lyonais, Police Chief Bob Hartman, Park and Rec Director Jon Henke, Crow Wing County Land Service Supervisor Chris Pence, Land Services Specialist Jon Kolstad, City Attorney Brad Person, City Engineer Dave Reese, Operations Manager Jared Johnson, PAL Foundation Representative Alden Hardwick, and Echo Publishing Reporter Chelsey Perkins. There were approximately eleven people in the audience.

**A. CALL TO ORDER** – Mayor Schneider called the Regular Council meeting to order at 7:00 P.M. The Pledge of Allegiance was recited. MOTION 06R-01-14 WAS MADE BY JOHN MOENGEN AND SECONDED BY GARY HEACOX TO APPROVE THE ADDITIONS TO THE AGENDA. MOTION CARRIED WITH ALL AYES.

**B. CRITICAL ISSUES –**

1. Sheila Haverkamp of BLAEDC addressed the Council and stated that Crosswoods Golf Course has been working with BLAEDC to expand the existing golf course. Mike Stone has requested a \$100,000 loan from the EDA Revolving Loan Fund to be used as gap financing for the project. MOTION 06R-02-14 WAS MADE BY MARK WESSELS AND SECONDED BY STEVE ROE TO APPROVE GAP FINANCING IN THE AMOUNT OF \$100,000 FROM THE CROSSLAKE REVOLVING LOAN FUND TO CROSSWOODS GOLF COURSE, INC. AND CROSSWOODS PROPERTIES, LLC FOR THE EXPANSION OF THE CROSSWOODS GOLF COURSE AS OUTLINED IN A MEMO DATED 6/4/14 FROM CHRIS ROBINSON OF BLAEDC. MOTION CARRIED WITH ALL AYES.
2. Pat Netko and Cindy Myogeto gave a brief update on the fundraising efforts for the 2014 Fireworks Display and reported that the committee is short approximately \$2,000 from the goal of \$15,000. The City received a generous donation of \$5,000.
3. Alden Hardwick gave a brief update on the Nordic Ridge Recreation Area Trails Development Plan. Construction on the walkway is underway. Trail rides are available on Wednesdays.

**C. CONSENT CALENDAR** – MOTION 06R-03-14 WAS MADE BY MARK WESSELS AND SECONDED BY STEVE ROE TO APPROVE THE FOLLOWING ITEMS LISTED ON THE CONSENT CALENDAR EXCLUDING ITEMS #1 AND #2 WHICH WERE REMOVED AT STEVE ROE'S REQUEST:

1. REMOVED;
2. REMOVED;
3. CITY – MONTH END REVENUE REPORT DATED MAY 2014;
4. CITY – MONTH END EXPENDITURES REPORT DATED MAY 2014;

5. MAY 2014 BUDGET TO ACTUAL ANALYSIS;
6. PLEDGED COLLATERAL REPORT DATED MAY 31, 2014 FROM MIKE LYONAI;
7. CROSSLAKE COMMUNICATIONS BALANCE SHEET, INCOME STATEMENT, AND DETAIL OF RESERVE BALANCES DATED 4/30/14;
8. CROSSLAKE COMMUNICATIONS ADVISORY BOARD MEETING MINUTES OF MAY 27, 2014;
9. CROSSLAKE COMMUNICATIONS CHECK REGISTER DATED 4/1/14 TO 4/30/14;
10. CROSSLAKE COMMUNICATIONS CUSTOMER COUNTS;
11. POLICE REPORT FOR CROSSLAKE – MAY 2014;
12. POLICE REPORT FOR MISSION TOWNSHIP – MAY 2014;
13. FIRE DEPARTMENT REPORT – MAY 2014;
14. ACCEPT DONATION TO FIRE DEPARTMENT FROM QUINTIN RUBALD MEMORIAL FUND;
15. NORTH AMBULANCE RUN REPORT – MAY 2014;
16. EDA MEETING MINUTES OF MAY 7, 2014;
17. CROSSLAKE PARK/LIBRARY COMMISSION MEETING MINUTES OF APRIL 23, 2014;
18. PLANNING AND ZONING COMMISSION MEETING MINUTES OF APRIL 25, 2014;
19. CITY-COUNTY-TOWNSHIP ROADWAY MAINTENANCE AND CONSTRUCTION COORDINATING MEETING NOTICE FOR JULY 28, 2014;
20. APRIL 2014 WASTEWATER TREATMENT DISCHARGE MONITORING REPORT;
21. CROSSLAKE ROLLOFF RECYCLING REPORT FOR MAY 2014;
22. WASTE PARTNERS RECYCLING REPORT FOR APRIL 2014;
23. APPLICATION FOR DISPLAY OF FIREWORKS ON SATURDAY, JULY 5, 2014 FROM ZAMBELLI FIREWORKS INTERNATIONALE;
24. APPLICATION FOR GROUP TRANSIENT MERCHANT PERMIT FROM TOWN SQUARE MERCHANTS FOR FARMER'S MARKET;
25. BILLS FOR APPROVAL IN THE AMOUNT OF \$176,220.56;
26. ADDITIONAL BILLS FOR APPROVAL IN THE AMOUNT OF \$8,365.12; AND
27. MEMO DATED JUNE 6, 2014 FROM CITY CLERK RE: REPURCHASE CEMETERY LOT.  
MOTION CARRIED WITH ALL AYES.

Steve Roe requested that Items (1.) Regular Council Meeting Minutes of May 12, 2014 and Item (2.) Continuation of 5/12/14 Regular Council Meeting Minutes of May 27, 2014 be removed from the Consent Calendar and be open for discussion. Mr. Roe stated that the minutes of May 27<sup>th</sup> should state that “the public was not allowed to speak”. Dan Vogt replied that in his experience, not all items from the Regular Meeting Agenda are carried forward to the Continuation Meeting Agenda. The agenda for the meeting on May 27, 2014 did not include Public Forum. Mark Wessels agreed that going forward, Public Forum should be included in a continuation meeting.

MOTION 06R-04-14 WAS MADE BY JOHN MOENGEN AND SECONDED BY MARK WESSELS TO APPROVE THE REGULAR COUNCIL MEETING MINUTES OF MAY 12, 2014 AS PRESENTED. MOTION CARRIED 4-1 WITH ROE OPPOSED.

MOTION 06R-05-14 WAS MADE BY MARK WESSELS AND SECONDED BY JOHN MOENGEN TO APPROVE THE CONTINUATION OF 5/12/14 REGULAR COUNCIL MEETING MINUTES OF MAY 27, 2014 AS PRESENTED. MOTION CARRIED 4-1 WITH ROE OPPOSED.

**D. MAYOR'S REPORT –**

1. Mayor Schneider reported that he attended the Crow Wing County Board Meeting of May 27, 2014 to give an update to the County Board of the various issues experienced by the City of Crosslake in working with the Crow Wing County Land Services Department. Mayor Schneider gave a brief summary of his findings as outlined in a memo dated May 26, 2014 which was included in the packet for Council information.
2. MOTION 06R-06-14 WAS MADE BY JOHN MOENGEN AND SECONDED BY GARY HEACOX TO CHANGE THE APPOINTMENT OF MATT KUKER TO THE PLANNING AND ZONING COMMISSION FROM ALTERNATE TO REGULAR POSITION TO FILL REMAINDER OF SCOTT JOHNSON'S TERM TO EXPIRE 1/31/16 AND TO CHANGE THE APPOINTMENT OF SCOTT JOHNSON FROM REGULAR TO ALTERNATE POSITION. MOTION CARRIED WITH ALL AYES.
3. MOTION 06R-07-14 WAS MADE BY JOHN MOENGEN AND SECONDED BY STEVE ROE TO ACCEPT A \$5,000 DONATION FROM JOHN AND CARRIE HART AND MIKE FRANK FOR THE FIREWORKS DISPLAY. MOTION CARRIED WITH ALL AYES.

**E. CITY ADMINISTRATOR'S REPORT**

1. MOTION 06R-08-14 WAS MADE BY JOHN MOENGEN AND SECONDED BY STEVE ROE TO APPROVE THE RECORDING OF QUIT CLAIM DEED FOR DONATION OF LAND (PARCEL NO. 120213205CC0009) FROM ROGER SAATZER TO CITY OF CROSSLAKE, TO PAY RECORDING AND TAX FEE OF \$47.65 AND BACK TAXES OF \$84.88, AND TO PAY ALL FUTURE TAXES. MOTION CARRIED WITH ALL AYES.
2. The Council reviewed a request from Gordon and Scott Siemers for relief of their outstanding Planning and Zoning fees on PID #142020010030009 in the amount of \$1,743.75. John Moengen stated that he has received several calls from other property owners who paid outstanding fees to the City, saying they would request a refund if the Council gives relief to the Siemers. Mark Wessels argued that some of the fees billed to the Siemers were charges for enforcement, not for the project. MOTION 06R-09-14 WAS MADE BY JOHN MOENGEN AND SECONDED BY GARY HEACOX TO MAKE NO CHANGE TO THE \$1,743.75 DUE FROM GORDON SIEMERS FOR OUTSTANDING PLANNING AND ZONING FEES. MOTION CARRIED 4-1 WITH WESSELS OPPOSED.
3. Steve Roe read a letter that he wrote to the Council dated June 4, 2014 regarding a request for a refund of Planning and Zoning fees paid by Pat Netko for an improvement to her property in 2012. Mr. Roe argued that the City of Crosslake did not enforce the

plans as submitted for the subdivision development adjacent to her property and that her improvements saved the City enforcement actions and related expenses. John Moengen stated that he also paid fees to Planning and Zoning that he felt were unnecessary. MOTION 06R-10-14 WAS MADE BY MARK WESSELS AND SECONDED BY GARY HEACOX TO ISSUE NO REFUND TO PAT NETKO. MOTION CARRIED 4-1 WITH ROE OPPOSED.

4. Mike Lyonais gave a brief update on the surplus equipment sale and recommended that revenue be deposited into the General Fund. To reduce staff time in preparing and running a sale, the use of Craigslist was discussed. John Moengen suggested selling some of the larger items, a few at a time, on Craigslist and see how that works. MOTION 06R-11-14 WAS MADE BY MARK WESSELS AND SECONDED BY JOHN MOENGEN TO DECLARE THE LIST OF PARK AND RECREATION EQUIPMENT AS PRESENTED AS SURPLUS EQUIPMENT. MOTION CARRIED WITH ALL AYES.

## **F. COMMISSION REPORTS**

### **1. PLANNING AND ZONING**

- a. Chris Pence gave a brief update on permits issued by Planning and Zoning and noted that there has been an increase in activity.
- b. Chris Pence reported that the packet included a request for a metes and bounds subdivision. Staff has been working with the property owner to acquire land rather than cash for Park Dedication. No agreement has been made. MOTION 06R-12-14 WAS MADE BY MARK WESSELS AND SECONDED BY JOHN MOENGEN TO TABLE ACTION ON THE SUBDIVISION UNTIL STAFF CAN REACH AGREEMENT WITH PROPERTY OWNER. MOTION CARRIED WITH ALL AYES. Chris Pence stated that a Special Meeting or an extension of the application may be necessary to meet the 120 day requirement for Council action.

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

- a. Jon Henke gave the Council an update on the library, senior meals, fitness room/Silver Sneakers, May attendance, AAA classes, pickleball, paddling in the park, tennis courts grand opening, tennis lessons, league tennis, yoga, Chautauqua, parking lot construction, and PAL. MOTION 06R-13-14 WAS MADE BY JOHN MOENGEN AND SECONDED BY STEVE ROE TO ACCEPT A \$469 DONATION TO THE LIBRARY FROM THE WHITEFISH AREA LIONS. MOTION CARRIED WITH ALL AYES.

MOTION 06R-14-14 WAS MADE BY MARK WESSELS AND SECONDED BY GARY HEACOX TO ACCEPT TWO GRANTS FROM USTA WITH A VALUE OF \$375. MOTION CARRIED WITH ALL AYES.

MOTION 06R-15-14 WAS MADE BY JOHN MOENGEN AND SECONDED BY MARK WESSELS TO APPROVE A LEASE AGREEMENT WITH MARCO FOR TWO COPY MACHINES IN THE AMOUNT OF \$2,641.96. MOTION CARRIED WITH ALL AYES.

MOTION 06R-16-14 WAS MADE BY STEVE ROE AND SECONDED BY GARY HEACOX TO ACCEPT DONATIONS FROM PAL IN THE AMOUNT OF \$1,147.17 FOR THE TENNIS PLAQUE, CABIN DEMOLITION DISPOSAL, GARDEN SUPPLIES AND BIRD FEEDER PROGRAM. MOTION CARRIED WITH ALL AYES.

Jon Henke reported that there are now 63 plots in the community garden and that the Certificate of Insurance from WAPOA for the Run for the Walleye race has been received.

**3. CROSSLAKE COMMUNICATIONS**

- a. Paul Hoge reported that the annual customer survey is available online as well as on paper. The annual customer open house is scheduled for Wednesday, August 20<sup>th</sup> from 9:00 AM to 3:30 PM. The Crosslake Communications Advisory Board recommended that the Council contract with Measure X to conduct random surveys of customers. CTC uses Measure X and is satisfied with the results. Measure X will make random calls from lists that Crosslake Communications provides, will ask provided questions and will prepare reports. The monthly cost to make 20 calls per month is \$362.50. Discussion ensued regarding the necessity of the surveys. MOTION 06R-17-14 WAS MADE BY JOHN MOENGEN AND SECONDED BY STEVE ROE TO APPROVE A CONTRACT WITH MEASURE X IN THE AMOUNT OF \$4,350 PER YEAR TO CONDUCT RANDOM CUSTOMER SURVEYS. MOTION CARRIED 3-2 WITH HEACOX AND WESSELS OPPOSED. Jared Johnson gave a brief update on the County Road 3 project.

**4. PUBLIC SAFETY**

- a. MOTION 06R-18-14 WAS MADE BY STEVE ROE AND SECONDED BY GARY HEACOX TO REDUCE THE SELLING PRICE OF THE 2009 FORD CROWN VICTORIA SQUAD CAR TO HIBBING TECHNICAL COLLEGE FROM \$3,500 TO \$2,800 DUE TO ADDITIONAL REPAIRS NEEDED. MOTION CARRIED WITH ALL AYES.

**5. RECYCLING**

- a. Steve Roe asked that Crosslake Rolloff information be added to the City website.

**6. PUBLIC WORKS**

- a. John Moengen reported that the Public Works Commission discussed and recommended approval of the request from the US Army Corps of Engineers for the City to provide a Letter of Intent to maintain the parking lot at the intersection of CSAH 3 and CSAH 66. Steve Roe suggested that the Letter of Intent include a request for the City to assume ownership of the parking lot. MOTION 06R-19-14 WAS MADE BY MARK WESSELS AND SECONDED BY STEVE ROE TO SEND A LETTER OF INTENT TO THE US ARMY CORPS OF ENGINEERS FOR THE CITY OF CROSSLAKE TO MAINTAIN THE PARKING LOT AT THE INTERSECTION OF CSAH 3 AND CSAH 66 WITH THE REQUEST OF

EVENTUAL OWNERSHIP OF THE PARCEL. MOTION CARRIED WITH ALL AYES.

7. PERSONNEL COMMITTEE

- a. Dan Vogt reported that the Personnel Committee discussed the need to add verbiage to the Employee Handbook regarding the Women's Economic Security Act and requested that there be no action from the Council until it is updated.

Steve Roe questioned why retirees were not able to receive Wellness Program benefits. Dan Vogt replied that the Council discussed the issue at a previous meeting and voted unanimously to clarify the policy.

Mark Wessels raised concerns regarding the Firearms Policy. Dan Vogt replied that this is an existing City Policy that was added to the Handbook. Attorney Person stated he would research the exact verbiage of State Law regarding firearms in public buildings.

- b. MOTION 06R-20-14 WAS MADE BY JOHN MOENGEN AND SECONDED BY GARY HEACOX TO APPROVE THE CITY OF CROSSLAKE CONTROLLED SUBSTANCE AND ALCOHOL TESTING FOR COMMERCIAL DRIVERS POLICY FOR DOT EMPLOYEES AND THE CITY OF CROSSLAKE DRUG AND ALCOHOL-FREE WORKPLACE AND TESTING POLICY FOR NON-DOT EMPLOYEES. MOTION CARRIED WITH ALL AYES.
- c. MOTION 06R-21-14 WAS MADE BY JOHN MOENGEN AND SECONDED BY DARRELL SCHNEIDER TO APPROVE "OUT OF CLASS" PAY FOR TERRY KINKAID SO THAT MR. KINKAID WOULD RECEIVE HEAVY EQUIPMENT OPERATOR RATE OF \$19.15 FOR THE PERIOD OF TIME HE IS WORKING OUT OF CLASS AND OPERATING HEAVY EQUIPMENT, EFFECTIVE MAY 12, 2014. MOTION CARRIED WITH ALL AYES.

MOTION 06R-22-14 WAS MADE BY JOHN MOENGEN AND SECONDED BY DARRELL SCHNEIDER TO APPROVE STEP 3 TO STEP 4 INCREASE AND RATE INCREASE FOR MELISSA LARSON EFFECTIVE MAY 7, 2014 DUE TO A SATISFACTORY PERFORMANCE REVIEW. MOTION CARRIED WITH ALL AYES.

**G. CITY ATTORNEY REPORT** – None.

**H. OLD BUSINESS** – None.

**I. NEW BUSINESS** – None.

**J. PUBLIC FORUM** – Pat Netko addressed the Council and stated that she was not aware that Steve Roe’s letter was in the Council packet for consideration. She asked Mark Wessels what his position on refunding fees would be in the future because he voted differently on the two requests tonight. Mark Wessels noted that Steve Roe also voted differently on the two matters.

**K. ADJOURN - MOTION 06R-23-14 WAS MADE BY JOHN MOENGEN AND SECONDED BY MARK WESSELS TO ADJOURN THE MEETING AT 8:55 P.M. MOTION CARRIED WITH ALL AYES.**

Respectfully submitted by,

Charlene Nelson  
City Clerk  
Deputy Clerk/Minutes/6-9-14

DRAFT

CITY OF CROSSLAKE

Month-End Revenue

Current Period: JUNE 2014

SRC	SRC Descr	2014 Budget	JUNE 2014 Amt	2014 YTD Amt	2014 YTD Balance	2014 % of Budget
FUND 101 GENERAL FUND						
31000	General Property Taxes	\$2,188,747.00	\$826,071.08	\$826,071.08	\$1,362,675.92	37.74%
31055	Tax Incr 1-8 Crosswoods Dev	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31101	County Payment Joint Facility	\$112,839.00	\$0.00	\$103,257.98	\$9,581.02	91.51%
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	\$122,161.00	\$46,109.21	\$46,109.21	\$76,051.79	37.74%
31800	Other Taxes	\$0.00	\$0.00	\$1,167.08	-\$1,167.08	0.00%
31900	Penalties and Interest DelTax	\$2,000.00	\$0.00	\$736.78	\$1,263.22	36.84%
32110	Alcoholic Beverages	\$12,300.00	\$0.00	\$0.00	\$12,300.00	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	\$150.00	\$227.00	-\$27.00	113.50%
33400	State Grants and Aids	\$0.00	\$0.00	\$500.00	-\$500.00	0.00%
33401	Local Government Aid	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
33402	Homestead Credit	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
33403	Mobile Home Homestead Credit	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
33406	Taconite Homestead Credit	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
33416	Police Training Reimbursement	\$2,000.00	\$0.00	\$0.00	\$2,000.00	0.00%
33417	Police State Aid	\$33,000.00	\$0.00	\$0.00	\$33,000.00	0.00%
33418	Fire State Aid	\$28,000.00	\$0.00	\$2,000.00	\$26,000.00	7.14%
33419	Fire Training Reimbursement	\$0.00	\$0.00	\$3,750.00	-\$3,750.00	0.00%
33420	Insurance Premium Reimburse	\$0.00	\$0.00	\$916.92	-\$916.92	0.00%
33422	PERA State Aid	\$2,979.00	\$0.00	\$0.00	\$2,979.00	0.00%
33423	Insurance Claim Reimbursement	\$0.00	\$661.68	\$661.68	-\$661.68	0.00%
33650	Recycling Grant	\$30,000.00	\$0.00	\$30,000.00	\$0.00	100.00%
34000	Charges for Services	\$200.00	\$0.00	\$116.00	\$84.00	58.00%
34010	Sale of Maps and Publications	\$100.00	\$0.00	\$30.00	\$70.00	30.00%
34050	Candidate Filing Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34103	Zoning Permits	\$28,000.00	\$7,875.00	\$19,735.00	\$8,265.00	70.48%
34104	Plat Check Fee/Subdivision Fee	\$1,000.00	\$175.00	\$450.00	\$550.00	45.00%
34105	Variances and CUPS/IUPS	\$8,800.00	\$1,500.00	\$7,000.00	\$1,800.00	79.55%
34106	Sign Permits	\$500.00	\$0.00	\$50.00	\$450.00	10.00%
34107	Assessment Search Fees	\$800.00	\$65.00	\$300.00	\$500.00	37.50%
34108	Zoning Misc/Penalties	\$1,500.00	\$0.00	\$250.00	\$1,250.00	16.67%
34109	Zoning Reimb Eng/Legal/Survey	\$5,000.00	\$0.00	-\$2,341.00	\$7,341.00	-46.82%
34110	TIF/JOBZ Pre Application Fee	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34111	Driveway Permits	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
34112	Septic Permits	\$3,750.00	\$750.00	\$1,975.00	\$1,775.00	52.67%
34113	Landscape License Fee	\$2,000.00	\$0.00	\$0.00	\$2,000.00	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	\$100.00	\$100.00	50.00%
34202	Fire Protection and Calls	\$31,250.00	\$0.00	\$35,531.47	-\$4,281.47	113.70%
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	\$26,000.00	-\$26,000.00	0.00%
34213	Police Receipts	\$4,000.00	\$0.00	\$1,258.21	\$2,741.79	31.46%
34214	Tac Team Donations	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34215	Pass Thru Donations	\$0.00	\$5,000.00	\$5,000.00	-\$5,000.00	0.00%
34300	E911 Signs	\$1,000.00	\$500.00	\$800.00	\$200.00	80.00%
34700	Park & Rec Donation	\$0.00	\$305.00	\$400.00	-\$400.00	0.00%

## CITY OF CROSSLAKE

07/01/14 1:55 PM

Page 2

## Month-End Revenue

Current Period: JUNE 2014

SRC	SRC Descr	2014 Budget	JUNE 2014 Amt	2014 YTD Amt	2014 YTD Balance	2014 % of Budget
34701	Halloween Donations	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34711	Taxable Merchandise/Rentals	\$100.00	\$20.00	\$170.00	-\$70.00	170.00%
34740	Park Concessions	\$250.00	\$110.00	\$308.00	-\$58.00	123.20%
34741	Gen Gov t Concessions	\$100.00	\$7.45	\$50.60	\$49.40	50.60%
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	\$78.13	-\$78.13	0.00%
34750	CCC/Park User Fee	\$3,500.00	\$247.00	\$1,370.00	\$2,130.00	39.14%
34751	Shelter/Beer/Wine Fees	\$250.00	\$0.00	\$81.00	\$169.00	32.40%
34760	Library Cards	\$1,500.00	\$264.00	\$667.00	\$833.00	44.47%
34761	Library Donations	\$0.00	\$0.00	\$929.00	-\$929.00	0.00%
34762	Library Copies	\$500.00	\$56.25	\$143.50	\$356.50	28.70%
34763	Library Events	\$5,000.00	\$0.00	\$0.00	\$5,000.00	0.00%
34764	Library Miscellaneous	\$0.00	\$5.00	\$15.00	-\$15.00	0.00%
34765	Summer Reading Program	\$350.00	\$105.00	\$165.00	\$185.00	47.14%
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	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
34769	PAL Foundation - Park	\$2,000.00	\$1,147.17	\$5,117.12	-\$3,117.12	255.86%
34770	Silver Sneakers	\$5,000.00	\$460.00	\$3,524.00	\$1,476.00	70.48%
34790	Park Dedication Fees	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
34800	Tennis Fees	\$1,100.00	\$442.00	\$486.00	\$614.00	44.18%
34801	Recreational-Program	\$500.00	\$2,160.00	\$2,160.00	-\$1,660.00	432.00%
34802	Softball/Baseball Fees	\$2,000.00	\$45.00	\$1,205.00	\$795.00	60.25%
34803	Recreation-Misc. Receipts	\$100.00	\$21.00	\$1,233.25	-\$1,133.25	1233.25%
34805	Aerobics Fees	\$4,000.00	\$0.00	\$0.00	\$4,000.00	0.00%
34806	Weight Room Fees	\$30,000.00	\$2,940.00	\$17,596.00	\$12,404.00	58.65%
34807	Volleyball Fees	\$500.00	\$0.00	\$304.00	\$196.00	60.80%
34808	Silver and Fit	\$0.00	\$1,146.00	\$4,577.00	-\$4,577.00	0.00%
34809	Soccer Fees	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
34910	Transit Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34940	Cemetery Lots	\$3,000.00	\$0.00	\$2,000.00	\$1,000.00	66.67%
34941	Cemetery Openings	\$3,500.00	\$900.00	\$2,500.00	\$1,000.00	71.43%
34942	Cemetery Other	\$450.00	\$0.00	\$100.00	\$350.00	22.22%
34950	Public Works Revenue	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.00%
34952	County Joint Facility Payments	\$45,000.00	\$0.00	\$8,478.10	\$36,521.90	18.84%
34953	Recycling Revenues	\$0.00	\$0.00	\$44.38	-\$44.38	0.00%
35100	Court Fines	\$15,000.00	\$890.13	\$4,267.88	\$10,732.12	28.45%
35103	Library Fines	\$0.00	\$99.00	\$491.00	-\$491.00	0.00%
35105	Restitution Receipts	\$900.00	\$0.00	\$1,705.50	-\$805.50	189.50%
36200	Miscellaneous Revenues	\$500.00	\$289.28	\$53,783.87	-\$53,283.87	10756.77%
36201	Misc Reimbursements	\$715.00	\$58.20	\$202.63	\$512.37	28.34%
36202	LIBRARY GRANTS	\$0.00	\$0.00	\$5,000.00	-\$5,000.00	0.00%
36210	Interest Earnings	\$3,000.00	\$289.92	\$1,704.42	\$1,295.58	56.81%
36230	Contributions and Donations	\$12,500.00	\$0.00	\$5,000.00	\$7,500.00	40.00%
36254	Sp Assess Prin-Sunrise Isl 11	\$3,963.00	\$0.00	\$0.00	\$3,963.00	0.00%
36255	Sp Assess Int-Sunrise Isl 11	\$1,461.00	\$0.00	\$0.00	\$1,461.00	0.00%
38050	Telephone Fees	\$265,000.00	\$22,083.37	\$132,500.22	\$132,499.78	50.00%
38051	Telephone True-Up	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
38052	Telephone Miscellaneous Rev	\$25,000.00	\$0.00	\$21,231.57	\$3,768.43	84.93%
39101	Sales of General Fixed Assets	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39200	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39204	Transfer Frm Needs Assess Fund	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

CITY OF CROSSLAKE

Month-End Revenue

Current Period: JUNE 2014

SRC	SRC Descr	2014 Budget	JUNE 2014 Amt	2014 YTD Amt	2014 YTD Balance	2014 % of Budget
39230	Proceeds - 2006 Series B Bonds	\$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		\$3,115,065.00	\$922,947.74	\$1,407,241.58	\$1,707,823.42	141.21%
FUND 301 DEBT SERVICE FUND						
31000	General Property Taxes	\$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	\$135,746.00	\$51,233.42	\$51,233.42	\$84,512.58	37.74%
31309	2006 Series C Levy	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31310	2012 Series A Levy	\$109,346.00	\$41,259.21	\$41,259.21	\$68,086.79	37.73%
31900	Penalties and Interest DelTax	\$1,500.00	\$0.00	\$265.72	\$1,234.28	17.71%
33402	Homestead Credit	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36104	Penalty & Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36105	Sp Assess Prin Ox Lake 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36106	Sp Assess Int Ox Lake 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36107	Sp Assess Prin Jason/Staley 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36108	Sp Assess Int Jason/Staley 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36109	Sp Assess Prin Lakeshore/Pk 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36110	Sp Assess Int Lakeshore/Pk 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36111	Sp Assess Prin Miller/Mary 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36112	Sp Assess Int Miller/Mary 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36113	Sp Assess Prin Sugar Loaf 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36114	Sp Assess Int Sugar Loaf 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36115	Sp Assess Prin Kimberly 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36116	Sp Assess Int Kimberly 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36117	Sp Assess Prin Shamrock 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36118	Sp Assess Int Shamrock 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36119	Sp Assess Prin Sleepy Val 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36120	Sp Assess Int Sleepy Val 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36121	Sp Assess Prin Tamarack 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36122	Sp Assess Int Tamarack 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36123	Sp Assess Prin Red Pine 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36124	Sp Assess Int Red Pine 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36125	Sp Assess Prin Cross Ave 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36126	Sp Assess Int Cross Ave 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36127	Sp Assess Prin Wilderness 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36128	Sp Assess Int Wilderness 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36129	Sp Assess Prin Kimberly/00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
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%

CITY OF CROSSLAKE

Month-End Revenue

Current Period: JUNE 2014

SRC	SRC Descr	2014 Budget	JUNE 2014 Amt	2014 YTD Amt	2014 YTD Balance	2014 % of Budget
36133	Sp Assess Prin Shores Dr/00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36134	Sp Assess Int Shores Dr/00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36135	Sp Assess Prin Backdahl Rd/00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36136	Sp Assess Int Backdahl Rd/00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36137	Sp Assess Prin Daggett Lane/00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36138	Sp Assess Int Daggett Lane/00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36139	Sp Assess Prin Deer Rg/Ridg/00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36140	Sp Assess Int Deer Rg/Ridg/00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36141	Sp Assess Prin Log Ldg/Timb/00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36142	Sp Assess Int Log Ldg/Timb/00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36143	Sp Assess Prin Velvet Ln/00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36144	Sp Assess Int Velvet Ln/00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36145	Sp Assess Prin Rabbit Ln/00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36146	Sp Assess Int Rabbit Ln/00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36147	Sp Assess Prin PineBay/Wolf 00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36148	Sp Assess Int Pine Bay/Wolf 00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36149	Sp Assess Prin White Oak Dr/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36150	Sp Assess Int White Oak Dr/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36151	Sp Assess Prin Red Oak Cir/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36152	Sp Assess Int Red Oak Cir/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36153	Sp Assess Prin Summit Ave/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36154	Sp Assess Int Summit Ave/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36155	Sp Assess Prin Gale Ln/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36156	Sp Assess Int Gale Ln/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36157	Sp Assess Prin Rush Ln/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36158	Sp Assess Int Rush Ln/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36159	Sp Assess Prin Gins/Twin/An/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36160	Sp Assess Int Gins/Twin/An/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36161	Sp Assess Prin Anchor Pt Tr/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36162	Sp Assess Int Anchor Pt Tr/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36163	Sp Assess Prin Ivy Ln/Tr/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36164	Sp Assess Int Ivy Ln/Tr/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36165	Sp Assess Prin 1st/2nd/2nd/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36166	Sp Assess Int 1st/2nd/2nd/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36167	Sp Assess Prin Anderson Ct/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36168	Sp Assess Int Anderson Ct/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36169	Sp Assess Prin Cool Haven/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36170	Sp Assess Int Cool Haven/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36171	Sp Assess Prin Pinedale/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36172	Sp Assess Int Pinedale/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36173	Sp Assess Prin Manhattan Dr/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36174	Sp Assess Int Manhattan Dr/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36175	Sp Assess Prin Eagle St/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36176	Sp Assess Int Eagle St/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36177	Sp Assess Prin Wolf Tr/Ct/02	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36178	Sp Assess Int Wolf Tr/Ct/02	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36179	Sp Assess Prin Willwood/02	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36180	Sp Assess Int Willwood/02	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36181	Sp Assess Prin Shafer Rd/02	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36182	Sp Assess Int Shafer Rd/02	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36183	Sp Assess Prin Sandra Rd/02	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36184	Sp Assess Int Sandra Rd/02	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36185	Sp Assess Prin Lake Tr/02	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

CITY OF CROSSLAKE

Month-End Revenue

Current Period: JUNE 2014

SRC	SRC Descr	2014 Budget	JUNE 2014 Amt	2014 YTD Amt	2014 YTD Balance	2014 % of Budget
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	\$4,413.00	\$0.00	\$0.00	\$4,413.00	0.00%
36196	SpAssess Int ABC Drive	\$276.00	\$0.00	\$15.98	\$260.02	5.79%
36197	SpAssess Prin Wildwood/White B	\$5,718.00	\$0.00	\$0.00	\$5,718.00	0.00%
36198	SpAssess Int Wildwood/White B	\$357.00	\$0.00	\$35.70	\$321.30	10.00%
36199	SpAssess Prin Greer Lake Rd 03	\$3,133.00	\$0.00	\$0.00	\$3,133.00	0.00%
36200	Miscellaneous Revenues	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36210	Interest Earnings	\$1,734.00	\$0.00	\$0.00	\$1,734.00	0.00%
36235	SpAssess Int Greer Lake Rd 03	\$196.00	\$0.00	\$0.00	\$196.00	0.00%
36236	SpAssess Prin East Shore 2004	\$1,538.00	\$0.00	\$0.00	\$1,538.00	0.00%
36237	SpAssess Int East Shore 2004	\$96.00	\$0.00	\$0.00	\$96.00	0.00%
36238	SpAssess Prin Margaret 2004	\$1,059.00	\$0.00	\$0.00	\$1,059.00	0.00%
36239	SpAssess Int Margaret 2004	\$66.00	\$0.00	\$0.00	\$66.00	0.00%
36240	SpAssess Prin Edgewater 2004	\$1,907.00	\$0.00	\$0.00	\$1,907.00	0.00%
36241	SpAssess Int Edgewater 2004	\$119.00	\$0.00	\$0.00	\$119.00	0.00%
36242	SpAssess Prin Gendreau 2004	\$1,940.00	\$0.00	\$0.00	\$1,940.00	0.00%
36243	SpAssess Int Gendreau 2004	\$121.00	\$0.00	\$19.38	\$101.62	16.02%
36244	Sp Assess Prin - Duck Lane	\$2,273.00	\$0.00	\$0.00	\$2,273.00	0.00%
36245	Sp Assess Int - Duck Lane	\$396.00	\$0.00	\$0.00	\$396.00	0.00%
36246	Sp Assess Prin - Sunset Drive	\$2,685.00	\$0.00	\$0.00	\$2,685.00	0.00%
36247	Sp Assess Int - Sunset Drive	\$468.00	\$0.00	\$0.00	\$468.00	0.00%
36248	Sp Assess Prin - Maroda Drive	\$993.00	\$0.00	\$0.00	\$993.00	0.00%
36249	Sp Assess Int - Maroda Drive	\$173.00	\$0.00	\$0.00	\$173.00	0.00%
36250	Sp Assess Prin - Johnie/Rober	\$4,024.00	\$0.00	\$0.00	\$4,024.00	0.00%
36251	Sp Assess Int - Johnie/Robert	\$701.00	\$0.00	\$0.00	\$701.00	0.00%
36252	Sp Assess Prin - Brita/Pinevie	\$13,755.00	\$0.00	\$0.00	\$13,755.00	0.00%
36253	Sp Assess Int - Brita/Pineview	\$2,397.00	\$0.00	\$140.48	\$2,256.52	5.86%
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%
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		\$297,130.00	\$92,492.63	\$92,969.89	\$204,160.11	0.90%
FUND 401 GENERAL CAPITAL PROJECTS						
31000	General Property Taxes	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
33420	Insurance Premium Reimburse	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34790	Park Dedication Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36210	Interest Earnings	\$2,000.00	\$53.28	\$310.89	\$1,689.11	15.54%

CITY OF CROSSLAKE

Month-End Revenue

Current Period: JUNE 2014

SRC	SRC Descr	2014 Budget	JUNE 2014 Amt	2014 YTD Amt	2014 YTD Balance	2014 % of Budget
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		\$2,000.00	\$53.28	\$310.89	\$1,689.11	1.41%
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	\$14,000.00	\$0.00	\$0.00	\$14,000.00	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 PROJECTS		\$14,000.00	\$0.00	\$0.00	\$14,000.00	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 PROJECT		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 415 AMBULANCE PROJECT						
39200	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 415 AMBULANCE PROJECT		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 420 LIBRARY PROJECT						

CITY OF CROSSLAKE

Month-End Revenue

Current Period: JUNE 2014

SRC	SRC Descr	2014 Budget	JUNE 2014 Amt	2014 YTD Amt	2014 YTD Balance	2014 % of Budget
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	\$0.14	\$0.80	-\$0.80	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	\$0.14	\$0.80	-\$0.80	0.00%
FUND 502 ECONOMIC DEVELOPMENT FUND						
31000	General Property Taxes	\$23,000.00	\$8,693.45	\$8,693.45	\$14,306.55	37.80%
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		\$23,000.00	\$8,693.45	\$8,693.45	\$14,306.55	2.91%
FUND 503 EDA (REVOLVING LOAN)						
34951	Rev Loan Principal Pymts	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36210	Interest Earnings	\$2,000.00	\$186.83	\$923.59	\$1,076.41	46.18%
36211	Revolving Loan Interest	\$4,450.00	\$179.24	\$1,859.18	\$2,590.82	41.78%
39200	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 503 EDA (REVOLVING LOAN)		\$6,450.00	\$366.07	\$2,782.77	\$3,667.23	21.99%
FUND 601 SEWER OPERATING FUND						
33423	Insurance Claim Reimbursement	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34410	Unallocated Reserves	\$0.00	-\$764.28	-\$1,188.53	\$1,188.53	0.00%
36104	Penalty & Interest	\$1,200.00	\$40.43	\$1,011.57	\$188.43	84.30%
36200	Miscellaneous Revenues	\$2,000.00	\$0.00	\$0.00	\$2,000.00	0.00%
36201	Misc Reimbursements	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36210	Interest Earnings	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
37200	User Fee	\$195,000.00	\$16,366.84	\$102,173.48	\$92,826.52	52.40%
37250	Sewer Connection Payments	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
37500	Capital Contribution	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39200	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39204	Transfer Frm Needs Assess Fund	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 601 SEWER OPERATING FUND		\$198,200.00	\$15,642.99	\$101,996.52	\$96,203.48	12.43%

CITY OF CROSSLAKE

Month-End Revenue

Current Period: JUNE 2014

SRC	SRC Descr	2014 Budget	JUNE 2014 Amt	2014 YTD Amt	2014 YTD Balance	2014 % of Budget
FUND 651 SEWER RESTRICTED SINKING FUND						
31306	2003 Disposal System Levy	\$221,000.00	\$83,406.44	\$83,406.44	\$137,593.56	37.74%
33402	Homestead Credit	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36104	Penalty & Interest	\$2,000.00	\$0.00	\$1,097.37	\$902.63	54.87%
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	\$11.89	\$766.02	-\$266.02	153.20%
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 FUND		\$223,500.00	\$83,418.33	\$85,269.83	\$138,230.17	30.73%
		\$3,879,345.00	\$1,123,614.63	\$1,699,265.73	\$2,180,079.27	46.92%

**CITY OF CROSSLAKE**  
**Month End Expenditures**

Current Period: JUNE 2014

OBJ	OBJ Descr	2014 Budget	JUNE 2014 Amt	2014 YTD Amt	2014 YTD Balance	%YTD Budget
<b>FUND 101 GENERAL FUND</b>						
<b>DEPT 41110 Council</b>						
100	Wages and Salaries Dept Head	\$27,000.00	\$2,230.00	\$12,980.00	\$14,020.00	48.07%
122	FICA	\$2,066.00	\$170.62	\$1,017.60	\$1,048.40	49.25%
208	Instruction Fees	\$600.00	\$0.00	\$675.00	-\$75.00	112.50%
321	Communications-Cellular	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
331	Travel Expenses	\$900.00	\$74.48	\$642.35	\$257.65	71.37%
340	Advertising	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
360	Insurance	\$60.00	\$0.00	\$78.00	-\$18.00	130.00%
430	Miscellaneous	\$150.00	\$0.00	\$0.00	\$150.00	0.00%
433	Dues and Subscriptions	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>DEPT 41110 Council</b>		<b>\$30,776.00</b>	<b>\$2,475.10</b>	<b>\$15,392.95</b>	<b>\$15,383.05</b>	<b>50.02%</b>
<b>DEPT 41400 Administration</b>						
100	Wages and Salaries Dept Head	\$75,000.00	\$5,769.24	\$33,571.73	\$41,428.27	44.76%
101	Assistant	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
102	Consultant	\$31,200.00	\$877.50	\$7,247.50	\$23,952.50	23.23%
105	Part-time	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.00%
109	Secretary/Bookkeeper	\$51,637.00	\$3,988.12	\$23,928.72	\$27,708.28	46.34%
121	PERA	\$9,181.00	\$707.42	\$4,244.52	\$4,936.48	46.23%
122	FICA	\$9,774.00	\$729.08	\$4,374.48	\$5,399.52	44.76%
131	Employer Paid Health	\$53,185.00	\$3,944.24	\$23,055.68	\$30,129.32	43.35%
132	Employer Paid Disability	\$817.00	\$74.46	\$446.76	\$370.24	54.68%
133	Employer Paid Dental	\$2,502.00	\$232.40	\$1,314.60	\$1,187.40	52.54%
134	Employer Paid Life	\$130.00	\$11.20	\$67.20	\$62.80	51.69%
136	Deferred Compensation	\$1,300.00	\$100.00	\$600.00	\$700.00	46.15%
151	Workers Comp Insurance	\$1,600.00	\$0.00	\$938.00	\$662.00	58.63%
200	Office Supplies	\$1,800.00	\$10.83	\$290.13	\$1,509.87	16.12%
208	Instruction Fees	\$2,000.00	\$0.00	\$780.10	\$1,219.90	39.01%
210	Operating Supplies	\$1,500.00	\$197.06	\$1,009.78	\$490.22	67.32%
220	Repair/Maint Supply - Equip	\$1,500.00	\$0.00	\$681.00	\$819.00	45.40%
301	Auditing and Acct g Services	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
320	Communications	\$5,200.00	\$273.95	\$1,462.60	\$3,737.40	28.13%
322	Postage	\$900.00	\$0.00	\$200.16	\$699.84	22.24%
331	Travel Expenses	\$2,000.00	\$0.00	\$278.79	\$1,721.21	13.94%
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	\$0.00	\$132.80	\$867.20	13.28%
413	Office Equipment Rental/Repair	\$2,500.00	\$192.31	\$1,168.11	\$1,331.89	46.72%
430	Miscellaneous	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
433	Dues and Subscriptions	\$500.00	\$0.00	\$299.00	\$201.00	59.80%
443	Sales Tax	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
500	Capital Outlay	\$3,000.00	\$330.00	\$941.15	\$2,058.85	31.37%
<b>DEPT 41400 Administration</b>		<b>\$260,326.00</b>	<b>\$17,437.81</b>	<b>\$107,032.81</b>	<b>\$153,293.19</b>	<b>41.11%</b>
<b>DEPT 41410 Elections</b>						
107	Services	\$3,500.00	\$0.00	\$0.00	\$3,500.00	0.00%
122	FICA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
210	Operating Supplies	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
351	Legal Notices Publishing	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
413	Office Equipment Rental/Repair	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
430	Miscellaneous	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
500	Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

OBJ	OBJ Descr	2014 Budget	JUNE 2014 Amt	2014 YTD Amt	2014 YTD Balance	%YTD Budget
DEPT 41410	Elections	\$4,500.00	\$0.00	\$0.00	\$4,500.00	0.00%
DEPT 41600	Audit/Legal Services					
301	Auditing and Acct g Services	\$32,000.00	\$710.60	\$25,550.10	\$6,449.90	79.84%
304	Legal Fees (Civil)	\$15,000.00	\$225.00	\$2,500.00	\$12,500.00	16.67%
307	Legal Fees (Labor)	\$3,000.00	\$232.00	\$3,674.00	-\$674.00	122.47%
DEPT 41600	Audit/Legal Services	\$50,000.00	\$1,167.60	\$31,724.10	\$18,275.90	63.45%
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	\$2,672.00	-\$2,672.00	0.00%
151	Workers Comp Insurance	\$0.00	\$0.00	\$59.00	-\$59.00	0.00%
200	Office Supplies	\$0.00	\$60.30	\$290.18	-\$290.18	0.00%
208	Instruction Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
210	Operating Supplies	\$0.00	\$71.99	\$698.00	-\$698.00	0.00%
212	Motor Fuels	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
220	Repair/Maint Supply - Equip	\$0.00	\$0.00	\$165.00	-\$165.00	0.00%
221	Repair/Maint Vehides	\$0.00	\$0.00	\$32.00	-\$32.00	0.00%
303	Engineering Fees	\$5,000.00	\$0.00	\$0.00	\$5,000.00	0.00%
304	Legal Fees (Civil)	\$14,000.00	\$637.50	\$2,750.00	\$11,250.00	19.64%
305	Legal/Eng - Developer/Criminal	\$5,000.00	\$0.00	\$0.00	\$5,000.00	0.00%
314	Surveyor	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
320	Communications	\$4,600.00	\$228.86	\$1,532.02	\$3,067.98	33.30%
322	Postage	\$0.00	\$0.00	\$206.64	-\$206.64	0.00%
331	Travel Expenses	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
332	Travel Expense- P&Z Comm	\$2,500.00	\$0.00	\$375.00	\$2,125.00	15.00%
340	Advertising	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
351	Legal Notices Publishing	\$0.00	\$114.48	\$979.76	-\$979.76	0.00%
352	Filing Fees	\$1,518.00	\$46.00	\$276.00	\$1,242.00	18.18%
356	Mapping	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
360	Insurance	\$0.00	\$0.00	\$128.25	-\$128.25	0.00%
413	Office Equipment Rental/Repair	\$2,500.00	\$192.31	\$1,168.11	\$1,331.89	46.72%
430	Miscellaneous	\$0.00	\$0.00	\$50.00	-\$50.00	0.00%
433	Dues and Subscriptions	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
441	Enhanced 911	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
443	Sales Tax	\$0.00	\$0.00	\$1.00	-\$1.00	0.00%
452	Refund	\$0.00	\$0.00	\$500.00	-\$500.00	0.00%
470	Consultant Fees	\$190,000.00	\$15,834.00	\$95,004.00	\$94,996.00	50.00%
500	Capital Outlay	\$0.00	\$0.00	\$349.00	-\$349.00	0.00%
DEPT 41910	Planning and Zoning	\$225,118.00	\$17,185.44	\$107,235.96	\$117,882.04	47.64%
DEPT 41940	General Government					
151	Workers Comp Insurance	\$0.00	\$0.00	\$2,500.00	-\$2,500.00	0.00%
210	Operating Supplies	\$1,500.00	\$365.55	\$1,428.10	\$71.90	95.21%
220	Repair/Maint Supply - Equip	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

OBJ	OBJ Descr	2014 Budget	JUNE 2014 Amt	2014 YTD Amt	2014 YTD Balance	%YTD Budget
223	Bldg Repair Suppl/Maintenance	\$4,500.00	\$44.24	\$1,407.22	\$3,092.78	31.27%
235	Signs	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
254	Concessions - Pop	\$300.00	\$0.00	\$55.58	\$244.42	18.53%
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	\$367.88	\$367.88	\$432.12	45.99%
335	Background Checks	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
341	Newsletter Expenditures	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
351	Legal Notices Publishing	\$0.00	\$0.00	\$153.55	-\$153.55	0.00%
354	Ordinance Codification	\$25,000.00	\$0.00	\$0.00	\$25,000.00	0.00%
360	Insurance	\$26,500.00	\$21,585.24	\$21,585.24	\$4,914.76	81.45%
381	Electric Utilities	\$14,500.00	\$1,067.00	\$5,568.00	\$8,932.00	38.40%
383	Gas Utilities	\$4,500.00	\$222.32	\$3,439.38	\$1,060.62	76.43%
384	Refuse/Garbage Disposal	\$500.00	\$47.51	\$219.41	\$280.59	43.88%
385	Sewer Utility	\$600.00	\$37.00	\$185.00	\$415.00	30.83%
389	Generator Expense	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.00%
405	Cleaning Services	\$9,600.00	\$707.50	\$4,342.28	\$5,257.72	45.23%
430	Miscellaneous	\$2,500.00	\$72.87	\$778.04	\$1,721.96	31.12%
433	Dues and Subscriptions	\$3,500.00	\$1,703.40	\$1,703.40	\$1,796.60	48.67%
437	Brainerd Lakes Area Dev Corp	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
438	Initiative Foundation	\$1,500.00	\$0.00	\$1,500.00	\$0.00	100.00%
439	Emergency Mgmt Expense	\$2,000.00	\$383.60	\$383.60	\$1,616.40	19.18%
440	Telephone Co Reimb Expense	\$25,000.00	\$24.07	\$20,437.53	\$4,562.47	81.75%
441	Enhanced 911	\$300.00	\$0.00	\$0.00	\$300.00	0.00%
442	Safety Prog/Equipment	\$8,500.00	\$0.00	\$3,396.00	\$5,104.00	39.95%
443	Sales Tax	\$50.00	\$0.00	\$2.00	\$48.00	4.00%
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	\$5,000.00	\$5,000.00	\$5,000.00	\$0.00	100.00%
460	Fines/Fees Reimburse	\$7,500.00	\$0.00	\$663.18	\$6,836.82	8.84%
470	Consultant Fees	\$0.00	\$20,000.00	\$20,000.00	-\$20,000.00	0.00%
490	Donations to Civic Org s	\$3,651.00	\$2,000.00	\$2,200.00	\$1,451.00	60.26%
493	Pass Thru Donations	\$0.00	\$0.00	\$3,495.15	-\$3,495.15	0.00%
500	Capital Outlay	\$2,000.00	\$0.00	\$13,059.20	-\$11,059.20	652.96%
551	Capital Outlay-Building	\$5,000.00	\$0.00	\$0.00	\$5,000.00	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		\$158,301.00	\$53,628.18	\$113,869.74	\$44,431.26	71.93%
DEPT 42110 Police Administration						
100	Wages and Salaries Dept Head	\$67,568.00	\$5,162.22	\$30,421.94	\$37,146.06	45.02%
101	Assistant	\$56,403.00	\$4,311.72	\$25,410.06	\$30,992.94	45.05%
103	Tech 1	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
108	Tech 3	\$16,500.00	\$1,162.50	\$8,114.08	\$8,385.92	49.18%
110	Tech 4	\$55,118.00	\$4,108.11	\$23,646.25	\$31,471.75	42.90%
112	Tech 5	\$55,658.00	\$4,031.63	\$23,318.89	\$32,339.11	41.90%
113	Tech 6	\$52,240.00	\$3,802.58	\$24,128.54	\$28,111.46	46.19%
121	PERA	\$46,434.00	\$3,454.55	\$21,039.43	\$25,394.57	45.31%
122	FICA	\$4,173.00	\$309.49	\$1,889.47	\$2,283.53	45.28%
131	Employer Paid Health	\$74,213.00	\$6,903.16	\$40,194.76	\$34,018.24	54.16%
132	Employer Paid Disability	\$1,946.00	\$177.32	\$1,063.92	\$882.08	54.67%
133	Employer Paid Dental	\$4,891.00	\$449.88	\$2,551.96	\$2,339.04	52.18%
134	Employer Paid Life	\$324.00	\$28.00	\$168.00	\$156.00	51.85%

OBJ	OBJ Descr	2014 Budget	JUNE 2014 Amt	2014 YTD Amt	2014 YTD Balance	%YTD Budget
136	Deferred Compensation	\$1,300.00	\$100.00	\$600.00	\$700.00	46.15%
140	Unemployment	\$1,000.00	\$0.00	\$517.23	\$482.77	51.72%
151	Workers Comp Insurance	\$11,000.00	\$0.00	\$9,275.00	\$1,725.00	84.32%
200	Office Supplies	\$450.00	\$0.00	\$0.00	\$450.00	0.00%
208	Instruction Fees	\$3,000.00	\$100.00	\$2,307.21	\$692.79	76.91%
209	Physicals	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
210	Operating Supplies	\$1,300.00	\$0.00	\$7.21	\$1,292.79	0.55%
212	Motor Fuels	\$18,000.00	\$1,611.77	\$5,781.67	\$12,218.33	32.12%
214	Auto Expense- 08 Ford	\$1,700.00	\$31.98	\$31.98	\$1,668.02	1.88%
216	Auto Expense- 09 Ford	\$800.00	\$0.00	\$35.78	\$764.22	4.47%
217	Auto Expense- 10 Ford	\$1,200.00	\$26.99	\$1,036.94	\$163.06	86.41%
218	Auto Expense- 11 Ford	\$1,200.00	\$0.00	\$125.40	\$1,074.60	10.45%
219	Auto Expense- 12 Dodge	\$1,000.00	\$106.88	\$1,950.76	-\$950.76	195.08%
220	Repair/Maint Supply - Equip	\$5,500.00	\$580.88	\$4,176.25	\$1,323.75	75.93%
221	Repair/Maint Vehicles	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
258	Unif Bob/Ted/Terry	\$650.00	\$0.00	\$173.49	\$476.51	26.69%
259	Unif Erik/Mike	\$650.00	\$0.00	\$453.68	\$196.32	69.80%
260	Unif Eric & Bruce	\$650.00	\$0.00	\$0.00	\$650.00	0.00%
261	Unif Jake/Jon/Leigh	\$650.00	\$0.00	\$573.68	\$76.32	88.26%
264	Unif Bobby/Ron	\$650.00	\$125.51	\$598.77	\$51.23	92.12%
265	Unif & P/T Expense	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
281	Tactical Team	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
282	Restitution Expenditures	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
283	Forfeiture Expenditures	\$900.00	\$83.00	\$9,334.15	-\$8,434.15	1037.13%
304	Legal Fees (Civil)	\$0.00	\$0.00	\$25.00	-\$25.00	0.00%
319	Donation Expenditures	\$0.00	\$0.00	\$25,000.00	-\$25,000.00	0.00%
320	Communications	\$2,800.00	\$255.28	\$2,374.81	\$425.19	84.81%
321	Communications-Cellular	\$5,400.00	\$334.37	\$1,809.33	\$3,590.67	33.51%
322	Postage	\$200.00	\$0.00	\$17.45	\$182.55	8.73%
331	Travel Expenses	\$1,200.00	\$0.00	\$1,385.75	-\$185.75	115.48%
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	\$5,000.00	\$14,137.03	\$14,137.03	-\$9,137.03	282.74%
413	Office Equipment Rental/Repair	\$400.00	\$30.00	\$180.01	\$219.99	45.00%
430	Miscellaneous	\$200.00	\$0.00	\$22.47	\$177.53	11.24%
433	Dues and Subscriptions	\$250.00	\$0.00	\$240.00	\$10.00	96.00%
443	Sales Tax	\$200.00	\$0.00	\$34.00	\$166.00	17.00%
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	\$5,000.00	\$1,594.00	\$1,594.00	\$3,406.00	31.88%
550	Capital Outlay - Vehicles	\$40,000.00	\$3,872.30	\$36,867.39	\$3,132.61	92.17%
DEPT 42110 Police Administration		\$547,718.00	\$56,891.15	\$322,613.74	\$225,104.26	58.90%
DEPT 42280 Fire Administration						
100	Wages and Salaries Dept Head	\$6,000.00	\$530.00	\$3,180.00	\$2,820.00	53.00%
101	Assistant	\$1,200.00	\$100.00	\$600.00	\$600.00	50.00%
106	Training	\$2,100.00	\$100.00	\$600.00	\$1,500.00	28.57%
107	Services	\$26,000.00	\$0.00	\$0.00	\$26,000.00	0.00%
122	FICA	\$2,700.00	\$55.84	\$335.04	\$2,364.96	12.41%
151	Workers Comp Insurance	\$2,896.00	\$0.00	\$3,027.00	-\$131.00	104.52%
200	Office Supplies	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
208	Instruction Fees	\$8,000.00	\$1,800.00	\$11,509.00	-\$3,509.00	143.86%
209	Physicals	\$1,500.00	\$0.00	\$2,762.00	-\$1,262.00	184.13%
210	Operating Supplies	\$2,500.00	\$855.10	\$4,867.08	-\$2,367.08	194.68%
212	Motor Fuels	\$250.00	\$25.10	\$386.47	-\$136.47	154.59%
213	Diesel Fuel	\$2,500.00	\$58.26	\$1,055.90	\$1,444.10	42.24%

OBJ	OBJ Descr	2014 Budget	JUNE 2014 Amt	2014 YTD Amt	2014 YTD Balance	%YTD Budget
220	Repair/Maint Supply - Equip	\$3,000.00	\$1,471.14	\$3,100.93	-\$100.93	103.36%
221	Repair/Maint Vehicles	\$9,000.00	\$150.53	\$11,408.28	-\$2,408.28	126.76%
222	Tires	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
223	Bldg Repair Suppl/Maintenance	\$750.00	\$184.50	\$359.50	\$390.50	47.93%
233	FIRE PREVENTION	\$0.00	\$538.81	\$2,207.73	-\$2,207.73	0.00%
240	Small Tools and Minor Equip	\$850.00	\$115.32	\$858.93	-\$8.93	101.05%
319	Donation Expenditures	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
320	Communications	\$1,100.00	\$140.90	\$380.88	\$719.12	34.63%
322	Postage	\$25.00	\$0.00	\$0.00	\$25.00	0.00%
331	Travel Expenses	\$1,500.00	\$118.72	\$2,794.55	-\$1,294.55	186.30%
340	Advertising	\$150.00	\$0.00	\$0.00	\$150.00	0.00%
351	Legal Notices Publishing	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
360	Insurance	\$7,200.00	\$5,232.44	\$5,393.44	\$1,806.56	74.91%
430	Miscellaneous	\$150.00	\$0.00	\$0.00	\$150.00	0.00%
433	Dues and Subscriptions	\$1,000.00	\$0.00	\$1,104.00	-\$104.00	110.40%
443	Sales Tax	\$100.00	\$0.00	\$32.00	\$68.00	32.00%
450	Permits	\$10.00	\$0.00	\$0.00	\$10.00	0.00%
455	House Burn	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.00%
491	FDRA City Contribution	\$14,300.00	\$0.00	\$0.00	\$14,300.00	0.00%
492	FDRA State Aid	\$28,000.00	\$0.00	\$2,000.00	\$26,000.00	7.14%
500	Capital Outlay	\$10,000.00	\$3,555.44	\$14,076.00	-\$4,076.00	140.76%
550	Capital Outlay - Vehicles	\$146,771.00	\$0.00	\$229,104.00	-\$82,333.00	156.10%
551	Capital Outlay-Building	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
600	Principal	\$14,896.00	\$0.00	\$14,896.22	-\$0.22	100.00%
610	Interest	\$1,446.00	\$0.00	\$1,445.71	\$0.29	99.98%
615	Issuance Costs (Other Financin	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
620	Fiscal Agent s Fees	\$425.00	\$0.00	\$0.00	\$425.00	0.00%
720	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 42280	Fire Administration	\$298,419.00	\$15,032.10	\$317,484.66	-\$19,065.66	106.39%
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	\$44,013.00	\$2,595.57	\$17,212.55	\$26,800.45	39.11%
104	Tech 2	\$52,087.00	\$4,243.61	\$27,107.64	\$24,979.36	52.04%
105	Part-time	\$0.00	\$0.00	\$3,285.35	-\$3,285.35	0.00%
108	Tech 3	\$52,888.00	\$3,181.83	\$20,033.94	\$32,854.06	37.88%
121	PERA	\$10,802.00	\$726.50	\$4,940.17	\$5,861.83	45.73%
122	FICA	\$11,287.00	\$662.10	\$4,605.53	\$6,681.47	40.80%
131	Employer Paid Health	\$46,136.00	\$4,217.30	\$25,606.79	\$20,529.21	55.50%
132	Employer Paid Disability	\$864.00	\$78.70	\$472.20	\$391.80	54.65%
133	Employer Paid Dental	\$1,774.00	\$156.08	\$937.00	\$837.00	52.82%
134	Employer Paid Life	\$194.00	\$16.80	\$108.05	\$85.95	55.70%
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	\$12,000.00	\$0.00	\$10,983.00	\$1,017.00	91.53%
200	Office Supplies	\$124.00	\$0.00	\$179.39	-\$55.39	144.67%
208	Instruction Fees	\$1,000.00	\$0.00	\$20.00	\$980.00	2.00%
210	Operating Supplies	\$1,200.00	\$130.53	\$807.35	\$392.65	67.28%
212	Motor Fuels	\$8,000.00	\$850.19	\$2,232.47	\$5,767.53	27.91%
213	Diesel Fuel	\$15,000.00	\$656.82	\$7,367.46	\$7,632.54	49.12%
215	Shop Supplies	\$2,750.00	\$379.36	\$1,206.52	\$1,543.48	43.87%

OBJ	OBJ Descr	2014 Budget	JUNE 2014 Amt	2014 YTD Amt	2014 YTD Balance	%YTD Budget
220	Repair/Maint Supply - Equip	\$12,000.00	\$2,406.82	\$20,106.71	-\$8,106.71	167.56%
221	Repair/Maint Vehicles	\$15,000.00	\$132.27	\$1,897.17	\$13,102.83	12.65%
222	Tires	\$1,200.00	\$30.31	\$461.14	\$738.86	38.43%
223	Bldg Repair Suppl/Maintenance	\$4,500.00	\$915.57	\$2,249.36	\$2,250.64	49.99%
224	Street Maint Materials	\$20,000.00	\$0.00	\$2,093.94	\$17,906.06	10.47%
225	New Roads Materials	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
226	Bridge Materials	\$5,000.00	\$0.00	\$0.00	\$5,000.00	0.00%
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	\$25.02	\$270.21	\$2,729.79	9.01%
240	Small Tools and Minor Equip	\$2,000.00	\$0.00	\$3,496.92	-\$1,496.92	174.85%
254	Concessions - Pop	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
259	Unif Erik/Mike	\$300.00	\$0.00	\$0.00	\$300.00	0.00%
260	Unif Eric & Bruce	\$300.00	\$0.00	\$185.92	\$114.08	61.97%
261	Unif Jake/Jon/Leigh	\$300.00	\$0.00	\$0.00	\$300.00	0.00%
303	Engineering Fees	\$25,000.00	\$1,518.60	\$5,425.35	\$19,574.65	21.70%
304	Legal Fees (Civil)	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
314	Surveyor	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
316	Security Monitoring	\$200.00	\$0.00	\$84.60	\$115.40	42.30%
320	Communications	\$1,600.00	\$122.63	\$603.71	\$996.29	37.73%
322	Postage	\$50.00	\$0.00	\$5.80	\$44.20	11.60%
331	Travel Expenses	\$1,000.00	\$0.00	\$15.48	\$984.52	1.55%
340	Advertising	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
351	Legal Notices Publishing	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
360	Insurance	\$25,000.00	\$26,842.11	\$26,842.11	-\$1,842.11	107.37%
381	Electric Utilities	\$14,000.00	\$936.07	\$6,836.11	\$7,163.89	48.83%
383	Gas Utilities	\$2,500.00	\$52.63	\$4,667.79	-\$2,167.79	186.71%
384	Refuse/Garbage Disposal	\$1,000.00	\$56.77	\$275.26	\$724.74	27.53%
385	Sewer Utility	\$400.00	\$34.78	\$191.29	\$208.71	47.82%
405	Cleaning Services	\$4,000.00	\$297.51	\$1,805.52	\$2,194.48	45.14%
413	Office Equipment Rental/Repair	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
415	Equipment Rental	\$2,500.00	\$0.00	\$1,990.00	\$510.00	79.60%
430	Miscellaneous	\$2,000.00	\$0.00	\$339.04	\$1,660.96	16.95%
433	Dues and Subscriptions	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
442	Safety Prog/Equipment	\$1,000.00	\$116.64	\$145.11	\$854.89	14.51%
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	\$9,495.37	\$21,415.81	\$23,584.19	47.59%
500	Capital Outlay	\$15,000.00	\$0.00	\$1,282.49	\$13,717.51	8.55%
550	Capital Outlay - Vehicles	\$130,000.00	\$0.00	\$0.00	\$130,000.00	0.00%
551	Capital Outlay-Building	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
552	Capital Outlay-Land	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
581	Capital Outlay -Seal Coat	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
582	Capital Outlay - Crackfill	\$25,000.00	\$0.00	\$0.00	\$25,000.00	0.00%
583	Capital Outlay - Overlays	\$169,194.00	\$0.00	\$0.00	\$169,194.00	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)		\$797,763.00	\$60,878.49	\$229,792.25	\$567,970.75	28.80%
DEPT 43100 Cemetery						
210	Operating Supplies	\$940.00	\$0.00	\$217.83	\$722.17	23.17%
220	Repair/Maint Supply - Equip	\$250.00	\$164.47	\$164.47	\$85.53	65.79%
360	Insurance	\$60.00	\$65.29	\$65.29	-\$5.29	108.82%

OBJ	OBJ Descr	2014 Budget	JUNE 2014 Amt	2014 YTD Amt	2014 YTD Balance	%YTD Budget
381	Electric Utilities	\$350.00	\$49.75	\$100.21	\$249.79	28.63%
430	Miscellaneous	\$400.00	\$0.00	\$329.00	\$71.00	82.25%
452	Refund	\$0.00	\$0.00	\$25.00	-\$25.00	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	\$279.51	\$901.80	\$2,098.20	30.06%
DEPT 45100 Park and Recreation (GENERAL)						
100	Wages and Salaries Dept Head	\$59,535.00	\$4,625.62	\$27,263.05	\$32,271.95	45.79%
101	Assistant	\$27,005.00	\$2,151.62	\$13,110.27	\$13,894.73	48.55%
103	Tech 1	\$36,692.00	\$2,838.40	\$14,199.18	\$22,492.82	38.70%
104	Tech 2	\$25,121.00	\$0.00	\$1,312.06	\$23,808.94	5.22%
105	Part-time	\$5,390.00	\$1,430.17	\$7,651.49	-\$2,261.49	141.96%
108	Tech 3	\$24,444.00	\$2,267.72	\$12,440.02	\$12,003.98	50.89%
121	PERA	\$12,528.00	\$861.55	\$5,021.22	\$7,506.78	40.08%
122	FICA	\$13,464.00	\$965.01	\$5,621.74	\$7,842.26	41.75%
131	Employer Paid Health	\$54,637.00	\$2,910.12	\$16,852.63	\$37,784.37	30.84%
132	Employer Paid Disability	\$1,353.00	\$106.46	\$627.56	\$725.44	46.38%
133	Employer Paid Dental	\$4,891.00	\$333.68	\$1,893.36	\$2,997.64	38.71%
134	Employer Paid Life	\$324.00	\$22.40	\$132.75	\$191.25	40.97%
136	Deferred Compensation	\$650.00	\$50.00	\$300.00	\$350.00	46.15%
140	Unemployment	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
151	Workers Comp Insurance	\$5,800.00	\$0.00	\$4,840.00	\$960.00	83.45%
200	Office Supplies	\$200.00	\$0.00	\$63.24	\$136.76	31.62%
208	Instruction Fees	\$500.00	\$0.00	\$271.00	\$229.00	54.20%
210	Operating Supplies	\$1,600.00	\$0.00	\$1,030.97	\$569.03	64.44%
212	Motor Fuels	\$2,000.00	\$252.32	\$946.27	\$1,053.73	47.31%
213	Diesel Fuel	\$1,200.00	\$0.00	\$22.78	\$1,177.22	1.90%
220	Repair/Maint Supply - Equip	\$1,500.00	\$1,172.45	\$1,943.55	-\$443.55	129.57%
221	Repair/Maint Vehicles	\$1,300.00	\$17.93	\$473.39	\$826.61	36.41%
223	Bldg Repair Suppl/Maintenance	\$9,500.00	\$345.01	\$4,537.20	\$4,962.80	47.76%
231	Chemicals	\$2,600.00	\$0.00	\$833.63	\$1,766.37	32.06%
235	Signs	\$400.00	\$0.00	\$93.80	\$306.20	23.45%
254	Concessions - Pop	\$300.00	\$0.00	\$148.34	\$151.66	49.45%
255	Concessions - Food	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
258	Unif Bob/Ted/Terry	\$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	\$251.93	-\$26.93	111.97%
304	Legal Fees (Civil)	\$250.00	\$112.50	\$112.50	\$137.50	45.00%
308	Instructors Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
309	Tennis	\$300.00	\$669.65	\$669.65	-\$369.65	223.22%
310	Program Supplies	\$300.00	\$0.00	\$584.71	-\$284.71	194.90%
311	Softball/Baseball	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
312	Aerobic Instruction	\$4,500.00	\$0.00	\$0.00	\$4,500.00	0.00%
315	Warm House/Garage Exp	\$1,000.00	\$70.42	\$552.54	\$447.46	55.25%
316	Security Monitoring	\$700.00	\$367.88	\$367.88	\$332.12	52.55%
317	Soccer/Skating	\$2,000.00	\$0.00	\$0.00	\$2,000.00	0.00%
318	Garage (North)	\$2,000.00	\$70.00	\$1,859.25	\$140.75	92.96%
319	Donation Expenditures	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
320	Communications	\$3,600.00	\$274.42	\$1,412.69	\$2,187.31	39.24%
322	Postage	\$250.00	\$0.00	\$20.82	\$229.18	8.33%
323	Garage (East)	\$500.00	\$12.01	\$502.05	-\$2.05	100.41%
324	Disc Golf Expenses	\$200.00	\$0.00	\$0.00	\$200.00	0.00%
331	Travel Expenses	\$500.00	\$0.00	\$297.88	\$202.12	59.58%
335	Background Checks	\$200.00	\$0.00	\$15.00	\$185.00	7.50%

OBJ	OBJ Descr	2014 Budget	JUNE 2014 Amt	2014 YTD Amt	2014 YTD Balance	%YTD Budget
340	Advertising	\$200.00	\$0.00	\$0.00	\$200.00	0.00%
351	Legal Notices Publishing	\$0.00	\$0.00	\$33.00	-\$33.00	0.00%
360	Insurance	\$15,000.00	\$13,567.85	\$13,610.60	\$1,389.40	90.74%
381	Electric Utilities	\$14,000.00	\$994.99	\$5,629.37	\$8,370.63	40.21%
383	Gas Utilities	\$6,500.00	\$286.43	\$4,423.71	\$2,076.29	68.06%
384	Refuse/Garbage Disposal	\$800.00	\$71.52	\$349.32	\$450.68	43.67%
403	Improvements Other Than Bldgs	\$2,800.00	\$0.00	\$0.00	\$2,800.00	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	\$500.00	\$0.00	-\$424.70	\$924.70	-84.94%
433	Dues and Subscriptions	\$400.00	\$0.00	\$423.00	-\$23.00	105.75%
442	Safety Prog/Equipment	\$1,600.00	\$252.23	\$342.19	\$1,257.81	21.39%
443	Sales Tax	\$3,500.00	\$0.00	\$1,418.00	\$2,082.00	40.51%
445	Sr Meals Expense	\$400.00	\$0.00	\$0.00	\$400.00	0.00%
448	Weight Room Ins Reimbur	\$100.00	\$12.75	\$69.25	\$30.75	69.25%
450	Permits	\$200.00	\$0.00	\$0.00	\$200.00	0.00%
452	Refund	\$100.00	\$80.00	\$80.00	\$20.00	80.00%
453	80 Acre Development Expense	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
457	Weight Room Expenses	\$300.00	\$0.00	\$409.34	-\$109.34	136.45%
459	PAL Foundation Expenditures	\$1,800.00	\$1,126.56	\$1,426.56	\$373.44	79.25%
461	Silver Sneakers	\$2,500.00	\$483.00	\$2,277.00	\$223.00	91.08%
481	Park Master Plan	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
500	Capital Outlay	\$15,000.00	\$510.00	\$1,793.25	\$13,206.75	11.96%
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	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
610	Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 45100 Park and Recreation (GENERA		\$377,959.00	\$39,312.67	\$160,136.29	\$217,822.71	42.37%
DEPT 45500 Library						
101	Assistant	\$24,606.00	\$2,040.00	\$12,021.62	\$12,584.38	48.86%
121	PERA	\$1,784.00	\$147.90	\$885.43	\$898.57	49.63%
122	FICA	\$1,818.00	\$127.42	\$767.82	\$1,050.18	42.23%
131	Employer Paid Health	\$15,362.00	\$1,404.33	\$8,183.20	\$7,178.80	53.27%
132	Employer Paid Disability	\$171.00	\$15.55	\$93.30	\$77.70	54.56%
133	Employer Paid Dental	\$1,001.00	\$92.96	\$525.84	\$475.16	52.53%
134	Employer Paid Life	\$65.00	\$5.60	\$33.60	\$31.40	51.69%
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%
151	Workers Comp Insurance	\$200.00	\$0.00	\$0.00	\$200.00	0.00%
201	Library Operating Supplies	\$750.00	\$0.00	\$2,442.87	-\$1,692.87	325.72%
202	Library Subscriptions	\$500.00	\$0.00	\$411.40	\$88.60	82.28%
203	Library Books	\$500.00	\$866.62	\$2,031.55	-\$1,531.55	406.31%
204	Children s Program Expense	\$250.00	\$0.00	\$0.00	\$250.00	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	\$59.15	\$293.40	\$706.60	29.34%
322	Postage	\$0.00	\$0.00	\$0.48	-\$0.48	0.00%
360	Insurance	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
413	Office Equipment Rental/Repair	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
430	Miscellaneous	\$1,000.00	\$0.00	\$470.00	\$530.00	47.00%
443	Sales Tax	\$0.00	\$0.00	\$9.00	-\$9.00	0.00%
452	Refund	\$0.00	\$0.00	\$20.00	-\$20.00	0.00%

OBJ	OBJ Descr	2014 Budget	JUNE 2014 Amt	2014 YTD Amt	2014 YTD Balance	%YTD Budget
459	PAL Foundation Expenditures	\$250.00	\$0.00	\$0.00	\$250.00	0.00%
500	Capital Outlay	\$500.00	\$0.00	\$4,895.22	-\$4,395.22	979.04%
DEPT 45500 Library		\$50,757.00	\$4,759.53	\$33,084.73	\$17,672.27	65.18%
DEPT 47014 2012 Series A						
600	Principal	\$175,000.00	\$0.00	\$175,000.00	\$0.00	100.00%
610	Interest	\$37,903.00	\$0.00	\$19,826.25	\$18,076.75	52.31%
620	Fiscal Agent s Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47014 2012 Series A		\$212,903.00	\$0.00	\$194,826.25	\$18,076.75	91.51%
DEPT 48000 Recycling						
384	Refuse/Garbage Disposal	\$30,000.00	\$2,500.00	\$15,000.00	\$15,000.00	50.00%
388	Recycling Expenses	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
430	Miscellaneous	\$2,340.00	\$195.00	\$1,170.00	\$1,170.00	50.00%
DEPT 48000 Recycling		\$32,440.00	\$2,695.00	\$16,170.00	\$16,270.00	49.85%
FUND 101 GENERAL FUND		\$3,049,980.00	\$271,742.58	\$1,650,265.28	\$1,399,714.72	54.11%
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 2004		\$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						
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%

OBJ	OBJ Descr	2014 Budget	JUNE 2014 Amt	2014 YTD Amt	2014 YTD Balance	%YTD Budget
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	\$145,000.00	\$0.00	\$0.00	\$145,000.00	0.00%
610	Interest	\$18,230.00	\$0.00	\$9,115.00	\$9,115.00	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		\$163,230.00	\$0.00	\$9,115.00	\$154,115.00	5.58%
DEPT 47012 2006 Series C Equipment Cert						
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	\$0.00	\$0.00	\$1,012.50	-\$1,012.50	0.00%
621	Continung Disclosure Expene	\$0.00	\$0.00	\$1,012.50	-\$1,012.50	0.00%
DEPT 47013 Bond Disclosure		\$0.00	\$0.00	\$2,025.00	-\$2,025.00	0.00%
DEPT 47014 2012 Series A						
430	Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
600	Principal	\$130,000.00	\$0.00	\$130,000.00	\$0.00	100.00%
610	Interest	\$3,900.00	\$0.00	\$2,600.00	\$1,300.00	66.67%
620	Fiscal Agent s Fees	\$0.00	\$0.00	\$495.00	-\$495.00	0.00%
DEPT 47014 2012 Series A		\$133,900.00	\$0.00	\$133,095.00	\$805.00	99.40%
FUND 301 DEBT SERVICE FUND		\$297,130.00	\$0.00	\$144,235.00	\$152,895.00	48.54%
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%

OBJ	OBJ Descr	2014 Budget	JUNE 2014 Amt	2014 YTD Amt	2014 YTD Balance	%YTD Budget
DEPT 47012	2006 Series C Equipment Cert	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 49300	Other Financing Uses					
720	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 49300	Other Financing Uses	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 401	GENERAL CAPITAL PROJECTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 404	JOBZ					
DEPT 46002	JOBZ - Crosstech Mfg					
304	Legal Fees (Civil)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
351	Legal Notices Publishing	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
430	Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
720	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 46002	JOBZ - Crosstech Mfg	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 404	JOBZ	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 405	TAX INCREMENT FINANCE PROJECTS					
DEPT 46000	Tax Increment Financing					
351	Legal Notices Publishing	\$700.00	\$0.00	\$0.00	\$700.00	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%
650	Administrative Costs	\$700.00	\$0.00	\$100.00	\$600.00	14.29%
DEPT 46000	Tax Increment Financing	\$1,400.00	\$0.00	\$100.00	\$1,300.00	7.14%
DEPT 46001	TIF 1-9 MidWest Asst Living					
646	TaxIncrement 9-C&J Dev	\$12,600.00	\$0.00	\$0.00	\$12,600.00	0.00%
DEPT 46001	TIF 1-9 MidWest Asst Living	\$12,600.00	\$0.00	\$0.00	\$12,600.00	0.00%
FUND 405	TAX INCREMENT FINANCE PROJEC	\$14,000.00	\$0.00	\$100.00	\$13,900.00	0.71%
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%

OBJ	OBJ Descr	2014 Budget	JUNE 2014 Amt	2014 YTD Amt	2014 YTD Balance	%YTD Budget
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%
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%

OBJ	OBJ Descr	2014 Budget	JUNE 2014 Amt	2014 YTD Amt	2014 YTD Balance	%YTD Budget
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%
FUND 502 ECONOMIC DEVELOPMENT FUND						
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%
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 2004		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47009 2003 Joint Facility						
430	Miscellaneous	\$23,000.00	\$3,250.00	\$3,356.03	\$19,643.97	14.59%
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		\$23,000.00	\$3,250.00	\$3,356.03	\$19,643.97	14.59%
FUND 502 ECONOMIC DEVELOPMENT FUND		\$23,000.00	\$3,250.00	\$3,356.03	\$19,643.97	14.59%
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%

OBJ	OBJ Descr	2014 Budget	JUNE 2014 Amt	2014 YTD Amt	2014 YTD Balance	%YTD Budget
FUND 601 SEWER OPERATING FUND						
DEPT 43200 Sewer						
100	Wages and Salaries Dept Head	\$64,802.00	\$5,000.62	\$29,469.65	\$35,332.35	45.48%
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	\$4,698.00	\$362.54	\$2,175.24	\$2,522.76	46.30%
122	FICA	\$4,957.00	\$382.55	\$2,295.30	\$2,661.70	46.30%
131	Employer Paid Health	\$24,404.00	\$2,520.65	\$14,149.82	\$10,254.18	57.98%
132	Employer Paid Disability	\$480.00	\$43.73	\$262.38	\$217.62	54.66%
133	Employer Paid Dental	\$1,251.00	\$116.20	\$657.30	\$593.70	52.54%
134	Employer Paid Life	\$65.00	\$5.60	\$33.60	\$31.40	51.69%
136	Deferred Compensation	\$650.00	\$50.00	\$300.00	\$350.00	46.15%
151	Workers Comp Insurance	\$3,000.00	\$0.00	\$2,628.00	\$372.00	87.60%
200	Office Supplies	\$300.00	\$0.00	\$77.25	\$222.75	25.75%
208	Instruction Fees	\$2,500.00	\$0.00	\$255.00	\$2,245.00	10.20%
210	Operating Supplies	\$1,500.00	-\$598.31	-\$166.39	\$1,666.39	-11.09%
212	Motor Fuels	\$2,000.00	\$0.00	\$912.43	\$1,087.57	45.62%
213	Diesel Fuel	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
220	Repair/Maint Supply - Equip	\$5,000.00	\$1,704.00	\$3,848.41	\$1,151.59	76.97%
221	Repair/Maint Vehicles	\$1,500.00	\$0.00	\$1,024.36	\$475.64	68.29%
222	Tires	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
223	Bldg Repair Suppl/Maintenance	\$1,500.00	\$149.40	\$460.28	\$1,039.72	30.69%
229	Oper/Maint - Lift Station	\$15,000.00	\$198.66	\$6,395.34	\$8,604.66	42.64%
230	Repair/Maint - Collection Syst	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
231	Chemicals	\$12,000.00	\$840.22	\$4,223.07	\$7,776.93	35.19%
258	Unif Bob/Ted/Terry	\$300.00	\$53.98	\$194.96	\$105.04	64.99%
303	Engineering Fees	\$1,000.00	\$0.00	\$337.50	\$662.50	33.75%
304	Legal Fees (Civil)	\$250.00	\$0.00	\$0.00	\$250.00	0.00%
320	Communications	\$600.00	\$44.61	\$217.38	\$382.62	36.23%
321	Communications-Cellular	\$1,400.00	\$122.37	\$612.54	\$787.46	43.75%
322	Postage	\$800.00	\$0.00	\$269.30	\$530.70	33.66%
331	Travel Expenses	\$2,000.00	\$0.00	\$443.65	\$1,556.35	22.18%
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	\$8,146.34	\$8,146.34	-\$646.34	108.62%
381	Electric Utilities	\$26,000.00	\$1,941.95	\$13,301.98	\$12,698.02	51.16%
383	Gas Utilities	\$3,000.00	\$82.51	\$1,695.50	\$1,304.50	56.52%
384	Refuse/Garbage Disposal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
406	Lab Testing	\$10,000.00	\$695.59	\$2,743.09	\$7,256.91	27.43%
407	Sludge Disposal	\$12,000.00	\$0.00	\$0.00	\$12,000.00	0.00%
420	Depreciation Expense	\$200,000.00	\$0.00	\$0.00	\$200,000.00	0.00%
430	Miscellaneous	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
433	Dues and Subscriptions	\$300.00	\$0.00	\$225.00	\$75.00	75.00%
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	\$2,000.00	\$0.00	\$1,450.00	\$550.00	72.50%
452	Refund	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
500	Capital Outlay	\$10,000.00	\$0.00	\$512.50	\$9,487.50	5.13%
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 Blossol	\$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%

OBJ	OBJ Descr	2014 Budget	JUNE 2014 Amt	2014 YTD Amt	2014 YTD Balance	%YTD Budget
DEPT 43200	Sewer	\$427,357.00	\$21,863.21	\$99,150.78	\$328,206.22	23.20%
FUND 601	SEWER OPERATING FUND	\$427,357.00	\$21,863.21	\$99,150.78	\$328,206.22	23.20%
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	\$50,000.00	\$0.00	\$0.00	\$50,000.00	0.00%
DEPT 43200	Sewer	\$50,000.00	\$0.00	\$0.00	\$50,000.00	0.00%
DEPT 47007	2003 Series A Disposal					
600	Principal	\$1,905,000.00	\$0.00	\$0.00	\$1,905,000.00	0.00%
610	Interest	\$117,690.00	\$0.00	\$10,117.11	\$107,572.89	8.60%
615	Issuance Costs (Other Financin	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
620	Fiscal Agent s Fees	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
DEPT 47007	2003 Series A Disposal	\$2,023,690.00	\$0.00	\$10,117.11	\$2,013,572.89	0.50%
DEPT 47008	2003 Series B Sewer					
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	\$2,073,690.00	\$0.00	\$10,117.11	\$2,063,572.89	0.49%
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%
		\$5,886,157.00	\$296,855.79	\$1,907,224.20	\$3,978,932.80	32.40%

**City of Crosslake**  
**06/30/2014 Budget to Actual Analysis (Remove Debt Service, Capital Outlay and Operating Transfers)**

Description	2014 Budget	6/30/2014	2014 YTD Amt	2014 YTD Balance	2014 %YTD Budget
<b>Total Expense (From Month End Report For June 30, 2014)</b>	<b>\$ 5,886,157</b>	<b>\$ 296,856</b>	<b>\$ 1,907,224</b>	<b>\$ 3,978,933</b>	<b>32.40%</b>
<b>Adjustments:</b>					
<u>Less: All DS Issues</u>					
(101) Fire Administration - Principal	(14,896)	0	(14,896)	0	100.00%
(101) Fire Administration - Interest	(1,446)	0	(1,446)	(0)	99.98%
(101) Fire Administration - Fiscal Agent Fees	(425)	0	0	(425)	0.00%
(101) 2012 Series A - Principal	(175,000)	0	(175,000)	0	100.00%
(101) 2012 Series A - Interest	(37,903)	0	(19,826)	(18,077)	52.31%
(301) 2006 Series B - Principal	(145,000)	0	0	(145,000)	0.00%
(301) 2006 Series B - Interest	(18,230)	0	(9,115)	(9,115)	50.00%
(301) 2012 Series A - Principal	(130,000)	0	(130,000)	0	100.00%
(301) 2012 Series A - Interest	(3,900)	0	(2,600)	(1,300)	66.67%
(301) Fiscal Agent Fees	0	0	(2,520)	2,520	0.00%
(651) 2003 Series A Disposal - Principal ( Reported on Balance Sheet)	(1,905,000)	0	0	(1,905,000)	0.00%
(651) 2003 Series A Disposal -Interest	(117,690)	0	(10,117)	(107,573)	8.60%
(651) 2003 Series A Disposal - Fiscal Agent Fees	(1,000)	0	0	(1,000)	0.00%
<i>Total Debt Service</i>	<u>(2,550,490)</u>	<u>0</u>	<u>(365,520)</u>	<u>(2,184,970)</u>	14.33%
<u>Less - All Capital Outlay Accounts:</u>					
(101) Administration	(3,000)	(330)	(941)	(2,059)	31.37%
(101) Planning and Zoning	0	0	(349)	349	0.00%
(101) General Government Capital Outlay	(2,000)	0	(13,059)	11,059	652.96%
(101) General Government Capital Outlay - Bldgs	(5,000)	0	0	(5,000)	0.00%
(101) Police Administration Capital Outlay	(5,000)	(1,594)	(1,594)	(3,406)	31.88%
(101) Police Administration Capital Outlay - Vehicles	(40,000)	(3,872)	(36,868)	(3,132)	92.17%
(101) Fire Administration - Capital Outlay	(10,000)	(3,555)	(14,076)	4,076	140.76%
(101) Fire Administration - Capital Outlay - Vehicles	(146,771)	0	(229,104)	82,333	156.10%
(101) Public Works - Capital Outlay	(15,000)	0	(1,282)	(13,718)	8.55%
(101) Public Works - Capital Outlay - Vehicles ( Will move to Rd Const.)	(130,000)	0	0	(130,000)	0.00%
(101) Public Works - Capital Outlay - Crackfill	(25,000)	0	0	(25,000)	0.00%
(101) Public Works - Capital Outlay - Overlays/Road Const.	(169,194)	0	0	(169,194)	0.00%
(101) Cemetery - Capital Outlay	(1,000)	0	0	(1,000)	0.00%
(101) Parks and Recreation - Capital Outlay	(15,000)	(510)	(1,793)	(13,207)	11.96%
(101) Library	(500)	0	(4,895)	4,395	0.00%
(601) Sewer - Capital Outlay	(10,000)	0	(513)	(9,488)	5.13%
(651) Sewer - Capital Outlay	(50,000)	0	0	(50,000)	0.00%
<i>Total Capital Outlay</i>	<u>(627,465)</u>	<u>(9,862)</u>	<u>(304,475)</u>	<u>(322,991)</u>	48.52%
<u>Less: Operating Transfers Between Funds:</u>					
General Fund to Ambulance Project Fund	0	0	0	0	0%
General Capital Projects Fund to General Fund	0	0	0	0	0%
<i>Total Operating Transfers Between Funds</i>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	0%
<u>Less: Depreciation/Amortization</u>					
(601) Depreciation	(200,000)	0	0	(200,000)	0.00%
<b>Adjusted Expenditures</b>	<b>\$ 2,508,202</b>	<b>\$ 286,994</b>	<b>\$ 1,237,229</b>	<b>\$ 1,270,973</b>	<b>49.33%</b>
<b>Linear Assumption (6 Month/12 Months) = 50.00%</b>					
	<b>50.00%</b>		<b>\$ 2,943,079</b>		<b>0.67%</b>

City of Crosslake  
Pledged Collateral  
June 30, 2014

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	8.7%	\$ 199,448	\$ 250,000	\$ 0	\$ 0	\$ 0	0		
Lakes State Bank	17.1%	\$ 390,243	\$ 250,000	\$ 140,243	\$ 154,267	\$ 200,000	\$ 45,733	Letter of Credit #2552-14	11/14/2014
BlackRidge Bank	33.6%	\$ 769,979	\$ 250,000	\$ 519,979	\$ 571,977	\$ 1,000,000	\$ 428,023	Letter of Credit 4072-129	12/31/2014
Frandsen Bank and Trust	40.6%	\$ 929,049	\$ 250,000	\$ 679,049	\$ 746,954	\$ 1,427,133	\$ 680,179	31417YY84 MBS FNMA 38377TVJ7 GNR	05/01/2031; 05/20/2038
<b>Totals</b>	<b>100.0%</b>	<b>\$ 2,288,719</b>		<b>\$ 1,339,270</b>	<b>\$ 1,473,197</b>	<b>\$ 2,627,133</b>	<b>\$ 1,153,936</b>		

# Crosslake Communications

## Balance Sheet

For The Five Months Ending May 31, 2014

	<u>YTD Amount</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
Cash in Checking and Savings Accounts	448,792.40
Temporary Cash Investments	660,638.63
Restricted Cash Investments	920,299.59
Due From Customers	21,986.57
Other Accounts Receivable	71,225.40
Interest Receivable	3,685.04
Material - Regulated	85,584.54
Materials - Deregulated	9,671.46
Prepayments and Other	94,792.35
<b>Total Current Assets</b>	<b>2,316,675.98</b>
<b>Noncurrent Assets</b>	
Other Investments	49,800.11
Nonreg Plant and Equipment	295,710.82
Deferred Charges	70,352.16
<b>Total Noncurrent Assets</b>	<b>415,863.09</b>
<b>Plant, Property and Equipment - Telephone</b>	
Telecommunications Plant in Service	12,244,112.21
Plant Under Construction	179,291.18
Less Accumulated Depreciation - Telephone	(7,094,266.50)
<b>Net Plant - Telephone</b>	<b>5,329,136.89</b>
<b>Plant, Property and Equipment - Cable</b>	
Cable Plant in Service	2,731,185.12
Less Accumulated Depreciation - Cable	(2,384,746.68)
<b>Net Plant - Cable</b>	<b>346,438.44</b>
<b>Total Assets</b>	<b>\$ 8,408,114.40</b>
<b>LIABILITIES</b>	
<b>Current Liabilities</b>	
Accounts Payable	105,750.33
Advance Billings and Prepayment	25,633.59
Customer Deposits	56,951.50
Accrued Interest	2.08
Other Current Liabilities	67,788.57
<b>Total Current Liabilities</b>	<b>256,126.07</b>
<b>Long-Term Debt</b>	
2006 Utility Revenue Bond	2,930,000.00
<b>Total Long-Term Debt</b>	<b>2,930,000.00</b>
<b>Other Liabilities and Deferred Credits</b>	
Other Long-Term Liabilities	101,127.00
Other Deferred Credits	0.00
<b>Total Other Liabilities and Credits</b>	<b>101,127.00</b>
<b>EQUITY</b>	
Income Balance	(106,255.65)
Fund Equity	5,227,116.98
<b>Total Equity</b>	<b>5,120,861.33</b>
<b>Total Liabilities and Equity</b>	<b>\$ 8,408,114.40</b>

## Crosslake Communications

### Income Statement

For The Five Months Ending May 31, 2014

	<u>PTD Amount</u>	<u>LYPTD Amount</u>	<u>YTD Amount</u>	<u>LYTD Amount</u>
<b>Revenues</b>				
Local Network Service	38,081.77	40,106.58	177,696.22	185,919.05
Network Access Service Revenue	69,359.46	75,391.82	347,341.93	366,306.26
Directory and Other Misc. Reg Revenue	4,141.47	4,326.36	20,387.53	21,699.02
Internet, Computer Sales	82,678.94	68,623.13	331,969.31	291,497.13
Uncollectible Revenue	0.00	(119.42)	(10.50)	(137.50)
Cable Revenue	110,808.68	109,883.22	404,181.98	369,154.76
Tower, Rent and Ad Revenue	13,489.63	8,458.64	59,548.76	54,630.76
Other Sales, Lease and Install Revenue	12,375.92	11,836.03	63,039.64	52,757.57
<b>Total Operating Revenue</b>	<u>330,935.87</u>	<u>318,506.36</u>	<u>1,404,154.87</u>	<u>1,341,827.05</u>
<b>Operating Expenses</b>				
Plant Specific Operations Expense	37,254.84	31,740.28	178,898.47	171,507.13
Plant Nonspecific Operations Expense	27,010.76	28,597.02	145,508.05	150,522.08
Depreciation Expense	66,598.73	79,986.23	319,007.58	370,093.62
Customer Operations Expense	27,070.87	28,285.08	130,794.91	126,807.29
Corporate Operations Expense	27,106.65	26,956.36	173,383.79	185,878.93
Internet, Computer Sales Expense	28,819.82	25,346.11	131,851.21	126,342.56
Other Non Reg Expenses	1,428.91	4,218.91	6,218.80	14,475.13
Signal Purchases	64,644.92	59,887.86	254,587.51	238,060.98
Operating Transfers to City	23,141.32	23,109.25	115,705.74	115,523.72
<b>Total Operating Expenses</b>	<u>303,076.82</u>	<u>308,127.10</u>	<u>1,455,956.06</u>	<u>1,499,211.44</u>
<b>Total Operating Income (Loss)</b>	<b>27,859.05</b>	<b>10,379.26</b>	<b>(51,801.19)</b>	<b>(157,384.39)</b>
<b>Total Operating Ratio</b>	<b>91.58 %</b>	<b>96.74 %</b>	<b>103.69 %</b>	<b>111.73 %</b>
<b>Other Income (Expense)</b>				
Investment Income	1,609.81	1,093.94	7,957.57	7,742.08
Revenue Bond/Co Bank Interest	(11,700.83)	(12,825.83)	(58,504.15)	(64,129.15)
Amortize Debt Expense	(781.70)	(781.70)	(3,908.50)	(3,908.50)
Gain/(Loss) on Investments	0.00	(213.28)	0.00	643.83
Miscellaneous	(0.64)	0.47	0.62	1.30
<b>Total Other Income (Expense)</b>	<u>(10,873.36)</u>	<u>(12,726.40)</u>	<u>(54,454.46)</u>	<u>(59,650.44)</u>
<b>Total Net Income (Loss)</b>	<u>16,985.69</u>	<u>(2,347.14)</u>	<u>(106,255.65)</u>	<u>(217,034.83)</u>

# Crosslake Communications

## Detail of Reserve Balances

5/31/2014

<b><i>Restricted and Designated Investments</i></b>	
Revenue Bond Reserve	\$455,000.00
Cable Operations & Maintenance Reserve	\$32,911.69
Debt Service Revenue Bond	286,214.39
New Central Office Reserve (Switch)	0.00
Heavy Equipment Reserve	60,666.76
Vehicle Reserve	17,955.02
Building Maintenance Reserve	8,000.00
New Technology Reserve	59,551.73
<b><i>Total Restricted and Designated Investments</i></b>	<b><u>\$920,299.59</u></b>
Unrestricted Investments	660,638.63
<b><i>Total Investments</i></b>	<b><u><u>\$1,580,938.22</u></u></b>
Unposted Market Value Allow	\$21,294.40
Wells Fargo	1,095,004.56
Riverwood Bank	199,422.94
4M Fund	307,805.12
<b><i>Total Per Statements</i></b>	<b><u><u>1,602,232.62</u></u></b>

## CROSSLAKE COMMUNICATIONS

Regular Meeting, June 24, 2014

The Regular Meeting of the Crosslake Communications Advisory Board was called to order at 8:01 am by Chair John Moengen. Members present: John Moengen, Mike Myogeto, Mike Winkels, Ann Schrupp, Dennis Leaser and Jim Talbott. Members absent: Gordon Siemers and Steve Kohlmann. Also present were General Manager Paul Hoge, Mayor Darrell Schneider, Office Manager Debby Floerchinger, Accountant Cyndi Perkins, Operations Manager Jared Johnson, Patty Norgaard, Helen Fraser and Steve Roe.

### Actions Taken:

The Minutes of the May 27, 2014 Regular Meeting were reviewed. Ann Schrupp moved to approve the Minutes of May 27, 2014, second by Jim Talbott. All in favor, motion carried.

The May, 2014 Financial Statements were reviewed. Cyndi noted that in May we lost five AT&T T-1's which will be about \$3,000 in revenue a month. We will see a decrease going forward. Mike Winkels moved to accept the May 2014 Financial Statements. Second by Mike Myogeto. All in favor, motion carried.

### COMMUNICATIONS

- 1) CSAH 3. Jared reported that we have done a good job of getting out of the way. We do have one employee hurt so we had to employ AVID to do some plowing for us since we are short-staffed. The contractors will be meeting here on Tuesdays. They were moving the bituminous off of CSAH 3 yesterday. For the most part, we are completely out of the way. We have four areas of concern. The biggest concern areas are the retention ponds 1 and 2. The fiber line is right along the catch basin. We will be replacing 800 feet of that. Since we are short staffed, we will probably contract AVID to put the line in. Our staff will do the splicing. Pond 2 is multifaceted interconnecting multi-cable lines. We plan to bring the lines to the surface. We don't want the lines under the concrete. The weather has put them behind 6-8 weeks behind so they may go to extended hours. As far as contractor assistance, right now we have paid AVID \$41,000 in contractor assistance. We have about \$17-18,000 left in the budget.
- 2) Call Center Script. The revised script was reviewed. There was considerable discussion on this topic. John Moengen left the meeting at 9:00 am.
- 3) Rate Floor. Paul reported that about two months ago he had talked about the rate floor going up to \$20.46. As of June 11, the local rate floor will be \$14 until January 2, 2015, and then it will go to \$16.00. We aren't affected at this time.
- 4) Call Termination. Paul reported that Matrix was fined for not terminating calls. He thinks that things are getting better. The last reports that we were informed of were on March 17, April 23 and June 9. The Minnesota PUC has call termination on their 6/27/14 agenda.
- 5) Annual Customer Service Survey. Debby reported that we have only received about 67 survey responses to date. She has put another bill insert in the July bills extending the time to respond to the end of July. We are hoping to get more responses. She also reported on the Customer Service Postcards that the technicians leave behind after installs/troubles. Lastly she reported that the Council approved working with Measure-X for the random calls to customers. Debby recently received the contract and has started working on the database and questions.
- 6) Consultant Update. Paul reported that Charles Mead will be here July 1<sup>st</sup> to talk to us. Paul and Mike Lyonais talked to them by phone last week. The staff has been working on answers to the questions

Charles Mead provided and have only a few left to send to them. Several board members presented questions to the Mayor. Discussion followed.

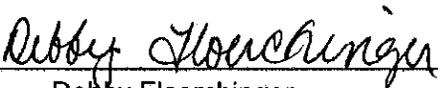
#### OTHER BUSINESS

- 1) Paul reported that the sports section of the Brainerd Dispatch was not completed in last Sunday's paper because the Internet was down. Crosslake Communications was not down.
- 2) CSAH 36. Jared reported that he received plans for County Road 36 if anyone would like to see them.
- 3) TAM. Paul reported that the TAM charge on the customers' bills will go from \$0.06 to \$0.08.
- 4) Helen stated that we need to keep in mind how few telephone subscribers we have and the profit that they help generate helps everyone in the city keep the taxes down. She also said that we have always been governed by the City Council or Town Board and it's always been a hassle. They even had a city attorney one time state as it was down to a vote that they would be selling the goose that lays the golden egg. She also asked if the City Council on their own could sell the company without a vote. Steve Roe stated that the State has abolished the rule to vote on the sale of a telephone company.

The next Regular Crosslake Communications Advisory Board meeting is scheduled for July 27, 2014 at 8:00 am at Crosslake Communications.

Ann Schrupp moved to adjourn the meeting at 10:10 am. Second by Dennis Leaser. All in favor, motion carried.

Cc: Gordon Siemers  
Dennis Leaser  
Mike Winkels  
Mike Myogeto  
Steve Kohlmann  
Ann Schrupp  
Jim Talbott  
Darrell Schneider, Mayor  
John Moengen  
Steve Roe  
Gary Heacox  
Mark Wessels

  
\_\_\_\_\_  
Debby Floerchinger

## CROSSLAKE COMMUNICATIONS

## Accounts Payable

## Check Register

05/01/2014 To 05/31/2014

Bank Account: General Account

Check	Date	Vendor Name	Reference	Amount
1412	05/01/2014	FRANSEN BANK AND TRUST	APRIL VISA CHARGES	3,836.54
1426	05/09/2014	INTERNAL REVENUE SERVICE	FED, FICA, MEDICARE	7,207.92
1427	05/09/2014	PERA	PERA EE & ER	4,000.22
1428	05/09/2014	MINNESOTA DEPT OF REVENUE	MINNESOTA W/H	1,236.15
1429	05/09/2014	ING-DEFERRED COMP	DEFERRED COMP EE & ER	2,381.92
1430	05/12/2014	CITY OF CROSSLAKE (SEWER)	APRIL SEWER	37.00
1431	05/30/2014	INTERNAL REVENUE SERVICE	MAY EXCISE TAX	1,367.14
1445	05/23/2014	INTERNAL REVENUE SERVICE	FED, FICA, MEDICARE	8,174.65
1446	05/23/2014	PERA	PERA EE & ER	4,015.13
1447	05/23/2014	MINNESOTA DEPT OF REVENUE	MINNESOTA W/H	1,429.42
1448	05/23/2014	ING-DEFERRED COMP	DEFERRED COMP EE & ER	2,331.92
1449	05/27/2014	CROW WING POWER	ELECTRIC SERVICE	4,315.48
1450	05/30/2014	MINNESOTA DEPT OF REVENUE	SALES & USE TAX	12,121.00
29919	05/09/2014	PAUL BUNYAN COMMUNICATIONS	MAY LOCAL CHANNEL TRANSPORT	800.00
29920	05/09/2014	NAPA OF CROSSLAKE	ANTENNA FOR LARRY'S TRUCK	14.58
29921	05/09/2014	BRAINERD DAILY DISPATCH	SPRING SPORTS AD	49.00
29922	05/09/2014	LAKES PRINTING	BUSINESS CARDS, "THANK YOU" CARDS, RECEIPTS	420.82
29923	05/09/2014	GOPHER STATE ONE CALL	LOCATES	147.90
29924	05/09/2014	ONVOY VOICE SERVICES	6264 PROGRAM	226.21
29925	05/09/2014	OLSEN THIELEN CO LTD	MTA/MIC ACTIVITY, AUDIT PRES, CPR REV, GENERAL	4,939.13
29926	05/09/2014	POWER & TELEPHONE SUPPLY	JUMPERS	483.10
29927	05/09/2014	UNITED PARCEL SERVICE	WEEKLY SERVICE	113.00
29928	05/09/2014	CROSSLAKE COMMUNICATIONS	PHONE SERVICE, COMM CTR VOICE MAIL	1,027.86
29929	05/09/2014	DEBORAH FLOERCHINGER	MILEAGE TO MTA OFFICE MGR/HR CONF.	255.36
29930	05/09/2014	CITY OF CROSSLAKE	OPERATING TRANSFER, ACE HDW REIMBURSE	22,107.44
29931	05/09/2014	XCEL ENERGY	METER CHARGES - SUNRISE & 16/ NATL GAS	352.41
29932	05/09/2014	DELTA DENTAL PLAN OF MINNESOTA	BALANCE DUE FOR APRIL PREMIUM	1,308.85
29933	05/09/2014	AMERIPRIDE LINEN & APPAREL	RUG & TOWEL SERVICE	127.95
29934	05/09/2014	MINNESOTA 9-1-1 PROGRAM	911, TAP, TAM	1,492.83
29935	05/09/2014	NCPERS MINNESOTA	MAY LIFE PREMIUM	48.00
29936	05/09/2014	ELECTRIC SCIENTIFIC CO INC	SEMI ANNUAL MAINT FIRE SUPPRESSION & PAR	1,026.43
29937	05/09/2014	NATIONAL CABLE TELEVISION COOP	APT AMPS, RG11 & RG6, GROUND RODS, CONDUIT, TRAPS	8,589.09
29938	05/09/2014	CENTRAL TRANSPORT GROUP LLC	4 EA DSI'S	2,332.32
29939	05/09/2014	ASSURANT EMPLOYEE BENEFITS	MAY LONG TERM DISABILITY	506.45
29940	05/09/2014	PINNACLE	TELEPHONE DIRECTORY - 9	1,060.38
29941	05/09/2014	AVID COMMUNICATION CONST. INC	CONTRACT PLOWS	10,047.87
29942	05/09/2014	UNIVERSAL SERVICE ADMIN CO.	APRIL FUSC	2,987.68
29943	05/09/2014	ANDERSON BROTHERS CONSTRUCTION	PEA ROCK FOR SETTING PEDS	108.50
29944	05/09/2014	ROVI GUIDES	AFFILIATE PAYMENT	325.43
29945	05/09/2014	SHOWTIME NETWORKS INC	AFFILIATE PAYMENT	325.19
29946	05/09/2014	FOX SPORTS NET NORTH	AFFILIATE PAYMENT	9,251.70
29947	05/09/2014	TOWER DISTRIBUTION COMPANY	AFFILIATE PAYMENT	304.96
29948	05/09/2014	D F COUNTRYMAN CO INC	2 EA CATV 1228HP PEDESTALS	567.08
29949	05/09/2014	JOAN HARRELL	CAFE PLAN REIMBURSEMENT - BAL 442.72	57.58
29950	05/09/2014	VANTAGE POINT	APRIL TTP SERVICE	210.00
29951	05/09/2014	AT&T - DALLAS TX	PARS 5-1-14	136.46
29952	05/09/2014	7SIGMA SYSTEMS INC	APRIL CONSULT & SSL CERTIFICATES	2,294.00
29953	05/09/2014	CYNTHIA PERKINS	MILEAGE TO MTA CONFERENCE	174.72
29954	05/09/2014	DANIELSON INC.	TECH E&O POLICY	4,262.00
29955	05/09/2014	CROSSLAKE ACE	HDWR, PVC, TOOLS, BATTERIES	323.73
29956	05/09/2014	NATIONAL CABLE TEL COOP INC	AFFILIATE PAYMENT	31,701.16
29957	05/09/2014	CALIX NETWORKS INC	ONT'S, UPS, CASES	9,572.57
29958	05/09/2014	WASTE PARTNERS INC.	APRIL TRASH REMOVAL	78.18
29959	05/09/2014	DISCOVERY COMMUNICATIONS INC.	AFFILIATE PAYMENT	179.35
29960	05/09/2014	GE CAPITAL	COPIER LEASE 51 OF 60	362.03
29961	05/09/2014	HUBBARD BROADCASTING, INC.	AFFILIATE PAYMENT	482.80
29962	05/09/2014	4M FUND F.B.O. 35373-101	TO FUND DEBT SERVICE RESERVE	37,534.17

29963	05/09/2014	TOTALFUNDS BY HASLER	POSTAGE	500.00
29964	05/09/2014	ONLINE INFORMATION SERVICES	15 EXCHANGE REPORTS	70.50
29965	05/09/2014	HUB TELEVISION NETWORKS, LLC	AFFILIATE PAYMENT	32.22
29966	05/09/2014	BIG 10	AFFILIATE PAYMENT	2,275.46
29967	05/09/2014	VERIZON WIRELESS	CELL PHONES	236.74
29968	05/09/2014	AQUARIUS WATER CONDITIONING INC.	MAY WATER SOFTENER RENTAL	44.89
29969	05/09/2014	NISC	APRIL LICENSE FEES & TRAINING	2,369.71
29970	05/09/2014	KNIPPEL WELDING	REPAIR BLADE & RUNNING BOARD BRACKETS	1,375.00
29971	05/09/2014	FOX TELEVISION STATIONS, INC.	AFFILIATE PAYMENT	2,301.74
29972	05/09/2014	CBS TELEVISION STATIONS	AFFILIATE PAYMENT	1,403.50
29973	05/09/2014	RED ROCK RADIO WWVI	LOCAL SPORTS AD	120.00
29974	05/09/2014	PREMIER AUTO REPAIR	BRAKES, TIRES, ALIGNMENT-RON'S TRUCK	1,042.84
29975	05/09/2014	RICHARD C PETERSON	CREDIT REFUND	33.09
29976	05/09/2014	VIRGINIA R KOEPKE	CREDIT REFUND	15.06
29977	05/09/2014	DANIEL JOHNSON	CREDIT REFUND	16.95
29978	05/09/2014	ANGELA DISCHINGER	CREDIT REFUND	154.90
29979	05/09/2014	JACQUELINE EBERLEIN	CREDIT REFUND	47.82
29980	05/09/2014	STACY BURNHAM	CREDIT REFUND	259.11
29981	05/23/2014	IBEW LOCAL UNION 949	UNION DUES	465.63
29983	05/23/2014	EMILY COOPERATIVE TELEPHONE	APRIL INTERNET USAGE-23 MBPS	1,055.00
29984	05/23/2014	LARRY EVENSON	CAFE PLAN REBURSEMENT - BAL 455.40	540.60
29985	05/23/2014	ONVOY VOICE SERVICES	SS7 SERVICE, OPR SERV, LAKES LONG DIST.	9,525.89
29986	05/23/2014	OLSEN THELEN CO LTD	CAF ICC DATA COLLECTION	350.00
29987	05/23/2014	POWER & TELEPHONE SUPPLY	24 HYSOL KITS	824.23
29988	05/23/2014	CITI LITES INC	LOCATES	1,845.35
29989	05/23/2014	THE OFFICE SHOP INC.	INK CARTRIDGES & TAPE	214.63
29990	05/23/2014	DITCH WITCH OF MINNESOTA INC	REPAIR RT90 DITCH WITCH	2,260.44
29991	05/23/2014	DELTA DENTAL PLAN OF MINNESOTA	JUNE DENTAL PREMIUM	1,124.70
29992	05/23/2014	NATIONAL CABLE TELEVISION COOP	15 EA DCX3510	7,397.01
29993	05/23/2014	NEUSTAR INC.	SOW & LNP CHARGES	136.67
29994	05/23/2014	THE DOOR DOCTOR	OPENER FOR BACKHOE DOOR	525.00
29995	05/23/2014	MINNESOTA LIFE INSURANCE CO	JUNE LIFE PREMIUM	197.90
29996	05/23/2014	AVID COMMUNICATION CONST. INC	CONTRACT PLOWS	24,133.69
29997	05/23/2014	TV GUIDE NETWORK	AFFILIATE PAYMENT	565.69
29998	05/23/2014	JOAN HARRELL	CAFE PLAN REIMBURSEMENT - BAL 402.31	40.41
29999	05/23/2014	MIKES ELEC OF CROSSLAKE LLC.	ELEC WORK IN EXCHANGE FOR BASEMENT	660.00
30000	05/23/2014	CROW WING COUNTY HIGHWAY DEPT.	APRIL UNLEAD & DIESEL FUEL	1,125.72
30001	05/23/2014	THELEN HEATING & ROOFING INC.	PREVENTATIVE MAINTENANCE OF HVAC SYSTEM	350.00
30002	05/23/2014	CORNERSTONE PUBL GROUP INC.	JUNE NEWSLETTER	1,898.10
30003	05/23/2014	KARE GANNETT CO., INC	APRIL AFFILIATE PAYMENT	1,207.44
30004	05/23/2014	CALIX NETWORKS INC	24 ONT ENCLOSURES	765.19
30005	05/23/2014	CHARTER BUSINESS	MAY INTERNET FEED	2,250.00
30006	05/23/2014	TIGER DIRECT	ACER ASPIRE - JARED	2,477.53
30007	05/23/2014	CHERI E. AYD	MAY OFFICE CLEANING	689.34
30008	05/23/2014	FIRST CHOICE COMMUNICATIONS	3 EA C-COR MODULES W/ HOUSING	1,254.33
30009	05/23/2014	ARIN	ANNUAL RENEWAL FOR ISP REGISTRATION	2,000.00
30010	05/23/2014	TIME COMMUNICATIONS	MAY/JUNE ANSWERING SERVICE	367.92
30011	05/23/2014	COOPERATIVE NETWORK SERV LLC	LOCAL CHANNEL TRANSPORT	500.00
30012	05/23/2014	NTCA GROUP HEALTH PLAN	JUNE HEALTH & LIFE PREMIUM	16,405.82
30013	05/23/2014	DQ TECHNOLOGY	30 EA DSI ROUTERS	1,752.57
30014	05/23/2014	NISC	MAY BILLING, MAINT., NECA CHANGES	5,062.12
30015	05/23/2014	METRO SALES, INC.	MONTHLY MAINTENANCE 5/23-6/23	179.55
30016	05/23/2014	MIDWEST FAMILY EYE CENTER	SAFETY GLASSES - BILL GORDON	176.46
30017	05/23/2014	INTELLIWEATHER, INC	MAY WEATHER FEED	349.00
30018	05/23/2014	ANDEC GROUP	20,074 FT 24 FIBER	6,302.82
			<b>Total for General Account</b>	<b>\$320,447.04</b>
<b>Bank Account:</b>	<b>Investment Account</b>			
1239	05/01/2014	NORTHLAND TRUST SERVICES INC.	BOND INTEREST PAYMENT	70,205.00
			<b>Total for All Accounts</b>	<b>\$390,652.04</b>

CROSSLAKE COMMUNICATIONS  
HIGHLIGHTS FOR JUNE, 2014

1. **Minutes** of June 24, 2014 Crosslake Communications Advisory Board Meeting are included.
2. The **Financial Statements** for May 2014 are included (motion needed).
3. The list of **May 2014 checks/disbursements** are included (motion needed).
4. The **Customer Counts Report** has been included in the packet.
5. The Advisory Board was updated on the **CSAH 3 Project**.
6. The **Annual Customer Survey** is available online this year.
7. Our **Annual Customer Open House** is scheduled for Wednesday, August 13<sup>th</sup> from 9:00 am to 3:30 pm.
8. The deadline to complete our **Annual Customer Survey** is July 31<sup>st</sup>. We encourage everyone to complete it online at [www.crosslake.net](http://www.crosslake.net) or call our office for a paper copy.
9. Our **Network Engineer Paul Davis** has given notice that he is leaving employment effective July 18<sup>th</sup>.

CROSSLAKE COMMUNICATIONS  
CUSTOMER COUNTS

	Jun-13	Jul-13	Aug-13	Sep-13	Oct-13	Nov-13	Dec-13	Jan-14	Feb-14	Mar-14	Apr-14	May-14	Jun-14
<b>Telephone Service</b>													
Telephone Lines	1806	1792	1786	1775	1748	1747	1730	1719	1719	1712	1705	1689	1678
Telephone Vacation Disconnected	22	20	20	37	133	155	167	182	183	143	31	19	19
Percentage of Telephone Customers Disconnected	1%	1%	1%	2%	8%	9%	10%	11%	11%	8%	2%	1%	1%
<b>Extended Calling/Pequot</b>													
Expanded Calling/CTC,Emily	345	343	342	341	333	332	324	320	317	317	306	310	308
	46	46	46	45	45	45	45	45	46	45	45	45	45
<b>Cable TV Service</b>													
Basic	237	233	230	232	240	246	248	255	257	259	257	248	257
Expanded Basic	1453	1447	1432	1422	1407	1399	1397	1396	1392	1386	1386	1395	1390
Digital TV	257	257	257	261	260	263	260	258	258	272	272	269	268
Total Crosslake Customers	1947	1937	1919	1915	1907	1908	1905	1909	1907	1917	1915	1912	1915
<b>Total Cable Customers</b>													
Cable Vacation Disconnected	24	17	21	171	565	670	730	767	771	710	302	49	20
Percentage of Cable Customers Disconnected	1%	1%	1%	8%	28%	26%	28%	29%	29%	27%	14%	2%	1%
<b>Premium Channels</b>													
HBO Pkg	69	70	69	66	64	63	62	59	61	65	65	67	67
Cinemax	42	41	41	38	36	35	37	35	35	35	37	38	39
Showtime Pkg	33	34	34	31	29	29	31	32	33	32	33	35	37
Starz/Encore Pkg	47	48	46	46	44	44	44	42	42	42	43	43	44
HD TV	266	276	276	278	279	278	280	281	282	285	287	296	298
DVR and 2nd HD boxes	189	194	196	198	193	195	194	196	198	200	200	203	214
1st Box No Charge	220	218	214	215	214	215	213	209	209	211	210	210	206
<b>Internet Service</b>													
Dial Up Internet	29	28	27	24	21	22	21	20	19	18	18	16	15
High Speed Internet	1290	1291	1298	1300	1303	1309	1319	1324	1327	1332	1340	1357	1372
Mail Box Only	199	197	199	197	190	197	205	206	210	205	185	177	181
Cable Modems	74	76	75	73	71	71	71	71	72	73	70	70	74
High Speed Vacation Disconnected	7	7	11	63	215	242	281	313	310	281	121	24	14
Percentage of High Speed Customers Disconnected	1%	1%	1%	4%	14%	15%	17%	19%	18%	17%	8%	2%	1%

# Crosslake Fire Department

Date: June 2014

# Calls

Description of Incident	Calls	YTD	2013 YTD
<b>3 - Rescue &amp; Emergency Medical Services</b>			
311 - Medical Assist - Assist EMS Crew	16	109	114
300 - Rescue, EMS Incident	1	1	3
322 - Motor Vehicle Accident with Injuries		3	5
324 - Motor Vehicle Accident with No Injuries		1	2
340 - Search for Lost Person			1
342 - Search for Lost Person in Water			
362/363 - Ice Rescue/Swift Water Rescue	1	1	
326 - Snowmobile Accident With Injuries			
<b>Total Medical:</b>	<b>18</b>	<b>115</b>	<b>125</b>
<b>1 - Fire</b>			
111 - Building Fire		3	2
111 - Building Fire (Mutual Aid)	1	4	1
114 - Chimney Fire		1	
100 - Fire Other/LightningStrike		4	
143 - Grass Fire/Wildland Fire		2	3
131 - Automobile Fire			1
<b>Total Fire:</b>	<b>1</b>	<b>14</b>	<b>7</b>
<b>4 - Hazardous Condition (No Fire)</b>			
412 - Gas Leak (Natural Gas or LPG)	1	1	3
424 - Carbon Monoxide Alarm			
444 - Power Line Down/Trees on Road	1	1	
<b>Total Hazardous Condition:</b>	<b>2</b>	<b>2</b>	<b>3</b>
<b>6 - Good Intent Call</b>			
611 - Dispatched and Cancelled en route	3	7	6
609 - Smoke scare, Odor of smoke		1	
<b>Total Good Intent:</b>	<b>3</b>	<b>8</b>	<b>6</b>
<b>7 - False Alarm &amp; False Call</b>			
743 - Smoke Detector Activation - No Fire	1	6	8
733 - Smoke Detector Activation due to Malfunction			
746 - Carbon Monoxide Detector Activation - No CO		1	3
731 - Sprinkler Activation due to Malfunction			
<b>Total False Alarms:</b>	<b>1</b>	<b>7</b>	<b>11</b>
<b>Total Incidents:</b>	<b>25</b>	<b>146</b>	<b>152</b>



NORTH AMBULANCE  
CROSSLAKE

JUNE 2014 RUN REPORT

TOTAL CALLOUTS: 68  
NIGHT: 29 DAY: 39

No Loads: 07  
Cancels: 14  
Fire Standbys: 00  
Police Standbys: 00  
Transported Patients: 47

CROSSLAKE: 21 (1 No Load, 3 Cancel)  
BREEZY POINT: 12 (2 No Load, 1 Cancel)  
IDEAL: 01 (1 Cancel)  
MISSION: 01  
FIFTY LAKES: 04 (2 Cancel)  
MANHATTAN BEACH: 00  
CENTER: 01 (1 No Load)  
TIMOTHY: 00

MUTUAL AID TO:  
PINE RIVER: 09 (2 No Load, 4 Cancel)  
BRAINERD: 15 (1 No Load, 3 Cancel)

BLS TRANSFERS: 00  
ALS TRANSFERS: 04

ALS INTERCEPTS (ADVANCED LIFE SUPPORT):

BRAINERD: 00  
PINE RIVER: 00  
AIRCARE: 00

ECONOMIC DEVELOPMENT AUTHORITY  
MEETING MINUTES  
8:30 A.M. – JUNE 4, 2014  
City Hall

1. The regular monthly meeting of the Crosslake EDA was called to order at 8:33 A.M. by Patty Norgaard with the following members present: Patty Norgaard, Steve Roe, Mark Wessels, and Dennis Leaser. Bill Forsythe was absent. Also in attendance were Finance Director/Treasurer Mike Lyonais, General Manager Paul Hoge, Chris Robinson and Sheila Haverkamp of BLAEDC, Dave DesMarais of Frandsen Bank, and Mike Stone of Crosswoods Golf Course.
2. Dave DesMarais of Frandsen Bank reported to the EDA that Mike Stone has requested funding from Frandsen Bank to expand Crosswoods Golf Course. Mike Stone gave a brief update of the history of the golf course and stated that the current project is to acquire an additional 17.79 acres of land adjacent to the golf course and to then improve a 32.94 acre parcel to add 9 holes of golf to the current 18 hole course. Total project costs are \$714,000, with Frandsen Bank & Trust providing financing in the amount of \$450,000. The Stone's are providing \$164,000 in equity. A loan of \$100,000 is being requested from the Crosslake Revolving Loan Fund. The loan will bear interest at the rate of 4.25% (prime plus 1%), amortized over ten years. A closing date of August 1, 2014 is proposed. Mike Stone stated that it is difficult to determine how many jobs may be added because part-time employees may become full-time employees.

A MOTION WAS MADE BY PATTY NORGAARD, SECONDED BY DENNIS LEASER TO RECOMMEND TO THE CITY COUNCIL APPROVAL OF GAP FINANCING IN THE AMOUNT OF \$100,000 FROM THE CROSSLAKE REVOLVING LOAN FUND TO CROSSWOODS GOLF COURSE, INC. AND CROSSWOODS PROPERTIES, LLC FOR THE EXPANSION OF THE CROSSWOODS GOLF COURSE AS OUTLINED IN A MEMO DATED 6/4/14 FROM CHRIS ROBINSON OF BLAEDC.

3. A MOTION WAS MADE BY STEVE ROE, SECONDED BY DENNIS LEASER TO APPROVE THE MINUTES OF THE MAY 7, 2014 MEETING. AYES: ALL.
4. The Revolving Loan Fund balance information was included in the packet for information. No action was required.
5. Patty Norgaard reported that the Light Up the Dam project is in need of funding and asked if this would be a project that the EDA could help with. Mark Wessels and Dennis Leaser were not in favor of using EDA funds for this project. A MOTION WAS MADE BY STEVE ROE TO APPROVE THE CONTRIBUTION OF \$1,850 TOWARDS THE LIGHT UP THE DAM PROJECT. The motion died for lack of a second.

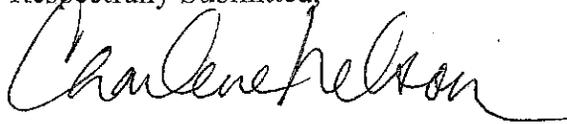
Patty Norgaard reported that she has written a grant to the Anderson Family Trust for the construction of two bird feeders and management of the feeders for three years at a cost of \$3,500. Many groups would like to attract people to the area for bird watching. A brief

discussion ensued regarding the EDA's involvement in this project. Mark Wessels suggested that the Army Corps of Engineers or the Park Department take over the project.

6. Patty Norgaard reported that the Crosslake Community School Fundraising Dinner will be held June 5<sup>th</sup> and that donations continue being sought for the 4<sup>th</sup> of July fireworks display.

There being no further business at 9:45 A.M., PATTY NORGAARD ADJOURNED THE MEETING.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Charlene Nelson". The signature is written in black ink and is positioned above the printed name and title.

Charlene Nelson  
City Clerk

**Crosslake Park/Library Commission Minutes**  
**2:00 P.M. Wednesday, May 28, 2014**

**Members Present:** Chair Joe Albrecht, Council Liaison-Mark Wessels, Robb Reed, John Pribyl, Ron Lessard, Gary Nordstrom, Alden Hardwick, Park, Recreation and Library Director-Jon Henke

I. Meeting Called to Order at 2:03 pm.

II. Approve Minutes from April 23, 2014

**Motion to Approve Minutes as written: Pribyl/Nordstrom Unanimous**

III. Paddling the Park Update

Charge for program participation will be \$15 which is a change from the last discussion. We will receive 20% of registration fees. Liability waiver has been received. At last check, there is plenty of water on the pond for the class.

IV. Pickleball

Program continues to grow a little each week as we had 13 participants last night. Jon ordered and received 2<sup>nd</sup> net and set of equipment at a cost of just under \$500. We would have space for a 3<sup>rd</sup> court in the gym but will use rental income to purchase.

V. PAL Update

A) Trails---Tours of the trail system have started. Another volunteer has stepped forward to drive. We will need more advertising to fill reservations. Tours are approximately 45 minutes in length.

All supplies to build new boardwalk have been donated by local business who wishes to remain anonymous. Three volunteers are working on this project in conjunction with PAL. After completion access through the swamp will be available all year.

B) Calendar---Copies of the new calendars, a joint project of PAL and the Chamber, are now available. Once again the calendar was put together by Kelli Engstrom, with Cindi Mygoto of the Chamber and Jesse Eide soliciting the ads.

VI. Tennis Court

Jon showed the Commission members the plaque the PAL Foundation has purchased for the ceremony. The plaque will be placed at the courts attached to a rock that was chosen specifically for this purpose.

Quik Start equipment has been purchased with a \$300 USTA Matching Funds Grant, along with LED flashlights to be used for prizes at the ceremony. Other activities planned for that day

include: ribbon cutting ceremony, cake, kids activities, and demonstrations. Jon will advertise in local newspapers and with email reminders to all current tennis players.

Work on the windscreens will be completed soon.

#### VII. Parking Lot

The plan is to start the first week of June. When completed, there will be angle parking and one-way traffic. Completion time is estimated at 4-5 days. After that time, traffic in the park will be restricted to paved roads only.

#### VIII. Controlling Traffic in the Park

All roads will be secured with gates. The current Park Ordinance states that traffic be allowed on paved areas only. This ordinance has not been enforced up to this time. To begin enforcement, police will inform first, then warn instead of actually writing tickets. Hopefully, follow through on this issue will help prevent future problems and safety concerns. There will be a designated road plowed for the ice skating pond and for any special event warranting access.

#### IX. Garden Expansion

The cabin located in the garden area has now been moved. Dean Eggena is providing a place to dispose of foundation at a special rate.

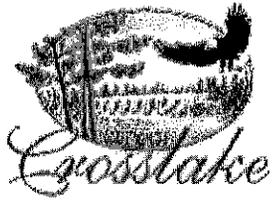
#### X. Open Forum

Soccer Camp—A youth Soccer Camp hosted by Richard Lacerte of the UNAFc will be offered to area youth at the Crosslake Park August 11-15 and 18-22. Fee will be \$65.00 per participant. Two age levels will be offered: K-3 and 4-8.

Advertising - Mark talked about the importance of advertising. Jon thought that maybe we could look at a publication called "What's Happening Crosslake". More discussion will take place in the future on this idea.

#### XI. Motion to Adjourn: Lessard/Pribyl Favor: Unanimous

---



**STATED MINUTES**

**City of Crosslake  
Planning and Zoning Commission**

**May 23, 2014  
9:00 A.M.**

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

1. Present: Aaron Herzog, Chair; Dave Nevin, Vice-Chair; Alternate, Matt Kuker; Joel Knippel; and Mark Wessels, Council Member Gary Heacox
2. Absent: Scott Johnson, Mark Lafon
3. Staff: Paul Herkenhoff, Crow Wing County Survey/Planning Coordinator, Jon Kolstad, Crosslake Land Services Specialist, Sue Maske, Planning Assistant
4. 4-25-14 Minutes & Findings – **Motion by Knippel; supported by Nevin to approve the minutes as written. All members voting “Aye”, Motion carried.**
5. Old Business
  - 5.1 CL Ox, LLC, The Bourbon Room – Variance for number of parking spaces
6. New Business
  - 6.1 WLF Properties, LLC – Subdivision
  - 6.2 Bandit Properties, LLC – Variance for side yard setback
7. Adjournment

**CL Ox, LLC – The Bourbon Room  
120054308D00009**

The applicant was not present. Herkenhoff read the request into the record. A statement dated 3-21, 2014 from the Crow Wing County Highway Department had the following comments/concerns: 1) provide layout of new parking spaces showing ingress/egress movements with existing access off of CSAH 66. The highway department does not see the benefits of adding on to the existing parking lot, 2) winter snow removal – plowing of snow off CSAH 66 by County forces places additional snow on parking lots adjacent to the roadway. Snow removal from the parking lots must be moved away from CSAH 66, 3) no parking along curb on CSAH 66 adjacent to the parking lot. No parking area/yellow curb painting and signing will need to be lengthened, 4) no additional accesses off CSAH 66 will be allowed & 5) if the existing parking lot has to be increased according to zoning, we support paving/parking to the curb and encroaching on the right of way as long as above conditions are met. A letter dated 4-14-14 from the Crow Wing County Highway Department stated the highway department has safety concerns with the parking around the Bourbon Room. Although there is not much that can be done, we request that the City extend the no parking ban to include the entire length of the curb in front of the building. This will at least allow for better visibility when vehicles exit the parking lot. The previous plan to add additional parking spaces did not increase safety from the highway department's perspective. There are issues with ingress and egress, drainage, snow removal and storage plus environmental impacts if the existing parking lot is expanded. The City of Crosslake received one (1) letter in opposition. Sandra Melberg expressed concerns with septic capacity for the proposed expansion, number of handicap parking spaces required and the ADA requirements for the bathroom facilities. Discussion concerned the 3-27-14 & 5-22-14 on-sites; noise; ADA requirements for bathroom; number of parking spaces; impervious coverage; seating capacity; expanding the no parking zone along County Road 66; 60 day rule and the septic capacity for the proposed addition.

**May 25, 2014 Action:**

**Motion by Herzog; supported by Nevin to deny the variance for Seventeen (17) parking spaces where thirty-nine (39) are required for a bar/restaurant per Chapter 26, Sec 26-672A of the Code of Ordinances for the City of Crosslake due to the 60-day extension expires on June 26, 2014 one day prior to the June 27, 2014 Planning Commission/Board of Adjustment meeting.**

**Findings:**

- 1. The 60-Day Rule would expire before the next meeting held on June 27, 2014**
- 2. The applicant failed to extend the 60-Day Rule beyond June 26, 2014**
- 3. The applicant was not present to clarify his plans on bathroom and other fact issues presented as concerns at the hearing.**

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

**Motion by Herzog; supported by Kuker to allow the application to be placed on the June 27, 2014 agenda if a signed 60-day extension form is submitted to the Crosslake Planning and Zoning Office prior to June 10, 2014. There were be no additional fees required to be placed on the June 10, 2104 agenda.**

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

May 23, 2014 Planning & Zoning Commission Meeting

**WLJ Properties, LLC  
120311200A00009**

Attorney Jerry Brine represented the applicant. Herkenhoff read the request into the record. Discussion concerned surrounding zoning and access.

**May 23, 2013 Action:**

**Motion by Nevin; supported by Knippel to recommend to the Crosslake City Council to approve the subdivision of parcel #120311200A00009 involving 3.03 located in part of the NW1/4 of NE1/4, Sec 31, City of Crosslake**

**Findings: See attached**

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



Planning and Zoning Commission  
Summary of Record

**WLJ Properties, LLC** – Part of NW1/4 of NE1/4, Sec 31, City of Crosslake,  
120311200A00009 lying south of Perkins Road on north shore of Crosslake-GD

Request:

- To subdivide parcel #120311200A00009 to create one parcel involving 3.03 acres

Chronology of events:

- April 25, 2014 – Application submitted
- May 13, 2014 – Published in local newspaper
- May 09, 2014 – Notices sent out
- May 22, 2014 – Board on-site
- May 27, 2014 – Planning & Zoning Commission Meeting – Decision made to recommend approval for the subdivision of property
- June 09, 2014 – Crosslake City Council Meeting – Decision to approve the subdivision of parcel 120311200A00009 involving 3.03 acres

Packet Information:

- Notice of Hearing
- Staff Report
- Subdivision application
- Wetland letter
- Certificate of Survey

Correspondence:

- There was no correspondence

May 23, 2014

Findings of Fact

Supporting/Denying a Metes and Bounds Subdivision

*Findings should be made in either recommending for or against a preliminary plat, 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.**

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 R4 and the proposed subdivision meets the minimum requirements for lot width and lot area**

3. Are there any other standards, rules or requirements that this plat must meet?

Yes  No Specify other required standards.

- **There are Park Dedication fees, but with the consolidation of the remnant parcel to an adjoin parcel no Park Dedication fees will be required**

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 District**

- **The majority of the surrounding property is classified as Shoreland District with Public to the west and south**

5. Does the proposed metes and bounds subdivision conform to all applicable performance standards in Chapter 44 of the Code of Ordinances of the City of Crosslake?

Yes  No

- **The proposed subdivision meets the minimum lot width and lot area for the Shoreland District Land Use Classification**
- **There is adequate area for structures and septic**
- **There is adequate ingress/egress onto Perkins Road**

6. Other issues pertinent to this matter.

- **None**

**Decision: Motion by Nevin; supported by Knippel to recommend to the Crosslake City Council to approve the subdivision of parcel #120311200A00009 involving 3.03 located in part of the NW1/4 of NE1/4, Sec 31, City of Crosslake**

**Findings: See attached**

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

Date: 6-27-14

Signature: \_\_\_\_\_



Chairman

May 23, 2014 Planning & Zoning Commission Meeting

**Bandit Properties, LLC  
141260010010009, 141260010070009**

Roger Roy was present. Herkenhoff read the request into the record. Discussion concerned the 2012 Conditional Use Permit; access; location for employee parking; proposed shipping and loading area; landscaping plan and the consolidation of the property.

**May 23, 2014 Action:**

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

- 1. Side Yard setback of 15 feet where 30 feet is required to the proposed additions**

**To construct:**

- 16,131 square foot additions to existing building**

**Per the findings of fact as discussed, the on-site conducted on 5-22-14 and as shown on the certificate of survey received at the Planning & Zoning dated 5-9-14 located on Lot 1 & Lot 7, Block 1, Eugene Gendreau Addition, Sec 33, City of Crosslake**

**Conditions:**

- 1. The deed restriction prepared by Attorney, Bard Person for consolidating the unplatted and platted property be recorded**

**Findings: See attached**

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



City of Crosslake

Summary of Record

**Bandit Properties, LLC** – Lots 1 & 7, Block 1, Eugene Gendreau Addition, Sec 33, City of Crosslake, 141260010010009, 141260010070009 located at 33877 Gendreau Road, Crosslake, MN 56442

Request is a Variance for:

1. Side Yard setback of 7 feet where 10 feet is required to proposed addition

To construct:

- 16,131 square foot addition to existing building

Chronology of events:

- April 30, 2014 – Application submitted
- May 13, 2014 – Published in local newspaper
- May 09, 201 – Notices sent out
- May 22, 2014 – Board on-site
- May 23, 2014 – Board of Adjustment Meeting – Decision made to approve the variance for side yard setback

Packet Information:

- Notice of Hearing
- Staff Report
- Variance application
- Certificate of Survey

Correspondence:

- May 21, 2014 – Agreement with the City of Crosslake and Bandit Properties, LLC

May 23, 2014

FINDINGS OF FACT

SUPPORTING / DENYING A VARIANCE REQUEST

*A Variance may be granted by the Board of Adjustment when it is found that strict enforcement of the Land Use Ordinance will result in a "practical difficulty" according to Minnesota Statute 394.27 Subdivision 7. The Board of Adjustment should weigh each of the following questions to determine if the applicant has established that there are "practical difficulties" in complying with regulations and standards set forth in the Land Use Ordinance.*

1. Is the Variance request in harmony with the purposes and intent of the Ordinance?

Yes  No

Why?

- **The property meets the impervious standards outlined in the Crosslake Land Use Ordinance**
- **The existing and proposed buildings meets all setbacks except for two corners of the building**

2. Is the Variance consistent with the Comprehensive Plan?

Yes  No

Why?

- **The current use of the property is not changing from Commercial/Light Industrial**

3. Is the property owner proposing to use the property in a reasonable manner not permitted by the Land Use Ordinance?

Yes  No

Why:

- **It is a benefit to the property be moving the parking off of County Road 3**

4. Does the need for a Variance involve more than economic considerations?

Yes  No

Why:

- **The property meets the impervious standards outlined in the Crosslake Land Use Ordinance**
- **The proposed additions will have fewer encroachments onto the required setbacks than the former building**
- **The property has two accesses for ingress/egress one from County Road 3 and one from Gendreau Road**

5. Is the need for a Variance due to circumstances unique to the property and not created by the property owner?

Yes  No

Why:

- **The proposed additions will have fewer encroachments onto the required setbacks than the former building**

6. Will the issuance of a Variance maintain the essential character of the locality?

Yes  No

Why:

- There are other commercial uses in the area as noted during the on-site on 5-22-14
- There are similar land use patterns and use of property in the vicinity of the request as noted during the on-sites on 5-22-14

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

1. Side Yard setback of 15 feet where 30 feet is required to the proposed addition

**To construct:**

- 16,131 square foot addition to existing building

**Per the findings of fact as discussed, the on-site conducted on 5-22-14 and as shown on the certificate of survey received at the Planning & Zoning dated 5-9-14 located on Lots 1 & 7, Block 1, Eugene Gendreau Addition, Sec 33, City of Crosslake**

**Conditions:**

1. The deed restriction prepared by Attorney, Bard Person for consolidating the unplatted and platted property be recorded

**Findings:** As listed above

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

Date: 6-27-14

Signature: \_\_\_\_\_



Chairman

May 23, 2014 Planning & Zoning Commission Meeting

**Matters not on the Agenda:**

1. There were no matters not on the agenda

**Motion by Knippel; supported by Nevin to adjourn at 9:53 A.M.**

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

Respectfully yours,

*Susan Maske*

Susan Maske  
Crow Wing County Planning Assistant



Land Services Building  
322 Laurel Street  
Brainerd, MN 56401

**TO:** Local Elected Officials  
**FROM:** Mark B. Liedl, Land Services Director  
**DATE:** July 8, 2014  
**SUBJECT:** Land Services Department-  
2<sup>nd</sup> Quarter Update for 2014

Office of Environmental Services  
Telephone (218) 824-1125  
FAX (218) 824-1126

Office of Public Land Management  
Telephone (218) 824-1115  
FAX (218) 824-1070

Office of Property Valuation and Classification  
Telephone (218) 824-1010  
FAX (218) 824-1011

Below please find our quarterly report to keep you up-to-date on the activities of the Land Services Department. Any questions or suggestions, please let us know.

Thank you for your partnership!

**Property Valuation and Classification**  
Gary Griffin, Land Services Supervisor  
[gary.griffin@crowwing.us](mailto:gary.griffin@crowwing.us) / 218-824-1016

#### 2014 Property Tax Appeals

One of the keystones to our property tax system is the right of property owners who disagree with the classification or valuation of their property to access the appeals process through the Local or County Boards of Appeal and Equalization. For 2014, 413 appeals occurred, down from 454 in 2013, representing a 10% reduction in appeals. These reductions stem from efforts to proactively communicate about our assessment process through press releases, outreach events, and op-ed publications. Decreased appeals are a sign we're on the right track in providing a uniform, fair, and transparent assessment and appeals process to property owners.

#### Appeals Process Customer Service Survey Results

Every year, Land Services surveys every person who contacts our office to appeal their property tax valuation or classification. This year 98% responded that the assessor who answered their question was prompt, professional and respectful. 90% responded that their overall experience was satisfactory. Overall, 381 surveys were sent and 130, or 34% responded. These results are a testament to the quality work of our assessors and staff, and the Land Services Department's commitment to providing excellent customer service and responding to all inquiries in an efficient, courteous and professional manner.

#### Local Boards of Appeal and Equalization Survey Results

For the first time in 2014, Land Services conducted surveys of elected officials who serve on Local Boards of Appeal and Equalization. 61 officials were surveyed with 33 responding, a 54% response rate. 100% responded the overall experience was satisfactory, the assessor was professional and respectful, and that the assessor explained all options in the appeal process. Again this information is very helpful to improving our assessment and appeals process, and reinforces the quality work of our staff.

**Our Vision:** Being Minnesota's favorite place.

**Our Mission:** Serve well. Deliver value. Drive results.

**Our Values:** Be responsible. Treat people right. Build a better future.

For those who participated, thank you for your partnership this year. The process continues to improve year over year, and input from decision makers about their familiarity and comfort level with the process and procedures is key. Please feel free to share any improvements or suggestions you may have for next year.

#### Annual Property Inspections

You may see or hear about our assessors out in the field visiting properties in the next few months. Assessors have begun the state mandated "quintile" process of physically viewing 20% of the parcels within the County for property valuations effective in 2015. State statute requires each county to review properties annually to verify the accuracy and completeness of assessment records used to determine property taxes. There are approximately 41,000 improved parcels in the County, and this year each property assessor will view around 8,200 parcels across the County.

During quintile review visits, assessors are looking to identifying inaccuracies on the property record, checking measurements and conditions of buildings, and interact with and educate the public about the assessment process. Our goal is to have this completed by the end of September. We also will be surveying customers as to the level of service provided during these inspections. We look forward to providing the customer service you expect from us. Please contact our office with any questions you have. Thanks and have a great summer!

#### **Public Land Management**

Kirk Titus, Land Services Supervisor  
[kirk.titus@crowwing.us](mailto:kirk.titus@crowwing.us) / 218-824-1138

#### Tree Planting

Crow Wing County Land Services has completed its annual tree planting program for 2014. This year nearly 65,000 white spruce, white and jack pine seedlings were planted on approximately 81 acres located in Crosslake, Oak Lawn and Lake Edward Townships. More than 3.6 million seedlings have been planted on County managed forest lands over the past 30 years. Survival rates are expected to be excellent again this year, because of the timely rains the county has received this spring and early summer.

#### Tax Forfeited Land Sale

On May 16 Land Services conducted its Spring Land Sale of tax forfeited parcels. Sixteen parcels, valued at over \$80,000 were sold and returned to the tax rolls. Parcels offered which did not sell at auction this year and parcels previously unsold at past auctions are available for direct purchase. If you or your residents are interested in learning more about available land, visit the Land Sale webpage at <http://www.co.crow-wing.mn.us/index.aspx?nid=269> or contact [landservices@crowwing.us](mailto:landservices@crowwing.us), call 218-824-1115 or. A fall Land Sale has been tentatively scheduled be held November 14.

### County Forests Pass Audit

Crow Wing County managed forest lands have been recommended for continued certification to the Sustainable Forest Initiative (SFI) and the Forest Stewardship Cooperative (FSC). Certification is based on principles that promote sustainable forest management, including objective standards and measures to provide wood fiber for local economies while protecting water quality, biodiversity, wildlife habitat, and species at risk.

The recommendation for continued certification comes after a week-long audit conducted by independent 3<sup>rd</sup> party auditors focusing on the County's forest management practices against over 300 different environmental principles. This important certification validates that County forest lands are sustainably managed, and will continue to provide multiple benefits for future generations.

Additionally, Crow Wing County has partnered with Beltrami, Carlton and Koochiching counties as members in the Minnesota Counties Sustainable Forest Cooperative. This unique partnership has resulted in lower costs, increased efficiencies and the sharing of best practices used in managing the County's 105,000 acres of forest land for timber production and diverse recreational opportunities for multiple users.

### Forest Management Plan Update

Crow Wing County Land Services is in the process of updating the forest management plan during 2014. The plan will establish the managing principles and practices for county-managed forests. A public forum was held in late June for the public, stakeholders and customers to have an opportunity to inform the future strategic management direction of county-managed forest lands. A public comment period will also be held on the draft forest management plan later this year. The draft plan will be posted on our website for people to review and submit comments. The County is developing a plan that balances the economic, social and ecological values derived from forests, including timber harvests, recreation opportunities, wildlife habitat and clean water.

### Environmental Services

Chris Pence, Land Services Supervisor  
[chris.pence@crowwing.us](mailto:chris.pence@crowwing.us) / 218-824-4222

### National Achievement Award



Crow Wing County Land Services has been selected to receive a National Achievement Award from the National Association of Counties (NACo) for the third consecutive year. The excellence award recognizes the County's watershed-based local Water Plan approved in 2013 by the County Board of Commissioners. NACo is in its 45th year of recognizing innovative achievements among counties across the nation.

The Crow Wing County Water Plan is the first of its kind watershed-based, land protection model for county water planning in Minnesota. The innovative model allows for identification of local priority water resource concerns, and facilitates action plans based on data-driven strategies specifically tailored for each of the 125 minor and 5 major watersheds found in the County. Developing water resource protection strategies within a watershed context is a logical, scientific approach rooted in the common sense fact that upstream activities affect those downstream.

The model integrates Geographic Information Systems (GIS) technology to analyze and classify land based upon its protection level with water quality data to identify trends, assign risk classifications and to create specific implementation strategies for each sub-watershed.

#### Aquatic Invasive Species Prevention Program

The 2014 Minnesota Legislature appropriated funds for Aquatic Invasive Species (AIS) prevention directly to Minnesota counties. Crow Wing County was allocated \$202,713 for 2014 and will receive approximately \$450,000 in 2015 and years following. The County Board adopted a resolution on June 24, 2014 approving an allocation plan for 2014 funds to be received in July. After the 2014 field season, the County will develop a plan for utilizing the funds in 2015 and beyond.

The following plan was approved for allocation of the 2014 funds:

- Watercraft Inspections using DNR trained Level I inspectors
- Education & Awareness
- Lake association marketing/mailings for public awareness
- Signage at Crow Wing County owned landings for public awareness
- Development of an AIS poster, rack cards, & other public awareness strategies
- Pilot / Special Projects: possible activities include: wash station pilot, decontamination unit(s) purchase, milfoil prevention efforts (including lake surveys and/or in-lake treatment on lakes with a public access)

#### Land Use Ordinance Revisions

The Crow Wing County Land Services Department is requesting public comment on proposed revisions to Article 11 of the County Land Use Ordinance. The ordinance revisions can be viewed on the County website at [www.crowwing.us](http://www.crowwing.us) by clicking on the "CWC Listens" button on the home page. Written comments on the proposed changes will be accepted until August 15, 2014, and may be submitted to the Environmental Services Office at [environmental.services@crowwing.us](mailto:environmental.services@crowwing.us) or mailed to 322 Laurel Street, Suite 14 Brainerd, MN 56401.

A public hearing for the review of the proposed revisions to the land use ordinance is set for September 18, 2014 at 5:00 p.m. before the Planning Commission. The meeting will be held in the County Board Room on the third floor of the Historic Courthouse at 326 Laurel Street Brainerd, MN 56401. The Planning Commission will make a recommendation on the proposed ordinance revisions to the County Board of Commissioners for final review at the October 14, 2014 meeting.

## 2014 Permit Data by Township --- Permits Issued through 6/30/3014

Township	*												TOTAL Permits*
	Jan.	Feb.	Mar.	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	
1st Assessment	5	3	6	11	18	12	0	0	0	0	0	0	55
2nd Assessment	1	0	0	0	1	1	0	0	0	0	0	0	3
Bay Lake	0	0	0	3	4	8	0	0	0	0	0	0	15
Breezy Pt. Septic	0	0	0	0	1	2	0	0	0	0	0	0	3
Center	0	1	1	4	7	3	0	0	0	0	0	0	16
City of Jenkins	0	0	0	0	0	0	0	0	0	0	0	0	0
Daggett Brook	0	1	0	3	2	0	0	0	0	0	0	0	6
Deerwood	1	0	2	1	6	6	0	0	0	0	0	0	16
Fairfield	0	1	0	0	1	2	0	0	0	0	0	0	4
Fort Ripley	0	0	1	4	1	3	0	0	0	0	0	0	9
Gail Lake	0	0	0	0	3	2	0	0	0	0	0	0	5
Garrison	1	0	0	2	4	6	0	0	0	0	0	0	13
Ideal	0	3	5	15	9	7	0	0	0	0	0	0	39
Jenkins	0	0	0	2	4	2	0	0	0	0	0	0	8
Lake Edward	1	0	1	3	6	11	0	0	0	0	0	0	22
Little Pine	0	0	1	0	2	1	0	0	0	0	0	0	4
Long Lake	1	0	0	4	2	7	0	0	0	0	0	0	14
Maple Grove	0	0	1	1	1	5	0	0	0	0	0	0	8
Mission	0	2	2	3	8	6	0	0	0	0	0	0	21
Nokay Lake	0	0	0	4	3	2	0	0	0	0	0	0	9
Oak Lawn	0	2	2	1	3	3	0	0	0	0	0	0	11
Pelican	0	0	1	1	6	4	0	0	0	0	0	0	12
Perry Lake	0	0	0	1	0	1	0	0	0	0	0	0	2
Platte Lake	0	0	0	0	2	0	0	0	0	0	0	0	2
Rabbit Lake	0	0	0	0	0	2	0	0	0	0	0	0	2
Roosevelt	1	3	2	0	4	3	0	0	0	0	0	0	13
Ross Lake	1	0	0	0	1	1	0	0	0	0	0	0	3
St. Mathias	0	0	0	0	3	2	0	0	0	0	0	0	5
Timothy	0	0	0	0	1	1	0	0	0	0	0	0	2
Wolford	0	0	0	0	3	3	0	0	0	0	0	0	6
<b>TOTAL</b>	<b>12</b>	<b>16</b>	<b>25</b>	<b>63</b>	<b>106</b>	<b>106</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>328</b>

We look forward to providing you excellent customer service. Please contact Dan Listug in our office at [daniel.listug@crowwing.us](mailto:daniel.listug@crowwing.us) or 218-824-1002 with any questions or comments you have.

# Minutes of June2, 2014

1. Call to order

2. Approval of May; All in favor

3. Information on upcoming meeting with City, County and Township

4. Ox Lake Crossing Road (no new information)

5. CASH 66 and 3 (update from John) A motion was made to the City Council to move forward with a resolution with Army Cor on the parking lot. All in favor

6. Discussion on replacement Sirens (update From Ted) a long discussion follows, when funds are available to move forward.

7. Request to remove a Civil Siren from a property owner. After a long discussion, to remove or not to remove. It was decided that this was the best spot for the Siren and not remove.

8. Under new Business a property owner requested that a path be added along Harbor Ln, a discussion followed and we will look into that. Ted will bring back information.

9. Adjourn

\* Values reported as BDL and 0 should be reported as "<" the lab reportable limit.

DATE	DAY OF WEEK	PRECIPITATION (INCHES)	INFLUENT FLOW (MGD)	EFFLUENT FLOW (MGD)	INFLUENT CHLORIDES (mg/L)	EFFLUENT CHLORIDES (mg/L)	PERCENT REMOVAL (CHLORIDES)	EFFLUENT CHLORIDES (kg/day)	INFLUENT TSS (mg/L)	EFFLUENT TSS (mg/L)	PERCENT REMOVAL TSS (%)	EFFLUENT TSS (kg/day)	INFLUENT PH	EFFLUENT PH	INFLUENT PHOSPHORUS (mg/L)	EFFLUENT PHOSPHORUS (mg/L)	PERCENT REMOVAL PHOSPHORUS (kg/day)	EFFLUENT AMMONIA (mg/L)	EFFLUENT D.O. (mg/L)	HECAL COLIFORM (number/100 ml)	EFFLUENT CHLORINE RESIDUAL (mg/L)	
1	THUR	0.04	0.024	0.022									7.6	6.4								
2	FRI	0.08	0.029	0.019									7.6	6.3						1.53		
3	SAT		0.03	0.025									7.5	6.4					1.52			
4	SUN	0.06	0.034	0.026									7.6	6.4					1.56			
5	MON		0.028	0.018									7.5	6.4					1.64			
6	TUE	0.07	0.031	0.033									7.5	6.4					1.36			
7	WED	0.85	0.029	0.026	260	2.7	98.9618383	0.265356	173	4	97.6878613	0.39312	7.6	6.4	5.19	0.018	0.09176904		1.15	1		
8	THUR	0.25	0.033	0.026									7.6	6.5					1.36			
9	FRI	0.12	0.031	0.021									7.6	6.5					1.37			
10	SAT	0.03	0.041	0.032									7.6	6.4					2.41			
11	SUN	0.27	0.044	0.035									7.5	6.4					1.98			
12	MON	0.24	0.033	0.028									7.6	6.6					2.41			
13	TUE		0.036	0.032									7.6	6.7					1.57			
14	WED		0.034	0.024	260	2.4	98.0769231	0.235872	185	4	97.8378378	0.39312	7.6	6.7	5.04	0.024	0.00258872		1.21	1		
15	THUR		0.036	0.031									7.6	6.8					1.26			
16	FRI		0.032	0.024									7.5	6.8					1.31			
17	SAT		0.038	0.029									7.6	6.7					1.01			
18	SUN	0.02	0.047	0.034									7.6	6.9					1.11			
19	MON	0.53	0.042	0.034									7.5	6.8					0.84			
20	TUE		0.036	0.031									7.5	6.9					0.88			
21	WED		0.035	0.035	240	2	99.1666667	0.19636	140	4	97.1428371	0.39312	7.4	6.8	4.92	0.028	0.00275184		0.54	1		
22	THUR		0.034	0.027									7.5	6.9					1.12			
23	FRI	0.03	0.039	0.029									7.5	6.8					1.15			
24	SAT		0.055	0.047									7.5	6.8					0.74			
25	SUN		0.069	0.065									7.7	6.9					0.47			
26	MON		0.071	0.033									7.5	6.9					1.35			
27	TUE		0.057	0.035									7.4	7.1					0.76			
28	WED		0.044	0.034	340	7.5	97.7941176	0.7371	279	5	98.2078853	0.4914	7.4	7.3	7.1	0.822	0.08078616		0.34	2.94		
29	THUR		0.038	0.036									7.5	7.1					0.36			
30	FRI	1.77	0.037	0.034									7.4	6.9					0.44			
31	SAT	0.93	0.052	0.041									7.5	6.9					1.21			
Total		5.110	1.102	0.874	1100.000	14.600		1.435	777.000	17.000		1.671			22.250	0.892	0.088	0.000				0.000

# Crosslake Roll-Off & Recycling Services

June 2014

	Mixed Paper	Aluminum	Tin	Glass	Plastic	Metal	Electronics	Total lbs	2000#	Total Tons
January	0	780	0	7480	1340	4180	0	13780	2000	6.89
February	8900	0	0	0	800	0	0	9700	2000	4.85
March	8240	0	1720	7060	1580	0	0	18600	2000	9.3
April	0	660	0	0	1600	17220	39	19519	2000	9.7595
May	9680	0	2620	6800	5060	14580	0	38740	2000	19.37
June	18820	1760	2060	13280	4140	23930	0	63990	2000	31.995
July							0	0	2000	0
August							0	0	2000	0
September							0	0	2000	0
October							0	0	2000	0
November							0	0	2000	0
December							0	0	2000	0

TOTAL IBS	45640	3200	6400	34620	14520	59910			2013	2014
2000#	2000	2000	2000	2000	2000	2000	Jan		95	92
TOTAL TONS	22.82	1.6	3.2	17.31	7.26	29.955	Feb		96	87
							March		125	96
							April		96	131
							May		166	
							June		160	
							July		193	
							Aug		151	
							Sept		96	
							Oct		106	
							Nov		111	
							Dec		96	
							total yards		1491	406

Tires 5080 lbs

Cardboard picked up by Waste Partners Twice a week 2 Dumpsters



**LG220 Application for Exempt Permit**

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

If total prize value for the year will be \$1,500 or less, contact the licensing specialist assigned to your county.

**Application fee (non refundable)**

If application is postmarked or received 30 days or more before the event **\$50**; otherwise **\$100**.

**ORGANIZATION INFORMATION**

Organization name  
Immaculate Heart Church

Previous gambling permit number  
X- 33421-13-003

Minnesota tax ID number, if any  
ES22703

Federal employer ID number (FEIN), if any  
41-0905312

**Type of nonprofit organization. Check one.**

Fraternal     Religious     Veterans     Other nonprofit organization

Mailing address  
PO Box 155

City  
Crosslake

State  
MN

Zip code  
56442

County  
Crow Wing

Name of chief executive officer [CEO]  
Rev Ryan Moravitz, Pastor

Daytime phone number  
218-692-3731

E-mail address  
ihc@crosslake.net

**NONPROFIT STATUS**

Attach a copy of ONE of the following for proof of nonprofit status.

**Nonprofit Articles of Incorporation OR a current Certificate of Good Standing.**

Don't have a copy? This certificate must be obtained each year from:  
Secretary of State, Business Services Div., 60 Empire Drive, Suite 100, St. Paul, MN 55103  
Phone: 651-296-2803

**IRS income tax exemption [501(c)] letter in your organization's name.**

Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS at 877-829-5500.

**IRS - Affiliate of national, statewide, or international parent nonprofit organization [charter]**

If your organization falls under a parent organization, attach copies of **both** of the following:

- a. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling, and
- b. the charter or letter from your parent organization recognizing your organization as a subordinate.

**GAMBLING PREMISES INFORMATION**

Name of premises where the gambling event will be conducted. For raffles, list the site where the drawing will take place.  
Immaculate Heart Church

Address [do not use PO box]  
35208 County Road 37

City or township  
Crosslake

Zip code  
56442

County  
Crow Wing

Date[s] of activity. For raffles, indicate the date of the drawing.  
December 6, 2014

Check each type of gambling activity that your organization will conduct.

Bingo\*     Raffle [total value of raffle prizes awarded for year \$ 5,000.00]     Paddlewheels\*     Pull-tabs\*     Tipboards\*

**\*Gambling equipment** for bingo paper, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo number selection devices may be borrowed from another organization authorized to conduct bingo.

To find a licensed distributor, go to [www.gcb.state.mn.us](http://www.gcb.state.mn.us) and click on **Distributors** under the **WHO'S WHO? LIST OF LICENSEES**, or call 651-539-1900.

**LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT**

**CITY APPROVAL  
for a gambling premises  
located within city limits**

The application is acknowledged with no waiting period.  
 The application is acknowledged with a 30 day waiting period, and allows the Board to issue a permit after 30 days [60 days for a 1st class city].  
 The application is denied.

Print city name \_\_\_\_\_

Signature of city personnel \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

**Local unit of government must sign**

**COUNTY APPROVAL  
for a gambling premises  
located in a township**

The application is acknowledged with no waiting period.  
 The application is acknowledged with a 30 day waiting period, and allows the Board to issue a permit after 30 days.  
 The application is denied.

Print county name \_\_\_\_\_

Signature of county personnel \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

**TOWNSHIP. If required by the county.**

On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits.

[A township has no statutory authority to approve or deny an application, per Minnesota Statutes 349.166.]

Print township name \_\_\_\_\_

Signature of township officer \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

**CHIEF EXECUTIVE OFFICER'S SIGNATURE**

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief executive officer's signature Rev Ryan Moravitz Date 6/19/14

Print name Rev Ryan Moravitz

**REQUIREMENTS**

**Complete a separate application for:**

- all non-consecutive days, or
- all gambling conducted on one day (at multiple locations).

**Send application with:**

a copy of your proof of nonprofit status, and  
 application fee (non refundable). Make check payable to "State of Minnesota."

**To:** Gambling Control Board  
 1711 West County Road B, Suite 300 South  
 Roseville, MN 55113

**Financial report and recordkeeping required**

A financial report form and instructions will be included with your permit, or use the online fill-in form available at [www.gcb.state.mn.us](http://www.gcb.state.mn.us).

Within 30 days of the event date, complete and return the financial report form to the Gambling Control Board.

**Questions?**

Call the Licensing Section of the Gambling Control Board at 651-539-1900.

This form will be made available in alternative format (i.e. large print, Braille) upon request.

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the application. Your organization's name and address will be public information when received by the Board.

All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to: Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney

General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; Individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

RESOLUTION 14-\_\_\_\_\_

CITY OF CROSSLAKE  
COUNTY OF CROW WING  
STATE OF MINNESOTA

FOR THE APPOINTMENT  
OF ELECTION JUDGES TO SERVE FOR THE PRIMARY ELECTION TO  
BE HELD AUGUST 12, 2014

WHEREAS, the City of Crosslake does hereby resolve to appoint election judges for the 2014 Primary Election to be held on the 12<sup>th</sup> day of August, 2014 in the City of Crosslake in Precinct 1 and Precinct 2.

AND WHEREAS, the City of Crosslake does hereby appoint persons to serve as election judges as on file in the Clerk's Office according to Minnesota State Statute 204B.19:

BE IT RESOLVED, that the City Council of the City of Crosslake, Minnesota go on record as appointing Election Judges as on file in the Clerk's office to handle the 2014 Primary Election. This approval was acted on at the Regular Council Meeting held on July 14, 2014.

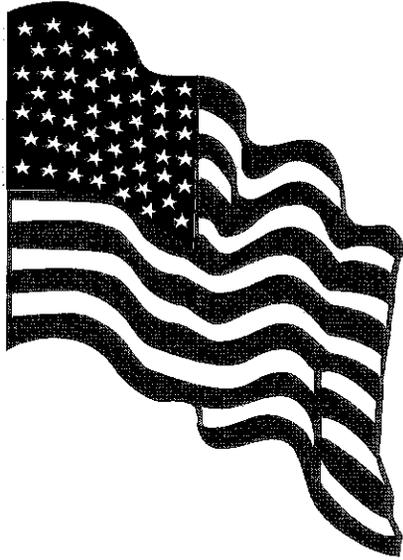
COUNCIL VOTING AYE - \_\_\_\_\_

COUNCIL VOTING NAY - \_\_\_\_\_

ATTEST:

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

\_\_\_\_\_  
Darrell Schneider  
Mayor



**CROSSLAKE POLICE  
DEPARTMENT**

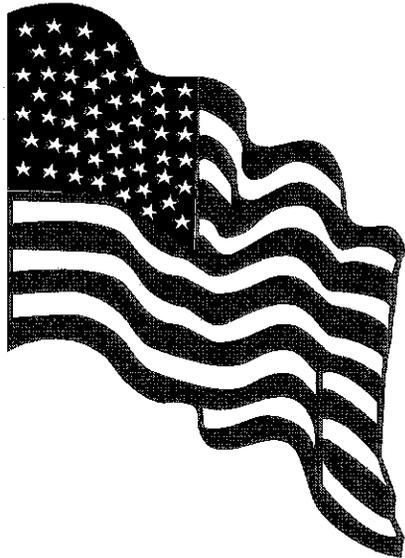
**MONTHLY REPORT**

June  
2014

**Crosslake Police Department  
Monthly Report  
June 2014**

Agency Assist	22
Alarm	22
Animal Complaint	7
ATV	1
Civil Problem	5
Damage To Property	1
Death	1
Disturbance	3
Domestic	1
Driving Complaint	2
Ems	18
Extra Patrol	1
Fight	1
Fire	2
Fraud	1
Gas Leak	1
Gun Permits	1
Harass Comm	3
Hazard In Road	7
Information	4
Intoxicated Person	1
Licensing	1
Lost Property	1
Missing Persons	2
Motorist Assist	1
Noise Complaint	1
Other	1
Parking Complaint	1
Property Damage Acc	2
Public Assist	2
Shooting Complaint	1
Suspicious Activity	2

Theft	4
Traffic Arrest	1
Traffic Citations	2
Traffic Warnings	65
Victim Notification	1
Welfare Check	2
<b>Total</b>	<b>195</b>



# CROSSLAKE POLICE DEPARTMENT

## MISSION MONTHLY REPORT

June  
2014

**Crosslake Police Department  
Mission Monthly Report  
June 2014**

Alarm	2
Death	1
Ems	1
Lost Property	1
Motorist Assist	1
Suspicious Activity	1
Traffic Arrest	1
Traffic Citations	6
Traffic Warnings	23
Total	<b>37</b>

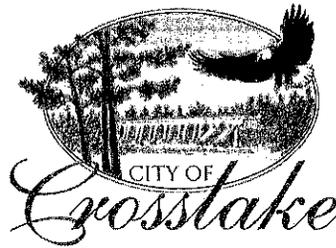
**BILLS FOR APPROVAL**  
**July 14, 2014**

VENDORS	DEPT	AMOUNT
Abra Landscaping, weed control	Gov't	1,006.39
Ace Hardware, gloves	P&R	22.03
Ace Hardware, bug spray	P&R	35.96
Ace Hardware, fogger, weed killer, towels	PW	45.85
Ace Hardware, hardware	PW	24.12
Ace Hardware, hardware	PW	2.48
Ace Hardware, hardware	PW	0.77
Ace Hardware, flashdrive	Police	32.39
Ace Hardware, keys	Police	15.96
Ace Hardware, caulk, concrete	P&R	12.58
Ace Hardware, blades	PW	66.54
Ace Hardware, hardware	P&R	15.07
Ace Hardware, casters	P&R	8.09
Ace Hardware, hardware	P&R	25.26
Ace Hardware, spray paint	P&R	4.08
Ace Hardware, clamp	P&R	5.03
Ace Hardware, strap	P&R	6.44
Ace Hardware, clamps	P&R	21.40
Ace Hardware, adapter	P&R	0.53
Ace Hardware, hardware	P&R	44.98
Ace Hardware, windshield wash	Police	2.51
Ace Hardware, caliper, keys, paint, sander	PW	84.39
Ace Hardware, valve ball	PW	33.82
Ace Hardware, grille return	Police	12.58
AICPA, membership dues	Admin	335.00
Ameripride, paper towels	PW	63.90
Anderson Brothers, community center improvements	P&R	33,012.06
Art Gibbens, childrens program	Library	200.00
AW Research, water testing	Sewer	1,128.25
Baker and Taylor, books	Library	232.20
Birchdale Fire & Security, 3rd quarter monitoring	PW	90.00
Birchdale Fire & Security, replace transmitters	PW	202.00
Blakeman Pumping, pump and haul to Pine River	Sewer	4,896.00
Blue Cross, health insurance	Gov't	25,626.35
Brainerd General Rental, parking lot line remover	P&R	154.00
Brainerd Lakes Chamber, seminar	Council	12.00
Breen & Person, legal fees	ALL	900.00
Build All Lumber, field marker	P&R	14.94
City of Crosslake, sewer utilities	PW/Gov't	74.00
Clean Team, july cleaning	Gov't	707.50
Commercial Asphalt Repair, crack sealing	PW	6,040.00
Council #65, union dues	ALL	385.00
Country Flags, flags	Gov't	409.00
Cross Lake Auto Body, Cat Challenger repairs	PW	166.67
Crosslake Communications, phone, fax, cable, internet	ALL	1,626.48

Crosslake Rolloff, recycling	Gov't		2,695.00
Crow Wing County Highway Dept, fuel	ALL		3,876.89
Crow Wing Power, electric services	ALL	pd 6-20	6,295.30
CTC I.T., computer labor	Police		250.00
Culligan, water and cooler rental	PW/Gov't		42.83
Custom Fire Apparatus, foldatank	Fire		1,828.42
Daniel Hodge, hovercraft delivery	Fire	pd 6-12	835.10
Darrell Schneider, reimburse travel expense	Council		223.92
Darrell Schneider, reimburse mileage	Council		345.52
David Musolf, refund error in app fee	P&Z		175.00
Deferred Comp	ALL		150.00
Delta Dental, dental insurance	ALL		1,552.20
Dept of Employment and Economic Dev, unemployment wages	Gov't		3,206.72
DJV Consulting, consulting services	Admin		1,153.75
Eric Swanson, reimburse travel expense	Police		25.00
Essentia, randon drug testing	Gov't		100.00
Foreman Fire Service, oil changes	Fire		3,603.75
Fortis, disability	ALL		496.22
Gary Heacox, reimburse mileage	P&Z		20.16
Greg Fornell, refund weight room membership	P&R		45.00
Guardian Pest Solutions, pest control	ALL		77.60
Hawkins, chemicals	Sewer		806.63
Holiday Station, fuel	Fire		43.36
James Gerholdt, childrens program	Library		400.00
Lakes Area Rental, concrete saw, blade	PW		67.58
Lakes Heating and Cooling, refrigerator repair	P&R		239.00
Lakes Heating and Cooling, replace motor	P&R		276.00
Linescape Linestripping, striping	ALL		11,707.00
Lynn Halbrook, childrens program	Library		500.00
K&K Building, ballfield marker	P&R		14.54
Marco, copier lease	ALL	pd 6-20	414.62
Marco, copier lease	P&R/Library		250.20
Marsden, office cleaning	PW		633.00
Marsden, trash bags	PW		42.00
Mastercard, Amazon.com, seat belt extenders	Police		62.09
Mastercard, Demco, tape, markers, bags, jacket covers	Library		328.31
Mastercard, Dollar Tree, childrens program	Library		45.10
Mastercard, Office Max, receipts, paper	P&R		217.20
Mastercard, Rhode Island Novelty, childrens program	Library		46.95
Mastercard, Verizon, phone accessories	PW		56.88
Menards, fan, paper towels, spray paint, rags, gloves	PW		131.02
Menards, gates, hose, roundup	P&R		217.02
Midwest Machinery, cable	PW		37.52
Midwest Machinery, repair hydraulic fluid leak	PW		1,815.34
Mike's Electric, replace pump starter for sprinkler	PW		131.00
MMUA, 3rd quarter safety dues	Gov't		2,400.00
MN BCA, search warrant course	Police		100.00
MN BCA, annual cjdn remote access	Police		180.00
MN Life, life insurance	ALL		334.90
Monse's Plumbing & Heating, repair frozen pipes	P&R		2,383.00
Moonlite Square, premium fuel	Fire		59.71



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



37028 County Road 66  
Crosslake, Minnesota 56442  
www.cityofcrosslake.org

MEMO TO: City Council

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

DATE: July 10, 2014

SUBJECT: Tax Increment Financing Reimbursement

I am requesting approval to reimburse 90% of the incremental tax revenue received from the Assisted Living Facility TIF District 1-9, Midwest Properties, for the first half tax payment paid the City in July 2014 from Crow Wing County. The amount received, the amount being retained for administrative costs and the amount to be released is listed below.

<u>Developer</u>	<u>City Taxes Paid</u>	<u>10% Administrative Fee</u>	<u>Amount Due Developer</u>
Assisted Living	\$ 6,905.85	\$ 690.59	\$ 6,215.26

A motion is required to release this payment. (Council Action – Motion)

July 8<sup>th</sup> 2014

Honorable Mayor Darrell Schneider:

Dear Sir:

This letter is to inform you and your city council in part that I am as of today resigning my position as member of the advisory board of the Crosslake Telephone & Communication Co.

I thank you for the opportunity to serve

Gordon Siemens

<b>COMMISSION MEMBERS</b>							
Updated 7-14-14	<b>START</b>	<b>END</b>					
<b>NAME</b>	<b>DATE</b>	<b>DATE</b>	<b>TERM</b>				
<b>PLANNING &amp; ZONING - Meets 4th Friday of Month @ 9:00 A.M. City Hall</b>							
Aaron Herzog, Chair	2/1/2014	1/31/2017	1st				
Joel Knippel	2/1/2014	1/31/2017	1st				
Mark LaFon	11/18/2013	1/31/2015					
Matt Kuker	6/9/2014	1/31/2016					
Dave Nevin	1/14/2013	1/31/2015	1st				
Scott Johnson (Alt)	6/9/2014						
Andy Holm (Alt)	1/8/2007						
Gary Heacox, Liaison							
<b>UTILITY ADVISORY BOARD - Meets Last Tuesday of Month @ 8:00 A.M. Crosslake Communications</b>							
James Talbott	2/1/2012	1/31/2015	1st				
Ann Schrupp	2/1/2014	1/31/2017	1st				
Mike Winkels	2/1/2013	1/31/2016	1st				
Gordon Siemers	2/1/2014	1/31/2017	1st				
Mike Myogeto	2/1/2013	1/31/2016	2nd				
Steven Kollmann (Alt)	12/10/2012						
Dennis Leaser (Alt)	6/27/2013						
John Moengen - Liaison							
<b>PARK &amp; REC/LIBRARY COMM - Meets 4th Wednesday @ 2:00 P.M. Community Center</b>							
Joseph Albrecht	2/1/2013	1/31/2016	2nd				
Alden Hardwick	2/1/2013	1/31/2016	2nd				
Robb Reed	2/1/2013	1/31/2016	1st				
Gary Nordstrom	11/18/2013	1/31/2015					
Ronald Lessard	2/1/2014	1/31/2017	2nd				
Patty Norgaard	2/1/2012	1/31/2015	1st				
John Pribyl	2/1/2012	1/31/2015	1st				
Margo Jordan (Alt)	2/1/2011						
Chad Ekeberg (Alt)							
Mark Wessels - Liaison							
<b>PUBLIC WORKS - Meets 1st Monday of Month @ 4:00 P.M. City Hall</b>							
Gary Olson	2/1/2012	1/31/2015	2nd				
Tim Berg	2/1/2014	1/31/2016	1st				
Darrell Shannon	2/1/2012	1/31/2015	1st				
John Moengen - Liaison							
<b>ECON DEV AUTH - Meets 1st Wednesday of Month @ 8:30 A.M. City Hall</b>							
Dennis Leaser	1/10/2011	1/31/2017	1st				
Bill Forsythe	2/1/2013	1/31/2019	1st				
Patty Norgaard	2/1/2012	1/31/2018	1st				
Mark Wessels	2/1/2013	1/31/2015					
Steve Roe	2/1/2014	1/31/2016					



To: City Council

From: Chris Pence, Zoning Administrator

Date: April 14, 2014

RE: Refund of a Portion of CUP fee to Mike Stone

---

Mr. Mike Stone presents a request to be refunded a portion of his Conditional Use Permit fee from the Amendment to his CUP dated December 16, 2013. He presented his request to the Planning and Zoning Commission on March 28, 2014 requesting they concur and forward his request to the City Council. The P&Z Commission directed staff to determine the amount of cost involved in staff time and mailings and that amount be subtracted from the \$500 fee to determine the refund amount. Staff has determined that the costs for mailing and staff time add up to \$200 and they recommend that that \$300 be refunded to Mr. Stone.

## **PUBLIC WORKS SURPLUS EQUIPMENT/SUPPLIES LIST**

### **SECURE FENCE**

Scrap Metal  
Rotting Posts  
Roofing Tin

### **COLD STORAGE**

1970's Tailwind Trailer, Elk River  
2 – Toro Snowblowers  
Old Traffic Signs

### **THULL COLD STORAGE**

2 – Metal Desks  
2 – Book Shelves  
4 – 4 Drawer Legal File Cabinets  
1 – Short File  
Concession Trailer  
12" Color TV  
Steel Door Frame with 36" Wooden Door  
10'x2' Old Anderson Window  
12'x12' Shed  
Freezer  
Refrigerator  
2005 Ford Crow Vic

Double Wide Trailer Home  
Lund 1970's Pro Pike Boat, Trailer, and Motor  
25,000 Gallon Old Treatment Plant  
15-20 Air and Oil Filters (20+ Years Old)



## AGREEMENT

THIS AGREEMENT, is made this \_\_\_\_ day of \_\_\_\_\_, 2014, by David M. Nevin, a single person, (hereinafter "Nevin") and the City of Crosslake, (hereinafter the "City").

WHEREAS, Nevin owns the following described parcel:

The West 200 feet of the East 600 feet of the Northeast Quarter of the Northeast Quarter, Section 9, Township 137, Range 27, lying Southerly of the following described line: Beginning at the Northeast corner of said West 200.00 feet and assuming the East line thereof bears South 04 degrees 51 minutes 12 seconds West; thence South 49 degrees 59 minutes 47 seconds West 282.14, more or less, to the West line of said East 600.00 feet and said line there terminating. (hereinafter Parcel 1); and

WHEREAS, Nevin owns the following described parcel:

The East 400 feet of the Northeast Quarter of the Northeast Quarter, Section 9, Township 137, Range 27. (hereinafter Parcel 2); and

WHEREAS, Nevin owns the following described parcel:

That part of the Northwest Quarter of the Northwest Quarter, Section 10, Township 137, Range 27 West, described as follows: Commencing at the Northwest corner of said Northwest Quarter of the Northwest Quarter; thence South 04 degrees 51 minutes 12 seconds West,

assumed bearing, along the West line of said Northwest Quarter of the Northwest Quarter 300.02 feet to the point of beginning of the tract to herein described; thence South 85 degrees 46 minutes 12 seconds East 274.96 feet; thence South 17 degrees 07 minutes 04 seconds East 143.32 feet; thence South 33 degrees 11 minutes 36 seconds East 42.16 feet; thence South 54 degrees 08 minutes 31 seconds West 467.74 feet, more or less, to said West line; thence North 04 degrees 51 minutes 12 seconds East along said West line 468.21 feet to the point of beginning. (hereinafter Parcel 3); and

WHEREAS, Nevin also owns the parcel lying West of Parcel 3; and

WHEREAS, Nevin would like to sell Parcel 2 but there is a covenant by and between Nevin and the City filed for record as Document NO. A0746264 that restricts the sale of only one of these three lots described above; and

WHEREAS, Parcel 3 becomes a nonconforming lot if the City allows the sale of Parcel 2; and

WHEREAS, Nevin plans to recombine and/or subdivide his remaining parcels to create all conforming parcels.

NOW, THEREFORE, in consideration of the granting this lot split and other good and valuable consideration, sufficiency of which is hereby acknowledged, the parties agrees as follows:

1. The City will allow this lot split upon the following conditions:
  - a) No further permits to allow any construction shall be allowed on Parcels 1 or 3 until Nevin completes a recombination of parcels that meets City approval.
  - b) Parcel 1 or 3 may not be sold alone again until Nevin completes a recombination or subdivision of parcels that meets City approval.
2. Any future owners, individuals or entities having an interest in the above-described real property are hereby on notice of the above provisions and these provisions run with the land and shall bind any successor of Nevin.

IN TESTIMONY WHEREOF, this Agreement has been executed on the day and year set forth above.

\_\_\_\_\_  
David M. Nevin

STATE OF MINNESOTA     )  
  ) SS  
COUNTY OF CROW WING    )

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 2014, by David M. Nevin, a single person.

\_\_\_\_\_  
Notary Public

CITY OF CROSSLAKE, MINNESOTA

By \_\_\_\_\_  
Darrell Schneider, its Mayor

\_\_\_\_\_  
Charlene Nelson, its City Clerk

STATE OF MINNESOTA     )  
  )ss  
COUNTY OF CROW WING)

On this \_\_ day of \_\_\_\_\_, 2014, before me, a Notary Public within and for said County and State, personally appeared Darrell Schneider and Charlene Nelson, to me known to be the same person described in and who executed the foregoing instrument, and acknowledged that he executed the same as Mayor and City Clerk on behalf of the City of Crosslake.

\_\_\_\_\_  
Notary Public

THIS INSTRUMENT WAS DRAFTED BY:  
J. Brad Person  
Breen and Person  
PO Box 472  
Brainerd, MN 56401  
218 828-1248



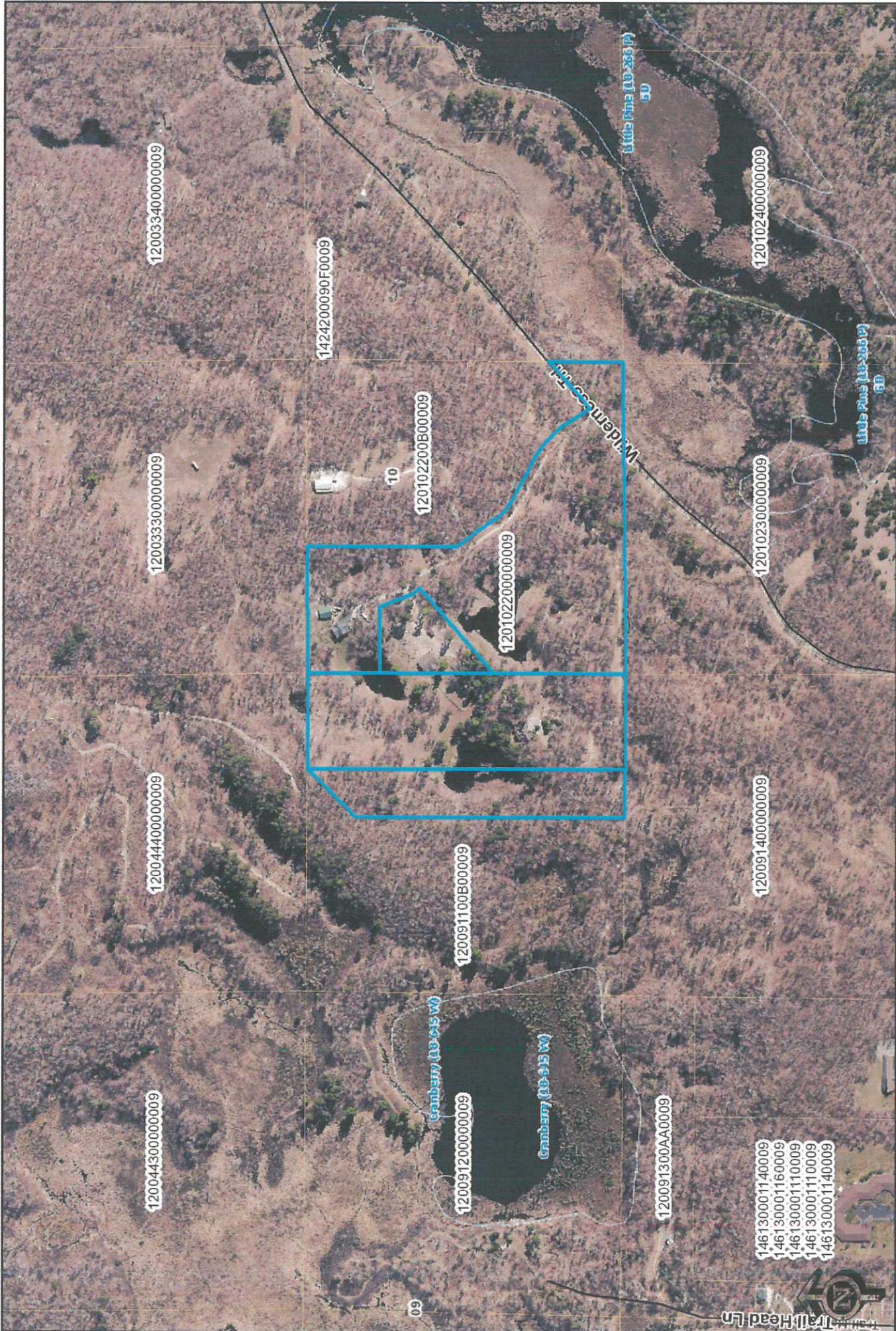
These data are provided on an "AS-IS" basis, without warranty of any type, expressed or implied, including but not limited to any warranty as to their performance, merchantability, or fitness for any particular purpose.

Nevin Property



Date: 7/7/2014 Time: 8:59:08 AM





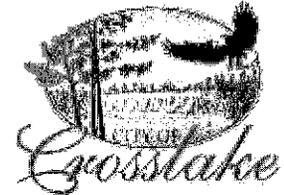
Nevin Property



Date: 7/7/2014 Time: 9:00:09 AM

These data are provided on an "AS-IS" basis, without warranty of any type, expressed or implied, including but not limited to any warranty as to their performance, merchantability, or fitness for any particular purpose.





To: City Council

From: Chris Pence, Zoning Administrator

Date: July 9, 2014

RE: Outdoor Sales

---

Article 30 of the Land Use Ordinance regulates Outdoor Storage and Sales. Specifically, section 26-754 regulates outdoor sales and the language is below:

**Sec. 26-764 Outdoor Sales**

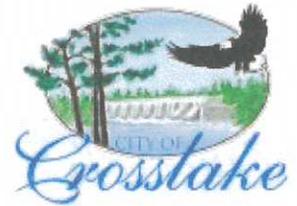
- (1) Any outside sales, display, and/or equipment rental shall require a conditional use permit. A conditional use permit shall not be issued unless:
- a) The outdoor sales, display, or equipment rental is accessory to a permitted use and the permitted use is conducted within a building serving as the principal structure.
  - b) The area used for outside sales, display, or equipment rental is hard surfaced to control dust and drainage.
  - c) Any lighting complies with the lighting standards in Section 26-739 of this Chapter.
  - d) The area is fenced and screened from view of neighboring residential uses.

The issue at hand is that this ordinance language is not new and has been in effect in Crosslake for many years yet not been effectively enforced. When the ordinance was recently revised, this language was carried over from the previous ordinance and not modified.

A complaint was received regarding outdoor sales at Reed's Market earlier this year and staff has worked with Reeds to submit a conditional use permit application. Staff has also done a review of other properties in the city and approximately 30 other properties would also need a conditional use permit (CUP).

The current ordinance needs to be revised to clarify what constitutes outdoor sales and what type of requirements, CUP / IUP or performance standards, would be required to allow outdoor sales.

It is recommended that the City refund the CUP application to Reeds and have Reeds withdraw the CUP application. It is also recommended that the City approve a moratorium of 12 months regarding outdoor sales to allow staff to confer with the Council and Planning Commission/Board of Adjustment to discuss potential language. During this time, businesses can continue operating as usual until a new ordinance is approved by the Council.



To: City Council

From: Chris Pence, Zoning Administrator

Date: July 14, 2014

RE: Land Use Complaint Issue

---

Land Use complaint on PID# 120292403E00009 (Happy Landing Road) received on 7/7/2014.

Initial contact with property owner on 7/7/2014 – a violation was verified and the property owner was informed what the violation was and asked to remedy the situation. Staff was told that they were not going to comply. It was explained to the property owner that if they were not going to comply at that time that the complaint would be forwarded to the City Attorney. The complaint was forwarded to the city attorney on 7/8/2014.

The property owner came into the P&Z office on 7/8/2014 and 7/9/2014 to clarify what they needed to do to comply with the ordinance. Everything was explained in detail and they left the office with a good understanding of what the violation was and how they can comply with the ordinance in the future.

Staff reviewed the complaint history of this property and all that was found were several pictures and a letter dated April 17, 2013.

Suggested solutions for this complaint:

- 1- City attorney pursue legal remedy.
- 2- Change the ordinance.

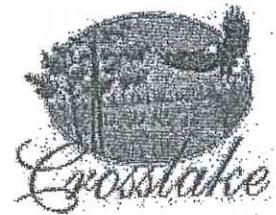
Enclosures:

1. Sec 26-322 Temporary Structures in the Shoreland District
2. Complaint form dated 7-7-2014 (redacted)
3. Letter dated 4-17-2013

## Sec. 26-322 Temporary Structures in the Shoreland District

- (1) A maximum of two temporary structures at one time may be allowed without a permit for no more than 14 total days within a year provided there is a principal structure on the property and the criteria specified in subsection (4) of this section are met.
- (2) Temporary structures such as travel trailers/travel vehicles, etc. are allowed to be stored on a property with a principal structure provided the temporary structure is licensed. The temporary structure is not to be used as a dwelling for more than 14 continuous days within a year. The temporary structure must be highway ready, meaning on wheels or the internal jacking system, must not be attached to the on-site sewage treatment system, and can only be attached to the site by quick disconnect type utilities commonly used in campgrounds and trailer parks. The temporary structure cannot have any type of structural additions, including, but not limited to, decks, patios and screened porches.
- (3) A permit for a one-time two-year period is authorized to store one temporary structure on a property without a principal structure. The temporary structure can be used as a dwelling for more than 14 continuous days per year provided all criteria specified in subsection (4) of this section are met.
- (4) Minimum facilities for camping under a temporary structure permit shall include a fire pit (meeting DNR requirements), a method for the storage and/or treatment and disposal of sewage (meeting MPCA chapter 7080 standards), and provisions for solid waste; all recreational vehicles or other camping units shall be completely removed from the property after use during the allowed time limit, and no accessory structures shall be constructed or placed without a permit. All temporary structures shall meet all required structural setbacks.

COMPLAINT FORM



City of Crosslake Planning and Zoning

Date of Complaint: 7-07/14

Property Owner: 

Site Address: 34406 HAPPY LANDING ROAD

Complainant: 

Does Complainant Want Call Back?  YES  NO

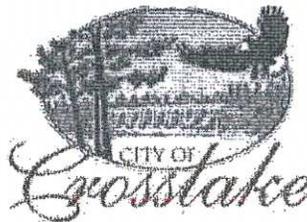
Telephone#: 

Details of Complaint: \_\_\_\_\_

FOR 3 YEARS NOW, IN SAITE OF MY COMPLAINTS TO CROSSLAKE CITY COUNCIL, CROSSLAKE P&Z, AND CROSSLAKE POLICE IN VARIOUS YEARS, THE ABOVE SITE BECOMES A CAMPGROUND EACH YEAR WITH MANY MORE "TEMPORARY STRUCTURES" THAN ALLOWED BY CITY ORDINANCE, <sup>SOME</sup> PLACED WAY WITHIN THE SETBACK ZONE ALONG LAKESHORE PER DNR. THIS YEAR PERSONS ON PROPERTY THREATELED TO KILL MY DOG ALTHOUGH HE HAS NOTHING TO DO WITH THE SITUATION. TIME TO UPHOLD THE LAW

Signature of Complainant: 

Date: 7/07/2014



April 17, 2013

Don Bordsen  
1733 Agate St.  
Maplewood, MN 55117

**RE: 120292403E00009; 34406 Happy Landing Rd, Crosslake**

Dear Mr. Bordsen:

This letter is in reference to the above-mentioned property. I visited you last summer before the July 4<sup>th</sup> week and talked to you about what temporary structures are allowed on a parcel in the City. This is a follow-up letter enumerating what I told you then. Crosslake City Code states the following in the R-3 zoning district:

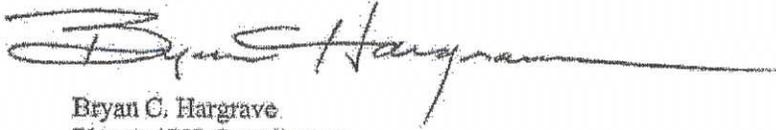
**F. Temporary Structures**

- 1. Minimum facilities for camping under a temporary structure permit shall include a fire pit (meeting DNR and City requirements), a method for the storage and/or treatment and disposal of sewage (meeting MPCA Chapter 7080 and City standards), and provisions for solid waste; all recreational vehicles or other camping units shall be completely removed from the property after use during the allowed time limit, and no miscellaneous or storage structures shall be constructed or placed without a permit. All temporary structures shall meet all required structural setbacks.*
- 2. A maximum of two (2) temporary structures may be allowed without a permit for no more than fourteen (14) continuous days within a year provided there is a principal structure on the property and the criteria specified in subparagraph one (1) are met.*
- 3. Temporary structures such as travel trailers/travel vehicles, etc. are allowed to be stored on a property with a principal structure provided the temporary structure is licensed. The temporary structure is not to be used as a dwelling for more than fourteen (14) continuous days within a year. The travel trailer/travel vehicle must be highway ready, meaning on wheels or the internal jacking system, must not be attached to the onsite sewage treatment system, and can only be attached to the site by quick disconnect type utilities commonly used in campgrounds and trailer parks. The travel trailer/travel vehicle cannot have any type of structural additions; including, but not limited to decks, patios and screened porches.*

You are allowed to have two temporary structures on your property at one time. You currently have one RV trailer on your property. As stated above in the ordinance, it needs to have a current license and be highway ready. The complaint in the past has been that you have more than two temporary structures on your property during certain times of the year. This letter is to remind you that you cannot have more than two temporary structures on your property at a time.

I trust that this letter will be sufficient to take care of the issue. If you have any questions, please do not hesitate to contact me. Thank you.

Sincerely,

A handwritten signature in black ink, appearing to read "Bryan Hargrave", with a long horizontal flourish extending to the right.

Bryan C. Hargrave  
Planner/GIS Coordinator  
City of Crosslake  
218-692-2689  
[bhargrave@crosslake.net](mailto:bhargrave@crosslake.net)





## Staff Report - Crosslake Parks, Recreation & Library

**Date: July 9, 2014**

**To: Crosslake City Council**

**From: Jon Henke, Director of Parks, Recreation & Library** 7.4.

### 1. Crosslake Area Library Update

We are still taking registrations for the summer reading club. The program takes place on Thursday mornings starting July 10 and ends August 14<sup>th</sup>. Children will be split into two age groups, 5-7 and 8-12. This program fills up fast so register as soon as possible; cost is \$5.00 per child.

### 2. 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.

### 3. Fitness Room

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

### 4. New Silver Sneakers class offered.

The Community Center now offers Yoga Stretch. Come join instructor Donna Keiffer on Monday's and Wednesday's at 9:30. If you are just starting a fitness routine this is a great place to start. After the Yoga Stretch class stay and enjoy the Classic Silver Sneakers exercise class at 10:30 Monday's and Wednesday's. On Tuesday and Thursday join us for the Cardio Circuit class at 9:30. This class is one step up from the Classic class. We will find a way to get you started on lowering your blood pressure, lowering your cholesterol, preventing osteoporosis and provide a boost of energy to complete your day. Take the first step towards a healthy lifestyle. We can help!

### 5. Community Center/Library Attendance for June.

Attendance for the Community Center was 5,668. Attendance for the Library was 2,636.

### 6. Park Dedication Recommendation for WLJ Properties

Staff and the Park/Library commission are recommending that land in lieu of Park Dedication fees be accepted for the WLJ subdivision. It is also recommended that the City provides an easement for access to the property owner residing at 12359 Perkins Road.

**The Crosslake Park/Library Commission is recommending that the Crosslake City Council consider a motion to approve land for the WLJ subdivision (10% of parcel) in lieu of the \$1,500.00 Park Dedication fee.**

**Hardwick/Norgaard Favor: All Opposed 0 Motion Carries Unanimously**

### 7. Pickleball

We have purchased additional equipment to play Pickleball. We can now accommodate up to eight people at a time for play inside the Community Center. We are offering a free introduction to Pickleball session on Tuesday nights from 5-7. We will have some instructors on hand to show you how to play this fun and exciting new sport. Pickleball is one of America's fastest growing sports. If you decide you like the sport and want to play more often we also have court rental available Tuesdays and Thursdays from 1-3. Cost per court is only \$10 and includes all the supplies needed for up to four people. Come give this new sport a try.

### 8. Paddling in the Park

The Community Center is teaming up with Jim Birgquist from Crow Wing Kayaks to offer a new learn to kayak program that will take place in the park this summer. Classes will take place the 2<sup>nd</sup> and 4<sup>th</sup> Saturdays of the month and continue through August. Registrations are available at the Community Center and at Water, Wind and Wheels. Participants must sign up before noon on the Friday before their scheduled session. Cost is \$15 per session. First session starts at 10 a.m. and the second session starts at 11 a.m. A minimum of 5 pre registered participants is required.

### **9. Crosslake July Tennis Schedule**

**League Tennis** – Because of our summer tennis lesson program in the mornings our Adult League Tennis Times have been adjusted for the month of July. Adult Recreational Tennis will take place Monday and Thursday afternoons from 2-4. Women's only tennis is played Wednesday afternoons from 2-4 and new this year is an adult competitive league for 3.0 level and higher. Adult 3.0+ will play Tuesday from 2-4 and Thursday from 6-8. Registration for any of our tennis programs is \$22.00.

### **10. Yoga**

Gail is back teaching Yoga at the Community Center on Tuesday mornings at 10:00 a.m.

### **11. PAL Update – Fireworks/Trail Rides**

The PAL Foundation would like to thank the Crosslake Fifty Lakes American Legion for their donation of \$500 towards the annual fireworks. The Foundation is offering free trail rides on Wednesdays at 10, 11 and 12 at the Community Center. Come experience the new Nordic Ridge Recreation Area on a six passenger golf cart.

PAL Donations – Staff is recommending a motion to accept \$1,147.17 in donations from the PAL Foundation: \$320 for the Tennis Dedication Plaque, \$467.61 for community garden expenditures, \$259.20 for the expenditures to expand the garden and \$100 for expenditures for the bird feeding program. **Council Action/Motion**

### **12. 29<sup>th</sup> Crosslake Art Show**

The Crosslake Area Art Club will host their 30<sup>th</sup> annual art show at the Crosslake Community Center on August 7, 8 and 9th. The show will take place from 10-5 daily. This is one of the community's biggest events of the year. Stop in and discover our incredible local artists.

### **13. Book Sale**

The Crosslake Area Library will host their annual book sale on July 31 – August 2<sup>nd</sup> from 9-4 inside the Community Center. This is the libraries largest fund raiser of the year. This year the sale will feature more books than ever before. Arrive early to get the best selection of books. Volunteers are needed. Please contact the Library if you can help.

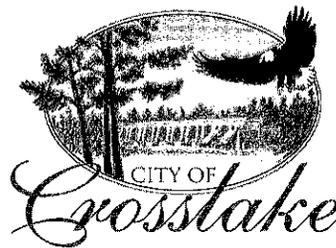
### **14. Patio Garden Volunteer Help Needed**

The Crosslake Community is blessed with so many people that want to lend a hand with different initiatives. Currently the Park, Library and the PAL Foundation are looking for volunteers to spend an hour or two on Tuesday mornings at the Patio Garden outside the Library. Refreshments are provided. Our goal is to get enough people interested so each member of this initiative can adopt an area of the garden. If you like flowers or gardening please come in and lend us a hand in maintaining this beautiful area. Thank you for your consideration.

### **15. Chautauqua- House on the Hill: How Congress Works**

United States Congressman Rick Nolan, representing Minnesota's eighth congressional district, will be the featured speaker at the August Chautauqua. Congressman Nolan will offer an inside look at how the U.S. House of Representatives functions and sometimes fails to function. He will explain the steps by which an idea is transformed into a law of the land, including the role citizens play in that process. Join Congressman Nolan for a behind-the-scenes perspective of the U.S. House of Representatives. Chautauqua takes place the 2<sup>nd</sup> Wednesday of the month from 1:30-3:30 at the Crosslake Community Center. As always the program is free.

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



37028 County Road 66  
Crosslake, Minnesota 56442  
www.cityofcrosslake.org

---

---

# Memo

To: Mayor and Council  
From: Consultant/City Administrator Dan Vogt   
Date: July 8, 2014  
Subject: Updated Employee Handbook

Attached you will find an updated version of the Employee Handbook. Changes to the document are either shown in bold print and underlined, or, struck through and shown in bold print. Items that are in bold print without underlining are part of the existing document. While most of the document has not changed since it was last updated in 2012, a number of provisions have been added to the document. These include policies that had already been approved by the Council but were not included in the document such as the items entitled "Firearms", "Wellness Program", language in the "City Technology" section dealing with cellphones, "Political Activity" and "Smoking". Additionally, various clarifications were made such as how Vacation is calculated as well as new provisions based on recently enacted legislation have been added pertaining to "Pregnancy and Parenting Leave" and "Safety Leave". The Table of Contents has not been included at this time but will be updated and included after the document has been cleaned up following approval.

The Personnel Committee has held a number of discussions concerning the Handbook.

This item appears on the agenda for your meeting to be held on Monday, July 14, 2014 for action. Please feel free to contact me if you have any questions.

# **CITY OF CROSSLAKE EMPLOYEE HANDBOOK**

**(Dated: \_\_\_\_\_, 2014)**

## WELCOME

---

Over the years, the City of Crosslake (the “City”) has been able to grow and be successful due to the hard work and dedication of employees such as you. Whether you are new to the City or are one of our long-term employees, we are glad to have you as a member of our team, and we look forward to working with you.

Sincerely,

---

**Thomas Swenson, City Administrator**  
**Mayor and City Council**

## HANDBOOK LIMITATIONS

---

This Employee Handbook (“Handbook”) serves as a source of information for employees regarding the policies and procedures of the City. Please take the time to read this Handbook carefully. This Handbook is not exhaustive. This Handbook provides general policy and procedural guidelines. These policies and procedures are not conditions of employment, and do not constitute an employment contract. These policies and procedures are subject to additions, deletions, or changes by the City from time to time, without notice or update. The City reserves the right to vary from these policies and procedures if, in its opinion, the circumstances so require.

**THIS HANDBOOK IS A GENERAL STATEMENT OF POLICY, TO BE MODIFIED AND APPLIED BY THE CITY AT ITS DISCRETION. THIS HANDBOOK IS NOT A CONTRACT.**

**THE STATUS OF ALL EMPLOYEES EMPLOYED BY THE CITY PRIOR TO THE ~~ADOPTION OF THIS HANDBOOK (OCTOBER 8, 2012)~~ IS DETERMINED BY THEIR LETTER OF HIRE AND THE PERSONNEL POLICIES IN EFFECT AT THE TIME OF THEIR HIRE. THEIR EMPLOYMENT IS NOT “AT WILL.” THE STATUS OF ALL EMPLOYEES HIRED AFTER THE ADOPTION OF THIS HANDBOOK IS “AT WILL,” WHICH MEANS THAT EITHER THE EMPLOYEE OR THE CITY MAY TERMINATE THEIR EMPLOYMENT AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT CAUSE OR NOTICE.**

This Handbook supersedes and revokes all prior policies, procedures, handbooks, and memoranda.

The provisions and requirements of local, state, and federal law supersede all provisions of this Handbook. In the event that there is a conflict between this Handbook and any law, the law governs. The City intends to comply with all applicable laws, including but not limited to laws specifically applicable to Minnesota public employers, such as the Public Employment Labor Relations Act and the Veterans Preference Act.

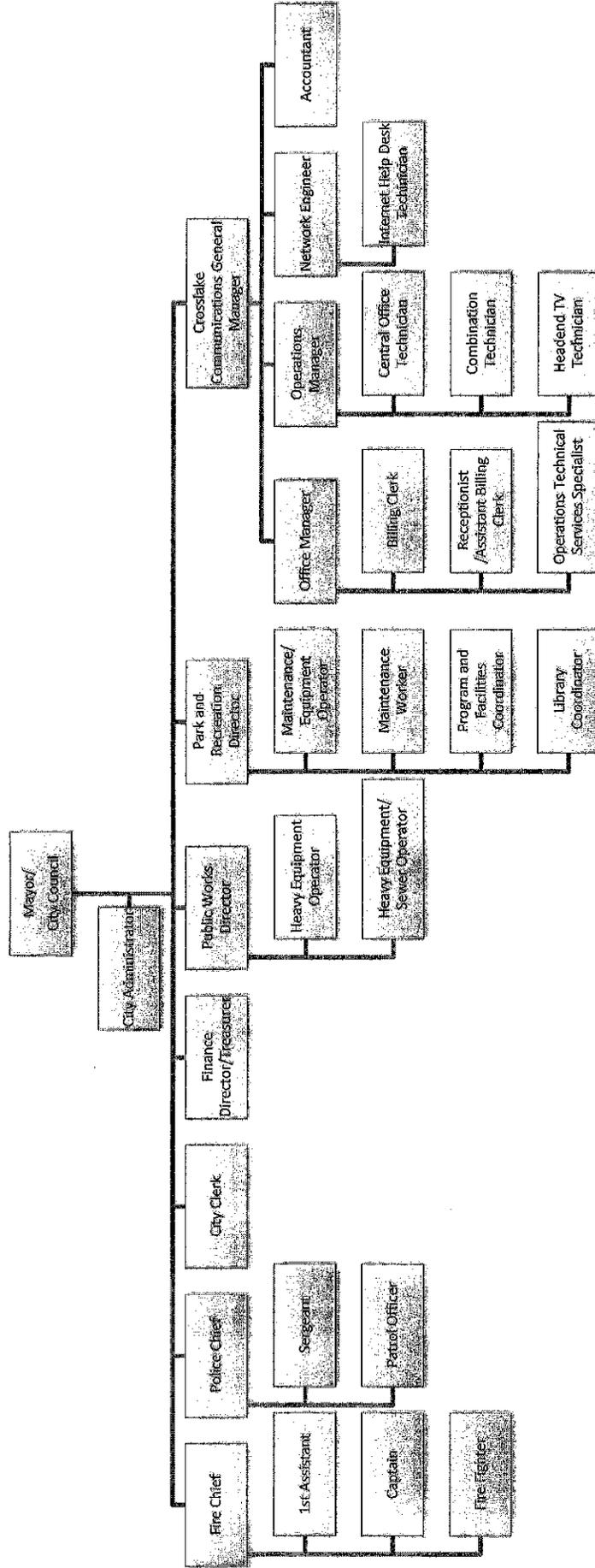
This Handbook covers all non-bargaining unit employees. For bargaining unit employees, this Handbook also governs to the extent that it is not inconsistent with the applicable collective bargaining agreement. If there is a conflict between this Handbook and a collective bargaining agreement (**CBA**), the **agreement CBA** governs for all bargaining unit employees.

This Handbook covers all employees within the jurisdiction of a personnel board or civil service commission to the extent that it is not inconsistent with applicable statutes, rules, or regulations. If there is a conflict between this Handbook and applicable law, the law governs.

This Handbook covers all sworn law enforcement officers, unless this Handbook specifically indicates that such officers are subject to the police department manual or in cases where the police department manual is more specific.

This Handbook does not cover: (1) elected officials; (2) the city attorney, city engineer, **other consultants**, city surveyor, city certified public accountant or auditor, or the health officer and assistant health officer; (3) members of city boards, commissions, EDA and committees; (4) volunteer firefighters and other volunteer personnel; and (5) emergency employees.

CITY OF CROSSLAKE ORGANIZATIONAL CHART  
 July 14, 2014



## EMPLOYMENT PRACTICES

---

### **CONFIDENTIAL INFORMATION**

Much of the information that City employees have access to is considered sensitive or confidential in nature. Some information may be protected under the Government Data Practices Act. All employees should use discretion and care in handling and disclosing confidential information and should consult with the City Administrator or the General Manager before disclosing such information.

Because of the importance of protecting confidential information, any employee who improperly uses or discloses such information will be subject to disciplinary action, up to and including termination of employment.

### **DRUG AND ALCOHOL TESTING**

All applicants and employees are covered by the City's drug and alcohol testing policy. Each employee will be provided with a copy of the policy and all related notices. If an employee has questions regarding drug and alcohol testing, he or she should discuss them with his or her Department Head.

### **EMPLOYMENT "AT WILL"**

All employees hired after ~~the adoption of this Handbook on~~ October 8, 2012 are "at will" employees, which means that either the employee or the City may terminate the employment relationship at any time, for any reason, with or without cause or notice.

### **EMPLOYMENT CLASSIFICATIONS**

The City has the following employment classifications:

*Full-time employee* means an employee who works an average of 2,080 hours per year. A full-time employee is an employee who is hired for the usual activities of the operation of the City.

*Regular Part-time employee* means:

- (1) An employee who performs a service on a regular part-time basis or is available to assist in workload peaks;
- (2) An employee who works 1,040 or more hours per year, but less than 2,080 hours per year;
- (3) An employee who is eligible to receive all benefits offered to full-time employees on a prorated basis and subject to certain limitations.

*Limited part-time employee* means an employee who performs a service on a regular part-time basis or is available to assist in workload peaks. A limited part-time employee is an employee who works less than 1,040 hours per year. A limited part-time employee is not eligible to receive non-statutory benefits.

*Temporary employee* means an employee who is engaged for a specific project or a limited time period, not exceeding 185 consecutive calendar days, with the understanding that his or her employment will automatically terminate upon completion of the project or at the end of a specified period of time. Such employees will be paid at a rate agreed upon between the employee and the City Council, but will not be eligible for non-statutory benefits.

*Emergency employee* means an employee retained or employed solely for emergency purposes.

Unless expressly indicated, all of the provisions in this Handbook apply to all employees, regardless of employment classification. If an employee has questions regarding his or her employment classification, he or she should discuss them with the City Clerk or the Office Manager.

### **EMPLOYMENT VERIFICATION**

All employees hired after November 6, 1986 must verify their identity and eligibility to work in the United States. Section 1 (the employee portion) of the I-9 Form must be completed no later than the first day of employment. Section 2 (the employer portion) of the I-9 Form must be completed within three business days of the first day of employment. Section 3 of the I-9 Form must be completed (if applicable) when updating and/or re-verifying the employment authorization of an employee whose previous valid authorization has expired.

If an employee has questions regarding the employment verification process and/or his or her employment eligibility, he or she should discuss them with the City Clerk or the Office Manager.

### **EQUAL EMPLOYMENT OPPORTUNITY**

The City is committed to providing equal opportunity in employment for all qualified applicants and employees without regard to race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, membership or activity in a local commission, disability, sexual orientation, age, genetic information, or any other classification protected under local, state, or federal law. The City is also committed to prohibiting discrimination in employment on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, membership or activity in a local commission, disability, sexual orientation, age, genetic information, or any other classification protected under local, state, or federal law.

This policy extends to all qualified applicants and employees in all aspects of the employment relationship including, but not limited to, recruiting, hiring, promotion, transfer, compensation, and termination.

### **FIREARMS**

**All employees, except sworn employees of the City of Crosslake Police Department, are prohibited from carrying or possessing firearms while acting in the course and scope of employment for the City. The possession or carrying of a firearm by employees is prohibited while working on the property of the City of Crosslake or**

**working at any location on behalf of the City of Crosslake. This prohibition includes but is not limited to:**

- 1. Driving on City business;**
- 2. Riding as a passenger in a car, truck or any type of mass transit on City business;**
- 3. Working at a City-owned work site;**
- 4. Working off-site on behalf of the City;**
- 5. Performing emergency or on-call work after normal business hours and on weekends;**
- 6. Working at private residences, businesses and other private or governmental locations on behalf of the City; and**
- 7. Attending training or conferences on behalf of the City.**

**Carrying or possessing a firearm in violation of this policy will subject the employee to disciplinary action, up to and including possible discharge.**

**City employees who have obtained the appropriate permit and possess a firearm while in a City-owned parking area are requested to keep the firearm in a locked trunk of the employee's vehicle or, if the vehicle does not have a trunk, in a locked glove compartment of the employee's vehicle.**

#### **OPEN DOOR POLICY**

The City encourages open and honest communication between employees and management. Employees are encouraged to discuss any work-related issue with their supervisor. If any employee is not comfortable approaching his or her supervisor, or feels that his or her supervisor did not adequately address the issue, he or she is encouraged to discuss the issue with the City Administrator or the General Manager.

If an employee has an issue which is more specifically addressed by the Respectful Workplace policy, he or she should follow the reporting procedure described in that policy.

#### **PAYROLL CLASSIFICATIONS**

The City has the following payroll classifications:

- (1) Exempt: Employees who are employed in an executive, administrative, professional, or other exempt capacity. Exempt employees are not entitled to overtime compensation or compensatory time under the Fair Labor Standards Act.
- (2) Non-exempt: Employees who are employed in a non-exempt capacity. Non-exempt employees are entitled to overtime compensation/compensatory time under the Fair Labor Standards Act.

Unless expressly indicated, all of the provisions in this Handbook apply to all employees, regardless of payroll classification. If an employee has questions regarding his or her payroll classification, he or she should discuss them with the City Clerk or the Accountant.

## **PERSONNEL RECORDS**

Each employee will have a permanent personnel file on file in the office of the City Clerk or Crosslake Communications. Copies of all pertinent correspondence, annual performance evaluations, responses to evaluations, W-4 Form, I-9 Form, and other required forms will be stored in this file. Medical information, if any, will be stored in a separate confidential medical file. Personnel files will be secured and available to the employee and members of the City Council only upon written request. Requests for information contained in personnel files will be referred to the City Clerk or General Manager prior to the release of any information.

Any time a personnel file is reviewed, ~~either~~ by an employee ~~or a member of the City Council~~, the review will be made in the presence of the City Clerk or the Office Manager.

## **PERFORMANCE REVIEWS**

Employees will be subject to a performance review each year. The employee's immediate supervisor will be responsible for preparing the evaluation in a timely manner and meeting with the employee regarding the evaluation. The review meeting will be held with the employee, his or her supervisor, and a member of the City Council (if requested by the employee). The employee will be given the opportunity to respond to the evaluation in writing.

Upon completion of a performance review, and upon the request of any member of the City Council, each review will be made available to the City Council, but will not be disseminated or copied. Performance reviews are considered confidential information and are not subject to discussion in open City Council meetings unless otherwise authorized by law.

Additional comments may be made by members of the City Council; such comments will be attached to the performance review. The employee will be provided with a copy of any additional comments and will have an opportunity to respond in writing. A complete copy of each performance review will be placed in the employee's personnel file.

## PERSONAL CONDUCT

---

### **RESPECTFUL WORKPLACE**

The City is committed to maintaining a work environment free from violence, discrimination, and other offensive behavior. The City will not tolerate any such behavior by or towards any individual. This policy applies to all applicants and employees, including Department Heads, as well as all members of the City Council and all City boards and commissions.

**Any employee who violates this policy will be subject to discipline, up to and including termination of employment.**

### **Categories of Disrespectful Behavior**

Violent Behavior: Includes the use of physical force, threats of physical force, harassment or intimidation, or abuse of power or authority, to control an employee by causing pain, fear, or hurt. Also includes the use of or threats of the use of weapons.

Discriminatory Behavior: Includes inappropriate remarks about or conduct related to an employee's race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, membership or activity in a local commission, disability, sexual orientation, age, genetic information, or any other classification protected under local, state, or federal law.

Offensive Behavior: Includes work-related actions such as rudeness, exclusionary behavior, angry outbursts, inappropriate jokes, vulgar obscenities, name-calling, disrespectful language, or the intentional filing of an unfounded complaint under this policy.

Prohibited behavior also includes requests to engage in illegal, immoral, or unethical conduct, or retaliation for making a complaint under this policy.

### **Sexual Harassment**

The City is committed to maintaining a work environment free from sexual harassment. Sexual harassment is just one kind of discriminatory and offensive behavior. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, or any other verbal or physical conduct or communication of a sexual nature, where:

- (1) Submission to the conduct or communication is made a term or condition, either explicitly or implicitly, of employment;
- (2) Submission to or rejection of the conduct or communication is used as a factor in making employment decisions affecting an individual's employment (hiring, promotions, termination, etc.); or

- (3) Such conduct or communication has the purpose or effect of substantially interfering with an individual's employment or creates an intimidating, hostile, or offensive work environment.

Sexual harassment may include, but is not limited to, the following conduct:

- (1) Unwelcome or offensive sexual remarks or innuendo;
- (2) Unwelcome or offensive sexual jokes;
- (3) Unwelcome invitations to social engagements;
- (4) Unwelcome and objectionable physical contact;
- (5) Unwelcome and objectionable close physical proximity;
- (6) The dissemination of materials such as posters, photographs, cartoons, or other materials that have a sexual connotation and may be offensive;
- (7) Any indication (even if merely implied) that an individual's employment (hiring, promotions, termination, etc.) depends upon the granting of sexual favors; or
- (8) The creation (whether intentional or careless) of a work atmosphere that is offensive or intimidating.

Although the intent of the person engaging in the conduct may be harmless or even friendly, it is the welcomeness of the conduct by the recipient that is relevant to whether the conduct is harassment. Given the difficulty of judging whether the conduct is welcome or unwelcome in particular situations, the City prohibits all employees from engaging in any conduct of a sexual nature or amounting to harassment based on any protected classification in the work environment.

### **Reporting**

Any employee who believes he or she has been subjected to a violation of this policy or any employee who believes he or she has witnessed another employee being subjected to a violation of this policy, must promptly report the violation to his or her supervisor and/or the City Clerk or the Office Manager. If the supervisor or the City Clerk or the Office Manager is the source of or a party to the violation, or does not respond to the report in a timely and appropriate manner, the employee must promptly report the violation to the City Administrator and/or the General Manager.

The City will not retaliate against any employee who reports a violation of this policy. The City will promptly and thoroughly investigate any report of a violation of this policy. The City's investigation will, to the extent possible, be confidential. The City will appropriately discipline any employee who commits a violation of this policy.

## **EMPLOYMENT BENEFITS**

---

### **INTRODUCTION**

The following provisions describe the employment benefits provided by the City at this time. The City may change the types of benefits, or change insurance carriers, deductibles, premiums, or any other feature of any benefits, including but not limited to eligibility for benefits, at any time, in its sole and complete discretion. In addition, the City may discontinue one or more benefits at any time, in its sole and complete discretion. Affected employees will be notified of changes or discontinuations as soon as is practicable.

The following descriptions of employment benefits are meant to be a summary only. The plan documents explain each benefit in detail. The various benefits are controlled by the language of the plan documents. If an employee has questions regarding benefits, he or she should discuss them with the City Clerk or the Office Manager.

### **DONATED LEAVE**

With the approval of the Personnel Committee, employees may donate up to 8 hours of accrued unused vacation time to an employee who has exhausted all available paid leave time, where the employee or the employee's spouse has a catastrophic or life-threatening illness.

Donated leave may only be used by the recipient for loss of scheduled work hours. The recipient will not accrue benefit credit when using donated leave. Donated leave cannot be used for severance pay, paid out in the form of cash, or used in any other manner than as stated in this policy.

The total of all donations that can be received by a recipient is 160 hours. Donations will be accounted for on the basis of an hour of leave donated equals an hour received, regardless of the pay rates of the donor and the recipient.

Only employees who are expected to return to work are eligible to receive donated leave. A recipient of donated leave is not expected to repay the donated leave.

An employee's request to receive donated leave must be in writing and submitted to the personnel committee for consideration. The personnel committee retains the right to approve or deny any request based on their determination of whether the recipient is eligible under the terms of this policy and whether granting the request would be in the best interests of the City.

### **HOLIDAY PAY**

The City recognizes the following paid holidays:

New Year's Day  
Martin Luther King Day  
President's Day  
Memorial Day  
Independence Day  
Labor Day  
Veterans' Day  
Thanksgiving Day  
Day after Thanksgiving  
Christmas Day

In addition, employees will receive 16 hours of personal leave that may be taken with the approval of their Department Head.

Eligibility: Full-time and part-time employees are eligible for paid holidays.

Pay: Full-time employees will receive holiday pay at their normal rate of pay if they are at work or on a paid leave of absence during the last regular shift to which they would have been assigned prior to the holiday and the first regular shift to which they would have been assigned following the holiday. Part-time employees will receive holiday pay only if they would normally be scheduled to work on the day of the week designated as the holiday and will be paid only for the number of hours they would have worked.

Working on Holidays: City offices will be closed for business on holidays, but employees may be required to work when the nature of their duties or other conditions require. An employee required to work on a holiday will receive another day off with pay during the same calendar year, at the discretion of their Department Head.

Certain Weekend Holidays: In the event New Year's Day, Independence Day, Veterans' Day, or Christmas Day falls on a Saturday, it will be observed on the preceding Friday. If one of those holidays falls on a Sunday, it will be observed on the following Monday.

## **INSURANCE**

The City provides health and dental insurance to full-time and part-time employees, as well as retirees.

### Health Insurance:

*Full-time employees.* Full-time employees are eligible for health insurance coverage. The City may, at its option, require employees to contribute a portion of the premium.

*Part-time employees.* Part-time employees are eligible for health insurance coverage on an annualized prorated basis, provided the employee pays his or her share as of the date the premium is paid by the City. Example: If an employee works 1,040 hours per year (50%), the City will pay one-half of the premium. In the event the employee does not elect to take the coverage, the city will not be obligated to make payment to the employee

for the unused premium.

*Retirees.* The City will pay on behalf of an employee who retires at a time when the employee is eligible for and will immediately begin receiving a PERA retirement annuity, a portion of the premium for continued single coverage under the City's health and dental insurance programs, for up to three consecutive years beginning with the employee's retirement, or until the employee is eligible for Medicare, whichever occurs sooner, as follows:

- With 25 or more years of service – contribution of eighty percent (80%) of the premium for single coverage.
- With 15 to 25 years of service – contribution of fifty percent (50%) of the premium for single coverage.
- With 10 to 15 years of service – contribution of twenty-five percent (25%) of the premium for single coverage.

Employees and/or their dependents have the right to continue their health insurance coverage for a certain period of time (in most circumstances from 18 to 36 months) following the occurrence of certain events, such as the termination or reduction of hours of an employee's employment. Employees will be provided with notices explaining the right to continuation coverage in greater detail.

#### Dental Insurance:

*Full-time employees.* Full-time employees are eligible for dental insurance coverage. The City may, at its option, require employees to contribute a portion of the premium.

*Part-time employees.* Part-time employees are eligible for dental insurance coverage on an annualized prorated basis, provided the employee pays his or her share as of the date the premium is paid by the City. Example: If an employee works 1,040 hours per year (50%), the City will pay one-half of the premium. In the event the employee does not elect to take the coverage, the city will not be obligated to make payment to the employee for the unused premium.

#### **SICK PAY**

Eligibility: Full-time and part-time employees are eligible to use accrued paid sick leave.

Accrual: Full-time employees earn 8 hours of paid sick time per month. Part-time employees earn sick leave on a prorated basis, based on the number of hours worked in the previous year.

Use: Sick leave may be granted to an employee when the employee is unable to perform work duties due to illness or injury; to receive medical, dental, or chiropractic care; childbirth or pregnancy disability; the illness or injury of the employee's parents or spouse, or minor children or step-children living in the home; or exposure to contagious

disease where such exposure may endanger the health of others with whom the employee would come into contact in the course of performing work duties.

Employees who are not eligible for vacation time may, with the approval of their Department Head and the City Administrator or the General Manager, utilize up to two days of sick leave for stress relief each year.

Use of sick leave under false pretenses is grounds for discipline, up to and including termination of employment.

For any absence of three days or more, a doctor's written statement may be required before an employee is permitted to return to work. Such statement may include the doctor's diagnosis and the employee's work restrictions (if any).

Notice: If circumstances permit, an employee must contact his or her supervisor before 8:00 a.m. on the first day of absence, giving the reason for the absence and the probable length of such absence. An employee must also regularly update his or her supervisor as to his or her condition.

Accumulation: Unused sick leave may be accumulated up to a maximum of 800 hours. Unused sick leave over and above 800 hours will be credited to a deferred sick leave account as follows: 75% will be deposited into the employee's deferred sick leave account and 25% will be deposited into the employee's vacation account for use as regular paid vacation time. When an employee has used all of his or her accrued sick leave, up to 800 hours, any hours in his or her deferred sick leave account will be available for use.

Payout: Upon involuntary or voluntary termination of employment, employees will be paid for all accrued unused sick time in their deferred sick leave account, but no time in their regular sick leave account.

## **VACATION PAY**

Eligibility: Full-time and part-time employees are eligible to use accrued paid vacation with the advance approval of their supervisor.

Accrual: Full-time employees earn vacation time based upon the number of years of full-time employment. Part-time employees earn vacation time on a prorated basis. Example: A 50% employee in his or her second year of employment is entitled to 6 vacation days.

Vacation time will increase with the number of years of employment based upon the following full-time employee schedule:

<u>Years of Service</u>	<u>Vacation Days</u>	<u>Hours Per Year</u>
• 1 year <b><u>(if hired prior to June 30)</u></b>	5 working days	40
• 2 through 5 consecutive years	12 working days	96
• 6 through 9 consecutive years	15 working days	120
• 10 consecutive years	16 working days	128
• 11 consecutive years	17 working days	136
• 12 consecutive years	18 working days	144
• 13 consecutive years	19 working days	152
• 14 consecutive years	20 working days	160
• 15 consecutive years	21 working days	168
• 16 consecutive years	22 working days	176
• 17 consecutive years <b><u>and thereafter</u></b>	23 working days	184

Although an employee is entitled to vacation time based upon years of service, such time is deemed “earned” by prorating vacation time on a monthly basis. Example:

An employee who is in his or her second year of employment is eligible for 12 vacation days. The employee will actually have earned 6 days as of July 1, which is computed by dividing the annual eligibility by 12 and multiplying that number by the actual number of months of service performed. In this example:  $12/12=1 \times 6=6$ .

**An employee hired between January 1 and June 30 earns 40 hours of vacation following the six month probation period and 96 hours on January 1. An employee hired between July 1 and December 31 earns 40 hours of vacation after the six month probation period the following year plus prorated hours from the date of hire through December 31. Example:**

**An employee hired 4/1/14 will earn 40 hours vacation on 10/1/14 and 96 hours on 1/1/15. An employee hired 8/12/14 will earn 40 hours vacation plus 13.32 prorated hours on 2/12/15. This employee does not earn 96 hours vacation until 1/1/16.**

The vacation accrual period is January 1 through December 31, except in the case of new employees. For new employees, the first accrual period is from the date of employment to December 31.

Vacation will be credited to an employee’s account on January 1 of each year. Crosslake Communications employees accrue vacation on a monthly basis.

Use and Prior Approval: Employees may use vacation time so long as their absence does not unduly impede completion of work assignments or prevent other employees from completing work assignments. An employee’s use of vacation time requires advance approval from his or her Department Head. The City Administrator or the General Manager has the ultimate authority to approve, deny, or cancel any vacation request.

Notice: Employees should request vacation time as soon as is practicable.

Accumulation/Carry Over: In general, full-time employees may carry over unused vacation time from one calendar year to another, but in no case may a full-time employee have more than 15 additional vacation days in any year. Any additional vacation days may not be carried over and will be forfeited. Part-time employees may carry over a prorated number of vacation days. The city council may, in its sole and complete discretion, permit additional accumulation for management personnel and for all other employees in unusual circumstances.

Payout: With city council approval, an employee may receive pay in lieu of vacation time.

Upon voluntary termination of employment with proper advance notice, employees will be paid for all accrued unused vacation time available for use in that calendar year.

### **OTHER BENEFITS**

The City currently provides life insurance, long-term disability, long-term care insurance, deferred compensation, flexible spending accounts and dependent care accounts as part of its employee benefits package. Some benefits are voluntary and require employee participation. For details regarding other benefits, contact the City Clerk or the Office Manager.

### **WELLNESS PROGRAM**

**The City of Crosslake Wellness Program allows current employees, spouses and family members who are eligible to receive City insurance benefit's the opportunity to utilize the Community Center Fitness Room. Part time employees are also eligible for the wellness program however, family members of part time employees will not be eligible. Retired employees or their families will also not be eligible for the Wellness Program.**

**Procedure - Community Center Staff will track attendance for all Wellness Program participants.. A \$20.00 non-refundable fee will be collected to start the program. If participants utilize the fitness room a minimum of eight times per month, the participant will be granted free use of the fitness room the following month. This scenario will continue until such time as the participant fails to meet the minimum requirements for attendance in a given month. If the employee, spouse or family member fails to utilize the fitness facility at least eight times a month, a \$20.00 non refundable fee will once again be collected by the Community Center to re start the wellness program. Participation in the program will hopefully create healthier employees and family members which will result in reducing the City's insurance premium and reduce the probability of worker's compensation claims. It has also been proven that healthier employees use far less sick days than employees that do not lead a healthy lifestyle.**

**Details covering active Fire Department personnel and their eligibility for the Wellness Program can be obtained from the Fire Chief.**

## LEAVES OF ABSENCE

---

### **BEREAVEMENT LEAVE**

The City will provide 3 days of paid leave in the event of a death in an employee's immediate family or household members. "Immediate family" means an employee's parent, spouse, child, step-child, brother, sister, grandparents and grandchildren of either the employee or the employee's spouse and the spouse of the employee's sibling. With the approval of their Department Head, employees may also be granted up to 3 days of bereavement leave in other circumstances. In such circumstances, employees will be permitted to utilize their accrued unused sick leave. Bereavement leave is not cumulative.

### **BLOOD DONATION LEAVE**

The City will permit employees to use up to one hour of sick leave per year for the purpose of donating blood.

### **BONE MARROW DONATION LEAVE**

The City will provide paid leave to any employee who works an average of 20 or more hours per week and seeks to undergo a medical procedure to donate bone marrow. The combined length of the leaves will not exceed 40 work hours, unless the City authorizes additional leave in writing. In order to qualify for leave, the employee must provide the City with written verification by a physician of the purpose and length of each leave. If there is a medical determination that the employee does not qualify as a bone marrow donor, any paid leave granted prior to that determination is not forfeited.

The City will not retaliate against an employee for requesting or obtaining this (or any other) type of leave.

### **CIVIL AIR PATROL SERVICE LEAVE**

The City will provide unpaid leave to any employee who works an average of 20 or more hours per week to render service as a member of the civil air patrol on the request and under the authority of the state or any of its political subdivisions, so long as the leave will not unduly disrupt the operations of the City.

### **ELECTION JUDGE LEAVE**

The City will provide paid leave to any employee who is selected to serve as an election judge. Although the leave is paid, the City will reduce the wages of any employee serving as an election judge by the amount paid to the employee by the appointing authority during the time the employee was absent from work. In order to qualify for leave, an employee must provide the City with at least 20 days' advance written notice of the need for leave and a certification from the appointing authority stating the hourly compensation to be paid to the employee for his or her service and the hours during which the employee will serve.

### **HARASSMENT OR DOMESTIC ABUSE LEAVE**

The City will permit employees to take a reasonable amount of unpaid time off to obtain restraining orders or to otherwise attempt to obtain relief from harassment or domestic abuse. The City will also permit any employee to take a reasonable amount of unpaid time off to testify at or to attend criminal proceedings in domestic abuse cases.

### **JURY DUTY / WITNESS LEAVE**

The City will provide up to two weeks of paid leave to any employee who reports to jury duty in response to a summons, is subpoenaed as a witness, or who voluntarily testifies as a witness in a case in which the City is a party. The employee will receive the difference between his or her regular pay and the amount he receives for jury or witness pay.

Employees who receive a summons should show it to their supervisor as soon as possible. Employees are expected to report for work whenever the court schedule permits. The City may request that an employee be relieved from jury duty if we think that your absence from work would cause serious operational problems.

The City will not take adverse action against any employee who receives a summons, responds to a summons, attends court for prospective jury service, or serves as a juror.

### **MILITARY LEAVE**

The City will provide military leave to any employee who is called to service in the armed forces in accordance with state and federal law. Leave is available for active duty, active duty for training, initial active duty for training, inactive duty training, full-time National Guard duty, for examinations to determine fitness for any such duty, and for any other leave permitted by state and federal law. An employee should notify his or her supervisor of the need for military leave as far in advance of the leave as possible. An employee's rights with respect to the substitution of accrued personal leave, the continuation of health plan coverage, and the accrual of benefits during military leave, in addition to reinstatement after military leave, will be as defined by state and federal law.

As a public employer, the City has certain obligations with respect to military leave. For instance, an employee who is a member of the National Guard, or any other component of the militia of the state, or the officers' reserve corps, the enlisted reserve corps, the Naval Reserve, the Marine Corps Reserve, or any other reserve component of the military or naval forces of the United States, is entitled to up to 15 days of paid leave each calendar year for training or active service. In addition, employees engaged in active service are entitled to extended unpaid leaves, and have certain rights upon returning from such leaves with respect to reinstatement and removal. The City will comply with applicable state law.

### **MILITARY CEREMONIES LEAVE**

The City will provide up to a maximum of 1 day of unpaid leave each calendar year to any employee whose immediate family member, as a member of the United States armed forces, has been ordered into active service in support of a war or other national

emergency for the purpose of attending a send-off or homecoming ceremony for that family member, so long as the leave will not unduly disrupt the operations of the City. "Immediate family member" means an employee's parent, legal guardian, child, grandparent, grandchild, sibling, spouse, or fiancée.

#### **MILITARY FAMILIES LEAVE**

The City will provide up to a maximum of 10 working days of unpaid leave to any employee whose immediate family member, as a member of the United States armed forces, has been injured or killed while engaged in active service. "Immediate family member" means an employee's parent, child, grandparent, sibling, or spouse. An employee must give his or her supervisor as much notice of the need for leave as practicable. Although the leave is unpaid, an employee may substitute any accrued personal leave for any part of the leave.

#### **ORGAN DONATION LEAVE**

The City will provide paid leave to any employee who works an average of 20 or more hours per week and seeks to undergo a medical procedure to donate an organ or partial organ to another person. The combined length of the leaves will not exceed 40 work hours for each donation, unless the City authorizes additional leave in writing. In order to qualify for leave, the employee must provide with written verification by a physician of the purpose and length of each leave. If there is a medical determination that the employee does not qualify as an organ donor, any paid leave granted prior to that determination is not forfeited.

#### **PARENTAL LEAVE**

The City will provide up to a maximum of 6 weeks of unpaid leave to any employee who has been employed by the City at least one-half time during the previous 12 months in conjunction with the birth or adoption of a child. The leave shall begin at a time requested by the employee. However, the leave may not begin more than six weeks after the birth or adoption (unless the child must remain in the hospital longer than the mother, in which case the leave may not begin more than six weeks after the child leaves the hospital). The City will continue to make insurance coverage available to the employee and the employee's dependents (if any) during the leave, although the employee must pay 100% of the premium. An employee's rights with respect to reinstatement after parental leave will be as defined by state law.

#### **PREGNANCY AND PARENTING LEAVE (state law requirement for cities with 21 or more employees) [New July 1, 2014]**

**Employees who work twenty (20) hours or more per week and have been employed more than one year are entitled to take an unpaid leave of absence under the Pregnancy and Parenting Leave Act of Minnesota. Female employees for prenatal care, or incapacity due to pregnancy, childbirth, or related health conditions as well as a biological or adoptive parent in conjunction with after the birth or adoption of a child as eligible for up to 12 weeks of unpaid leave and must begin within twelve (12) months of the birth or adoption of the child. In the case where the child must remain in the hospital longer than the mother, the leave must begin within 12 months after the child leaves the hospital. Employee should**

provide reasonable notice, which is at least XX days. If the leave must be taken in less than three days, the employee should give as much notice as practicable.

Employees are required to use accrued leave (i.e., sick leave, vacation leave, etc.) during Parenting Leave If the employee has any FMLA eligibility remaining at the time this leave commences, this leave will also count as FMLA leave. The two leaves will run concurrently.

The employee is entitled to return to work in the same position and at the same rate of pay the employee was receiving prior to commencement of the leave. Group insurance coverage will remain available while the employee is on leave pursuant to the Pregnancy and Parenting Leave Act, but the employee will be responsible for the entire premium unless otherwise provided in this policy (i.e., where leave is also FMLA qualifying). For employees on an FMLA absence as well, the employer contributions toward insurance benefits will continue during the FMLA leave absence.

Reasonable Unpaid Work Time for Nursing Mothers [Applies to cities with one or more employees] [MN law change effective July 1, 2014]

Nursing mothers will be provided reasonable unpaid break time for nursing mothers to express milk for nursing her child for one year after the child's birth. The city will provide a room (other than a bathroom) as close as possible to the employee's work area, that is shielded from view and free from intrusion from coworkers and the public and includes access to an electrical outlet, where the nursing mother can express milk in private.

SAFETY LEAVE [New July 1, 2014] Employees are authorized to use sick leave for reasonable absences for themselves or relatives (employee's adult child, spouse, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent) who are providing or receiving assistance because they, or a relative, is a victim of sexual assault, domestic abuse, or stalking. Safety leave for those listed, other than the employee and the employee's child, is limited to 160 hours in any 12-month period (city will want to define the 12-month period- for ease in administration, the city could consider using the same 12-month period used for FMLA)

#### **SCHOOL CONFERENCES AND SCHOOL-RELATED ACTIVITIES LEAVE**

The City will provide up to a maximum of 16 hours of unpaid leave during any 12-month period to any employee who is employed by the City at least one-half time for the purpose of attending the school conferences or school-related activities of his or her child (including a foster child), if such conferences or activities cannot be scheduled during non-working hours. If an employee's child receives child care services or attends a prekindergarten regular or special education program, the employee may also use this leave to attend a conference or activity, or to observe and monitor the services or program, if such conference, activity, or observation cannot be scheduled during non-

working hours. Although the leave is unpaid, an employee may substitute any accrued personal leave for any part of the leave. When the need for leave is foreseeable, an employee must give his or her supervisor reasonable advance notice of the need for leave and must make a reasonable effort to schedule the leave so as not to unduly disrupt the City's operations.

#### **SICK OR INJURED CHILD CARE LEAVE**

The City will permit any employee who has been employed at least one-half time during the previous 12 months to use his or her personal sick leave time (personal leave) for the purpose of caring for a child who is suffering from an illness or injury on the same terms that the employee could use the sick leave time (personal leave) for his or her own illness or injury. Personal sick leave time (personal leave) does not include short-term or long-term disability.

#### **UNPAID DISCRETIONARY LEAVE**

Employees are entitled to many types of leave. However, circumstances may arise in which an employee needs additional leave or leave for a different reason. In that event, the City may grant the employee an unpaid discretionary leave of absence. Whether an unpaid leave is granted, the duration of such leave, and the details of such leave will be determined by the City, in its sole and complete discretion.

Except in unusual circumstances, employees must request an unpaid leave in writing from the personnel committee 60 days in advance of the beginning of the leave and the committee will respond to the request in writing upon action at a meeting.

Employees on an unpaid leave may not accept other employment without securing the advance approval of the city council.

Unless otherwise provided by applicable law, employment benefits, including but not limited to sick and vacation time, will not accrue during an unpaid leave. Employees on an unpaid leave must make arrangements to reimburse the City for their health and dental insurance benefits, if applicable. Failure to do so may result in the lapse of insurance coverage.

#### **VOLUNTEER FIREFIGHTER LEAVE**

The City will permit an employee to respond to emergency calls as a volunteer emergency fire or rescue worker during working hours so long as the employee's sudden absence from work in responding to the call will not endanger others and the employee remits any compensation received for responding to the call to the City. The City will not deduct from the employee's wages or sick or vacation time for time spent responding to calls. The employee must return to work as soon as possible after responding to a call.

**VOTING LEAVE**

The City will provide paid leave to any employee who is eligible to vote for the time necessary to appear at the employee's polling place, cast a ballot, and return to work on the day of a regularly scheduled state primary or general election, an election to fill a vacancy in the office of United States senator or United States representative, or an election to fill a vacancy in the office of state senator or state representative.

## WORK GUIDELINES

---

### **ABSENTEEISM / ATTENDANCE**

It is important that all employees report for work on time as scheduled. Any employee who is habitually tardy and/or absent will be subject to disciplinary action, up to and including termination of employment.

### **ACCIDENTS**

All employees must report any accidents and/or injuries that occur on duty or on a work-related trip to his or her Department Head immediately.

### **APPEARANCE**

Employee appearance is important. Employee appearance can influence what residents and visitors think about the City, and can also impact employee morale. Whenever an employee is representing the City, he or she should be clean, well groomed, and should be wearing appropriate clothes. If an employee is not certain about what clothes are appropriate, he or she should discuss personal appearance with his or her Department Head.

If any employee requires reasonable accommodation of his or her religious beliefs, observances, or practices or disability with respect to personal appearance or any other matters, he or she should contact his or her Department Head.

### **BULLETIN BOARD**

The City has several bulletin boards on which legal notices, as well as other pertinent information, are posted.

### **CELLULAR TELEPHONES**

Employees must limit the use of their personal cellular telephones during work time to essential calls only, which must be completed as soon as possible. Employees may use their cellular telephones during meal and work breaks.

For purposes of this policy “use” of a cellular telephone includes placing and sending outgoing calls and text messages, receiving incoming calls and text messages, and sending and receiving other kinds of data on so-called “smart phones.” The taking of still or moving pictures with a cellular telephone is forbidden at all times.

Any employee whose use of a personal cellular telephone interferes with the performance of his or her job duties or violates any City policy, including but not limited to, the equal employment opportunity policy, the respectful workplace policy, or the confidential information policy, will be subject to disciplinary action, up to and including termination of employment.

## CITY TECHNOLOGY

The City provides technology, such as telephones and computer resources, for use by its employees for business purposes. "Computer resources" includes but is not limited to host computers, file servers, application servers, communication servers, mail servers, web servers, workstations, stand-alone computers, "jump drives," software, data files, and all internal and external computer and communications networks, including electronic mail ("e-mail") and internet systems that may be accessed directly or indirectly from the City's computer network.

All employees must behave ethically and legally in using the City's telephones and computer resources. All employees must comply with this policy in using the City's telephones and computer resources.

Appropriate or acceptable use of the City's computer resources includes, but is not limited to, the following conduct:

- (1) Using e-mail to communicate with co-workers regarding work-related matters; or
- (2) Using news groups or list serves for work-related matters.

Inappropriate or unacceptable use of the City's computer resources includes, but is not limited to, the following conduct:

- (1) Creating, sending, receiving, accessing, or storing computer files, messages, or pictures which are fraudulent, illegal, pornographic, obscene, sexually suggestive, sexist, racist, discriminatory, harassing, defamatory, or insulting;
- (2) Using computer resources in furtherance of personal business activities;
- (3) Using computer resources to conduct illegal activities;
- (4) Making illegal copies of licensed software;
- (5) Using software in a manner that is inconsistent with applicable licensing agreements;
- (6) Using software that is designed to destroy data, provide unauthorized access to computer resources, or disrupt, disable, impair, or otherwise harm computer resources in any way;
- (7) Loading software that is not approved by the City; or
- (8) Downloading files without checking for computer viruses.

The City's telephones and computer resources must be used primarily for work-related purposes. Limited personal use, such as making a personal telephone call or accessing the internet for personal purposes during meal or work breaks, is acceptable. However, personal use must not interfere with the performance of work duties and must be consistent with the City's policies and procedures, including but not limited to the equal employment opportunity, respectful workplace, and confidential information policies.

The City's cellular telephones must be used primarily for work-related purposes, with limited personal use. **However, in an effort to be cost effect and to eliminate the need for certain employees from having to carry more than one cell and/or smart phone, the City will reimburse certain employees, as approved by management, an amount established by the City Council for the access and usage of their personal cell or smart phone for City purposes.**

**Any telephonic or e-mail communications created, sent, received, accessed, or stored with the City's telephonic or e-mail systems are the property of the City. Therefore, employees do not have an express or implied personal privacy right in any matter created, sent, received, accessed, or stored with the City's telephonic or e-mail systems.** Although the City does not intend to routinely monitor telephonic or e-mail communications, it may monitor these systems and access information or communications stored on the systems to maintain the integrity and efficiency of the system, prevent and discourage unauthorized access and system misuse, retrieve business-related information, investigate reports of misconduct or misuse, reroute or dispose of undeliverable mail, or respond to lawful requests for information, including requests from law enforcement agencies. The existence of passwords or "message delete" functions does not restrict or eliminate the City's ability or right to access information or communications stored on the City's e-mail system.

**Employees also do not have an express or implied personal privacy right in any information created, sent, received, or accessed with the City's internet system.** Although the City does not intend to routinely monitor internet use, it may do so to maintain the integrity and efficiency of the system, prevent and discourage unauthorized access and system misuse, retrieve business-related information, or investigate reports of misconduct or misuse. The existence of passwords does not restrict or eliminate the City's ability or right to monitor internet use.

If any employee receives inappropriate or unacceptable material from another employee or observes another employee engaging in inappropriate or unacceptable use of the City's telephones or computer resources, he or she must contact his or her supervisor immediately.

**Any violation of this policy will result in the revocation of privileges to use the City's telephones and computer resources and may result in discipline, up to and including termination of employment.**

#### **CONFLICTS OF INTEREST**

All employees are encouraged to participate in a variety of community and professional activities. In some instances, an employee may do work or engage in activities that are based on activities or experiences prior to or separate from his or her duties and responsibilities at the City. To avoid actual conflicts of interest or the appearance of conflicts of interest, any employee who engages in any work or activities in any area directly related to the City's business or activities must have prior approval to do so from the City Administrator or the General Manager. No employee may represent himself or herself as a spokesperson for the City without prior approval from the City Administrator or the General Manager.

#### **DESKS / LOCKERS / OFFICES**

All desks, lockers, offices and the items contained therein, unless of a personal nature, i.e. pictures, purses, brief cases, are the property of the City. All employees should be aware

that the City has keys to all desks, lockers, and offices, and all desks, lockers, and offices are subject to inspection at any time, at the discretion of management. **Employees should have no expectation of privacy in their desks, lockers, or offices.**

The City is not responsible for the loss of any personal items from desks, lockers, or offices.

#### **EMPLOYMENT REFERENCES**

The City checks the employment references of all applicants. If the City receives a request for information from another person or entity about an employee, either during or after the employee's employment, the City will provide only the following information:

- (1) Dates of employment;
- (2) Positions held; and
- (3) Wage/salary.

The City will not furnish any additional information unless the employee specifically directs us to do so and signs a release prepared by the City which authorizes us to do so. If an employee does not authorize the City to furnish any additional information, the City will advise the requesting person or entity that, absent a release, the City will provide only the information set out in (1) through (3) above.

#### **EQUIPMENT**

The City has made a substantial investment in its equipment. All employees must treat work equipment with care.

#### **MEAL BREAKS AND WORK BREAKS**

All employees may take one unpaid meal break of up to 30 minutes (as determined by the Department Head) for every 8 consecutive hours of work. The meal break may not be used to perform any work duties. All employees may also take one 15-minute paid work break for each 4 consecutive hours of work. Break time may not be accumulated or used to arrive late or leave early.

Any employee who needs to express breast milk for her infant will receive reasonable unpaid break time each day to do so. The break time must, if possible, run concurrently with other break time.

#### **OVERTIME**

Overtime is any time worked in excess of 40 hours in a single work week. A non-exempt employee is paid at a rate of one and one-half times his or her regular rate of pay or is provided compensatory time for overtime, at the option of the employee. A non-exempt employee cannot work overtime without the prior approval of his or her supervisor. An exempt employee is not paid for overtime.

A non-exempt employee who works overtime must inform the City Clerk or the Accountant at the time that he or she submits his or her time sheets whether he or she

would like to be compensated in cash or compensatory time off. Compensatory time off may be taken with the approval of the Department Head. A request for compensatory time off will be granted within a reasonable period so long as granting such request will not unduly disrupt the City's operations.

Compensatory time off may only be accumulated up to 40 hours; any additional overtime will be compensated in cash. Compensatory time off generally may not be carried over from year to year. Unless the city council grants an exception, any accrued unused compensatory time off as of December 1 will be cashed out. Upon termination of employment, an employee's accrued unused compensatory time off will be cashed out in accordance with the federal Fair Labor Standards Act.

Law enforcement officers are subject to the overtime, compensatory time off, court time, call back and holdover, complaint signing and depositions, late calls and late arrests, and the scheduling provisions of the police department manual.

When required by the City's business needs, non-exempt employees may be scheduled to work overtime. When possible, we will try to give you advance warning of mandatory overtime work. We try to distribute overtime work among all qualified employees.

#### **PAYDAYS**

All employees are paid biweekly. Employees must deliver their timesheets to their Department Head on the last day of the pay period. If an employee's timesheets are not delivered in a timely manner, payment for that pay period will be delayed.

Each paycheck includes pay for all work performed through the end of the previous payroll period. Any employee who thinks that there is any kind of error in his or her paycheck, such as the total number of hours worked, the number of overtime hours worked, or the rate at which overtime hours was paid, should report the error to the City Clerk or the Accountant immediately. Any correction as agreed upon by the employee and the City Clerk or the Accountant will be made as soon as administratively possible, as determined by the City Clerk or the Accountant.

#### **POLITICAL ACTIVITY**

##### **PURPOSE:**

**City of Crosslake employees have the right to engage in the political process at the local, state, and federal level. They have the right to become candidates in nonpartisan and partisan elections so long as that candidacy does not violate the Federal Hatch Act. Employees are free to support candidates for federal, state, county, or other local office outside of work hours and outside the scope of their employment.**

However, the City of Crosslake needs to ensure that the orderly conduct of city business continues unhindered and unabated during political campaigns. Further, the City's neutrality in any political contest must not be compromised.

**POLICY:**

**Limitations. Employees shall limit their conduct in accordance with the following:**

- A. **No employee shall use official authority to influence or compel any coworker or member of the public to join a political party, to make a political contribution or to take part in any political activity. Use of official authority shall be interpreted broadly and shall include, but not be limited to the following: use of one's official city job title, reference to city employment, wearing or displaying a city-required uniform, or use of any descriptions or characterizations which may create any perception of the city's endorsement thereof.**
- B. **During work hours, no employee shall display in or on his/her person, workspace, or office, any button, hat, article of clothing, sign advertisement, or literature promoting a political candidate, political position or particular political vote.**
- C. **No employee shall use property or resources belonging to the City to promote or aid a political candidacy or ballot vote.**
- D. **No employee shall solicit, support, or seek votes on behalf of a political candidate, political party or political position during work hours, unless doing so in the performance of official duties related to a ballot question, and those official duties were assigned by either the City Council or by statute.**
- E. **The limitations listed herein shall not apply to any employee who is a candidate for public office or to any Department Head who is charged by the City Council to represent the city's positions on matters of public policy.**

**DISCIPLINARY ACTION FOR VIOLATIONS:**

**Because of the importance that the City of Crosslake places on safeguarding its reputation for neutrality and ensuring the orderly conduct of city business, employees who violate this policy will be subject to disciplinary action.**

**PROGRESSIVE DISCIPLINE**

The City may, but is not required to, use progressive discipline when dealing with employee performance problems. The purpose of progressive discipline is to enable all employees to understand what is expected of them in terms of their behavior and job performance and to provide them with an opportunity to correct their behavior.

Progressive discipline may involve the following steps:

- (1) Verbal warning;
- (2) Written warning;
- (3) Suspension, with or without pay; or
- (4) Involuntary termination of employment.

There are some circumstances in which progressive discipline is not appropriate, and an employee's employment will be terminated without going through all or any of the above disciplinary actions. The above disciplinary actions may be taken in any order. The above list of disciplinary actions is not exclusive.

The City will comply with the Veterans Preference Act with respect to the removal of covered employees.

**The existence of this policy does not change the "at will" status of all employees hired after the adoption of this Handbook October 8, 2012.**

## **REIMBURSEMENT**

### **Education and Travel Expenses**

Education and travel expenses must be preapproved by the employee's Department Head.

Motel rooms, meals, and mileage will be reimbursed at cost up to the limits set by the Internal Revenue Service, and subject to Internal Revenue Service rules and regulations. Receipts for all expenses are required. In all cases, motel rooms must be preapproved. The City will pay the rate for a single room and the employee may rent a larger room or a room for more people, provided that the employee pays the difference between the single room rate and the higher rate. Employees may stay in the motel where the conference they are attending is located and this expense and conference meals shall be reimbursed in full by the City.

### **Personal Vehicle Mileage**

Employees and city council members must use the city vehicle whenever it is practical for trips outside of the city; however, the city vehicle may generally not be used for personal use. In the event an employee or city council member is staying out of town beyond the time allotted for official business, employees and city council members should not use the city vehicle.

Use of an employee's personal vehicle for city business must be preapproved by the employee's Department Head. Employees driving their personal vehicles for city business will be reimbursed at the rate established by the Internal Revenue Service, and subject to Internal Revenue Service rules and regulations. Said rate will be adjusted immediately upon notification of an adjustment by the Internal Revenue Service. Mileage costs will be reimbursed monthly upon submission of a mileage log.

## **SAFEGUARDING PERSONAL PROPERTY / BUILDING SECURITY**

All employees are expected to take all precautions necessary to assure that City equipment and other property is not lost, damaged, or stolen. Any theft or damage should be reported immediately to management. The City assumes no responsibility for the recovery or replacement of personal property that is lost, damaged, or stolen.

## **SAFETY**

All employees are expected to obey safety rules and to exercise caution and common sense in all work activities. Employees must immediately report any unsafe conditions to their supervisor. In the event an employee is hurt or becomes ill at work, he or she must immediately notify his or her supervisor.

Employees who violate safety standards, cause hazardous or dangerous conditions, or fail to report, or, where appropriate, remedy such situations, will be subject to disciplinary action, up to and including termination of employment.

## **SALARY DEDUCTIONS**

Exempt employees receive a salary intended as compensation for all hours worked. An exempt employee's salary is established at the time of hire or when an employee becomes classified as an exempt employee. While an exempt employee's salary is subject to review and modification from time to time, such as during a performance review, the salary is a predetermined amount of compensation that is not subject to deductions for variations in the quality or quantity of work performed or for absences occasioned by or by the operating requirements of the City. Subject to the exceptions listed below, an exempt employee must receive his or her full salary for any workweek in which he or she performs any work, regardless of the number of days or hours worked.

Absent contrary state law requirements, deductions from an exempt employee's salary are permissible when an exempt employee: is absent from work for one or more full days for personal reasons other than sickness or disability; for absences of one or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy or practice of providing compensation for salary lost due to illness; to offset amounts employees receive as jury or witness fees, or for military pay; or for unpaid disciplinary suspensions of one or more full days imposed in good faith for workplace conduct rule infractions. Also, an employer is not required to pay the full salary in the initial or terminal week of employment or for penalties imposed in good faith for infractions of safety rules of major significance. In these circumstances, either partial day or full day deductions may be made.

It is our policy to comply with the salary basis requirements of the FLSA. Therefore, we prohibit all supervisors from making any improper deductions from the salaries of exempt employees. We want employees to be aware of this policy.

Any exempt employee who believes he or she has been subject to an improper deduction or whose pay does not accurately reflect the hours worked, should immediately report the matter to the City Clerk or the Accountant. If the City Clerk or the Accountant is unavailable or if the employee has not received a prompt and satisfactory response from the City Clerk or the Accountant, he or she should report the matter to the City Administrator or the General Manager.

Exempt employees will be reimbursed for any improper deduction. Every report of an improper deduction will be fully investigated and corrective action will be taken where appropriate. The City will not allow retaliation against any employee who reports an improper deduction or who cooperates in the City's investigation of such reports. Retaliation is unacceptable, and any form of retaliation will result in disciplinary action up to and including termination of employment.

## **SMOKING**

**All City buildings, vehicles, and equipment with an enclosed cab, in their entirety, shall be designated as smoke free, meaning that no person will smoke tobacco including pipes, cigars and cigarettes (including electronic smoking products) while in a City facility, vehicle or while operating a piece of City equipment that has an enclosed cab at any time.**

## **TERMINATION OF EMPLOYMENT**

### **Involuntary Termination of Employment**

All employees must satisfactorily perform their job duties, follow all rules, policies, and procedures, and behave in an appropriate manner. If an employee does not perform satisfactorily, fails to follow rules, policies, or procedures, or engages in inappropriate conduct, the City may discipline the employee, up to and including termination of employment.

Grounds for termination of employment include, but are not limited to, the following conduct:

- (1) Excessive or chronic absenteeism or tardiness;
- (2) Reporting for work or working under the influence of alcohol, drugs, or other controlled substances;
- (3) The use, sale, solicitation, possession, or transfer of alcohol, drugs, or other controlled substances on City premises (including parking lots) and the City's worksites, wherever located.
- (4) Failing to maintain the confidentiality of confidential information;
- (5) Disorderly conduct, such as fighting or horseplay, which threatens the personal safety of others or interferes with other employees' ability to perform their job responsibilities;
- (6) Conduct which results in damage to City property;
- (7) Theft;
- (8) Dishonesty, including, but not limited to, falsifying time records;
- (9) Insubordination;
- (10) Sleeping on the job;
- (11) Violation of any City policy, including but not limited to the equal employment opportunity, respectful workplace, confidentiality, and company technology policies;
- (12) Violation or neglect of safety practices, rules, and policies;
- (13) Any conduct, including sexual harassment, which is immoral, indecent, abusive or threatening to employees;
- (14) Violating any law, rule, or regulation concerning the business of the City; or

- (15) Making a false or misleading statement or a material omission in an employment application or interview.

The City reserves the right to determine if an employee has failed to satisfactorily perform his or her job duties, followed all rules, policies, and procedures, and/or engaged in inappropriate conduct. The City reserves the right to determine what type of disciplinary action, if any, should be imposed on a case by case basis.

Upon involuntary termination of employment, employees must complete all organizational paperwork (timesheets, expense forms, etc.) as well as COBRA information for insurance purposes. Employees are also required to return all property of the City (keys, cellular telephones, etc.).

**The existence of this policy does not change the “at will” status of all employees hired after the adoption of this Handbook October 8, 2012.**

### **Layoff**

All employees are subject to layoff in the event a layoff is required by the City’s operational requirements. Whether a layoff is necessary, the number and identity of the employees who are laid off, and the details of the layoff will be determined by the City, in its sole and complete discretion. In most circumstances, 2 weeks’ notice of layoff will be provided.

### **Veterans**

The City will comply with the Veterans Preference Act with respect to the removal of covered employees.

### **Voluntary Termination of Employment**

All employees who voluntarily terminate their employment are encouraged, but not required, to provide proper advance notice consisting of 2 weeks’ written notice prior to leaving the City. The notice should state the effective date of the termination and the reason for the termination and should be provided to the Department Head. At the discretion of the City, we may ask an employee to stop reporting to work before the expiration of the notice period. In that event, the employee will be paid as if he or she had worked during the entire notice period, and the effective date of termination will be the last paid day. If proper advance notice is provided, all accrued unused vacation time available for use in the calendar year will be paid out.

In most circumstances, an unauthorized absence from work of three or more working days is considered to be a voluntary termination of employment.

Upon voluntary termination of employment, employees must complete all organizational paperwork (timesheets, expense forms, etc.) as well as COBRA information for insurance purposes. Employees are also required to return all property of the City (keys, cellular telephones, etc.).

## **TIMEKEEPING**

All employees are responsible for accurately recording the hours they work each day. Timesheets must be filled out by each employee in a timely manner. Falsifying time records is a serious matter. Employees may not alter time records, falsify time records, or record another employee's time. Any employee who does so will be subject to discipline, up to and including termination of employment.

## **VOICE MAIL**

The office is equipped with a voice mail system. Each employee with access to voice mail is expected to record a personal greeting on his or her phone extension. Voice mail is considered to be part of the City's communications system and, therefore, is the property of the City. **Employees should have no expectation of privacy in their voice mail.**

## **WORK SCHEDULES**

Work schedules are established by the Department Head. The regular work week begins on Sunday and ends on Saturday, and includes five eight-hour working days, except as otherwise established by the Department Head, with the approval of the City Administrator in accordance with custom and the needs of the department.

For Crosslake Communications, the regular work week begins on Monday and ends on Sunday, and includes five eight-hour working days, except as otherwise established by the Department Head, with the approval of the General Manager. Crosslake Communications work schedules are set by the General Manager.

The city police department manual sets out working hours and overtime hours for law enforcement. The police department's work schedules are confidential.

## **WORKERS' COMPENSATION**

The City provides a comprehensive workers' compensation insurance program to all employees. The program covers injuries or illnesses that occur during the course of employment. Employees must immediately report any work-related injury or illness to their supervisor, regardless of how minor the injury or illness may seem.

## ACKNOWLEDGMENT

---

### ACKNOWLEDGMENT OF RECEIPT CITY OF CROSSLAKE EMPLOYEE HANDBOOK

The policies and benefits in this Handbook are to be considered as guidelines. The City of Crosslake (the "City"), at its option, may change, delete, suspend, or discontinue any part or parts of the policies and benefits in this Handbook at any time without notice. Any such action shall apply to existing as well as future employees. No one other than the City Council may change any of the policies in this Handbook. No statement or promise by a Department Head may be interpreted as a change in any of the policies in this Handbook, nor will it constitute an employment contract.

This Handbook is not intended to be, nor shall it be considered to be, an employment contract.

**THE STATUS OF ALL EMPLOYEES EMPLOYED BY THE CITY PRIOR TO THE ADOPTION OF THIS HANDBOOK (OCTOBER 8, 2012) IS DETERMINED BY THEIR LETTER OF HIRE AND THE PERSONNEL POLICIES IN EFFECT AT THE TIME OF THEIR HIRE. THEIR EMPLOYMENT IS NOT "AT WILL." THE STATUS OF ALL EMPLOYEES HIRED AFTER THE ADOPTION OF THIS HANDBOOK IS "AT WILL," WHICH MEANS THAT EITHER THE EMPLOYEE OR THE CITY MAY TERMINATE THEIR EMPLOYMENT AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT CAUSE OR NOTICE.**

This Handbook replaces any previous Handbooks. All previous Handbooks are hereby revoked.

Please read the following statements and sign below to indicate your receipt of this Handbook.

1. I have received and read a copy of the Handbook. I understand that the policies, rules, and benefits described in it are subject to change at the sole discretion of the City at any time.
2. **The existence of the Handbook does not change the "at will" status of all employees hired after the adoption of the Handbook October 8, 2012.**
3. I agree to keep the Handbook in my possession during my employment and to update it whenever directed to do so.
4. I understand that my signature below indicates I have read and understood the above statements, and have received a copy of the Handbook.

---

Employee's Printed Name

---

Employee's Signature

---

Date

## **City of Crosslake**

---

**From:** "Paul Hoge" <phoge@crosslake.net>  
**Date:** Thursday, July 10, 2014 8:27 AM  
**To:** "City of Crosslake" <ctycrslk@crosslake.net>  
**Subject:** FW: Employment

---

**From:** Paul Davis [mailto:p.davis@crosslake.net]  
**Sent:** Monday, June 30, 2014 8:22 AM  
**To:** 'Paul Hoge'  
**Subject:** Employment

Hi Paul,

I have accepted an offer at another company and will be leaving Crosslake Communications as of July 18<sup>th</sup> so today I am giving my three weeks notice.

Paul Davis  
Network Engineer, CCNP  
Crosslake Communications  
35910 Co Rd 66  
PO Box 70  
Crosslake, MN 56442  
218.692.2777